1. The shared directory for the bot is: \\E04BMV-CIFS02.ent.ds.gsa.gov\R02\_FSS\_Shares$\Files\Shares\TrumanRPA
2. The email will be sent to the google group that n cell A1 in the file named *googleGroup\_Members* in the sheet named *Google Group Name.* The file needs to be located in the root folder of the shared directory.
3. The word template needs to be located in a directory titled *template* located at the root directory of the shared location.
4. The word template is named *Pre-Negotiation-Memorandum*