

The JR&A Mailbox System

The JR&A mailbox system provides a secure way to send files back and forth over the Internet, for users who have been assigned mailboxes on the system.

In order to use the JR&A Mailbox system, do the following:

- Open an internet browser, such as Internet Explorer or Firefox
- Enter the web address <https://www.johnsonroberts.com/files>. This will display a login screen for the JR&A Mailbox system
- Enter your User ID and password (which you can get from JR&A). This will display your mailbox, with separate tabs for Inbox (files other users have sent to you) and Outbox (files you have sent to other users)

To open a file in your Inbox:

- Click on the Inbox tab
- Click on the filename. This will display a menu for either opening the file, or saving it to your computer.
- To open the file, click on Open. The file will usually open automatically using the program associated with the file prefix.(e.g., a .doc file will open with Word).
- If you decide to save the file, click on Save. A menu will appear that will allow you to decide where you want to save the file, and whether you want to rename the file.
- To delete the file from the mailbox system, highlight the row in which the file is listed, then click on Delete.

To view, save, or delete a file in your Outbox

- Click on the Outbox tab. This will list all of the files that you have sent, and that have not yet expired or been deleted. The list will specify, for each file, the user(s) to whom you have sent the file, the size of the file, when the file was last downloaded, and any optional information you provided when you sent the file.
- To view or save the file, follow the same instructions as for viewing or saving a file in your inbox, above.
- To delete the file from the mailbox system, highlight the row in which the file is listed, then click on Delete.

To send a file to someone else:

- Click on Send a File. This will display the File Upload window.
- Select the user(s) to whom you want to send the file, by clicking their name(s) from the list in the "Addresses" window, then clicking the left arrow button to move the name(s) into the "To:" window. (To deselect users, click their name(s) from the list in the "To:" window, then click the right arrow button to move their name(s) back into the "Addresses" window.)
- Click on Select Files, to browse on your computer for the file(s) that you want to send. (Note that not all file types can be sent. For example, files that end in .raw cannot be sent. Sometimes you can send these files by adding a recognized file suffix. For example, to send a file named cpi.raw, change its name to cpi.raw.txt. You can also send files with unrecognized file suffixes by putting them into a .zip file and sending the .zip file.)
- (Optionally) Write a description of the file(s) that you are sending
- Select an expiration date, to indicate when the file will be deleted the Mailbox system.
- Click on Send Files to upload the file into the Mailbox system
- Note: when you send a file to a user an e-mail should be sent to notify him of this (although this feature does not always work reliably).

To stop using the JR&A Mailbox system

- Close the browser window or access another website from the browser window