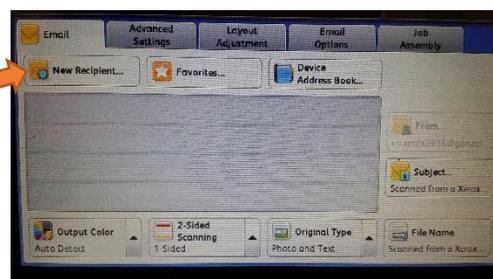


# How to Scan to Email

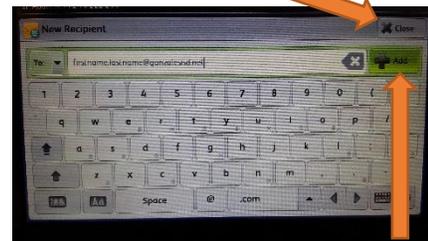


1. Click on the E-mail button on the home screen.



2. Click on 'New Recipient' to add your email address.

3. Enter you Gonzales ISD Gmail account. \*NOTE: The Email will only go to a Gonzales ISD Gmail account, it will fail if you try to use any other email address.



4. If you want to add more than one Gonzales ISD Gmail account, click the 'Add' button to enter the next email address. If there is only one email address you are trying to scan to then click the 'Add' button, then click the 'Close' button.

5. Once the screen goes back to the main Email page, verify that you typed in the correct Gonzales ISD Gmail account. Make any other adjustments for the documents you will be scanning. Once all of the settings are correct, press the green 'Start' button.

