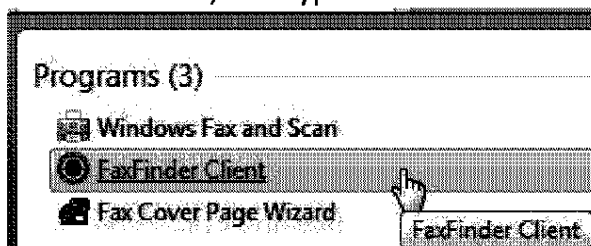
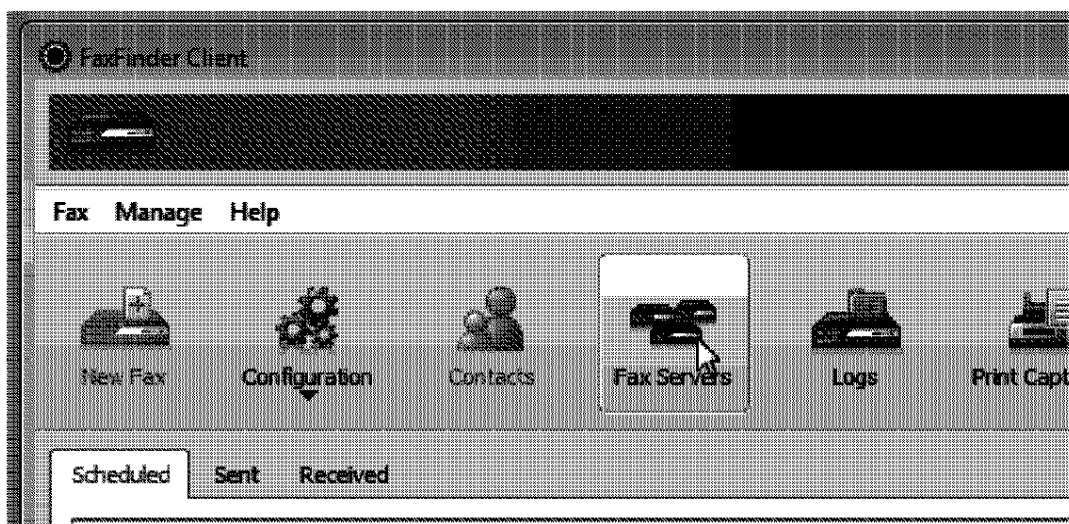


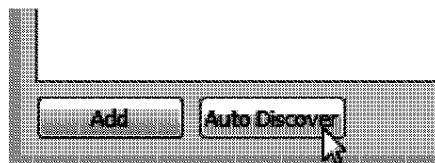
- Hit Start, and Type FaxFinder–Select the FaxFinder Client



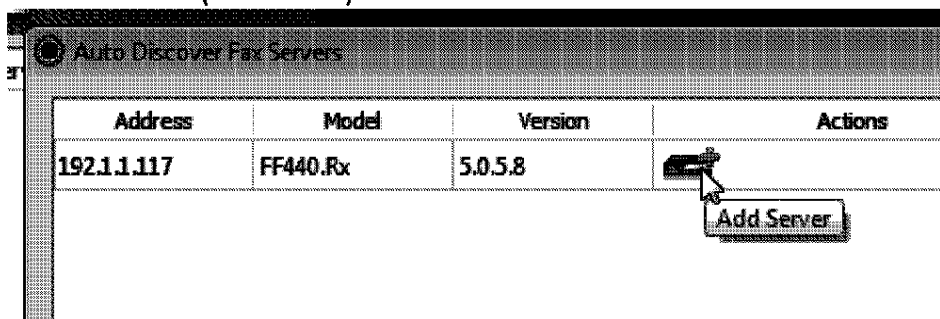
- In the FaxFinder Client, select "Fax Servers"



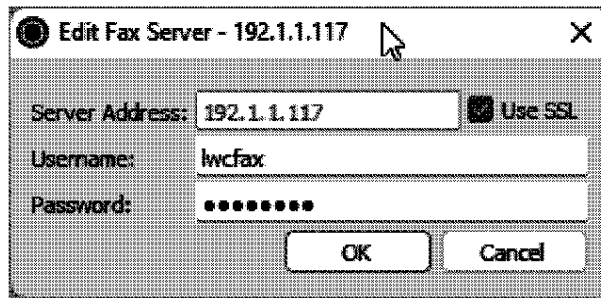
- In the next window that pops up, select "Auto Discover"



- A new window should pop up with 192.1.1.117 as a server– select the "Add Server" button (see below)



