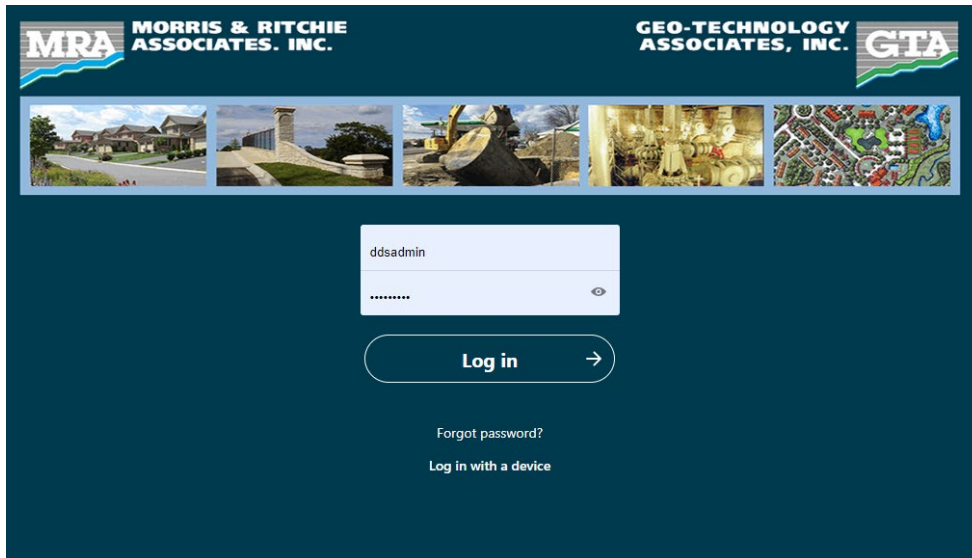
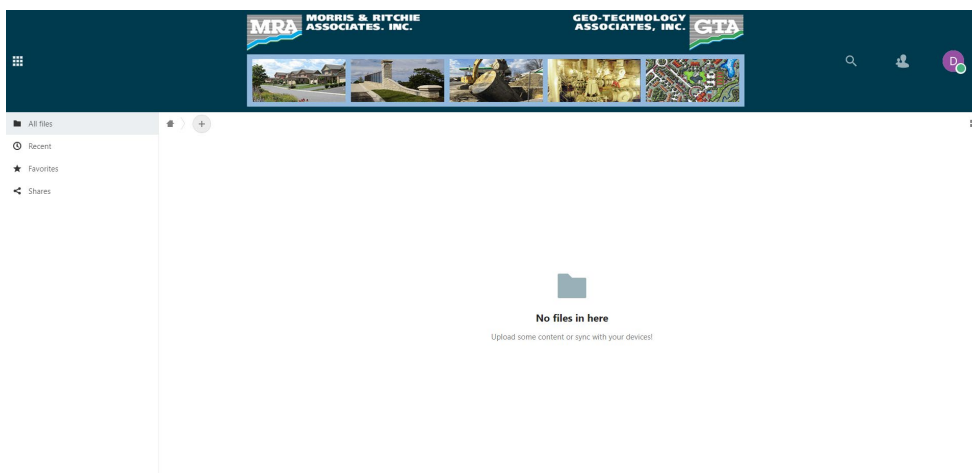


