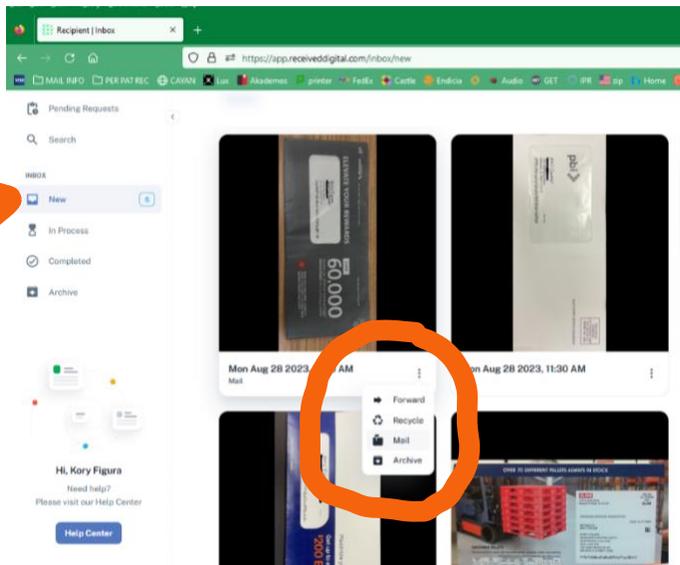
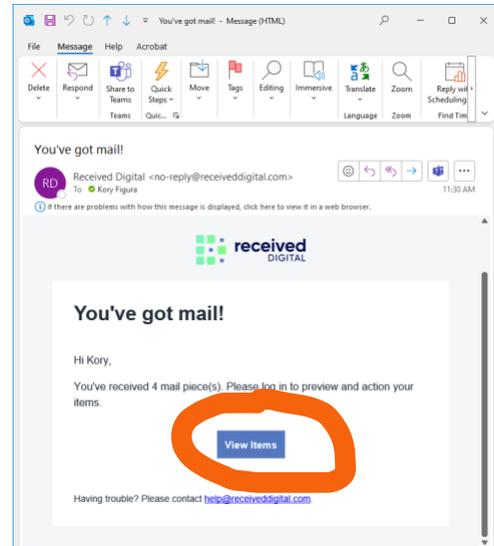


Digital Mail Guide

Log in to app.receiveddigital.com. Your login is your Wartburg email address; password as set by you.

When mail is received, you will get an email from no-reply@receiveddigital.com with a message stating the number of mail pieces and a link labeled "View Items".



From the "New" tab on the left hand side, view the mail that has been imaged for you that day.

Click on the three dots below a certain piece to request an action for that piece.

Possible actions are **Recycle**, **Deliver**, and **Forward** to another recipient on campus.

Multiple items can be chosen by clicking **Select** at the top left, checking all related items and using the choice box at the bottom.

If no action is taken, all items will be delivered as usual.

