RFCUNY Digital Mailbox User Guide
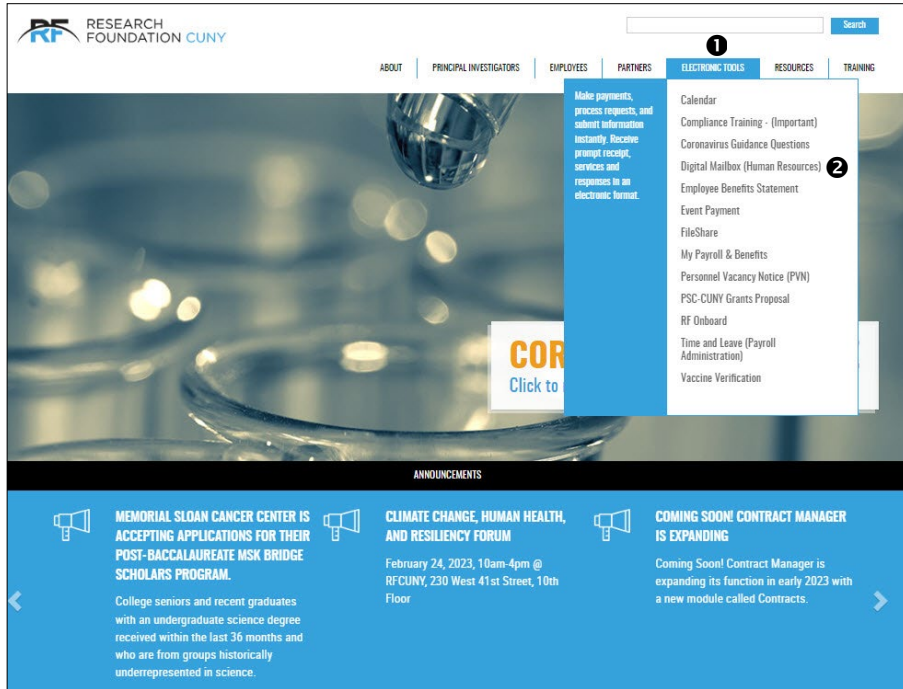
Human Resources
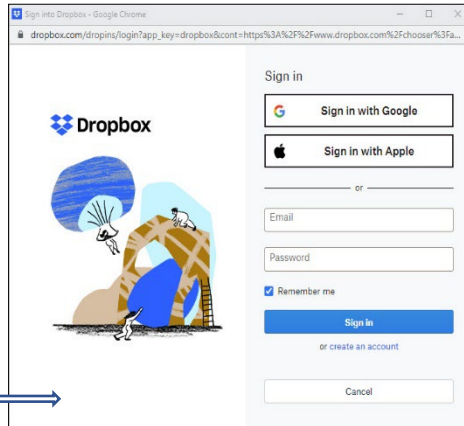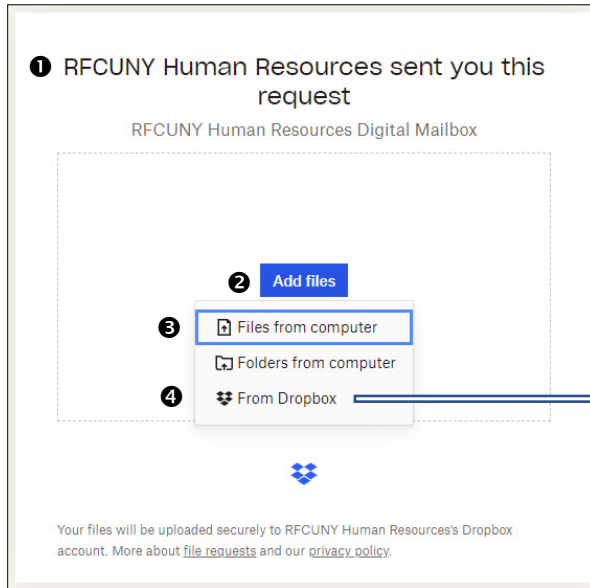
RFCUNY Digital Mailbox User Guide (Human Resource)