## STEP 1: Logging Into the Cloud Share Site:

1. Open your web browser (Chrome, Edge, Firefox, Safari) and go to the website, <https://cloud.mragta.com>

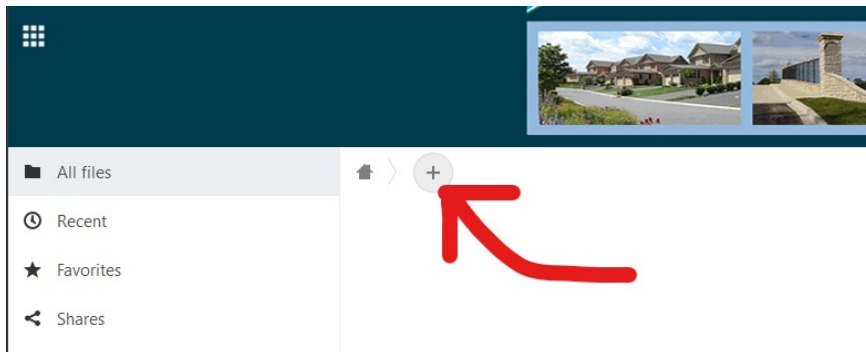


2. Enter your MRA username (First initial followed by last name with no spaces), password and press the “Log in” button.
3. You are now logged into the MRA Cloud Share Site.

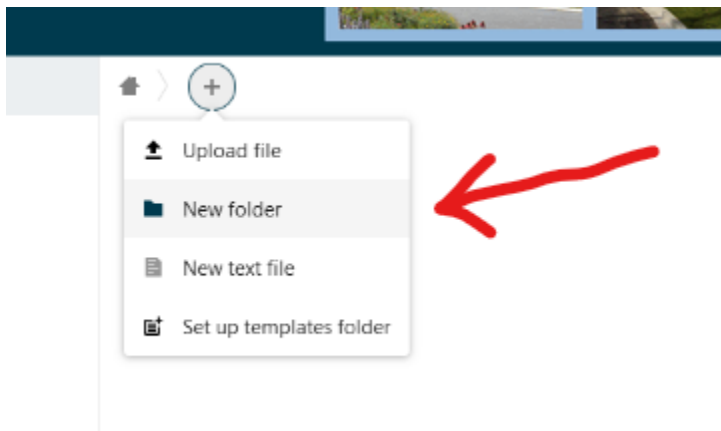


## STEP 2: Creating a Folder and Adding Files to it:

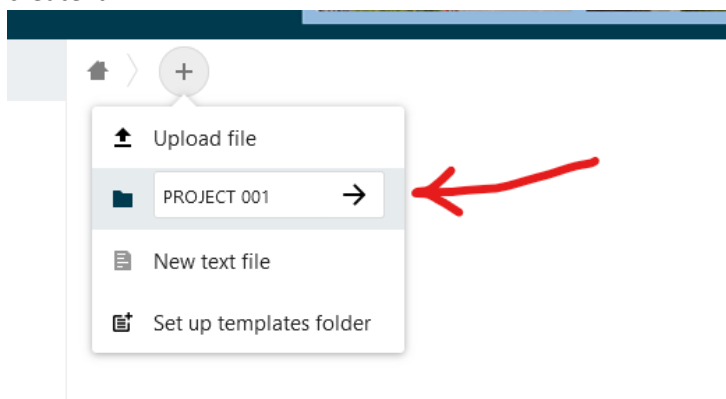
1. After logging in, click the “+” icon in the top-left of the files area.



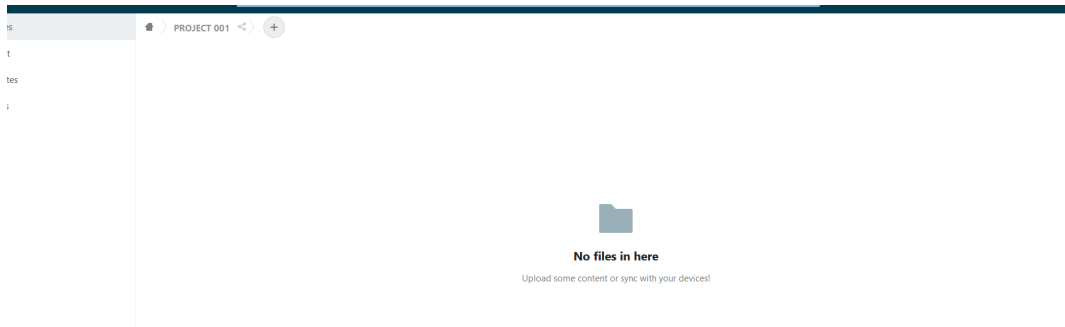
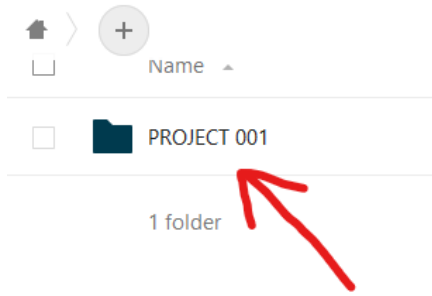
2. This will open a small menu, click on the “New folder” option.



