**Step by Step – How to Open ShareFile Email**

1. Open your email and click the “Download Attachments” box (see below):



1. A new window will open and you will have to enter the following information:
	1. Email
	2. First Name
	3. Last Name
	4. Company (if applicable ie: you are receiving a business return).
	5. Then you will click **continue** (as shown below): 
2. A new window will load. “Select All” files to be downloaded to your personal computer. Once “Select All” is clicked, click the **download** button (see below):



1. Once the **download** button is clicked, a file will be downloaded named “Files.zip” (see below). This will show on the same page where you can select your files.



1. Right click on “Files.zip” and select the “Show in Folder” option. This will open a new window. This is your downloads folder on your personal computer (see below)



1. Right click on the highlighted file (Files.zip) and select Extract All option. This will open a new window and click on the “Extract” option (see below):



1. In your downloads folder (which should still be open) you will now have a new folder called “**files**”. This is where your documents are currently located.
	1. Double click on the **files** folder (see below)





At this point, you may move the documents to a different folder, if you chose. Otherwise you’re all done!