Filling Out and Sending a PDF Form in Webmail

Abstract

You may receive an Adobe PDF form that needs to be filled out (for travel, finance, registration, or another purpose) and then returned via e-mail. The PDF format makes it easy to fill out forms. The key to working with the forms is to have Adobe Reader installed on your computer as well as making sure you save the form to your computer so you can later attach it to an e-mail message.

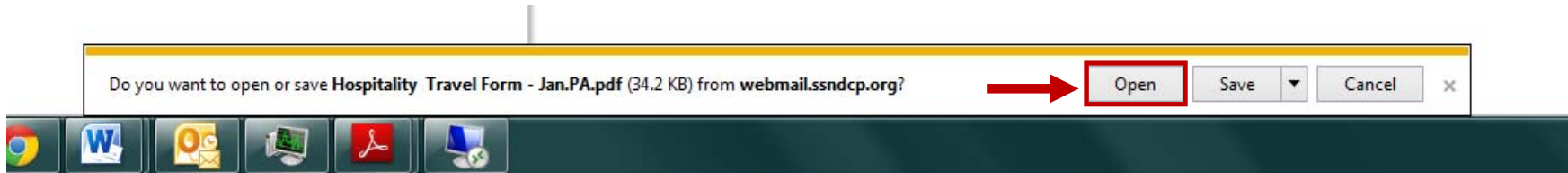Provided by SSND IT Department

1. After logging into webmail, *click* the message containing the registration form.
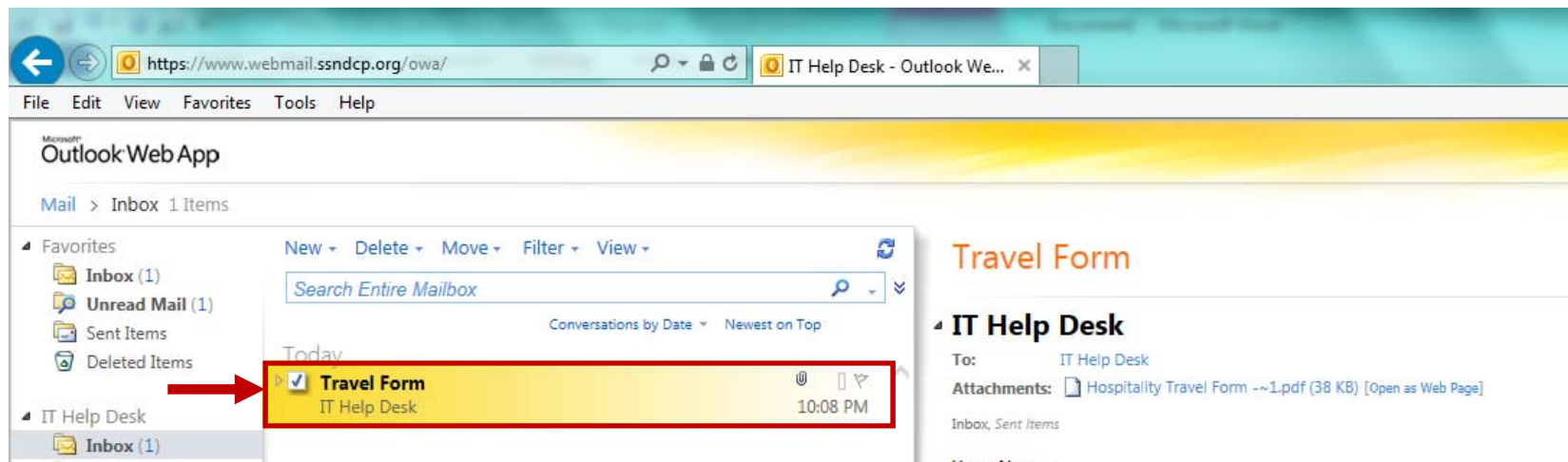

