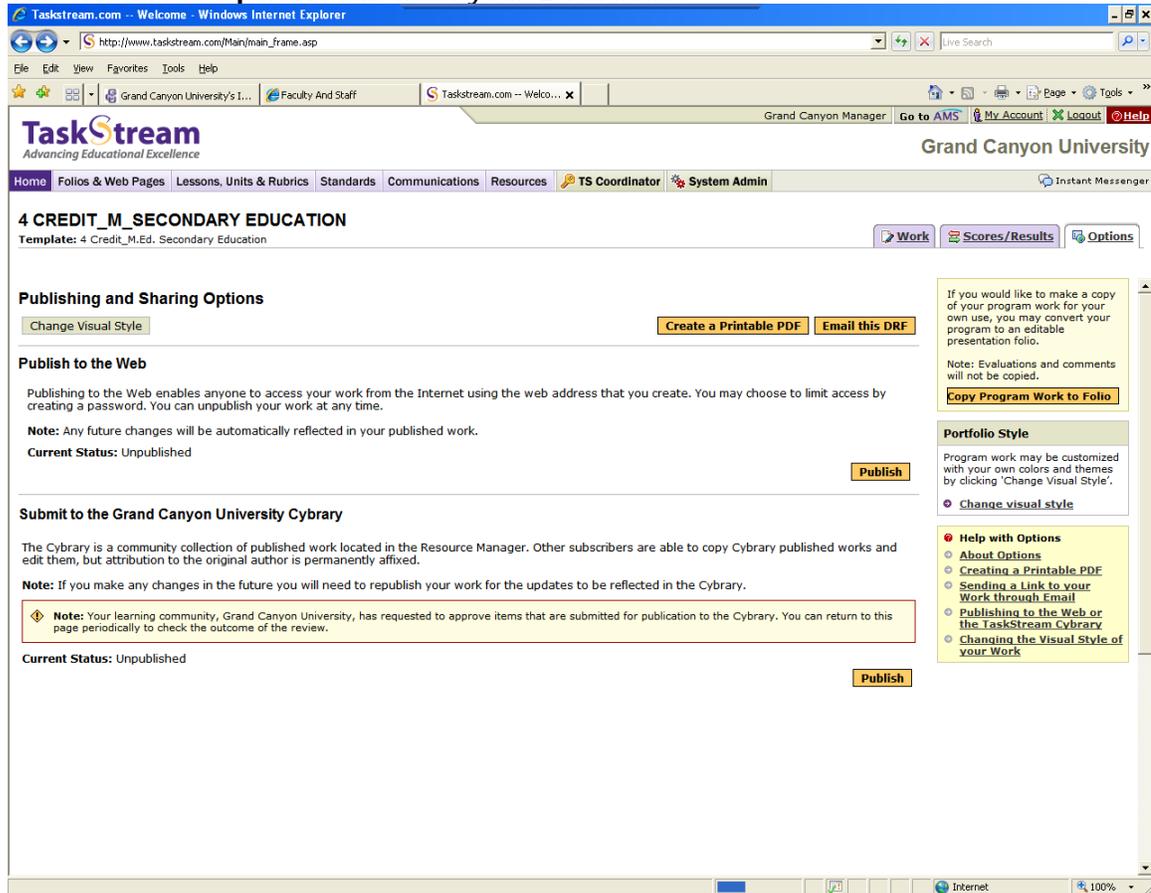# Sending an EMAIL to Share Your Portfolio

You are able to send an email to your instructor to view the work in your portfolio. Follow these steps to send an invitation:

1. Choose the **Options tab** from your E-Portfolio.

2. Click the **Email this DRF** button

3. Type the **instructor's email address** into the Enter External Recipients textbox.

4. You may then type a personal message in the Message textbox to let your instructor know that your assignment is ready to be evaluated.

5. Under the Message Properties area, you can confirm your email address and indicate a password if desired.

6. Click the **Send Message** button to email the invitation **to your instructor**.

7. Click the **Back to Options Screen** link when done.

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Instant Messenger

B.S. Elementary Education "N"

Template: B.S. Elementary Education: Benchmark View Published URL

| Work | Scores/Results | Options |

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Message Confirmation

An external e-mail with a link to your work was sent to:
gmeyer@gcu.edu, gmeyer@gcu.edu

○ **Back to Options Screen**