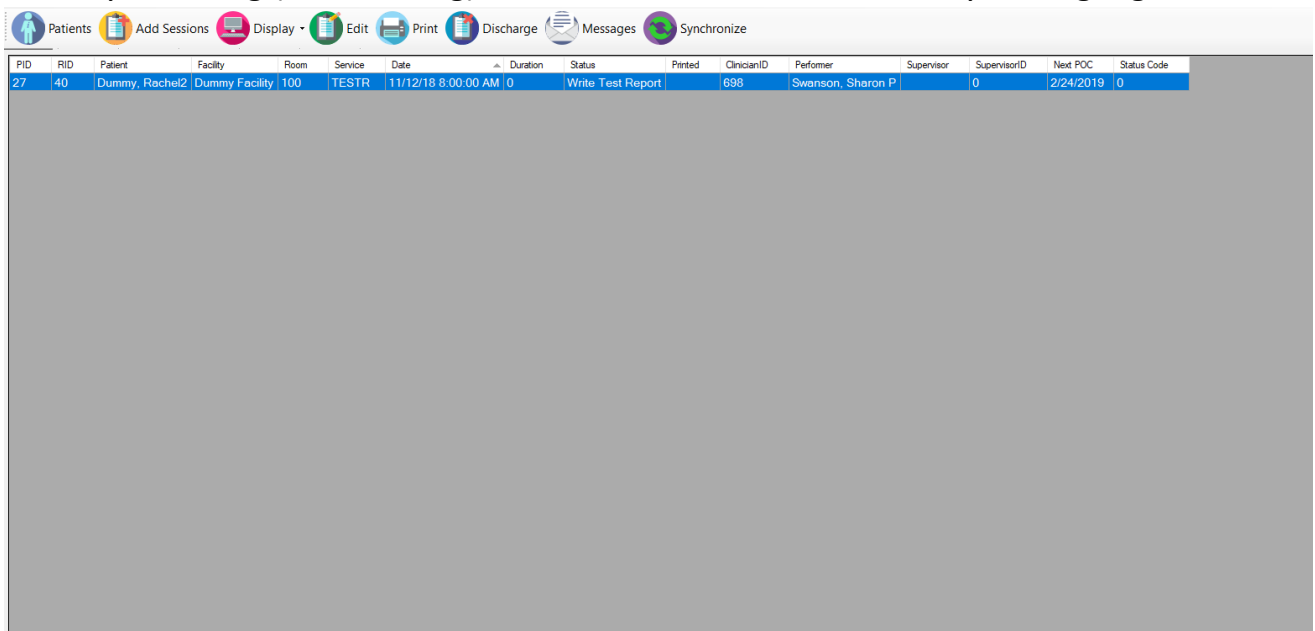
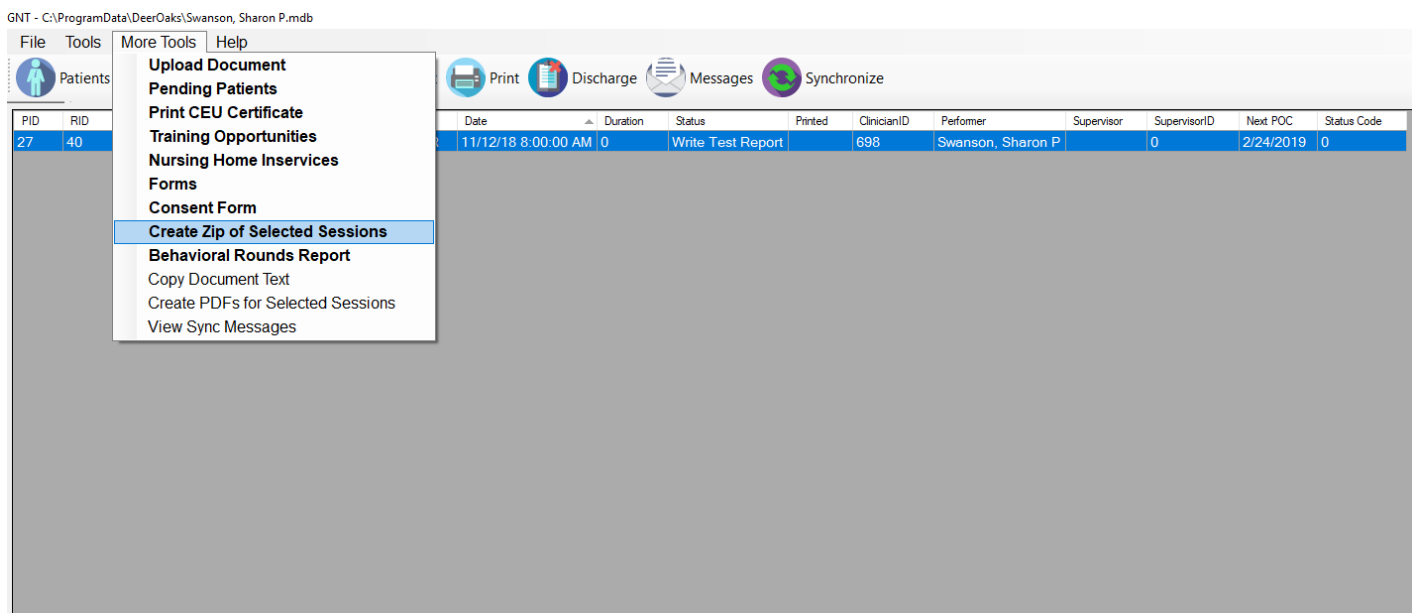