2. *Click* on the attachment.
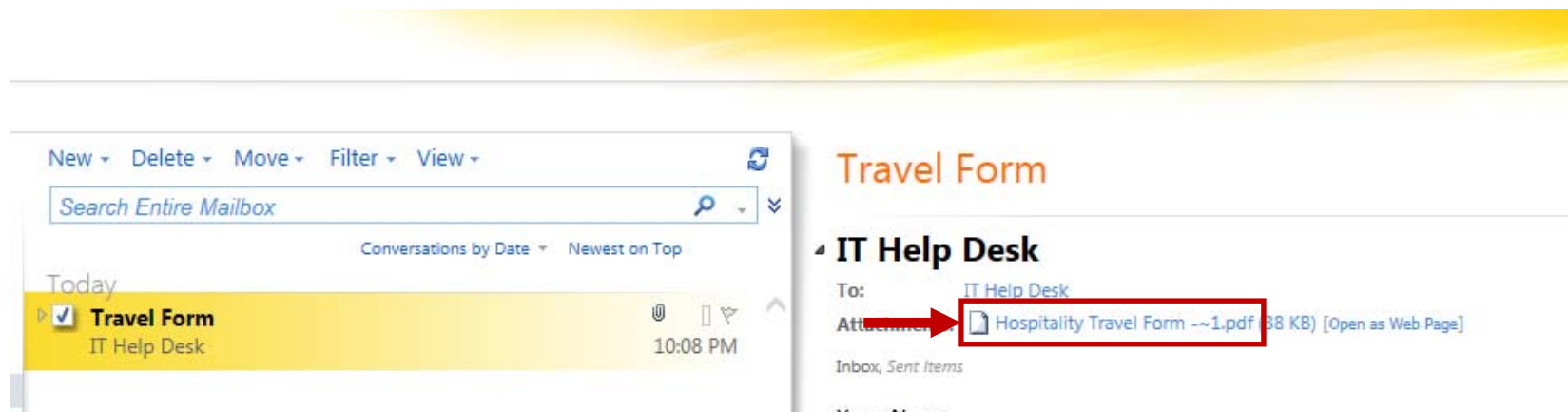
3. At the bottom of the window a dialog box will appear. *Click* on **Open.**