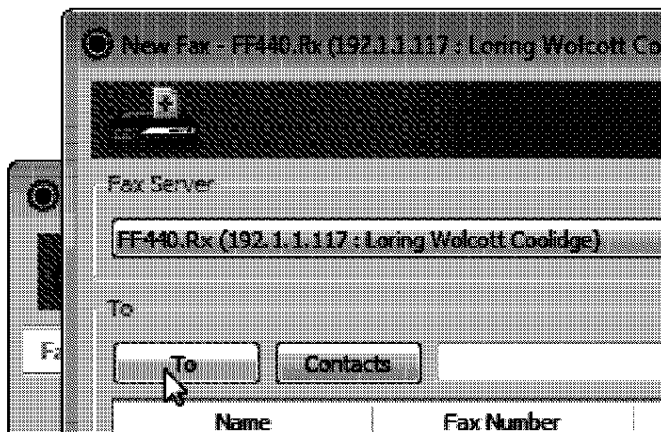
- A login prompt will appear – enter your credentials as is shown below
 - Everyone should use "lwcfax"
 - all passwords are "changeme"



- Hit OK and close out of both windows
- Select the "New Fax" Button



- Hit the "To" button



- Type the recipient's name and their fax number, starting with a "1" (Do not add a 9)

To

Name:

Fax Number:

Phone Number:

Organization:

Add to Personal Contacts

OK Cancel

- Attach a fax cover sheet and any other documents you wish to send

Attachments

Browse...

Recent Attachments

Selected Attachments

Add

Remove

Options

Send

- Once you are ready, hit "Send" in the lower right
- Once the fax is in the queue, you can flip between tabs to see what is scheduled and what has been sent. To have the latest information, hit the "Refresh" button in the upper right

FaxFinder Client

Fax Manage Help

New Fax Configuration Contacts Fax Servers Logs Print Captures Refresh

Scheduled Sent Received

State	Created At	Pages	Subject	Recipient	Actions
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Loring, Wolcott & Coolidge

helpdesk@lwcotrust.com

Extension # 8989

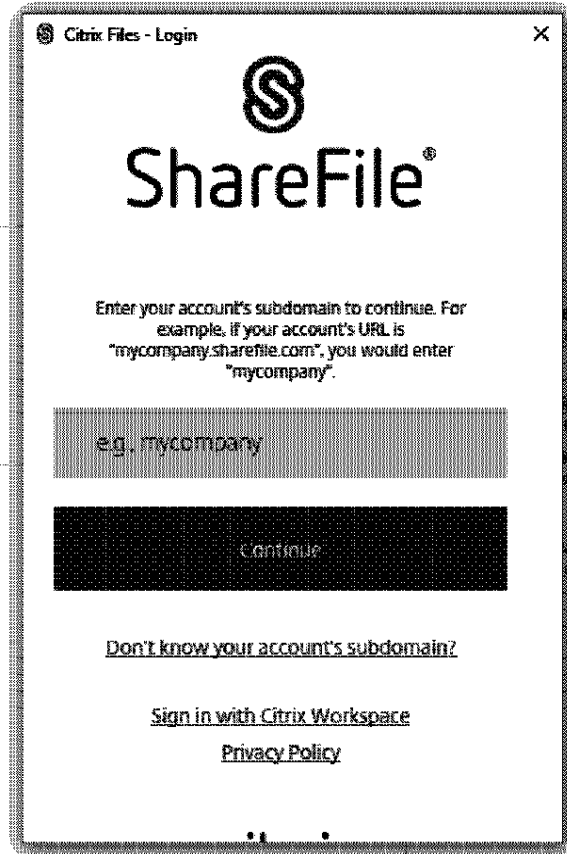
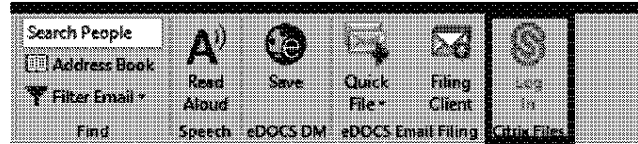
ShareFile Overview: How to Guide

*****If you are not setup for an account please reach out to the helpdesk*****

Sharefile is where the user can receive, send and secure files. Such as documents, images and audio/ video files.

First the user will see in **Outlook** either a greyed-out S symbol or a blue one. Grey means the user is not logged in or setup. If the user does not have an account please contact helpdesk and we will send you an activation email/ have a call.

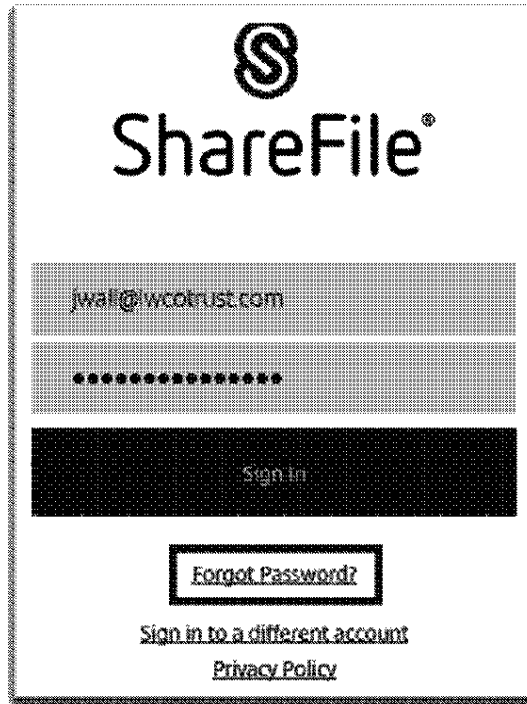
The user will press on this icon and login



The company is going to be **lwcotrust**. Press continue.

