

# Mailing Items

1. Display a list of items, as described in one of the following pages:
  - If you are a guest user, you can display the contents of a cart, as described in [Using the Cart](#).
  - If you are a guest user, you can search for data elements or forms, as described in [Searching for Data Elements](#) or [Searching for Forms](#).
  - If you are logged in, you can search for any administered item, as described in [Searching for Administered Items](#).
2. In the list of items, select the rows you want to mail.
3. Select **Delivery Options > Mail Selected**. A dialog box appears.
4. Specify a recipient address and a subject.
5. (Optional) Specify a CC address or notes. Select whether to send the metadata as an attachment.
6. Click **Send Mail**. The system sends the rows based on your selections.