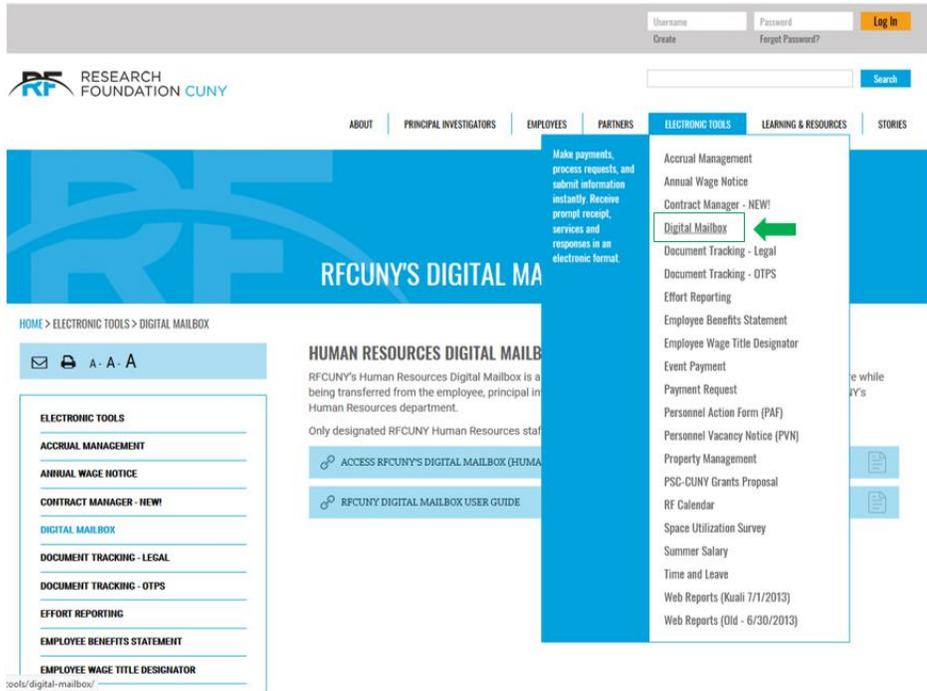


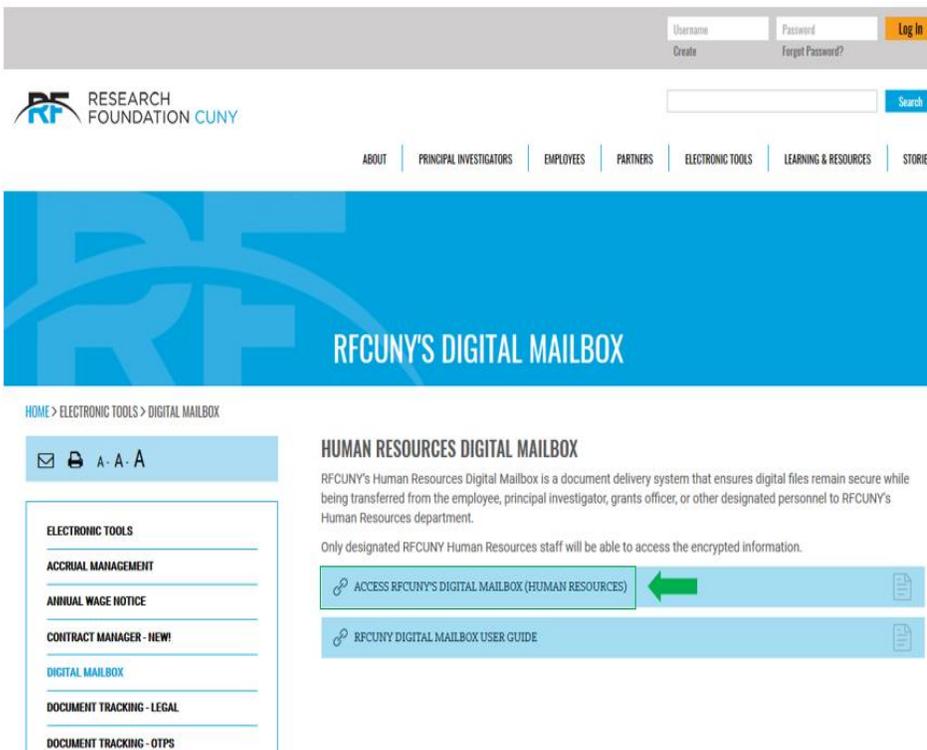
RFCUNY DIGITAL MAILBOX USER GUIDE (HUMAN RESOURCES)

Step 1. Visit www.rfcuny.org > Electronic Tools > Digital Mailbox



The screenshot shows the top navigation bar with 'ELECTRONIC TOOLS' selected. A dropdown menu is open, showing 'Digital Mailbox' highlighted with a green arrow. Below the navigation, the 'HUMAN RESOURCES DIGITAL MAILBOX' section is visible, with a link to 'ACCESS RFCUNY'S DIGITAL MAILBOX (HUMAN RESOURCES)' also highlighted with a green arrow.

Step 2. Select *Access RFCUNY's Digital Mailbox (Human Resources)*



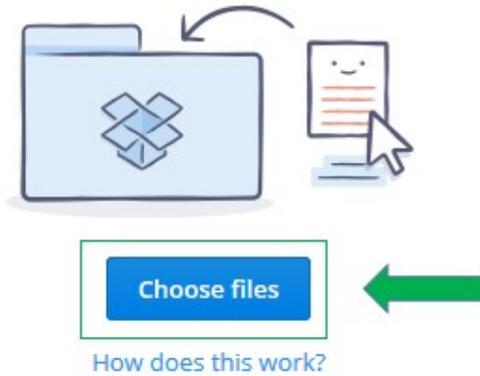
The screenshot shows the 'HUMAN RESOURCES DIGITAL MAILBOX' section. The link 'ACCESS RFCUNY'S DIGITAL MAILBOX (HUMAN RESOURCES)' is highlighted with a green arrow. The text below the link states: 'RFCUNY's Human Resources Digital Mailbox is a document delivery system that ensures digital files remain secure while being transferred from the employee, principal investigator, grants officer, or other designated personnel to RFCUNY's Human Resources department. Only designated RFCUNY Human Resources staff will be able to access the encrypted information.'

Step 3. Click on "Choose files" to upload documents to the digital mailbox.

 **RFCUNY Human Resources** is requesting

RFCUNY Human Resources Digital Mailbox

 Only RFCUNY Human Resources will see these files unless they choose to share them.



Step 4. Enter your first and last name with a valid email address, then click "Upload."

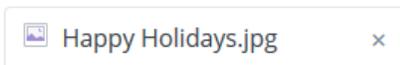


RFCUNY Human Resources is requesting

RFCUNY Human Resources Digital Mailbox

 Only RFCUNY Human Resources will see these files unless they choose to share them.

1 file · 10 KB



[+ Add another file](#)

First name

Last name

Email address



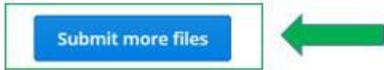
Step 5. You have successfully uploaded the document to the Digital Mailbox. Click “*Submit more files*” to upload more documents.

Optional: Create your own Dropbox account.



Thanks! You're all done.

RFCUNY Human Resources will be notified of your submission.



or

Want to request files from people you know? Create a Dropbox account.

Minnie Mouse

Minnie.Mouse@cuny.edu



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I agree to the [Dropbox Terms](#)

