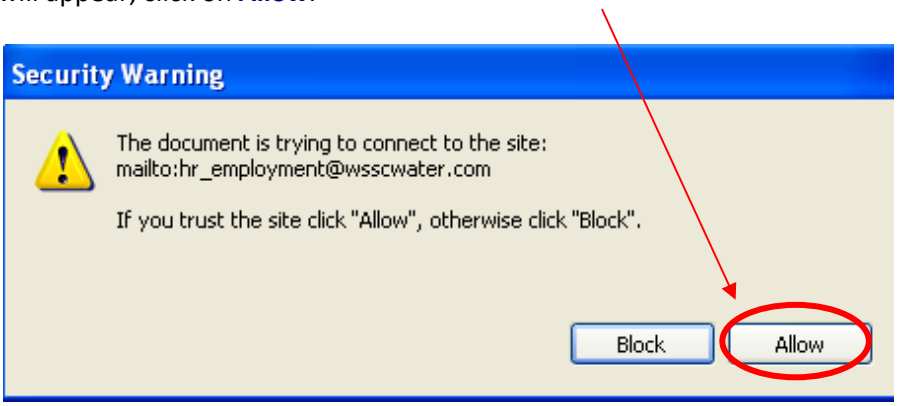
Instructions for submitting the WSSC HR Application via Desktop Email Application

The WSSC HR application may be completed entirely online and submitted via email directly to HR.

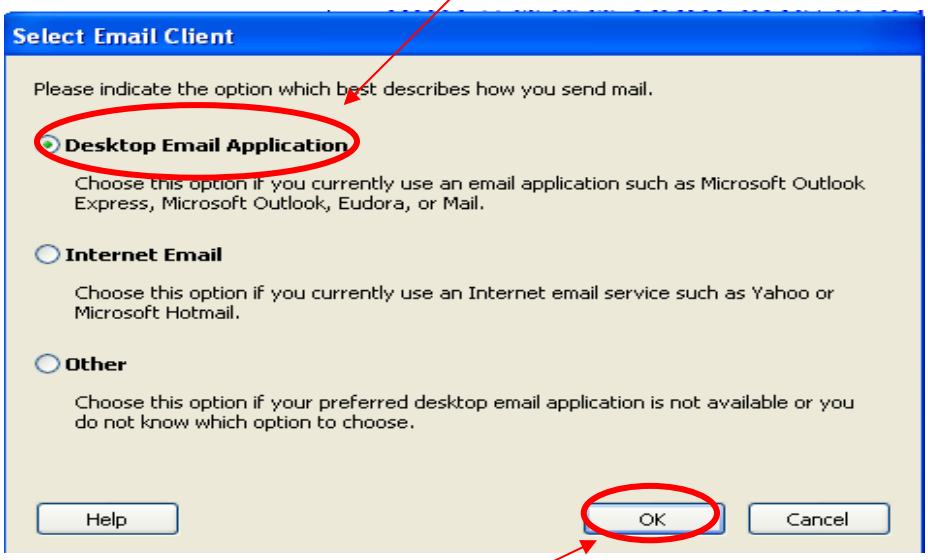
Complete the form by filling in all of the fields.

When ready to submit the form to HR, click on the **Submit Via Email** button at the bottom of the form.

The **Security Warning** screen will appear, click on **Allow**.

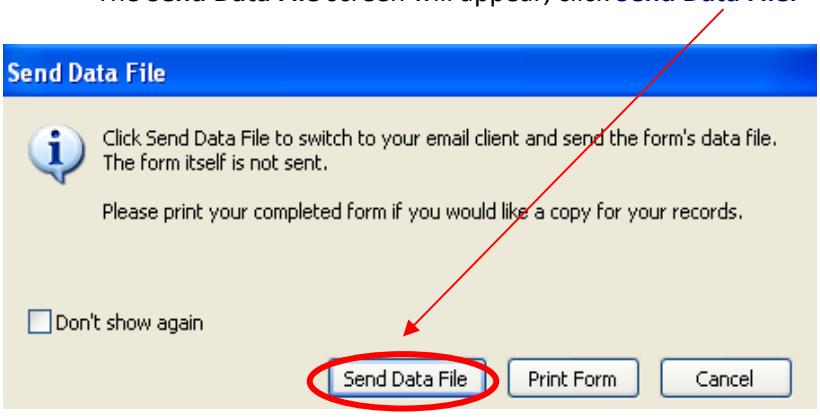


The **Select Email Client** screen will appear, select **Desktop Email Application** if you are sending an email from Microsoft Outlook.

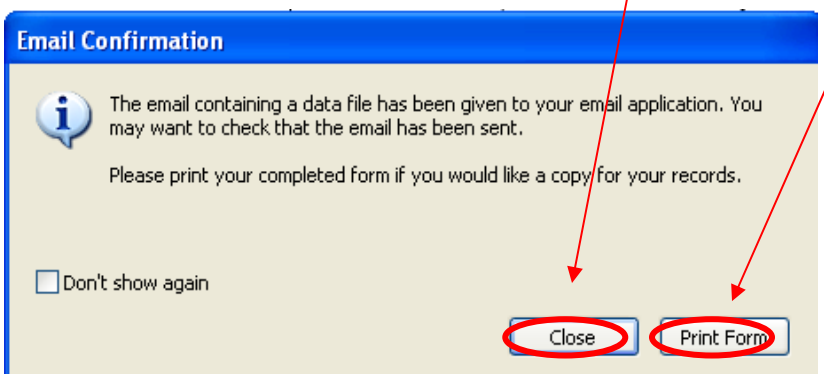


Click **OK** to submit

The **Send Data File** screen will appear, click **Send Data File.**



A new email will open with the email address field, subject and attachment pre-populated (example below). Please **attach resume and any additional text** to this email when sending application.

Click **Send** to submit the application.

A dialog box for **Email Confirmation** will appear. You may **Close** the form or **Print Form** for your record.