**Instruction to open the enclosed three CDs and USB Sticks in a
Windows Operating System**

Insert one of the enclosed three CDs into a Windows Desk Top Computer to auto-open the file **Letter\_to\_School\_to\_Work\_administrators\_4-June-21.htm**
About 15 seconds after inserting the CD, left mouse click on the Windows prompt on lower RHS of your monitor/screen,
then click on
**Letter\_to\_School\_to\_Work\_administrators\_4-June-21.htm**at upper RHS of your screen to open this letter.

If using a MAC, or one of the enclosed three USB sticks,
or the enclosed three CDs do not auto-open this letter, then navigate to
**ATLSEIP\_Pilot/Comms/Letter\_to\_ School\_to\_Work\_administrators\_4-June-21.htm**Left click on it and then click on the welter of embedded URL threads in **Black** (underlined), **Blue Text** or **Red Text** to open associated files.
To leave a page and return to the previous page, click on the arrow at top left of your screen/monitor.

If this page accidentally closes when you leave another page, right click on your CD/DVD Drive icon and left click on 'Open Auto play'.
Alternatively save the folder **ATLSEIP\_Pilot** in a folder on your hard drive,
then navigate to **ATLSEIP\_Pilot/Comms/Letter\_to\_School\_to\_Work\_administrators\_4-June-21.htm**.