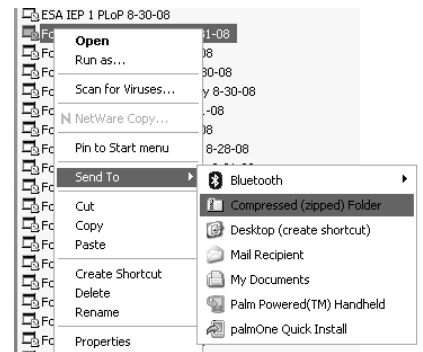
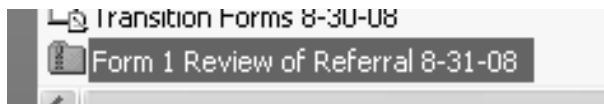


E-mailing Special Education Documents (Omniform Mailable Fillers)

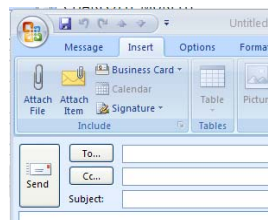
Overview: The majority of the special education documents are available in the form-filling version known as Omniform Mailable Fillers. These files are “executable” files, which will run on any PC computer. However, the Outlook e-mail system blocks these types of files, so we cannot e-mail them to each other like we did with the previous e-mail system, Groupwise.

In order to e-mail these Omniforms follow this procedure, which should work on most of the district desktop and laptop computers:

1. Browse for the Omniform file in your directory
2. RIGHT click on the file, giving you a menu of options
3. Hover over “Send to”
4. Click Compressed (zipped) Folder
5. Note a new zipped folder has appeared in the same folder with the same filename, but with a “zipper” :



6. Attach this file to an e-mail in your usual method (two ways described below):
 - a. Right click on the new compressed file and click “send to→mail recipient” and then compose and “send” the message
 - b. Or click the “Attach File” under the “Insert” tab when you are writing an e-mail in Outlook, and then browse to find the newly compressed, zipped file



The recipient of the e-mail will be able to open the Compressed (zipped) folder and will find the Omniform-saved file within it, and will be able to open/edit/print the document.

If you have any questions, please e-mail Jerry at jkeiste@tacoma.k12.wa.us