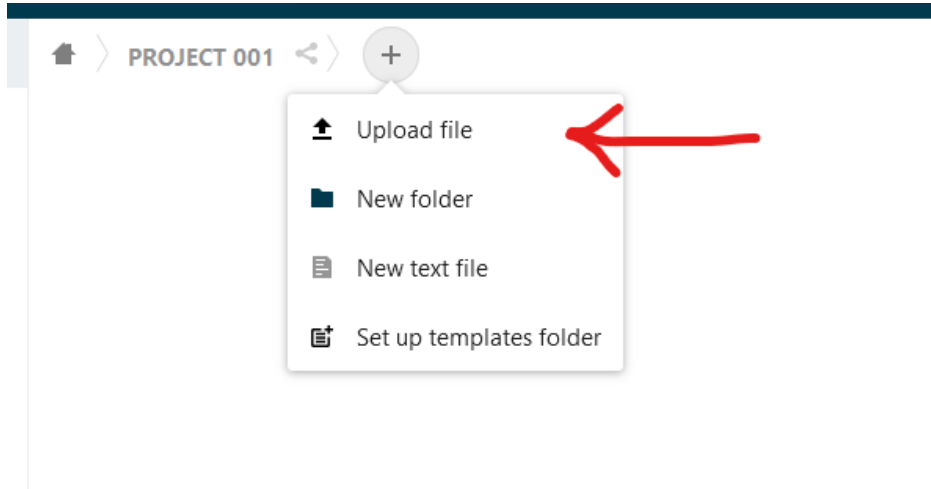
3. You will now be able to edit the name of the folder, give it a name and press the arrow key to create it.



4. You now have a brand new, empty, project folder. Click on its name to open it.

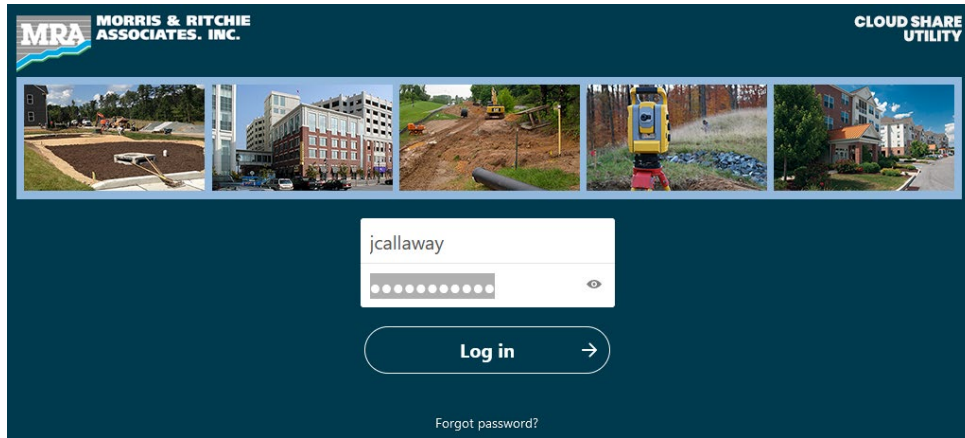


5. To add files to the folder, either drag them to the open window which will upload them or click on the “+” button and choose “Upload file.” This will open the normal file chooser and you can upload the file to the new directory.

