

Accessing Your Parish Drop Folder & Saving Files

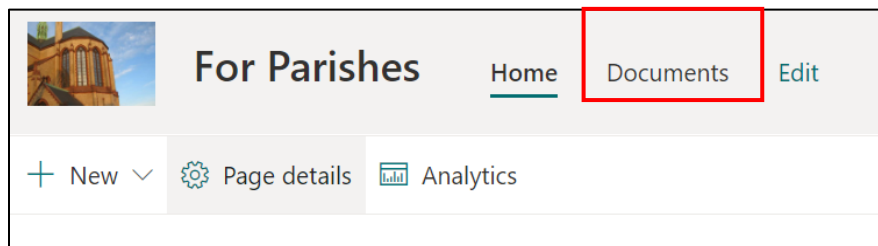
Each BA e-mail account holder has access to a folder that can be used to securely store parish business-related documents and exchange those documents with RCAB Central Ministries users with access.

If needed to comply with capacity limits within SharePoint, the appropriate Central Ministries department may periodically pull these documents onto a network drive to store securely.

To access the folder for your parish, log into the **For Parishes** SharePoint website using your BA e-mail and password:

<https://rcaboston.sharepoint.com/sites/ForParishes>

Click **Documents**



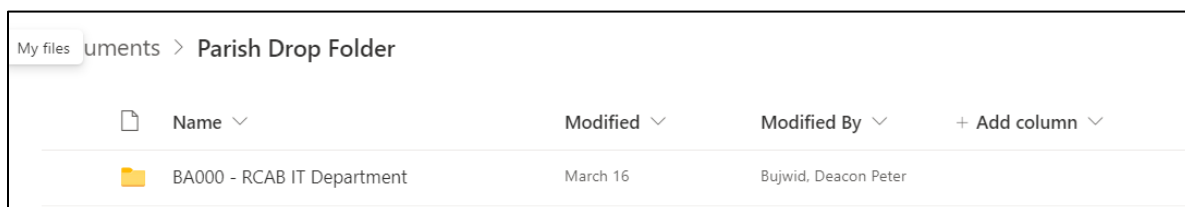
Click **Parish Drop Folder**



The screenshot shows the 'Documents' library in SharePoint. It features a table with columns for 'Name', 'Modified', and 'Modified By'. A red arrow points to the 'Parish Drop Folder' entry at the bottom of the list.

Name	Modified	Modified By	+ Add column
Budgets	December 9, 2020	Salas, Karina	
Catholic Appeal	October 8, 2020	Dubrowski, Arlene	
FinPax - Parish Accounting	January 10	Dubrowski, Arlene	
Human Resources	September 23, 2020	Bujwid, Deacon Peter	
Information Technology	July 2, 2020	RCAB-pwb (Peter)	
Parish Drop Folder	March 18	Bujwid, Deacon Peter	

Select the appropriate **location** folder



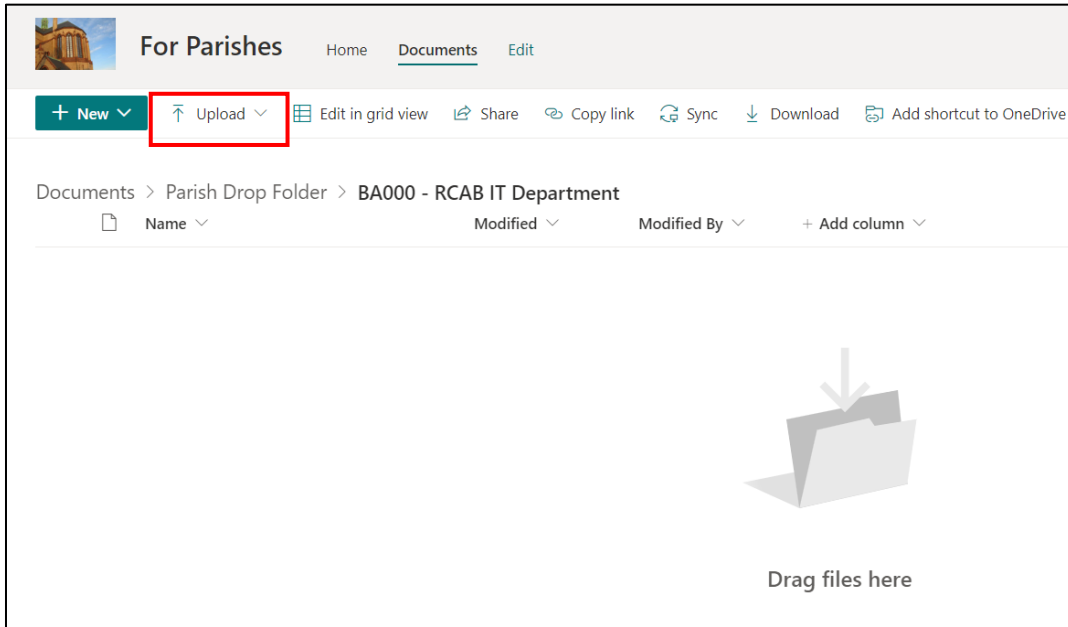
The screenshot shows the 'Parish Drop Folder' library in SharePoint. It features a table with columns for 'Name', 'Modified', and 'Modified By'. The 'BA000 - RCAB IT Department' entry is highlighted.

Name	Modified	Modified By	+ Add column
BA000 - RCAB IT Department	March 16	Bujwid, Deacon Peter	

To store/exchange files, you can either:

Drag and drop the files into the center of the screen, or

Click Upload then click Files, Select the File, then Click Open



The file(s) will then appear in the parish folder

