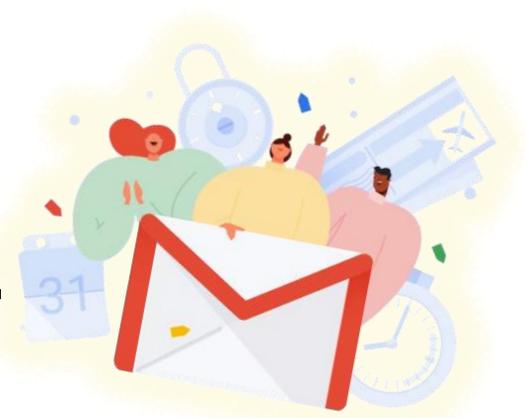


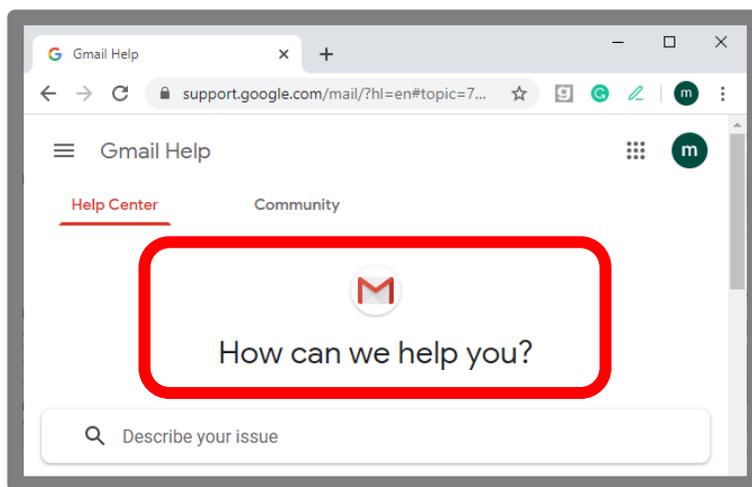
How to Email a Document to Monterey County CWES from your Phone, Tablet or Computer



1. If you don't have an email address, create one!

Visit: <https://support.google.com/mail/?hl=en#topic=7065107> and select “**Create a Gmail account**”. (Scroll to the bottom of the screen to change the language.)

Once your email is set up, try sending a test email to your CWES Case Manager to make sure it works successfully.



2. Ensure the document (or a photo of the document) is readable.

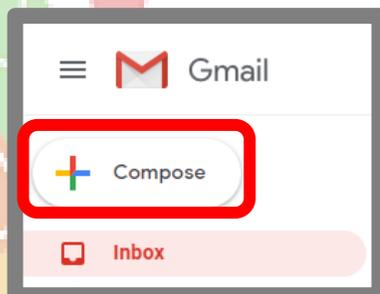
Preview the document (or photo of the document) to make sure the quality is clear and readable before attaching it to your email.

3. Open your email application.

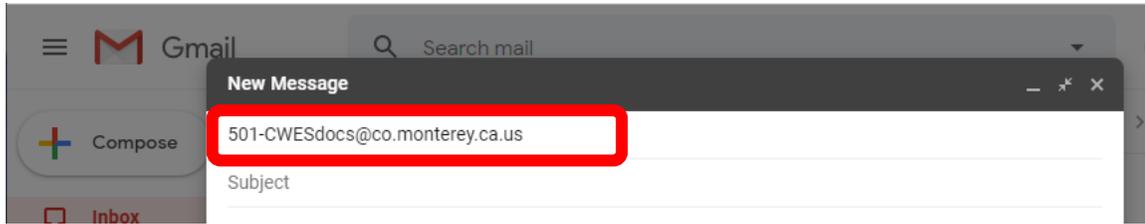
Open the application where you normally check your email (i.e. Gmail).

4. Compose a new email message.

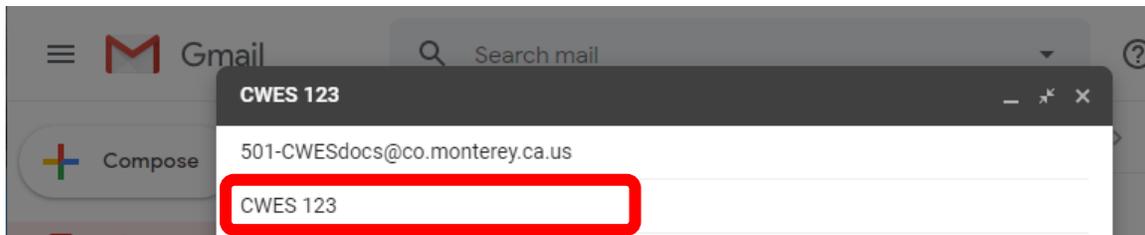
Look for a “Compose” button, or pencil/paper symbol to start a new email message.