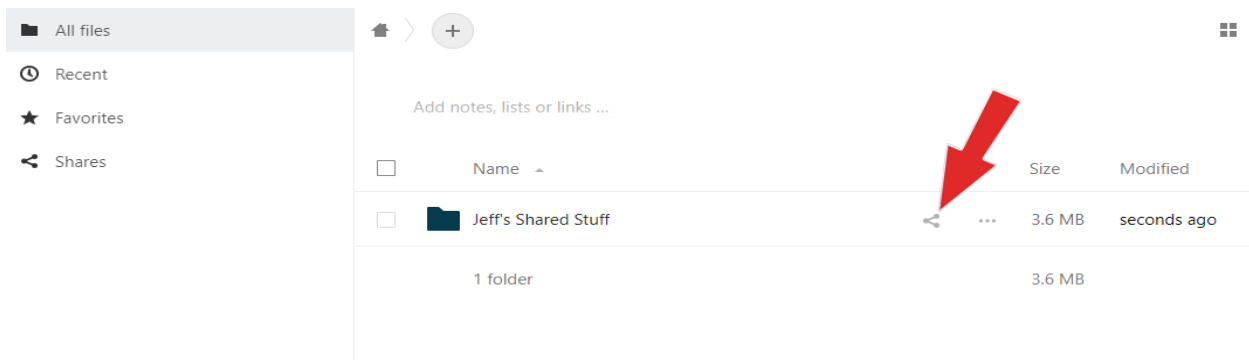


## STEP 3: Sharing a Link with Yourself (To Share with Others)

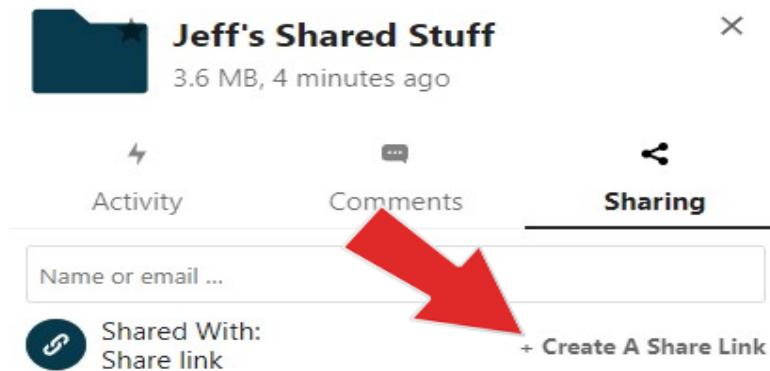
1. Log into <https://cloud.mragta.com>
  - **Username:** Your First Initial and Last Name (Ex: Jeff Callaway would be jcallaway).
  - **Password:** The same password you use to log into your work computer.



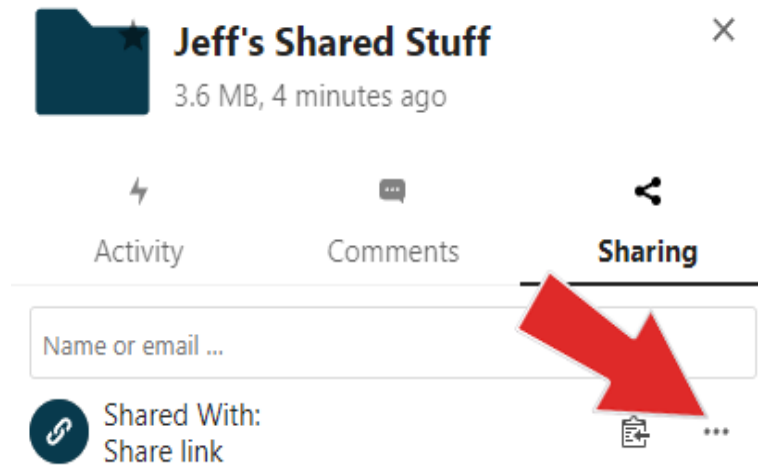
2. Once logged in, find the folder you wish to share. In this example, we will be sharing the folder named, "Jeff's Shared Stuff." Click the **SHARE** icon to the right of the folder name.



