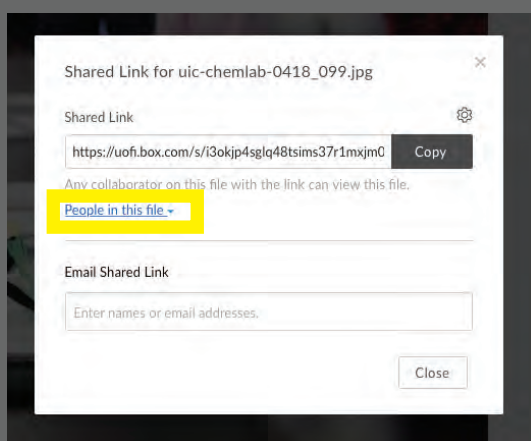
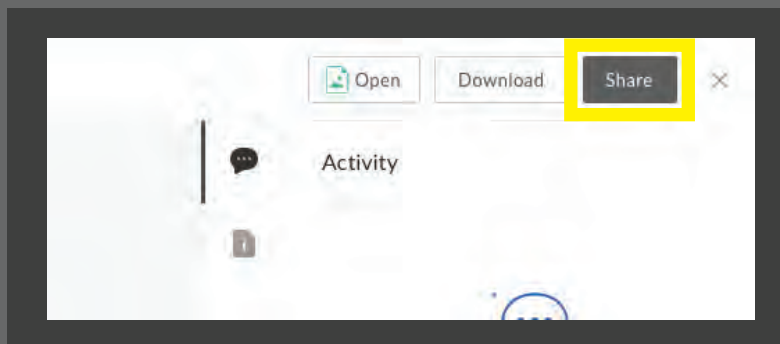


# Simple UIC Box Access Sharing

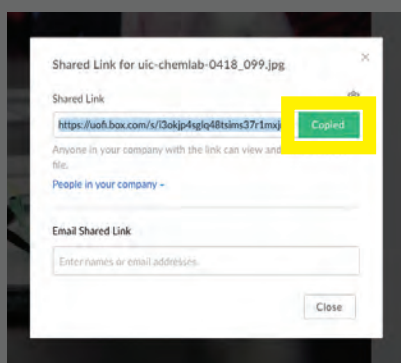
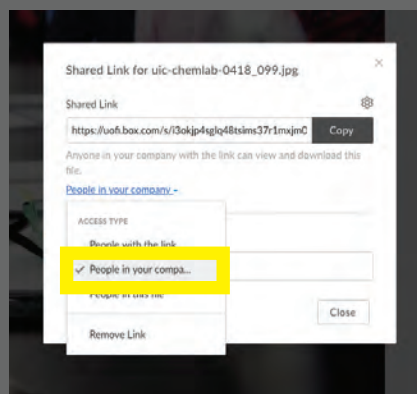


Step 1  
Click SHARE button in  
upper right corner



Step 2  
Click upon the “People  
in this file” dropdown

Step 3  
Choose “People in your  
company” from dropdown



Step 4  
Click COPY button. It will  
turn green and say COPIED.  
You can now paste the ad-  
dress into email and send  
to recipient.