5. In the "To:" field, type: 501-CWESdocs@co.monterey.ca.us



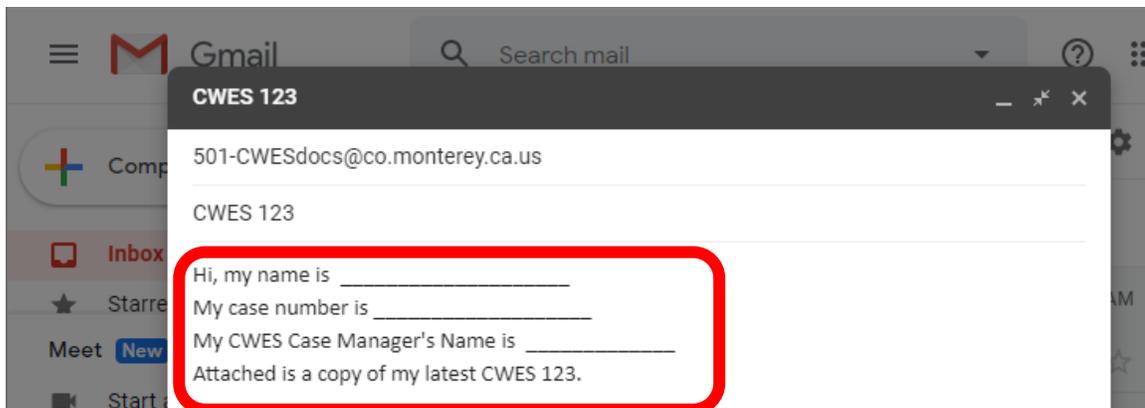
6. In the "Subject:" line, enter a short description of your email. (i.e. CWES 123)



7. Add your message.

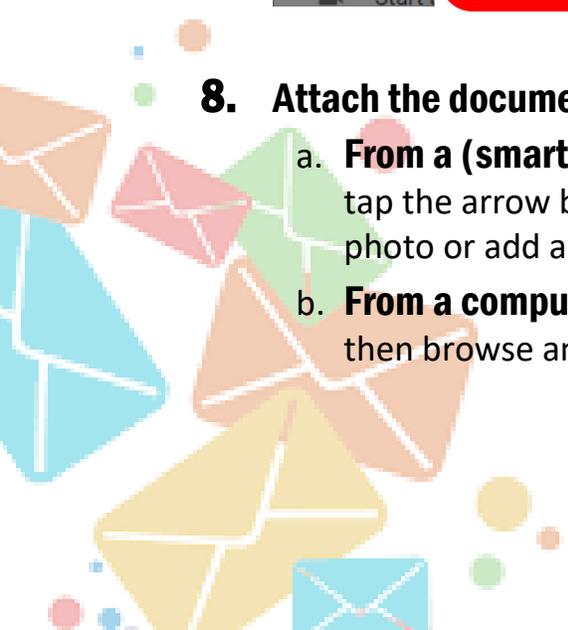
Make sure to identify yourself in your message by including your:

