Graphical user interface, application, Word

Description automatically generated

Graphical user interface, text, application

Description automatically generated

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

Step1:

Graphical user interface, text, application, Word

Description automatically generated

Step 2;

Graphical user interface, text, application, Word

Description automatically generated

Step 3:

Graphical user interface, text, application, email

Description automatically generated

Step 4:

Graphical user interface, text, application

Description automatically generated

Step 5:

Graphical user interface, text, application

Description automatically generated