We begin with logging in, then hover over **Electronic Tools** ❶, a drop menu will appear. Scroll down to **Digital Mailbox** ❷ and click on the link. After clicking on the link, select **Access RFCUNY's Digital Mailbox (Human Resources)** ❸.
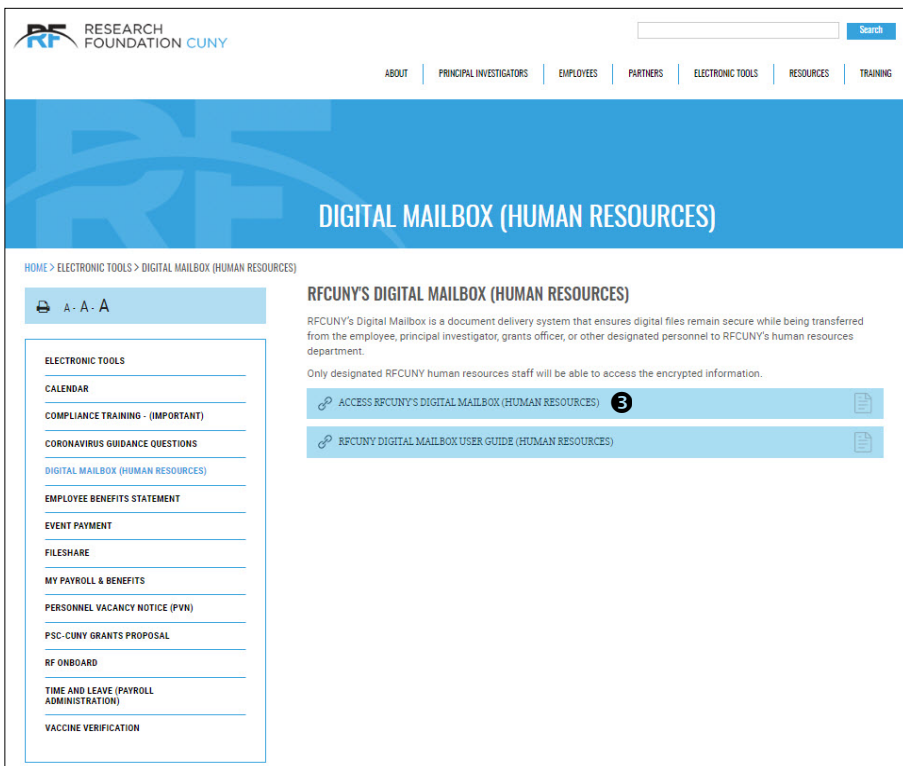
The **RFCUNY HR Digital Mailbox** ❶ will open. Next, hover over the **Add Files** ❷ button and a **drop-down menu** ❸ will appear. If you choose one of the first two options, a window will open on your computer so you can locate the file(s). Choose the file then click **Open** and the file will attach as seen in number ❺. Next, fill in your name and email ❻. Click **Upload** ❼ and the process is complete ❽. You can then **Upload** ❾ more files if required.

❶ **RFCUNY Human Resources sent you this request**
RFCUNY Human Resources Digital Mailbox

❷ Add files

❸ 🔼 Files from computer

🗂 Folders from computer

❹ 💧 From Dropbox

Your files will be uploaded securely to RFCUNY Human Resources's Dropbox account. More about file requests and our privacy policy.

Sign into Dropbox – Google Chrome
🔒 dropbox.com/dropins/login?app_key=dropbox&cont=https%3A%2F%2Fwww.dropbox.com%2Fchooser%3Fa...

💧 Dropbox

Sign in

G Sign in with Google

🍎 Sign in with Apple

or

Email

Password

☑ Remember me

Sign in

or create an account

Cancel

Please Note: If you choose **From Dropbox** ❹, the window above will open for you to sign into your account of create an account.

RFCUNY Human Resources sent you this request
RFCUNY Human Resources Digital Mailbox

❺ 📄 RFCUNY Digital Mailbox User Guide.docx

⊕ Add more files

Your name
❻ Add your name

Your email address
you@example.com

❼ Upload

Your files will be uploaded securely to RFCUNY Human Resources's Dropbox account. More about file requests and our privacy policy.

❽ **Finished uploading**
We'll let RFCUNY Human Resources know you uploaded files.

❾ Upload more files

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