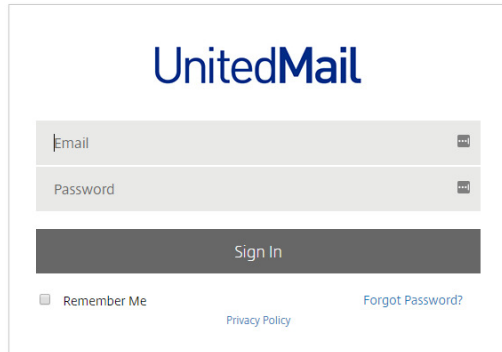


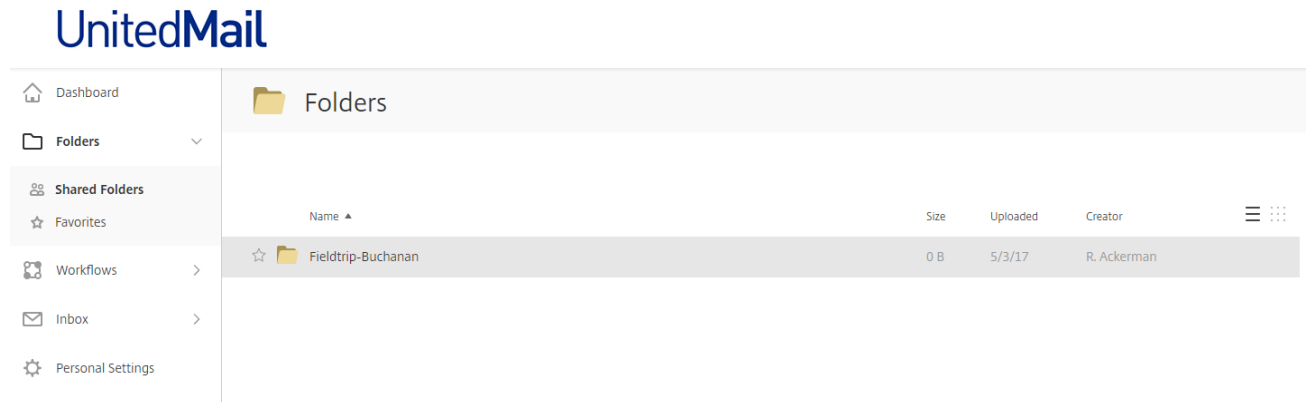
United Mail ShareFile Portal Instructions

1. You should have received an e-mail from ShareFile with your temporary password.
2. Go to the website <https://united-mail.sharefile.com>. You should see a login screen like this:



The login screen for UnitedMail features the logo at the top. Below it are two input fields: 'Email' and 'Password', each with a small eye icon to toggle visibility. A dark 'Sign In' button is positioned below the password field. At the bottom left, there is a 'Remember Me' checkbox. At the bottom right, there is a 'Forgot Password?' link. A 'Privacy Policy' link is centered at the bottom.

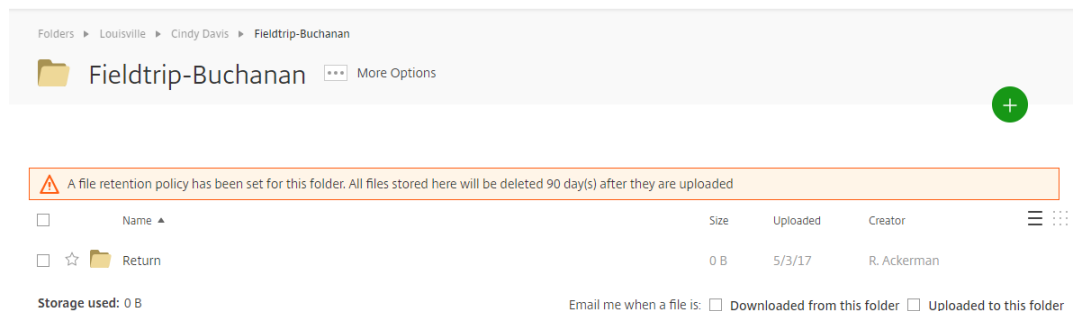
3. Type in your user name and password.
4. You should now see a screen similar to this:



The dashboard shows the 'UnitedMail' logo at the top. On the left is a navigation sidebar with icons and labels for: Dashboard, Folders (with a dropdown arrow), Shared Folders, Favorites, Workflows (with a right arrow), Inbox (with a right arrow), and Personal Settings (with a gear icon). The main content area is titled 'Folders' and contains a table with the following data:

Name ▲	Size	Uploaded	Creator	
☆ Folder Fieldtrip-Buchanan	0 B	5/3/17	R. Ackerman	⋮

5. Click your folder name. You should see something like this:



The folder view for 'Fieldtrip-Buchanan' shows a breadcrumb path: 'Folders > Louisville > Cindy Davis > Fieldtrip-Buchanan'. Below the path is a folder icon, the name 'Fieldtrip-Buchanan', a 'More Options' button (three dots), and a green plus icon. A warning banner at the top states: 'A file retention policy has been set for this folder. All files stored here will be deleted 90 day(s) after they are uploaded'. Below the banner is a table with the following data:

Name ▲	Size	Uploaded	Creator	
☆ Folder Return	0 B	5/3/17	R. Ackerman	⋮

At the bottom left, it says 'Storage used: 0 B'. At the bottom right, it says 'Email me when a file is: Downloaded from this folder Uploaded to this folder'.

United Mail ShareFile Portal Instructions

6. To upload a document, click the green button with the plus sign, and choose “Upload”
7. To download a document, you can either:
 - a Click the icon of the document, then click the “Download” button
 - b Click the checkbox next to the document, then click the “Download” button

Please contact your United Mail Account Manager if you have any questions or concerns, and thank you for your business!