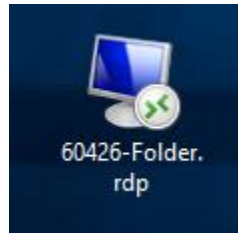
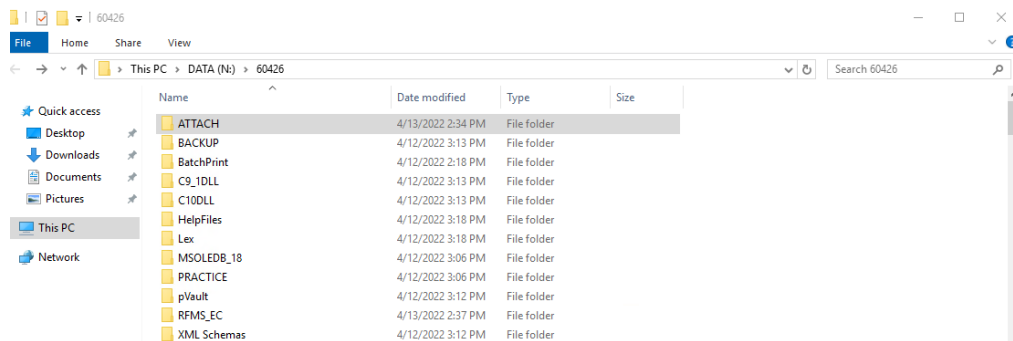


How to transfer saved items from the Cloud folder to local machine.

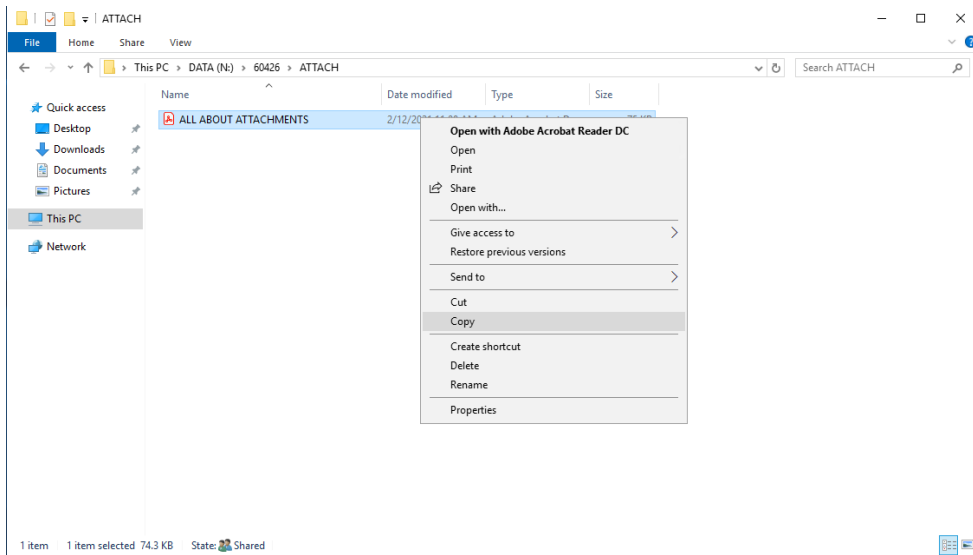
1. Open the Folder or Attachments remote icon. This will open to your Cloud based RFMS folder.
NOTE: This icon could be named Folder or Attachments



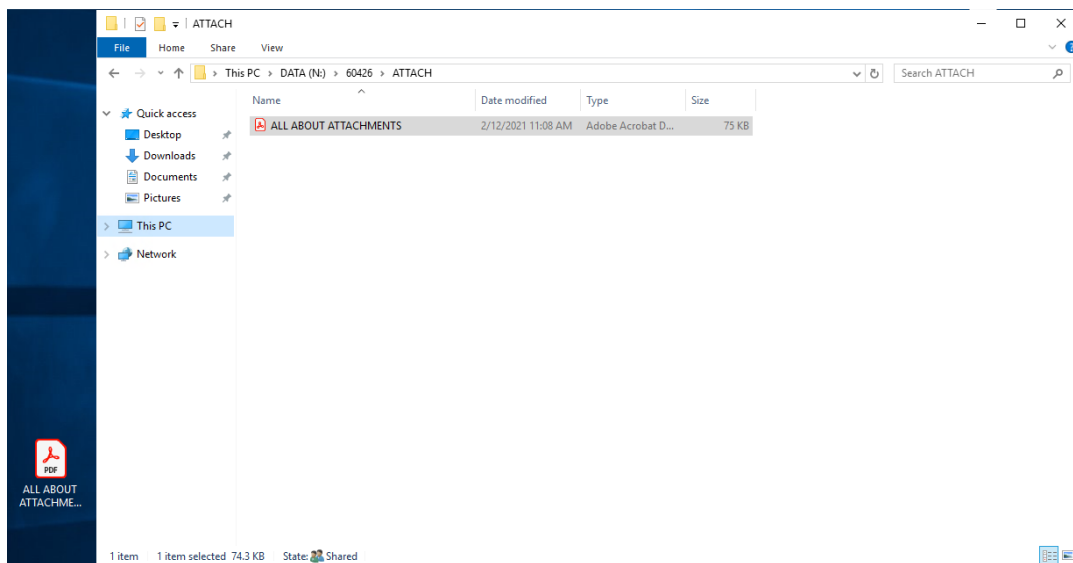
2. Select the Attachment or RFMS Pict folder where the saved documents are stored.



3. Select the document you want to move from within the RFMS Pict or Attachment folder, right click then select Copy



4. Paste the copied document to your local machine's desktop. A copy will be created for you use.



You can also add documents you want to upload to RFMS by opening the folder icon, copying the document from the local machine and pasting it into the Attachment or Pict folder. The next time you look for an attachment you should see the document in the folder to attach