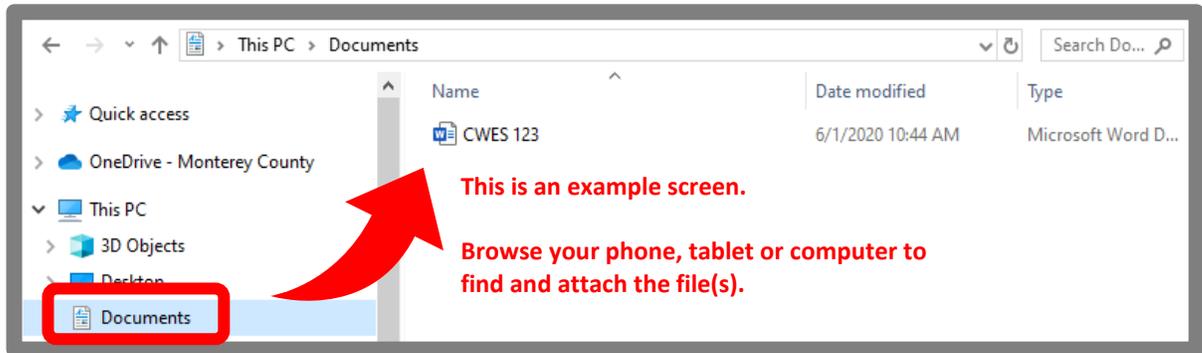
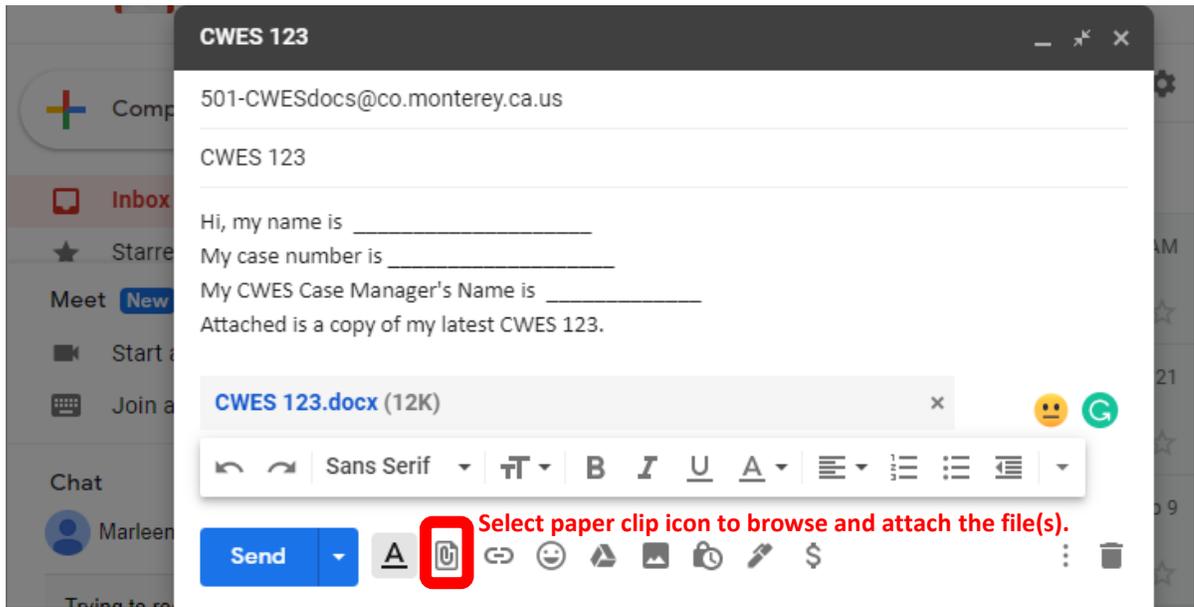
- ▶ **First and Last Name,**
- ▶ **Case Number,** and
- ▶ **CWES Case Manager's Name.**



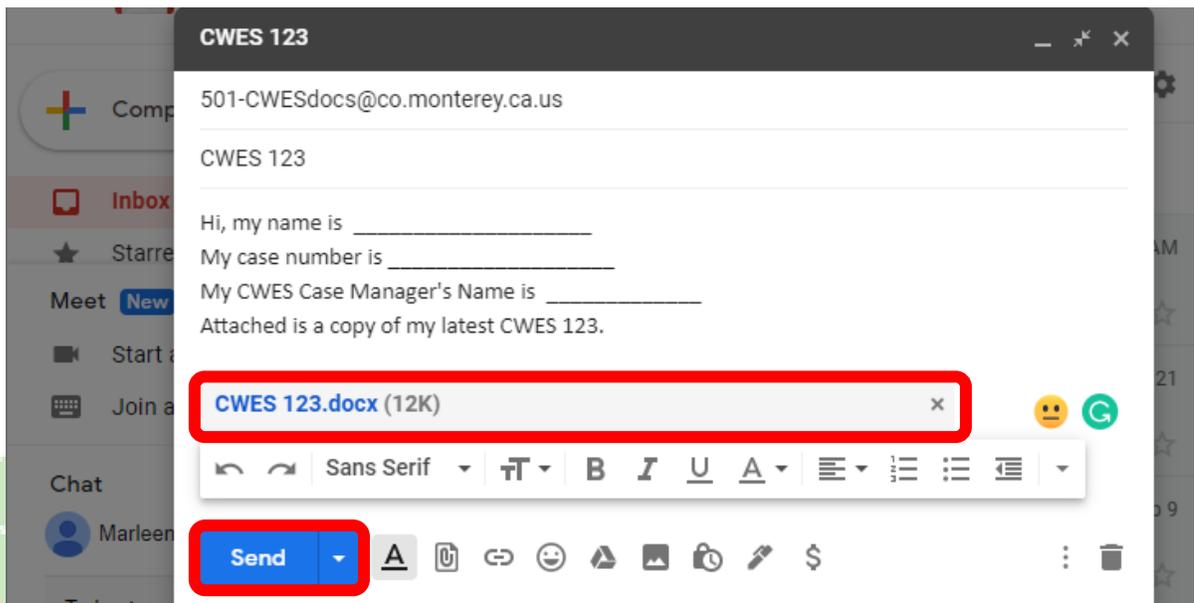
8. Attach the document (or photo of the document).

- a. **From a (smart) phone or tablet:** Double-tap in the body of the message, tap the arrow button on the right to select the options to either insert a photo or add a document, and then browse and select the file(s) to attach.
- b. **From a computer:** Select the "Attach File" button (e.g. paper clip icon) and then browse and select the file(s) to attach.





Once the file is attached, it will appear in the message like the example below.



9. Send the message.

Depending on the email application you are using, the button may be a simple arrow or an image with the word "Send".