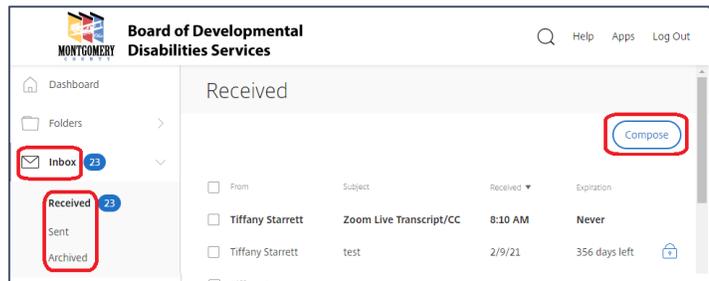


How to Compose an Email in ShareFile

1. Open the ShareFile portal and log in with your ShareFile credentials -

<https://mcbdds.sharefile.com/>

2. Click **Inbox**
3. Click **Received, Sent, or Archived**
4. Click **Compose**



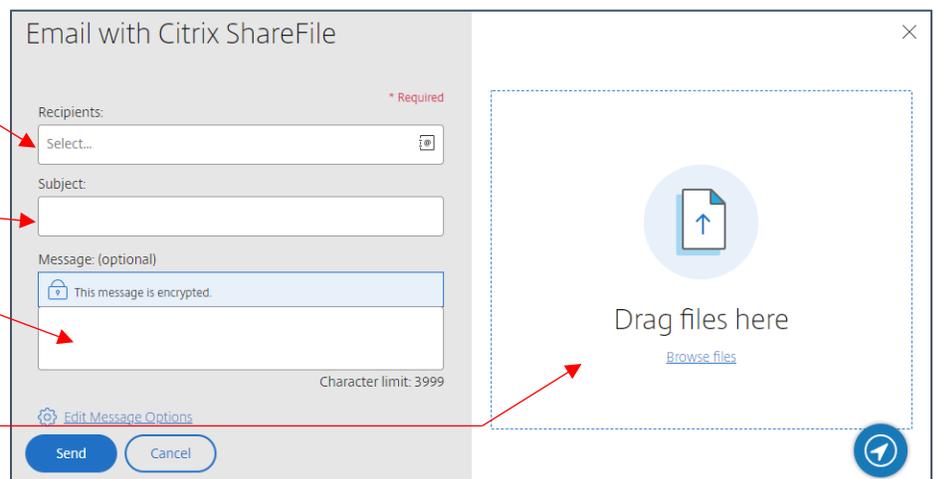
A new email will open.

1. Fill in the **recipient's email address**

2. Type a **Subject**

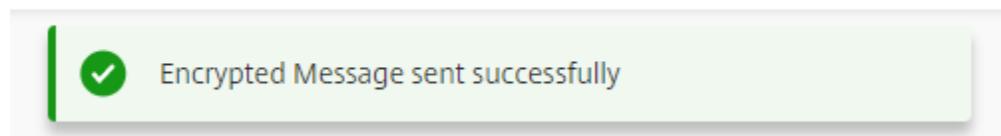
3. Type a message (optional)

4. Attach file(s) you'd like to send. You can drag and drop files into the box OR click Browse Files and browse to the location where the file(s) are saved and attach.



5. Click **Send**

After the email is sent, you will be redirected back to your ShareFile Inbox, and you'll see a green ribbon that states "Encrypted Message sent successfully"



Do not close the ShareFile window until you see this message.

Questions/Issues? – Contact the MCBDDS helpdesk at mhelp@mcbdds.org or call 937-457-2766.