

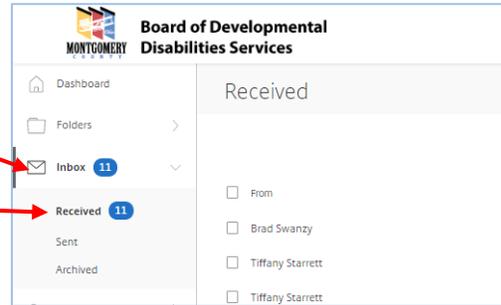
MCBDDS ShareFile Portal

Go to <https://mcbdds.sharefile.com/Authentication/Login>

Log in with your email address and ShareFile password

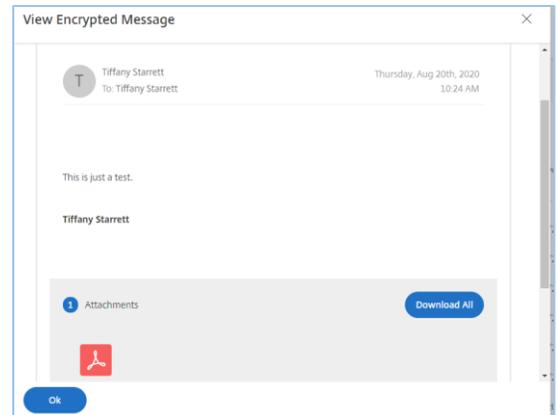
To view emails in your ShareFile mailbox, click **Inbox**,

Then click **Received**

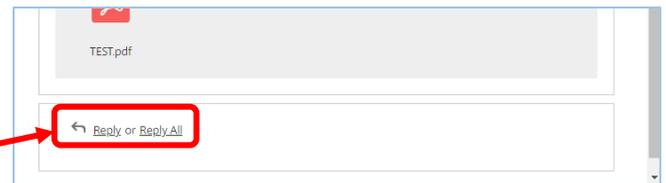


To open an email, click on the email you want to view.

Scroll down to the bottom to download attachments (if included).



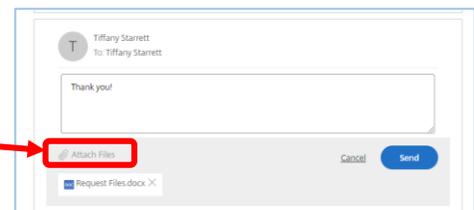
You can also reply to the sender by clicking Reply or Reply All



Click **Attach Files** to include any attachments you would like to send.

Click **Send**

Make sure to click **Log Out** when you are done.



If you have any issues, please contact the MCBDDS help desk at mhelp@mcbdds.org or call 937-457-2766.