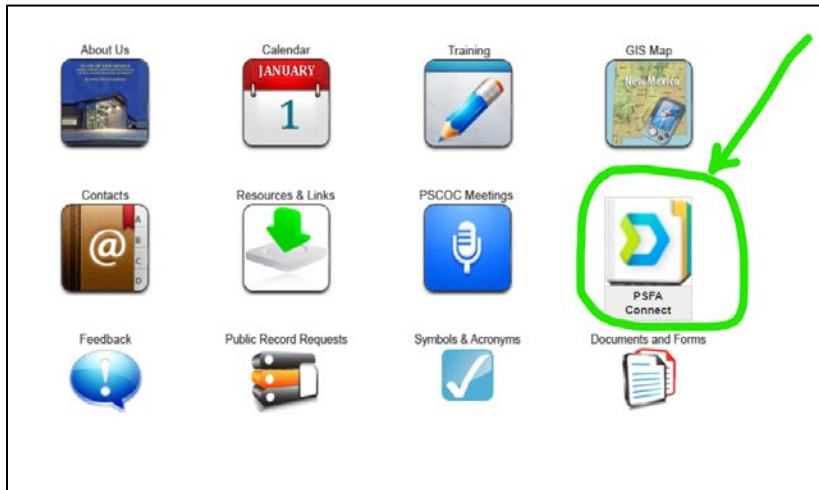


How to Use PSFA Connect

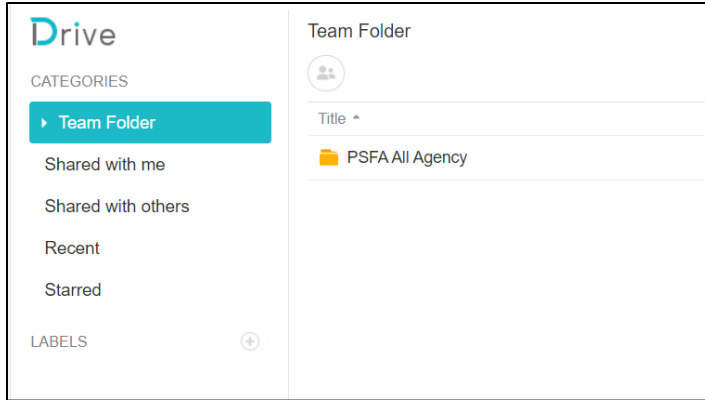
Click on the PSFA Connect link on the home page of <https://nmopsfa.org/>.



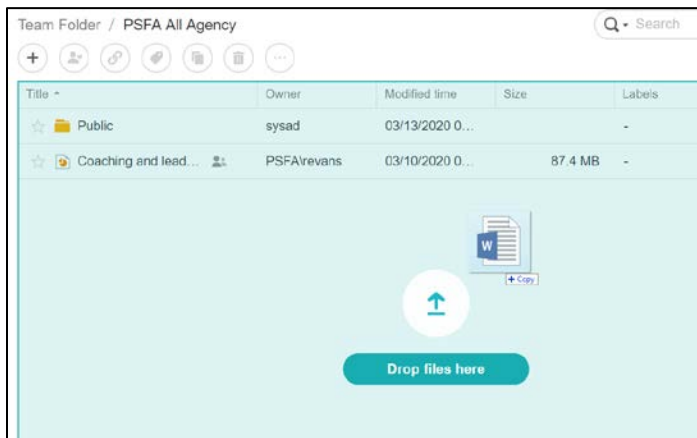
Log on using your network credentials:




Double click on the PSFA All Agency folder:

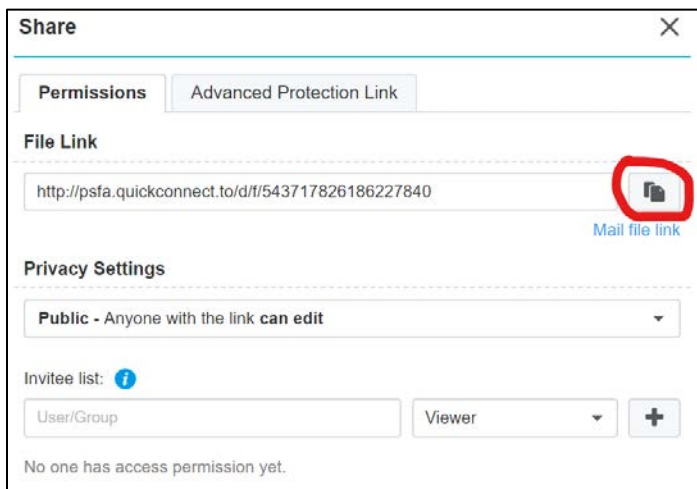


You can drop and drop a file in the blank space of the folder.



To share the file, Right-click on folder.

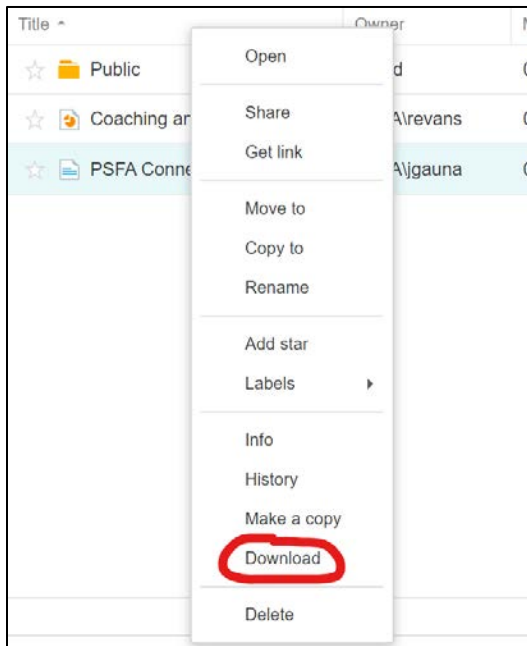
Click on "Privacy Settings" and select level of security. The most common is "Public – Anyone with the link can view", then click on the Copy icon  .



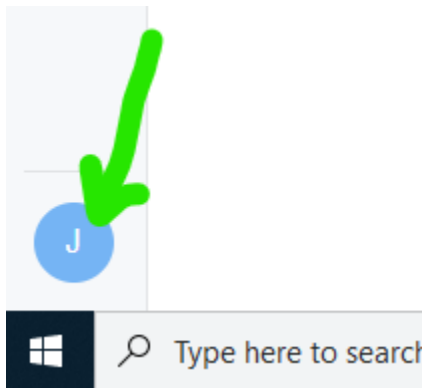
Open Outlook and paste the link into an email and sent to recipient.

X:\IT-Procedures\PSFA_Connect_Instuctions.docx

To download a file to your computer, Right-click on the file and select “Download”



To log off PSFA Connect, click on your account icon on the lower left corner of the screen:



Then select “Logout”