



HOW TO SECURELY SHARE FILES THROUGH THE VAULT



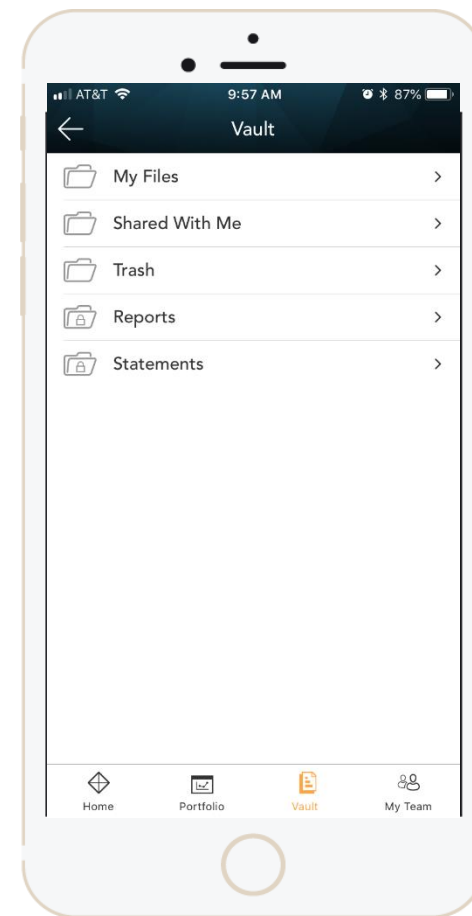
Vault – Receiving Files

How to view/download files from the Vault:

1. Click on the “**Vault**” menu item on the top of the page.
2. Click on the folder with your name on it.
3. Click on the file name to view or check the box next to the file name and click **Download** on top of page.

Alternate Option:

1. Click on the “**Vault**” menu item on the top of the page.
2. Find the file in the “**Recent Shares**” section on the right of the page.
3. Click the “**Locate**” button next to the file name.
4. Click on the file name to view or check the box next to the file name and click **Download** on top of page.



Vault – Uploading Files

How to upload files to the Vault:

1. Click on the “**Vault**” menu item on the top of the page
2. Click on the folder with your name on it
3. Select the drop-down menu titled “**New**” which is located on the top right of the page
4. Click “**Upload File**”
5. Select the file you want to upload and click open
6. And that’s it! We will be notified when you upload the file so nothing more to do

