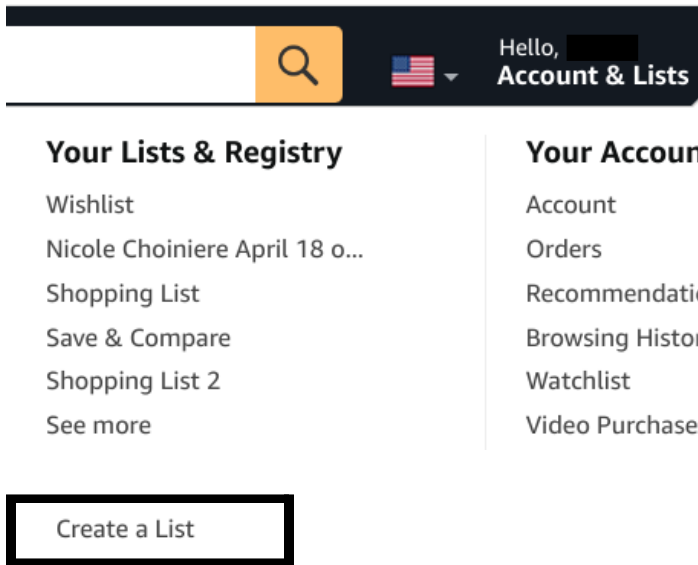
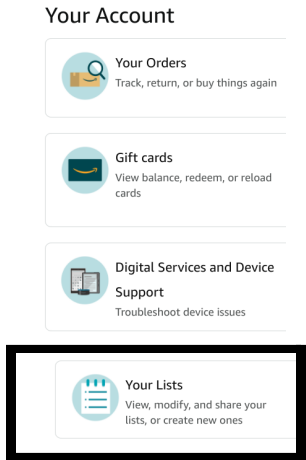
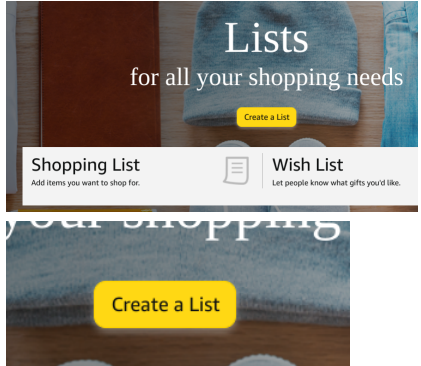
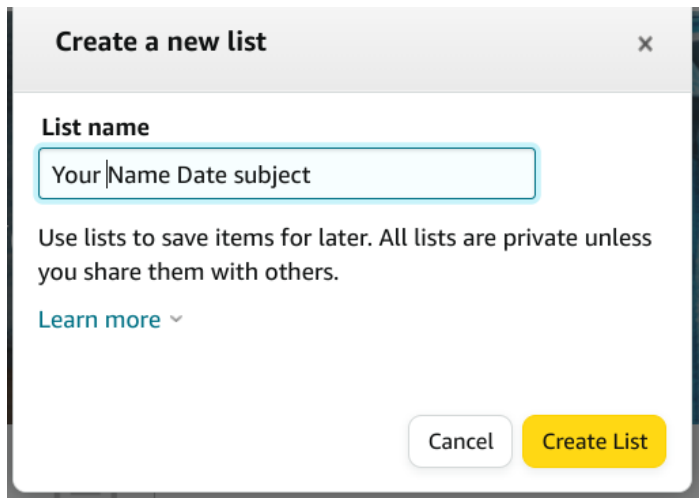
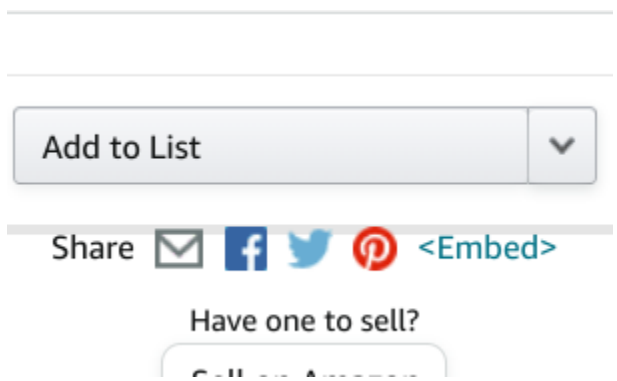
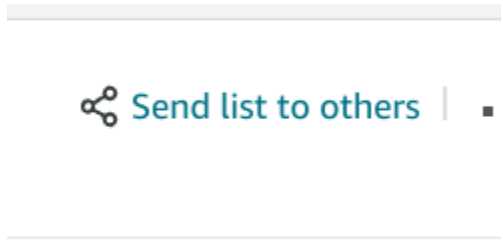
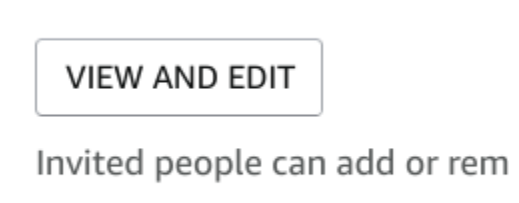


Amazon Orders for School

<p>Login to your Amazon Account</p>	
<p>Look for Account & Lists</p> <p>Choose Create a List</p>	 <p>The screenshot shows the Amazon account navigation menu. At the top, there is a search bar, a location dropdown (USA), and a greeting 'Hello, [Name] Account & Lists'. Below this, there are two main sections: 'Your Lists & Registry' and 'Your Account'. 'Your Lists & Registry' includes links for Wishlist, Nicole Choiniere April 18 o..., Shopping List, Save & Compare, Shopping List 2, and See more. 'Your Account' includes links for Account, Orders, Recommendation, Browsing History, Watchlist, and Video Purchase. A 'Create a List' button is highlighted with a black border at the bottom of the 'Your Lists & Registry' section.</p>
<p>Click on Your Lists</p>	 <p>The screenshot shows the 'Your Account' section of the Amazon page. It contains three main options: 'Your Orders' (Track, return, or buy things again), 'Gift cards' (View balance, redeem, or reload cards), and 'Digital Services and Device Support' (Troubleshoot device issues). Below these, the 'Your Lists' option is highlighted with a black border. It includes the text 'Your Lists' and 'View, modify, and share your lists, or create new ones'.</p>
<p>Click Create a List</p>	 <p>The screenshot shows a promotional banner for 'Lists for all your shopping needs'. The banner features a blue t-shirt and a yellow 'Create a List' button. Below the banner, there are two cards: 'Shopping List' (Add items you want to shop for.) and 'Wish List' (Let people know what gifts you'd like.). Another 'Create a List' button is visible at the bottom of the banner.</p>



<p>Name the list -</p> <ul style="list-style-type: none"> • Your name <i>Date</i> <i>Subject</i> • Ex. Jane Smith <i>April 18</i> for <i>22-23 supplies</i> <p>Click Create List button</p>	
<p>Find the items you want on the list. For each item:</p> <ul style="list-style-type: none"> • Look for Add to List (right side - might need to scroll down) • Click the Arrow • Choose the list you want this item on 	
<p>When ready to send to Admin Assistant</p> <ul style="list-style-type: none"> • Go to your Lists • Look for the list you want - on the left • Click the list • Look for/click on Send List to others 	
<p>Choose View And Edit</p>	
<p>Then Click on Copy Link.</p> <p>Go to your email and create an email to Admin Assistant.</p> <ul style="list-style-type: none"> • Tell her the name of the list • Paste the link in the email 	