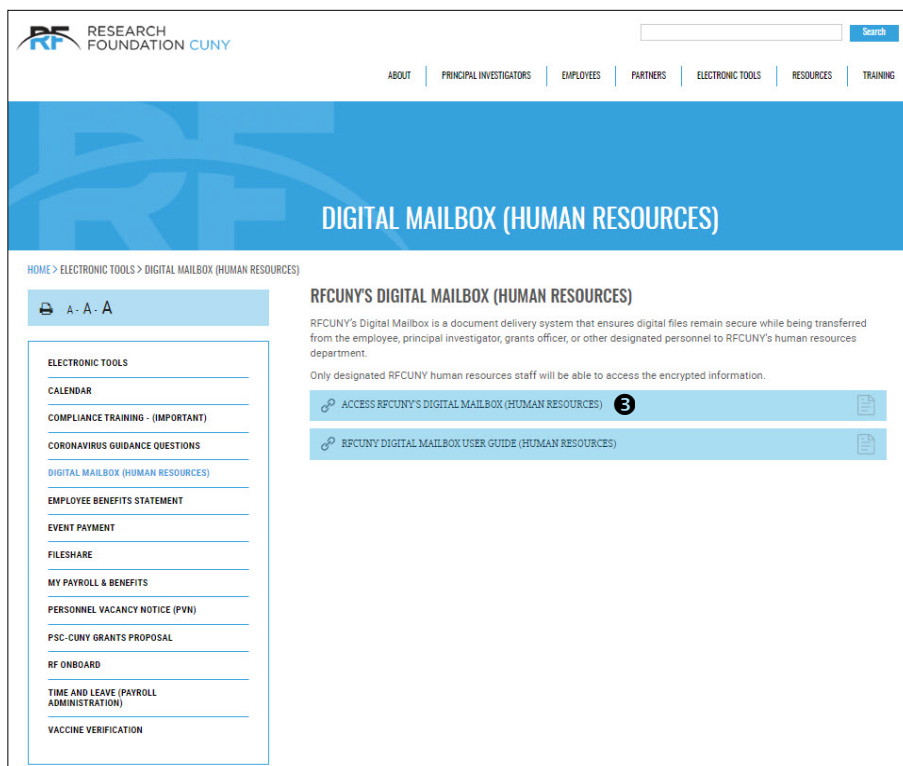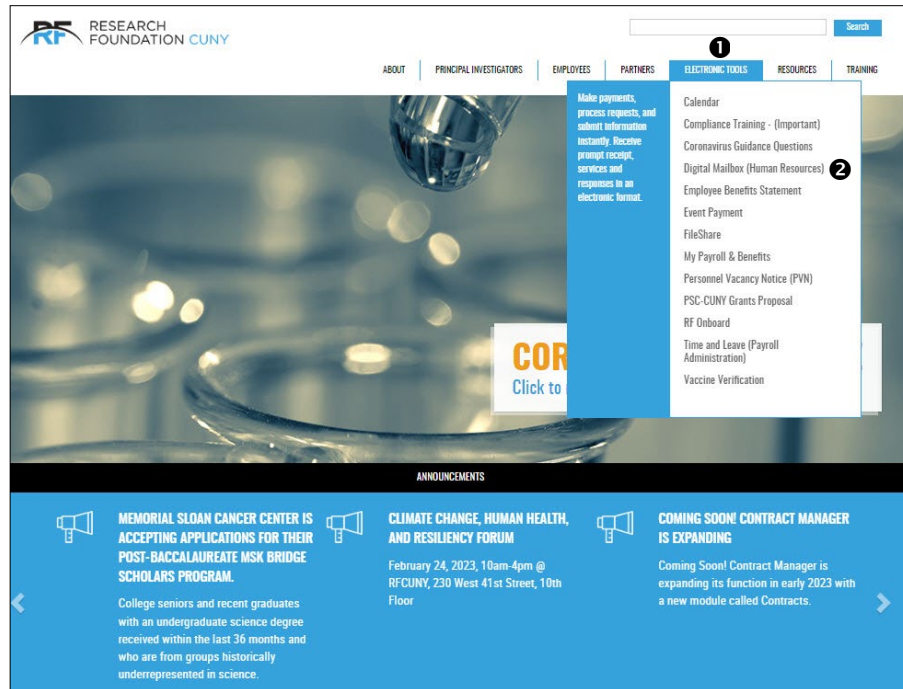**RESEARCH FOUNDATION CUNY**

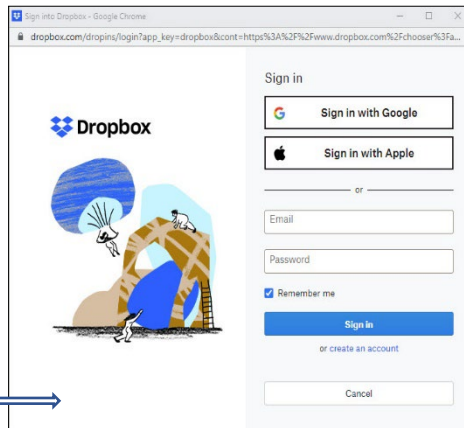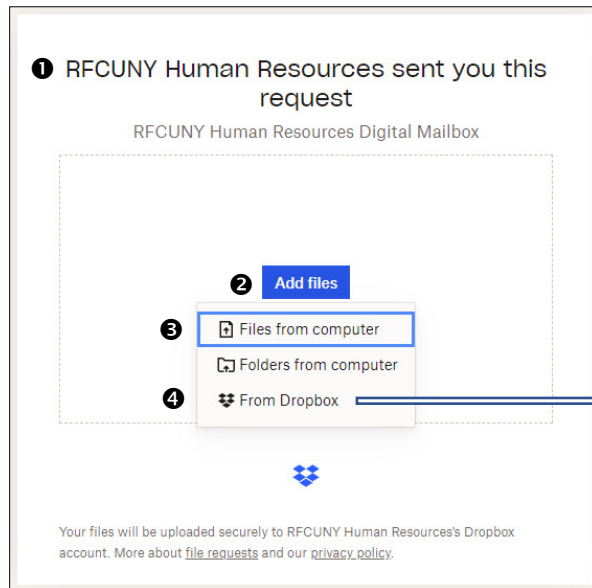# RFCUNY Digital Mailbox User Guide

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.

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 | Your email address
❻ Add your name | 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

Try Dropbox free

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