

Instructions for filling out the I-Space Application

1. Open attached file
2. Fill out application
3. When completed, **located at the bottom of the form**, click "Submit by Email"
4. A window will appear, select "Internet Email"
 - a. Click OK
5. A Save As window will appear, save to desktop **as your email prefix** (abc12)
6. Log into your Albion Gmail account
7. Create a new message, address it to RESLIFE@albion.edu
8. Subject Line: "I-Space Application"
9. Attach the saved file from your desktop
10. Send.