

-

Log on to your computer and go into From the _____, click the _____ icon.	
A _____ for _____ opens; click the	
From the _____, click the _____ button in the _____ of your screen.	

Create the

Complete these

fields:

- o
- o
- o



<p>There should be a _____ on your screen asking if you want to - _____ to _____ guests. Click - _____ .</p>	
<p>There should be a _____ on your screen confirming that you want to _____ . The external guest(s) email address should be shown too. Click _____ . Guests _____ will receive their _____ via their _____ .</p>	