4. The PDF form should automatically open in Adobe Reader. *Fill out* the form with your information.
   - *Alert*: If the PDF form doesn't open or if you are asked what program you would like to open the file in, it means the Adobe Reader software needs to be installed on your computer. Please contact us for assistance or see the help document, <u>How to install Adobe Reader</u>.
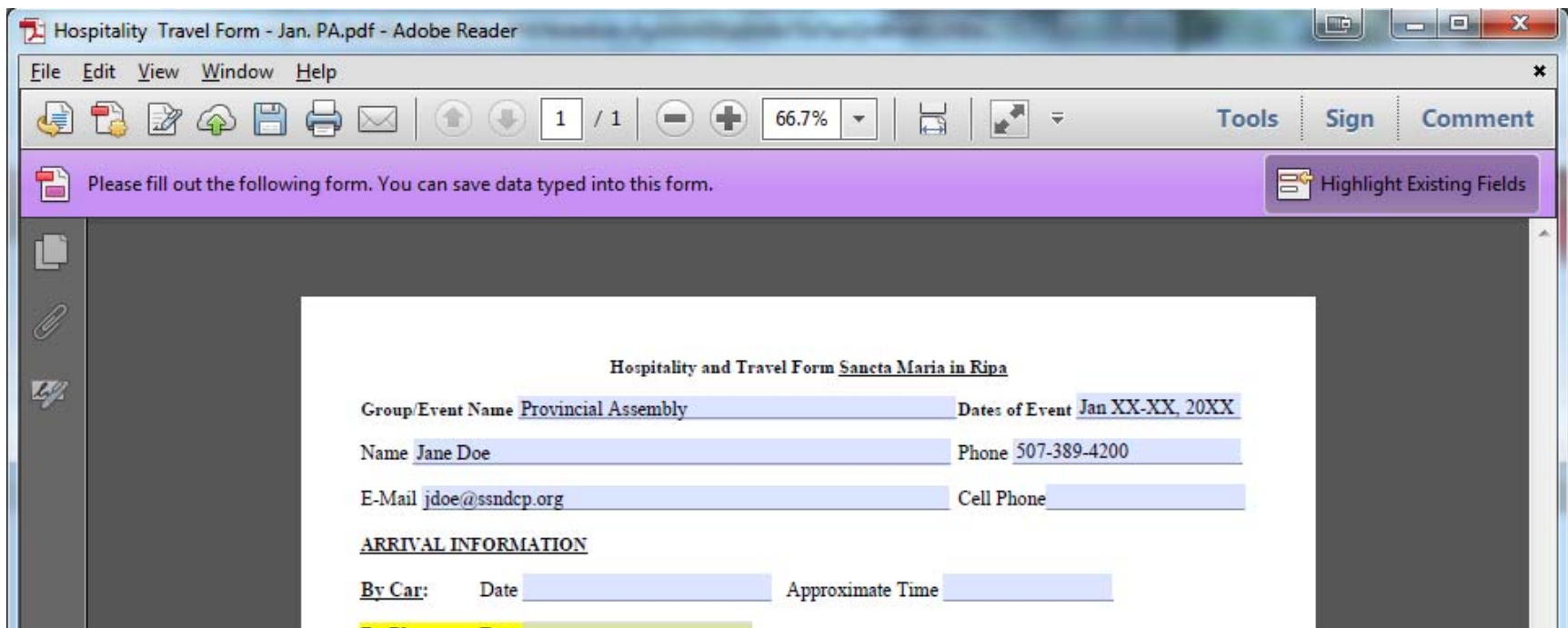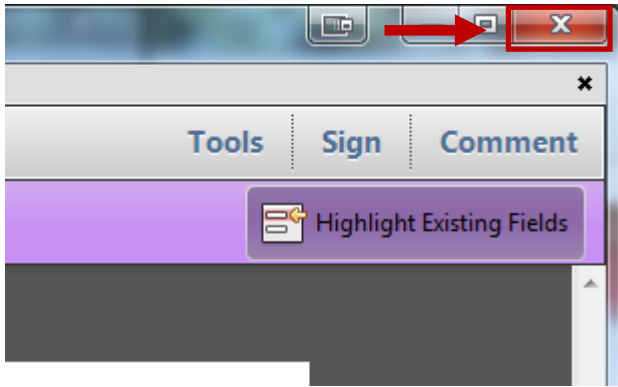
5. Once you're finished filling out the form. *Click* the **Save** icon on the toolbar.
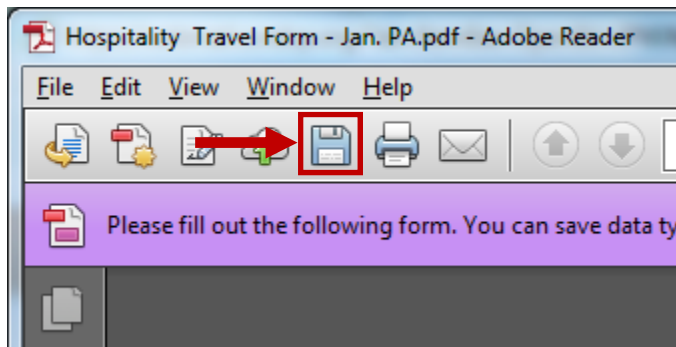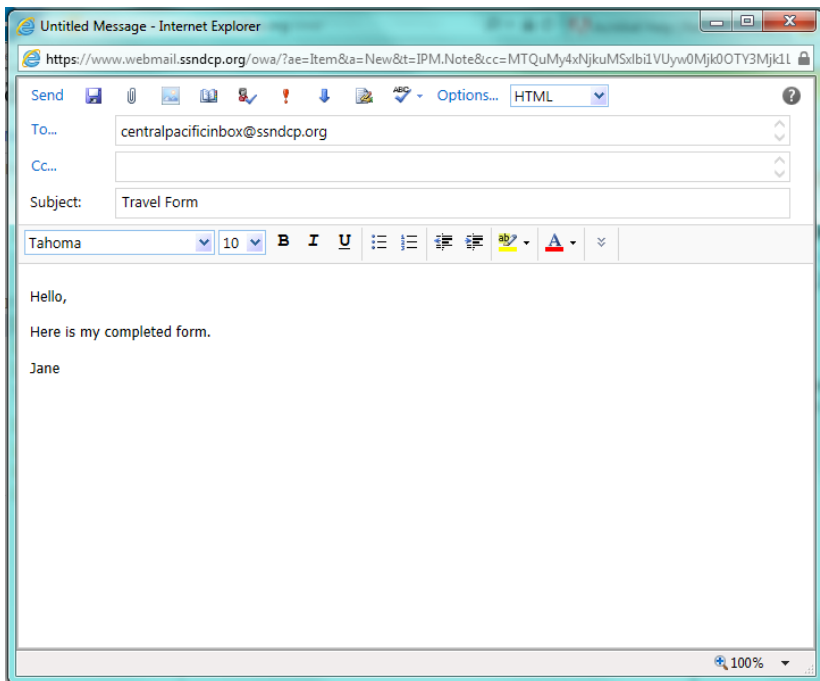