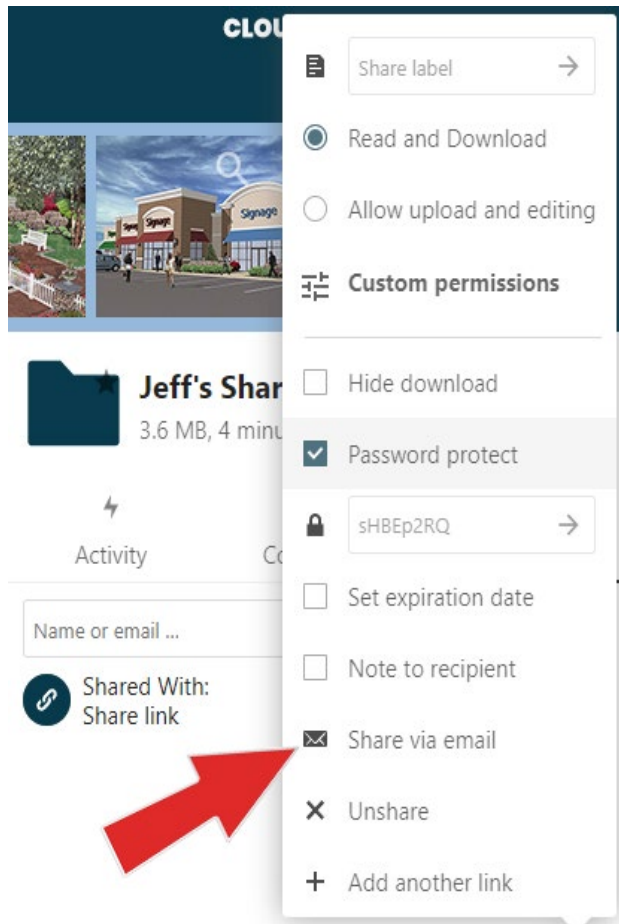
3. Clicking the **SHARE ICON** will open the **SHARING MENU**. Click on the "Create A Share Link" button.



4. Clicking the “**Create A Share Link**” button will activate the share link and create a new menu button. Click the 3 Dots to open the **Shared Link Options**.

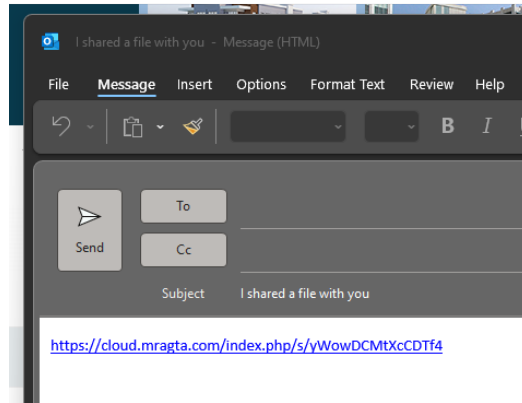


5. The Shared Link Menu has several options. Not all are used.
- **Read and Download:** Allows users to view and download files within the folder.
  - **Allow upload and editing:** Allows users to view, download, upload and delete files within the folder.
  - **Password Protect:** This is REQUIRED. A password will auto-fill or you can create your own.
  - **Set expiration date:** This allows you to set an expiration date for the share link. The files will remain, but the share link will stop working on this date.
  - **Unshare:** This un-shares the link. The link will cease to work for all users.
  - **Add another link:** This allows you to create multiple share links with different permissions.

