Create new folder on desk top and rename the file name to “XYZ*** School ESS Fiscal Monitoring”

*** XYZ should be replaced with the specific school being monitored

Copy all relevant attachments into this folder

Close folder

Right click on the “XYZ*** School ESS Fiscal Monitoring”

Select ‘Send to” and choose compressed (zipped) folder

This will automatically create a new folder that will look like a folder with a zipper down the side.

Open email

Click the paperclip that indicated Attach File

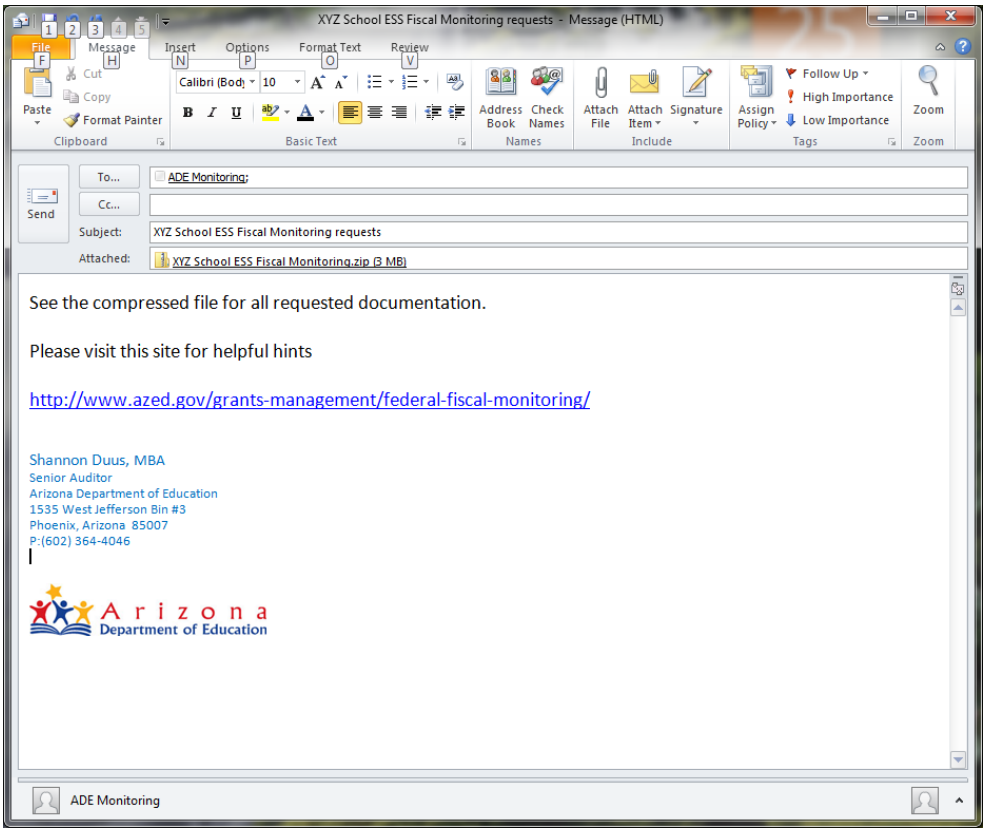
Find the compressed (zipped) file click on file and select Insert button

Populate the To… line with ADEmonitoring@azed.gov

Populate the subject line with XYZ*** School ESS Fiscal Monitoring requests

Populate the body of the email with whatever you choose

Press Send button



Visit website for additional helpful hints:

http://www.azed.gov/grants-management/federal-fiscal-monitoring/