Next, the user will login via email and password.

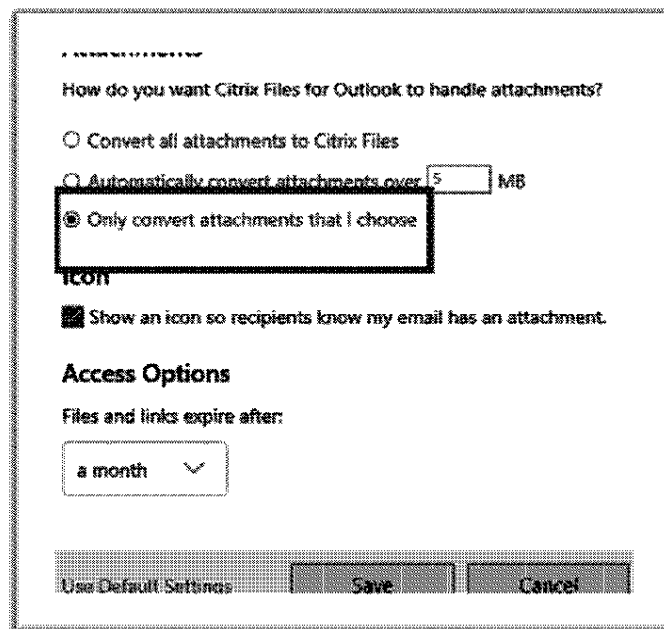
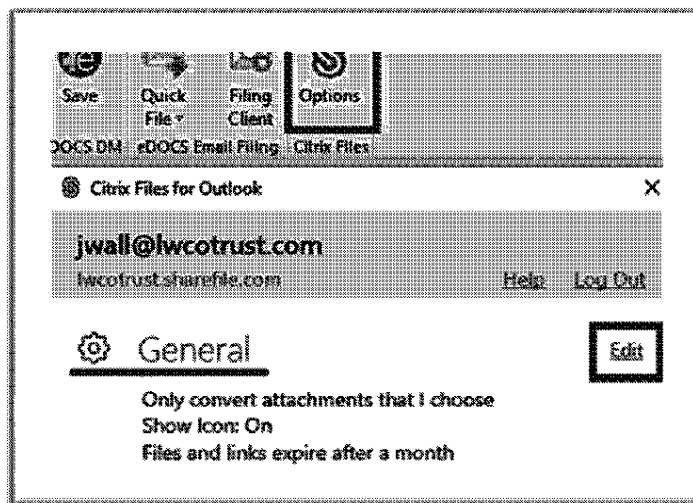
If you do not know your password select forgot password and email will be sent to reset.



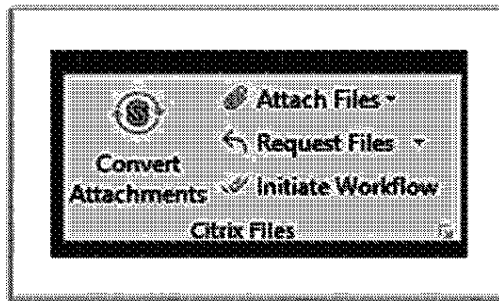
The user will then be prompted to verify themselves. We recommend to do via text or voice call, which will go to your mobile device.



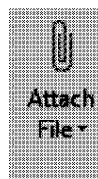
Once the user is logged in, the user will see the **blue S symbol** in **Outlook**. Double click this and the settings will appear. Under **“General”** select the edit button. There we highly recommend to choose the setting below called, **“only convert attachments that I choose”**. Then press Save and OK.



Now in **Outlook**, press New Email. You will see a few settings to the upper right-hand corner.

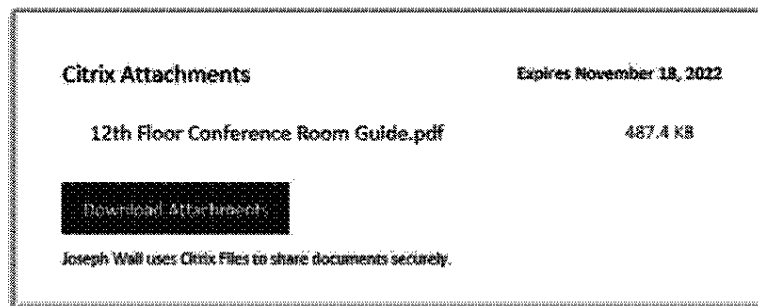


Covert Attachments- This is when the user manually attaches a file via the outlook paper clip symbol.



The user can then press Covert Attachments to covert this attachment to a Citrix/ Sharefile

Attach Files – The user will bypass manually attaching files and it will automatically convert the files over (acts as a skip for the above setting/ step).



Request Files- The user can send a link via email for a coworker or client to upload and share with your account via link in your email. The user will receive a notification once files are uploaded.