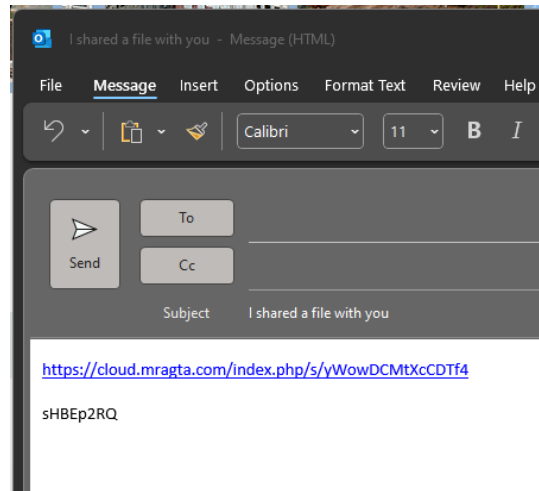


6. Once you have set your options, **COPY the password** (CTRL + C) to your clipboard and click the **Share via email** button.

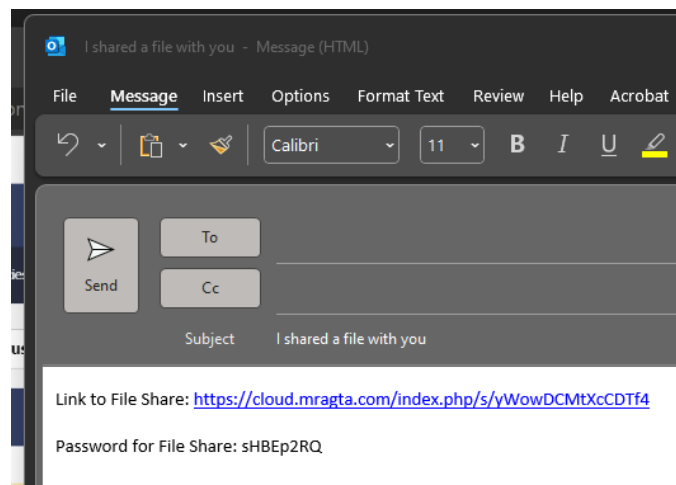
7. This will open your default mail program and auto-add a subject line and a link to the shared folder.



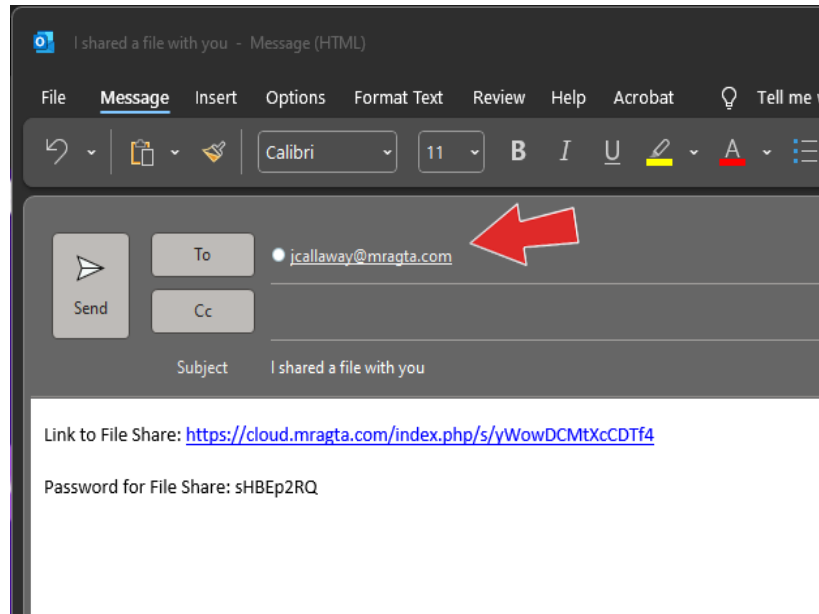
Paste the Password you copied in Step 6 into the email body (CTRL + V):



You can also add some text to describe what this is (Optional):



- Now that our Link and Password have been added to the email and we have edited to our liking, we will send it to ourselves. Enter your email address in the **"To:"** form and hit the **Send button**. In this example, MRA user Jeff Callaway is sending the email to himself.



- In a few moments you will receive an email which you can forward to whomever you like.