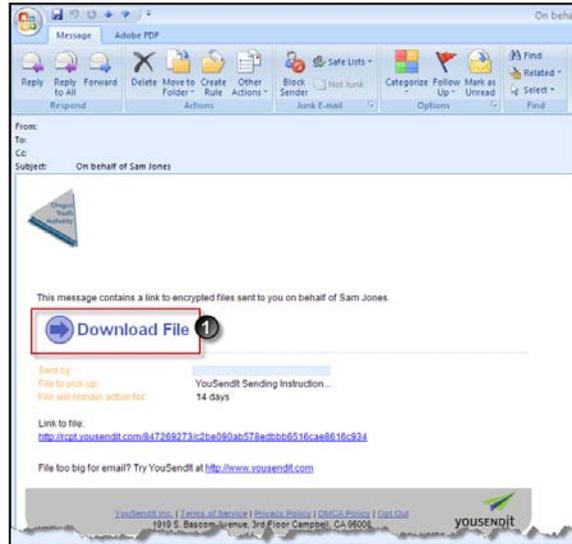


# Receiving Files Via YouSendIt<sup>®</sup>

When secure files are sent to you through YouSendIt<sup>®</sup>, you receive an email notice. The email will include a link to download the file from the YouSendIt<sup>®</sup> website.

If the files contain protected or restricted information, they will be password protected and you may be limited as to how many times you can download the document and within a certain time period. You will receive notification of the password via phone call or a separate e-mail from either the Initiator or the YouSendIt<sup>®</sup> license holder.

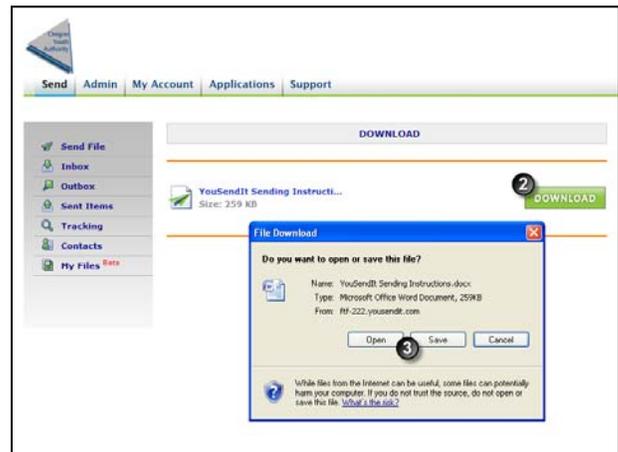
1. Click the **Download File** link in the email.



The YouSendIt<sup>®</sup> website opens to a Download screen.

2. Click **Download**.
3. A File Download dialog screen opens prompting you to either Open the file or Save the file.

Click **Open** to open the file – you may save the file later; or



Click **Save** to open a Save As screen.

4. Navigate to the location on your computer or local server where you wish to save the file and click **Save**.

The file can then be opened from its saved location.

