

Eastern Suffolk BOCES Secure Courier

Instructions for use.

Open your Internet browser and type in the following:

<http://courier.esboces.org>

A screen showing User Login appears. Enter your Email Address and Password. If you are a first time user, click on **New User?**

Enter your Email Address click on the **register button**. You will be instructed to get your email, cut and paste your verification code (you will only need this one time only) return to the registration page.

Enter your verification code and pick a password (you will need to remember this password for future use).

On the home page click on **send file** and proceed to fill in the Email Address to which you wish to send the file(s), subject and a brief message.

Click on **attach file**, locate the file you wish to send and click **send**.

You will be notified by email when the file(s) has been sent and downloaded.