Creating Password Protected Zip Files

1. Start by selecting (Left Clicking) the desired sessions so that they are highlighted in blue.

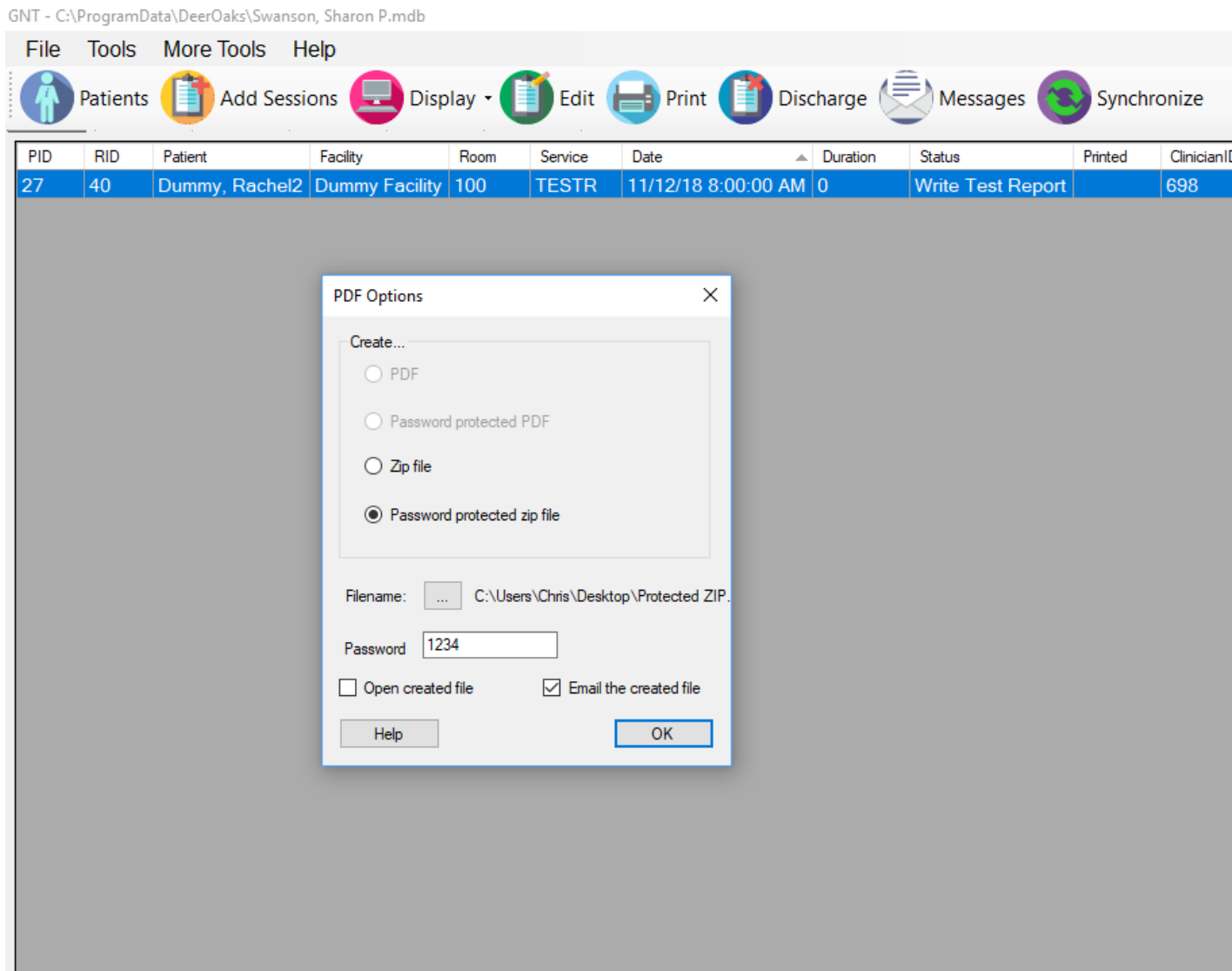


2. After the desired sessions have been selected, select **More Tools> Create Zip of Selected Sessions.**



3. From the PDF Options form, select the radio button next to **Password Protected Zip File** before assigning the file a name and a password of your choosing. If you would like to email the sessions from within GNT, please make sure to also check the **Email the**

created file checkbox located in the lower right-hand corner of the form before clicking OK to show that you mean to email the file from within GNT.



- a. From the “Email” form, enter the recipient’s email address and compose the subject and body of the message as you see fit. Please make sure to enter your Deer Oaks email password that was issued to you by Raquel Saenz/ Chris Potet within the field labeled “Your Deer Oaks email password” so that GNT may email the file on your behalf. You will then need only to check the checkbox labeled “Send Password in separate email” to allow GNT to send an additional email on your behalf containing the password that the recipient will need in order to access the file before selecting OK. **(Do not include the password within the body of the email.)**

Email ×

To:

Subject:

Message:

Your Deer Oaks email password:

Send password in separate email.

- b. If the message was sent successfully, you should see an indication stating that the message was sent. The email will typically take a few minutes before appearing within the recipient's inbox and your sent items. If you do not have your email password, you may contact one of the individuals below.

Raquel Saenz, Employee Relations
rsaenz@deeroaks.com
210-569-8158 office
Chris Poteet, Network Administrator
NetworkAdministrator@deeroaks.com
210-413-9204 cell