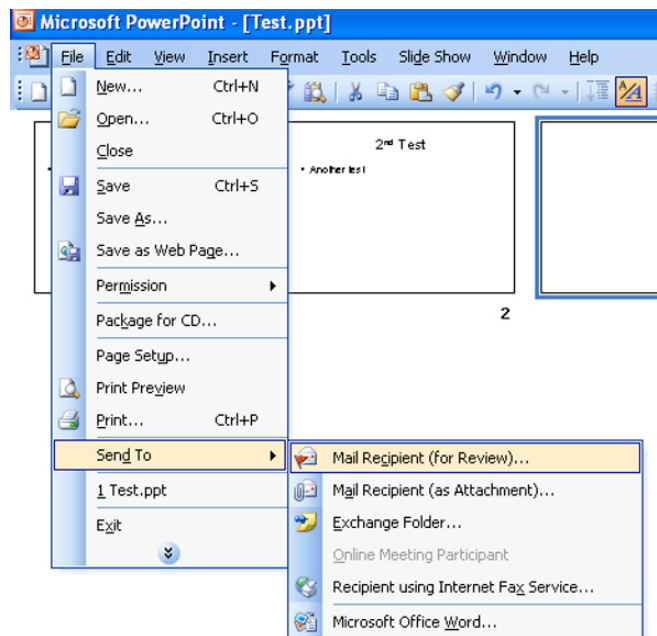


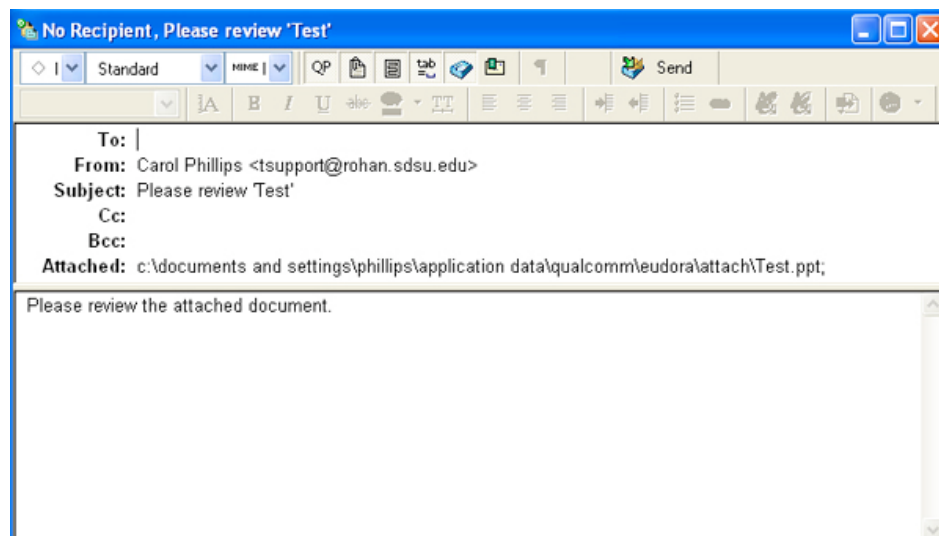
## How to Send a PowerPoint presentation for review using Email

To send a **PowerPoint 2003 (Win)** or **2004 (Mac)** presentation to someone for review using Email, you will need to:

1. In **PowerPoint 2003 (Win)** from the **File** menu, select **Send To**, and then select **Mail Recipient (for Review)...**



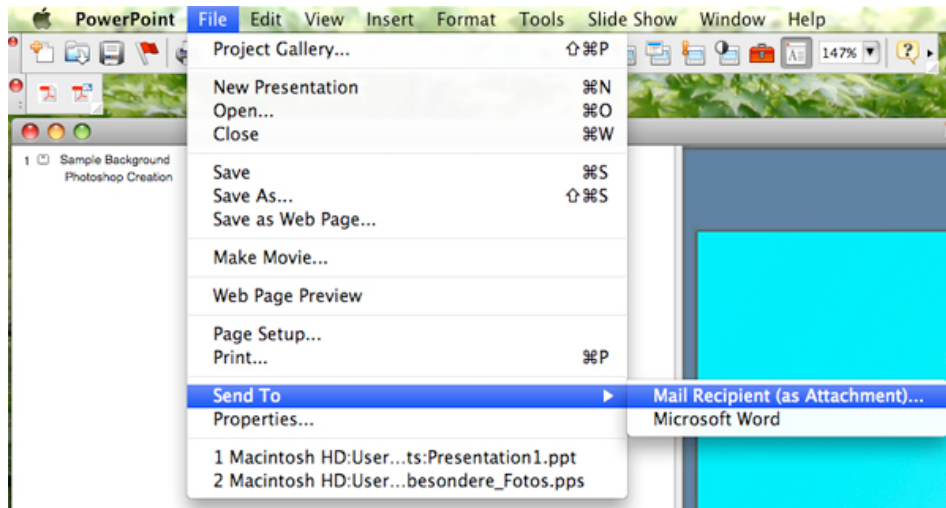
2. Your default email program will open, click in the **To:** box and enter the recipient's Email address



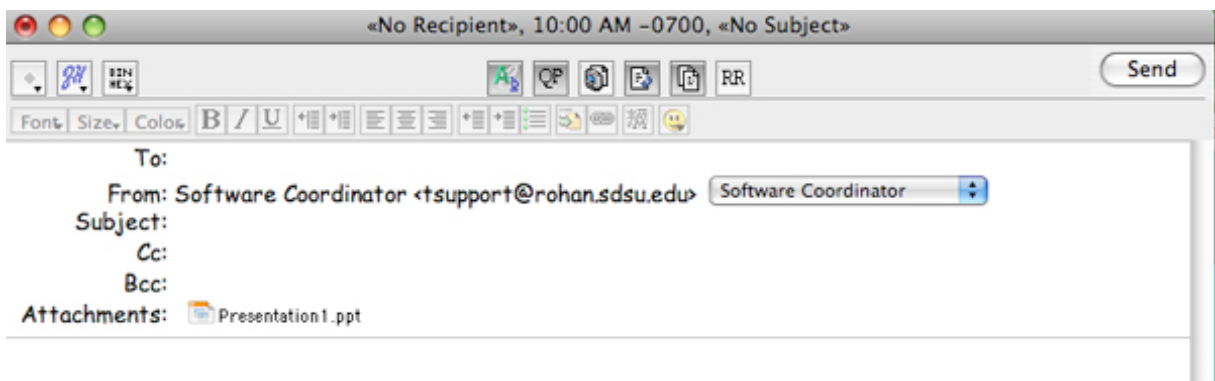
3. Click in the **Subject:** box and enter your subject.
4. Click in the message area below the text *Please review the attached document*, and if necessary, type an additional note
5. On the Message toolbar of your Email program, click the **Send** button.

## OR

1. In **PowerPoint 2004 (Mac)** from the **File** menu, select **Send To**, and then select **Mail Recipient (as Attachment)...**



2. Your default email program will open, click in the **To:** box and enter the recipient's Email address



3. Click in the **Subject:** box and enter your subject.
4. Click in the message area and type an additional note
5. On the Message toolbar of your Email program, click the **Send** button.