

## **SENDING A FOIA REQUEST USING A WEB BASED EMAIL CLIENT**

Web based email clients include but are not limited to the following:

GOOGLE GMAIL

YAHOO MAIL

MICROSOFT HOTMAIL

These instructions will be similar for all web based email clients.

1. Fill out the FOIA Request Form
2. Save the FOIA Request Form to your Desktop or anywhere on your PC/MAC
3. Log into your web based email client
4. Start a new mail message
5. Attach the FOIA Request Form (you saved to your computer in Step 2) to your email message
6. Send the email message to [LGFOIA@rockfordil.gov](mailto:LGFOIA@rockfordil.gov)