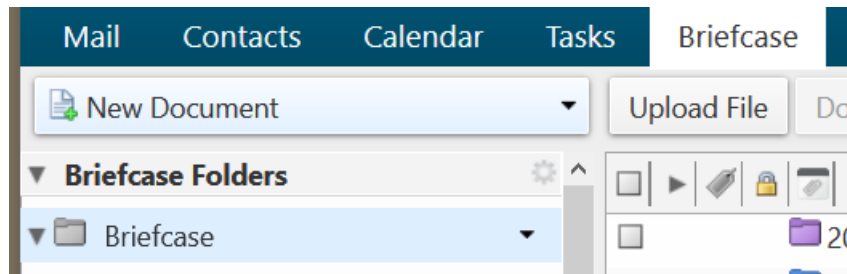


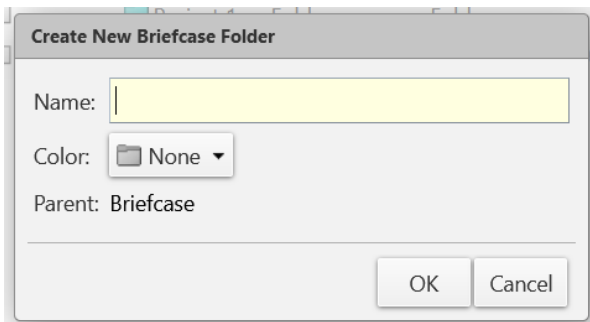
The most secure way to do this is the following, as it is encrypted on the server, never leaves the server and the connection to the file is encrypted using our email system:

In MS Word or a text editor create a file with the information you want to share.

Now using webmail (mail.digitaltowpath.org) login to your email account. Go to "Briefcase" located at the top. You should see the left column change to "Briefcase Folders" Under that you should see 'Briefcase' with a down character.



Put your mouse on the down character (arrow) and click on it. A window opens where you can select to create a "New Folder".



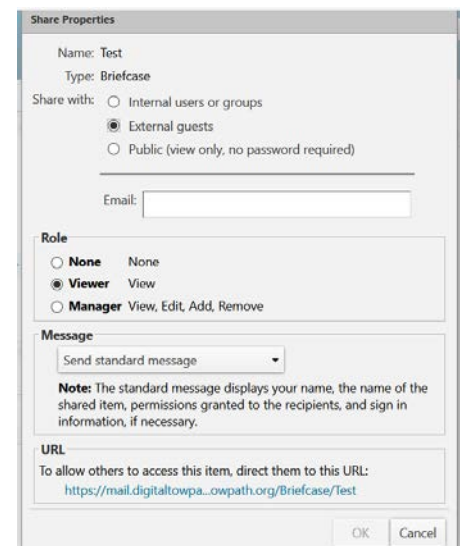
Give it a name that makes sense to you. Click on OK to save. The folder will appear in the list of folders.

Click on the folder to open it and you will notice an "UPLOAD FILE" Button just above the center window. Click it and go to the Word or Text file you created earlier. Upload it.

Go back to the left column and click on the down arrow next to the folder you just created. The window opens, click on "Share Folder"

Another window opens where you create a Share with options to select Internal, external or public. Select "External" and put the email address of the person you want to share the information with. Under Role select "Viewer" and under "Message" you can add your own message to the person you want to have access.

Click OK. A message is sent to the email address you want to share the information with. This share stays in place and can be used until such time that you delete it.



The person you are sharing this folder with will get an email requiring them to create a user name and password to your folder. Once they do that they will have access to the file in the folder containing your account information.

Share Created:	Folder Name	shared by	Your Name
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Your Name	has shared "	Folder Name	" with	Recipient's email address
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Shared item: TestJoe (Briefcase Folder)

Owner: Your Name

Grantee: Recipient's email address

Role: Viewer

Allowed actions: View

Click [here](#) to accept share. You will be sent to a sign in page where you create your display name and password to access this shared item.

If you have already accepted the share, click [here](#) to login into your account.

This the best way to control confidential account information as well as any other information you deem private and confidential.