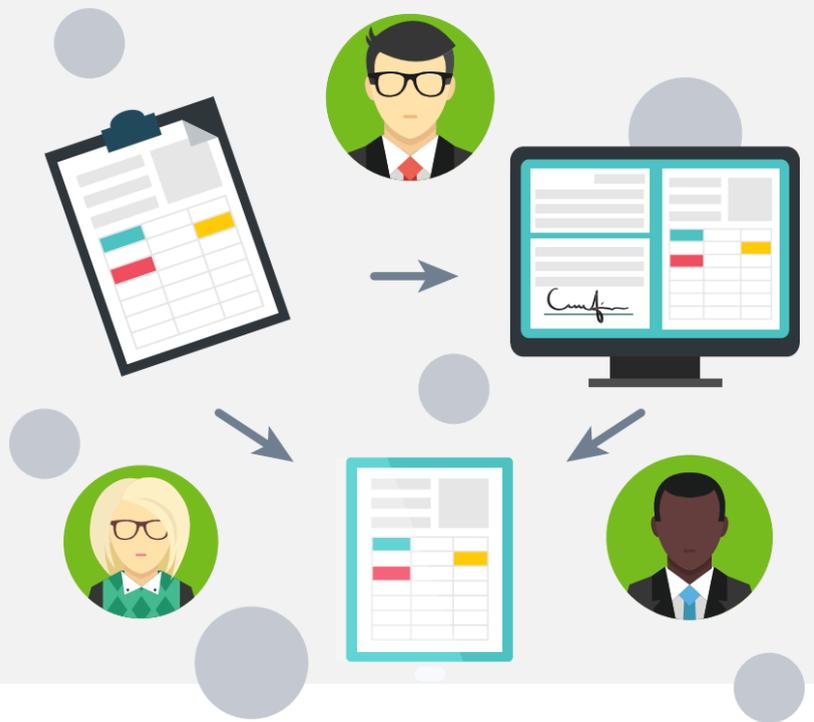


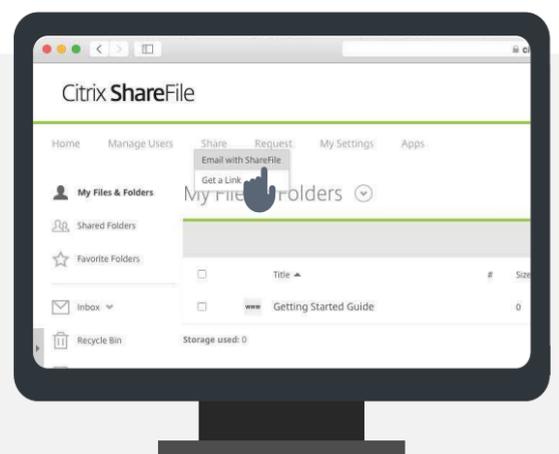
# 3 Easy Ways to Send Files Securely



You want to make sales fast. At the same time, you have to track your contracts, process forms and other documents and make sure any PII sent follows state data breach laws. To meet all these goals, use ShareFile, the simple yet secure solution.

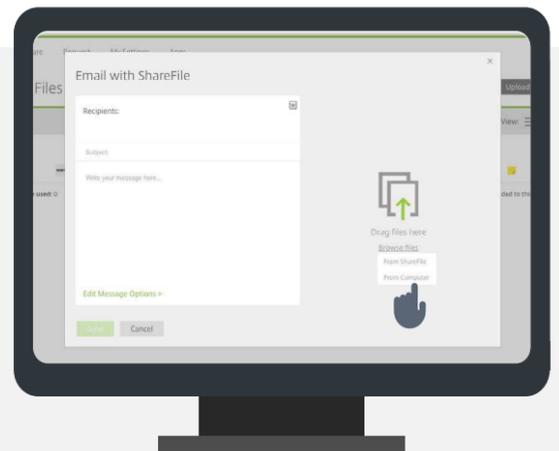
1

In the top navigation bar of your account, click **Share** and choose **Email with ShareFile**. In the send form that opens, enter all recipients' email addresses, a subject line and a message. Then click **Done**.



2

Add the application in one of these ways:  
a. Click **Browse files** and add from your computer;  
b. Click **Browse files** and add from your ShareFile account; or  
c. Drag and drop files into the send form.



3

Click **Send**. That's it!



And tracking and reviewing emails you've sent from ShareFile is easy too. Just click **Inbox** in the sidebar menu of the home screen, then click **Sent Messages** to see who downloaded files and when.

Find out more about what ShareFile can do for you at <https://www.sharefile.com/industries/insurance>.

**CITRIX**  
**ShareFile**

[www.ShareFile.com](https://www.sharefile.com)

Source: The U.S. Department of Health and Human Services, Office for Civil Rights. "Health Information Privacy; Enforcement Activities & Results; Enforcement Data." <http://www.hhs.gov/ocr/privacy/hipaa/enforcement/data/historicalnumbers.html#resol>, accessed 02/16/2015.

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