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<ul style="list-style-type: none"><li>• Log on to your computer and go into</li><li>• From the _____, click the _____ icon.</li></ul>	
<ul style="list-style-type: none"><li>• A _____ for _____ opens; click the _____</li></ul>	
<ul style="list-style-type: none"><li>• From the _____, click the _____ button in the _____ of your screen.</li></ul>	

- Create the \_\_\_\_\_ Complete these fields:
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<ul style="list-style-type: none"> <li>• There should be a [redacted] on your screen asking if you want to - [redacted] to [redacted] guests.</li> <li>• Click - [redacted].</li> </ul>	
<ul style="list-style-type: none"> <li>• There should be a [redacted] on your screen confirming that you want to [redacted]. The external guest(s) email address should be shown too.</li> <li>• Click [redacted].</li> <li>• Guests [redacted] will receive their [redacted] via their [redacted].</li> </ul>	