6. The Save As window will appear. *Click* **Save** to save the form to the Documents library.
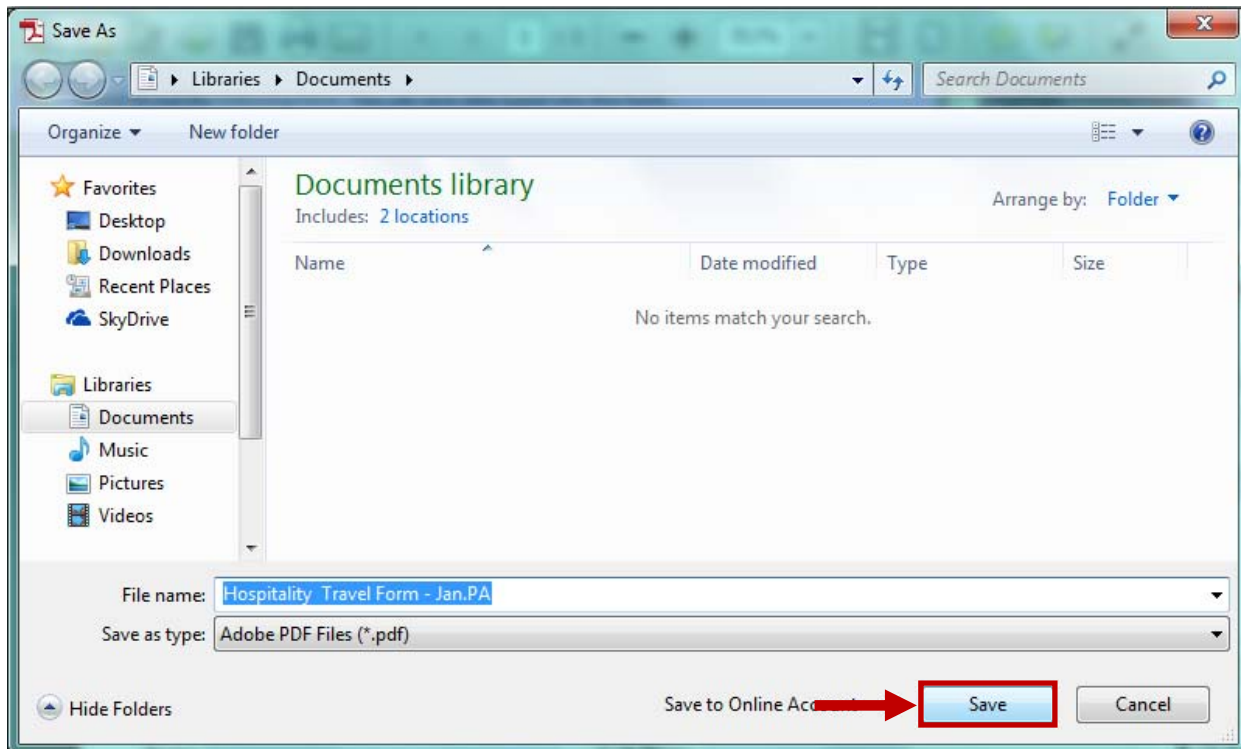