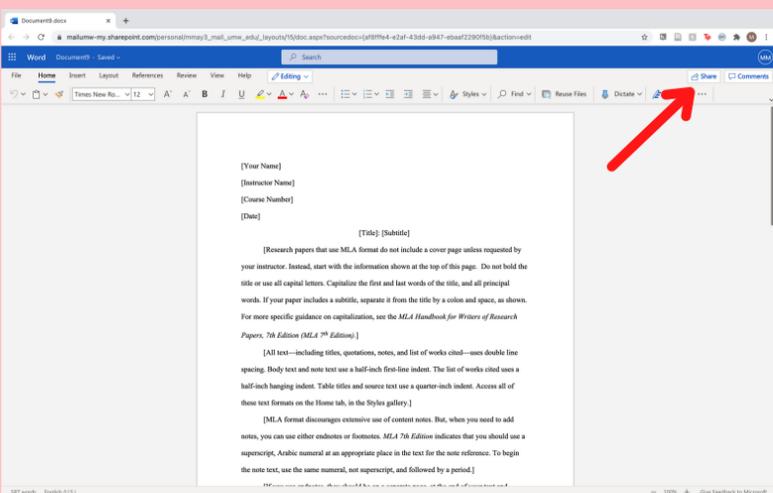


# HOW TO:

# SHARE YOUR WORD DOC

Start your appointment off on the right foot!

## STEP 1

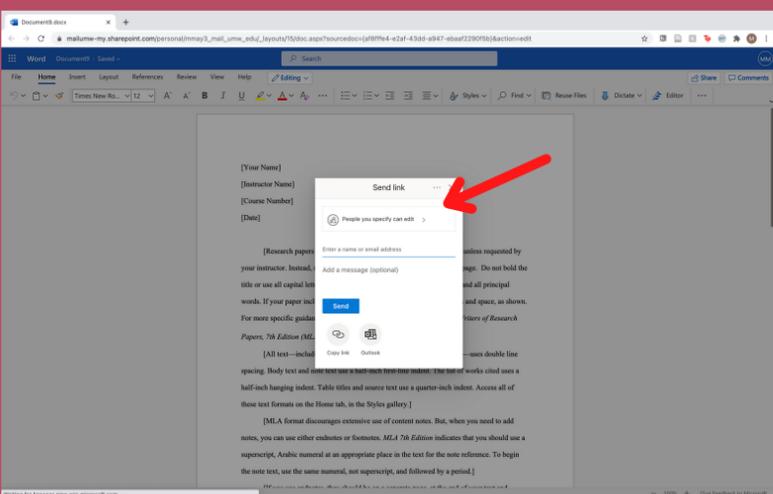


Open your doc & click "Share"

The white "Share" button is located at the top right of the page.



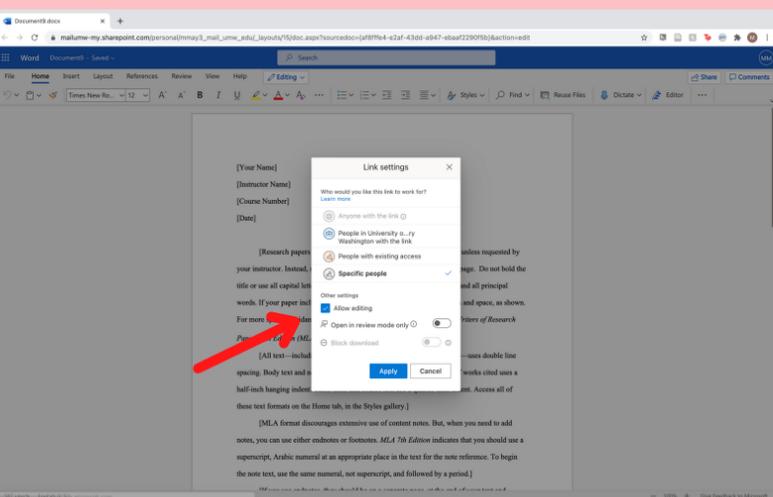
## STEP 2



Fix permissions

Click on "People you specify can edit" in order to change editing permissions

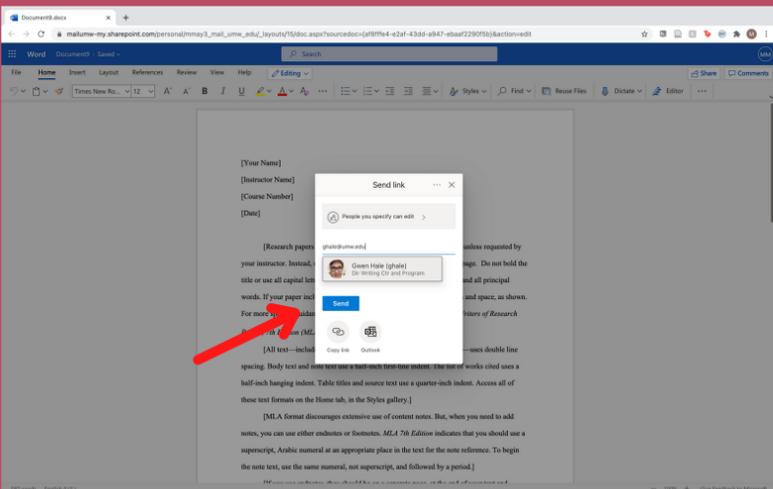
## STEP 3



Allow editing

Make sure the "Allow editing" box is checked. Use the toggle below to choose to either open in review mode or not, then select "Apply"

## STEP 4



Send the link

Type in your consultant's UMW email address and press enter. Click on "Send" to email the link to them.

FOR ANY QUESTIONS, PLEASE CONTACT YOUR CONSULTANT AHEAD OF YOUR APPOINTMENT. THANK YOU!