

# How To: Access Files Sent To You

## STEP 01

### Click File Exchange

Once inside your portal, click on 'File Exchange' on the left side of the screen.



## STEP 02

### Click On Folder

Click on the folder that has the 'New' flag next to it. In this folder you will find the most recent sent documents. The dates of sent items will be listed on the right side of the screen. Click on each item that is listed.



Once In File Exchange and you view/print the item you received, to get back to the previous screen use the UP button.



Follow Pictures on the next page.



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STEP  
**01**

STEP  
**02**

The screenshot displays the NetClient CS interface for a user named DEMO CLIENT. The header includes the logo for Huth THOMPSON LLP and their address: 415 Columbia St Ste 2000 - Lafayette, IN 47901-1335. The main navigation bar shows 'Home' and 'Messages'. The left sidebar contains 'Documents' and 'File Exchange'. The main content area shows a file list with columns for Name, Size, and Date Modified. A file named 'File Transfers' is listed with a 'New' status indicator. A red circle highlights the 'File Exchange' link in the sidebar, and a red arrow points from it to a text box. A blue arrow points from the 'New' indicator to another text box.

To locate files that were sent through File Exchange: CLICK ON "File Exchange" then on "File Transfers". The next screen will show the folder which contains the files that were sent.

"NEW" indicates there are files which have not been opened.