

## iTravel Online Booking Tool

### Emailing an Itinerary

Once you have searched for and/or narrowed down your options (flight/car/hotel) you have the ability to either print or email the results. This option can be found in the upper right corner of the search results page.

Step	Task
1.	Log in to the Online Booking Tool.
2.	Locate your options for flight, car or hotel.
3.	Click <b>Print/Email</b> .
4.	Click <b>Print Flights</b> or <b>E-mail Flights</b> .
5.	If emailing, complete the <b>To:</b> field and <b>Subject:</b> field, and enter any comments you would like included with the fares in the body of the email.
6.	Click <b>Send E-mail</b> .