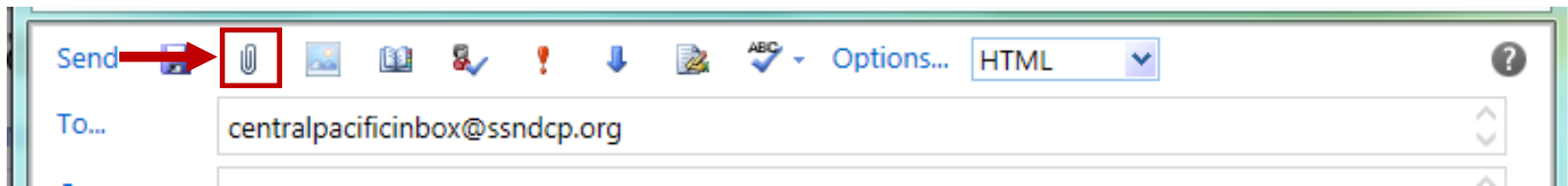
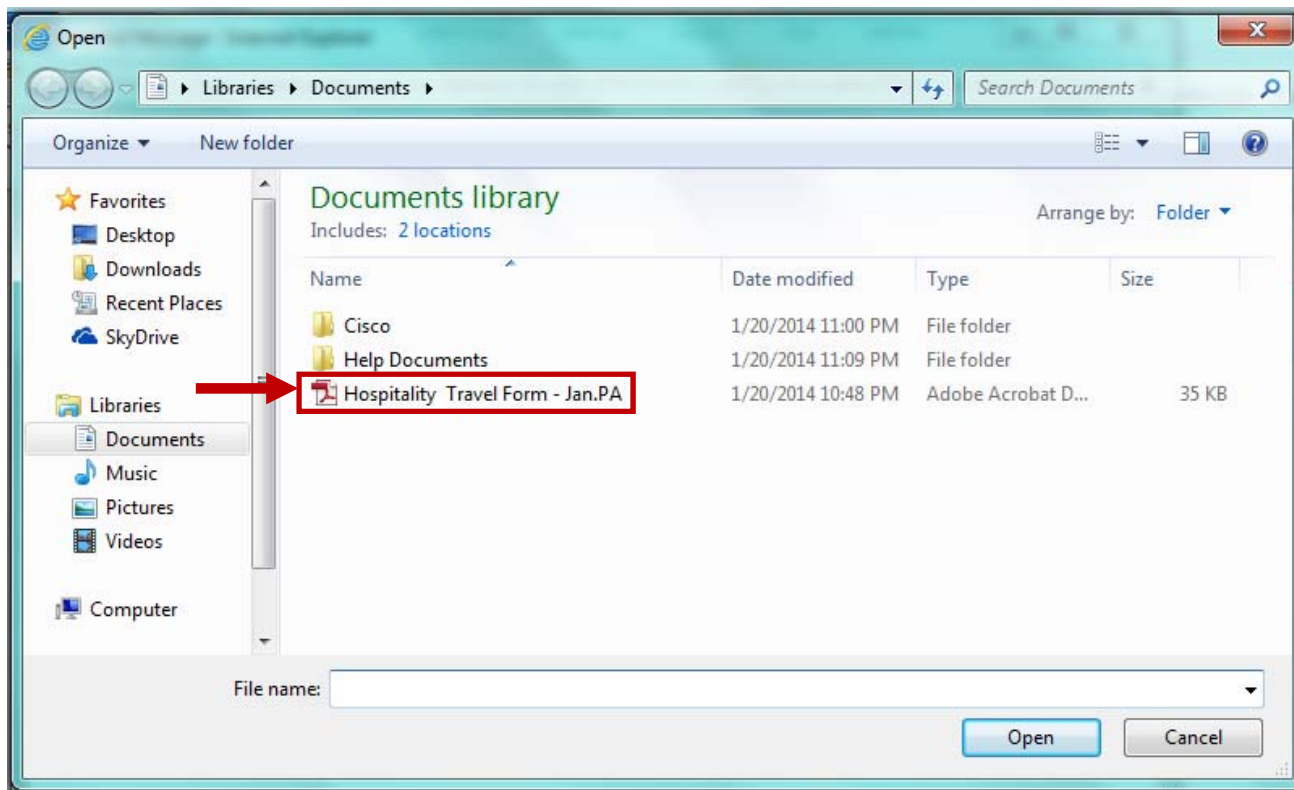7. *Click* the ***Close*** option to exit out of the form.

