

Customer Member

Viewing a file

- 1 Navigate to the **file** (A) you want to view.
- 2 Select the **file icon** (B).



Note

If you have the plug-in, the file opens in its application.



A file

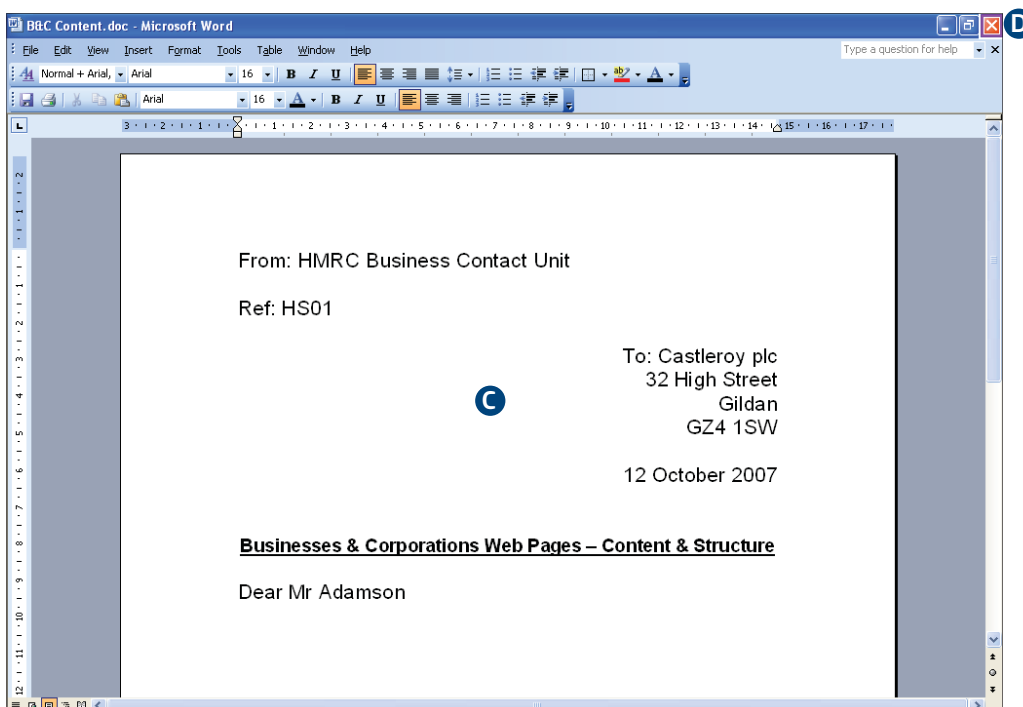
B file icon

- 3 The **document** (C) opens.



Note

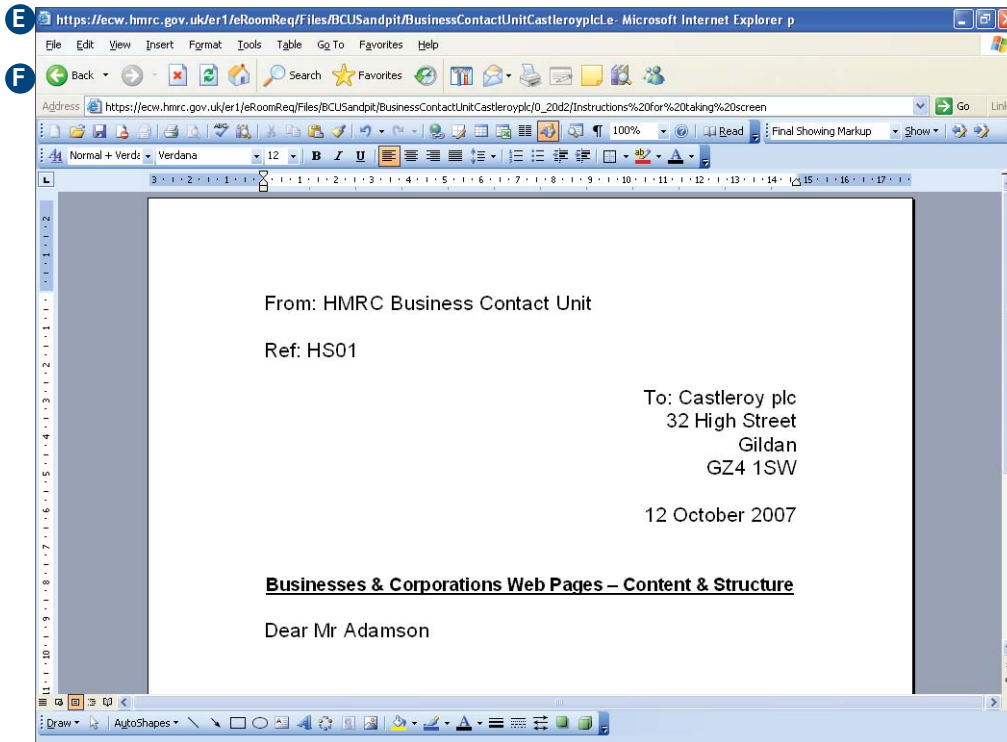
If you have the plug-in, you can close the document and return to the folder by selecting 'X' (D) or Alt+F4.



C new document


D red X box

- 4 If you do not have the plug-in, the file opens within the same **browser window** (E).
- 5 To close the document, select **Back** (F).



- E** browser window
- F** Back button


Note

Once you have read a file, the **unread** icon  alongside the file disappears. The unread icon shown in the **control** bar may remain if there are **other** files unread within the Room. It only disappears when you have read **all** the unread information within the Room.