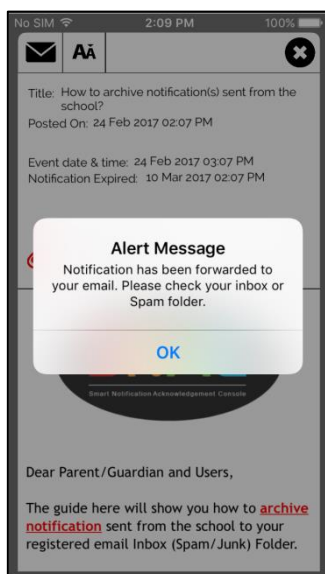
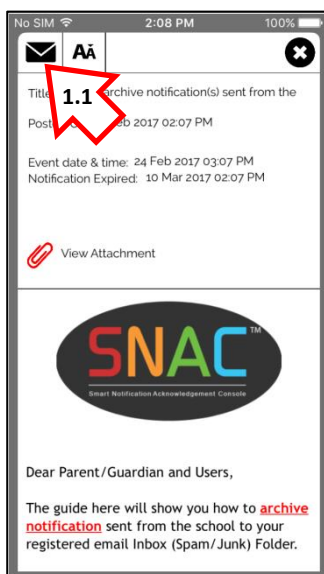


Archive/Forward my SNAC™ Notification and Attachment

SNAC™ supports archiving notification(s) that has been to you from the school(s) to your registered email address. The intent is to enable you to archive, print, review offline at a later time and etc.

1.

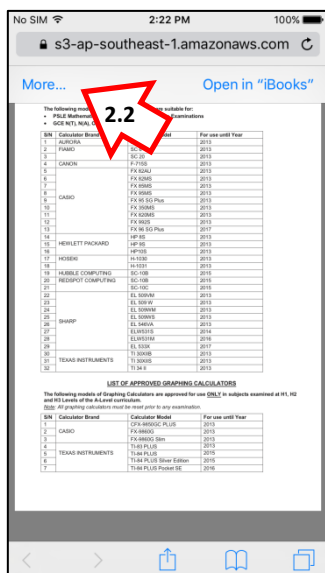
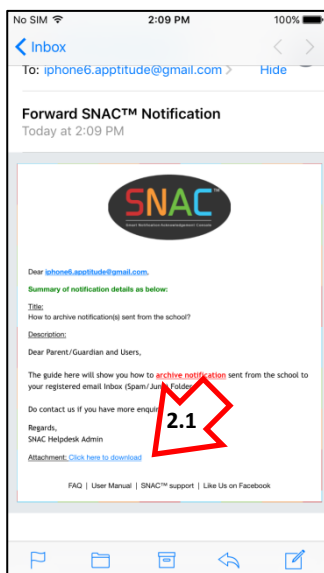


Step 1.1: When a notification has been sent to you. Please **tap** on the “Envelope” icon to forward this notification to your registered email address.

An alert message will confirm that the action to archive/forward has been executed.

Tap on “Ok” to continue.

2.



Step 2.1: Check your email Inbox or Spam/Junk folders for the forwarded email.

Tap on “Click here to download” to download the attachment.

Step 2.2: Tap on the attachment and select “More” to display the other functions available.

NOTE: If you are accessing your email via your computer. The attachment will be automatically downloaded/saved to your computer.

3.



Step 3.1: Select the options available such as:

- MMS the attachment
- Email the attachment
- Add to Notes
- Import to iBooks
- Copy
- Print direct from device
- Saving to iCloud Drive

***Note: This guide is created based on iOS (iPhone) operating system which does not allow users to save attachment directly to their device storage due to APPLE document handling policies.**

Android users can directly save attachment to their device storage.