8. Return to webmail and compose a message, addressing it to the individual specified in the form.
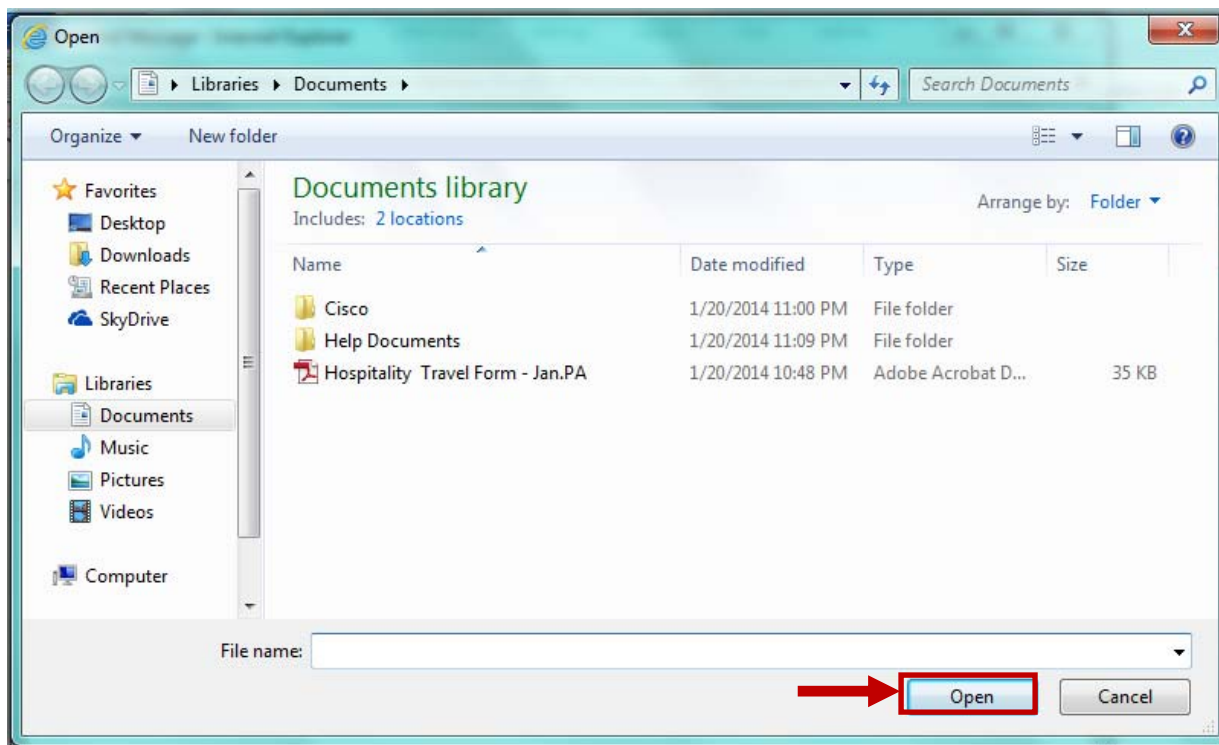
9. *Click* on the **paperclip** icon on the toolbar.

10. The Open window appears. *Click* on the form you saved.

11. *Click* **Open**.

12. The form is now attached to the message. *Click* **Send**.