


This short guide shows how simple it is to send packages and download files using RMFT Web Client.

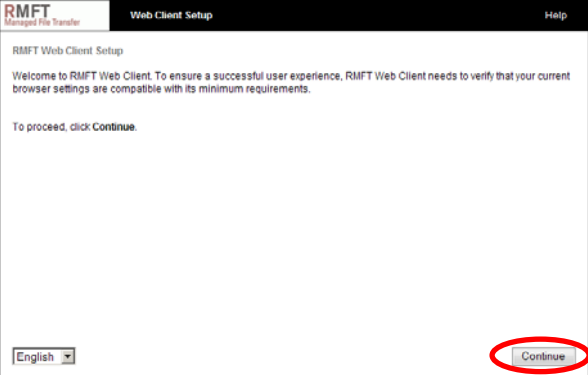
## LOGGING IN

**1** Open a browser and go to the RMFT Web Site.



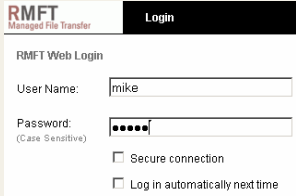
**2** The first-time setup wizard opens. Click **Continue**.

If your browser is compatible with RMFT Web Client, the **Login** page will be displayed.



**3** Enter your RMFT username and password and then click **Login**.

After logging in, you can send packages and download files as described below.

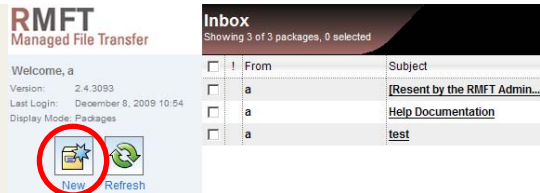


**NOTE:** Depending on your account settings, after you click **Login**, the first-time setup wizard may prompt you to download active components from RMFT Server. If this is the case, click **Continue** until your Inbox folder is displayed.

## SENDING A PACKAGE


**1** Log in as described [above](#).

**2** Click **New**.

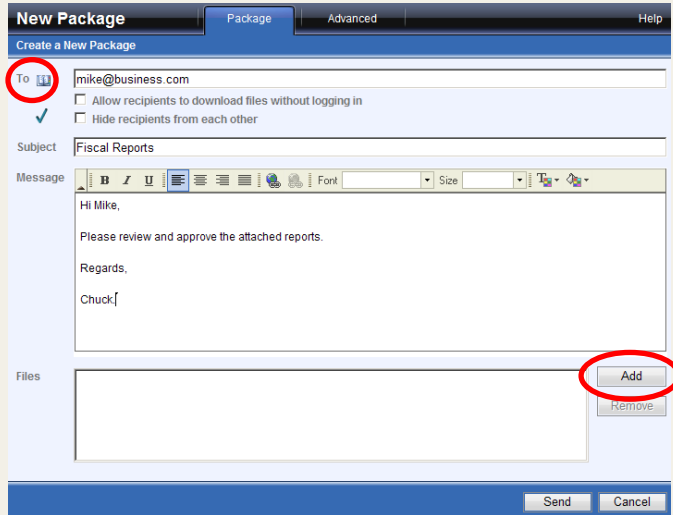


**3** Specify the recipient's RMFT username or email address.

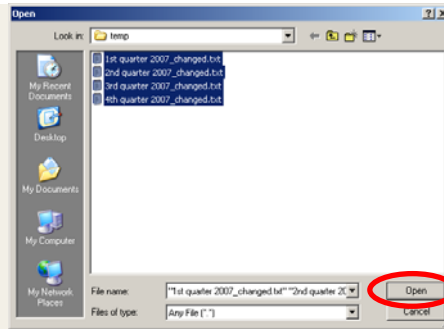
Optionally, specify a subject and compose a message.

**TIP:** Click  to choose the username from the address book.

**4** To include files with the package, click **Add**.

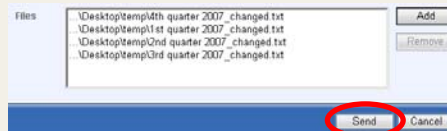


- 5 Select which files you want to send and then click **Open**.

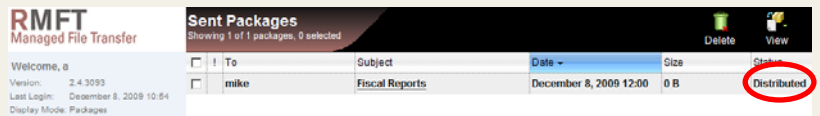


- 6 Click **Send**.

A window will open showing the transfer progress.



**TIP:** After the transfer completes, you can go to your **Sent Packages** folder and verify that the package has been uploaded (Distributed).



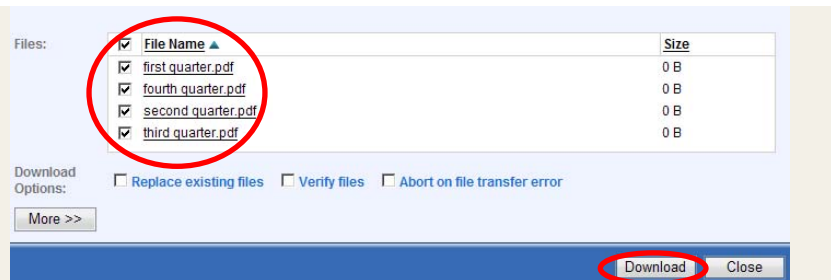
## OPENING A PACKAGE

- 1 Log in as described [above](#).

- 2 Click the package subject.



- 3 Select which files you want to save and then click **Download**.



- 4 Choose where to save the files and then click **OK**.

A window will open showing the download progress.

