

Attached to this form are the following:

- Alert Memo (PDF Version)
- Alert Memo (Word Version) – If available a Word version of the alert memo is also included.
- Email – The original email used for distribution of the alert memo. (Can be forwarded to a new recipient.)
- Recipient List – Lists all individuals who received the original email “blast” of the alert memo.

The above attachments can be individually opened from the attachment pane. If the attachment pane is not visible, click the paper clip icon to the left or click the button below.

**View Attachments**
