

# Downloading a Received File

When a file is sent to you, you are able to download it directly from the email notification. YOU DO NOT NEED TO DOWNLOAD ANY SOFTWARE OR CREATE AN ACCOUNT ANYWHERE. Only files that have not expired can be downloaded. If the file has expired, ask me to upload it again.

## Download

1. Click the 'View Files' in the email notification (you may need to choose to display images and links, depending on your email security settings)
2. On the download page, click the Download button
3. Your \*web browser will process the download of the file. Where your computer downloads the file to is determined by your web browser's settings.
4. If you cannot find the file once it is downloaded search for the file in this format: JohnSmith110517 where John and Smith are replaced by your first and last name and the date is the date of your reading in six digits.

