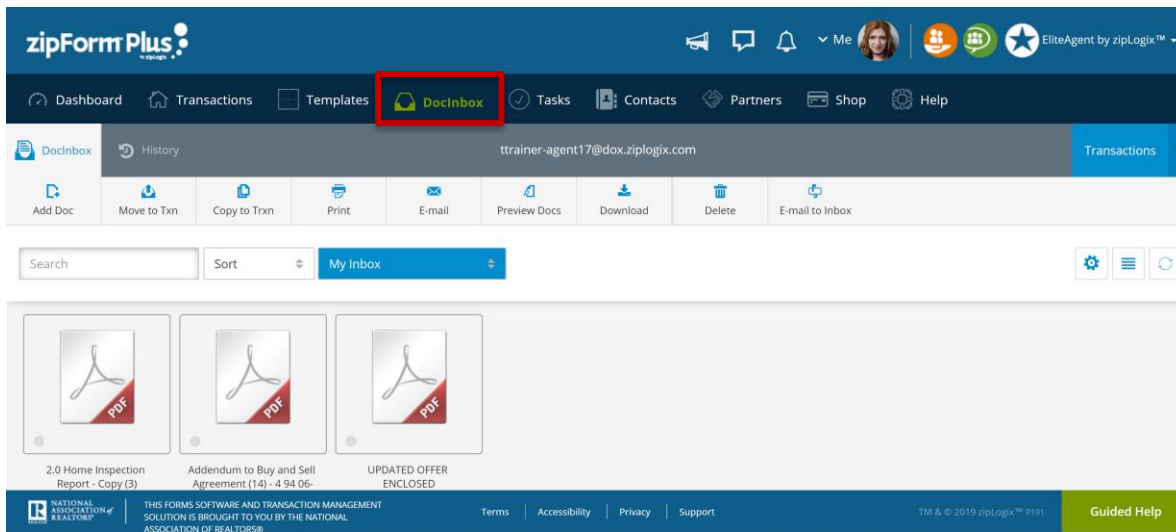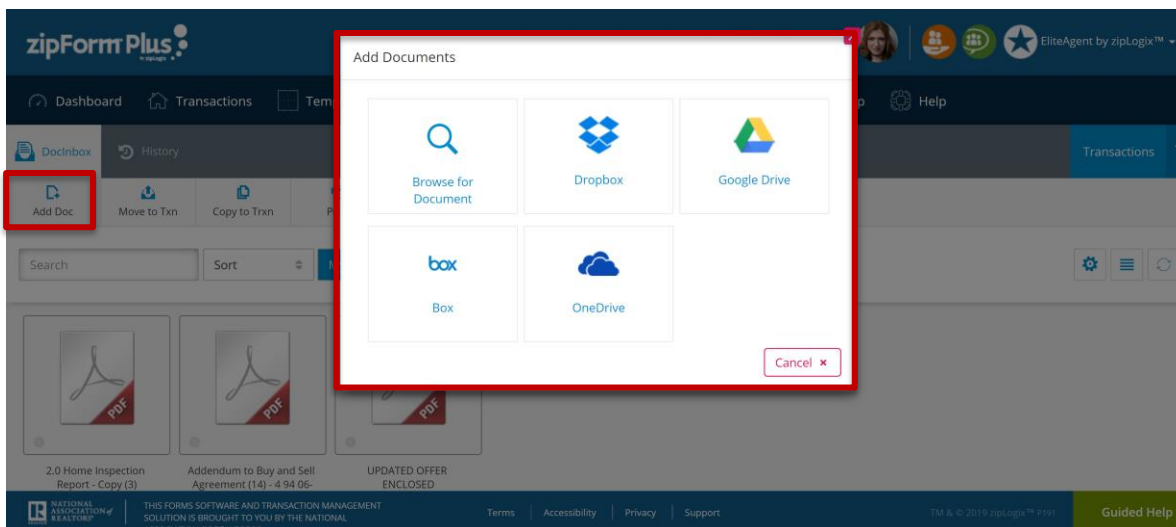## How to Use DocInbox in zipForm® Plus
A quick guide to using the DocInbox feature inside of zipForm® Plus.

1. DocInbox functions as a temporary holding area for documents added to your zipForm® Plus account. Sign into zipForm® Plus to access the DocInbox feature at the center of your Navigation Bar.
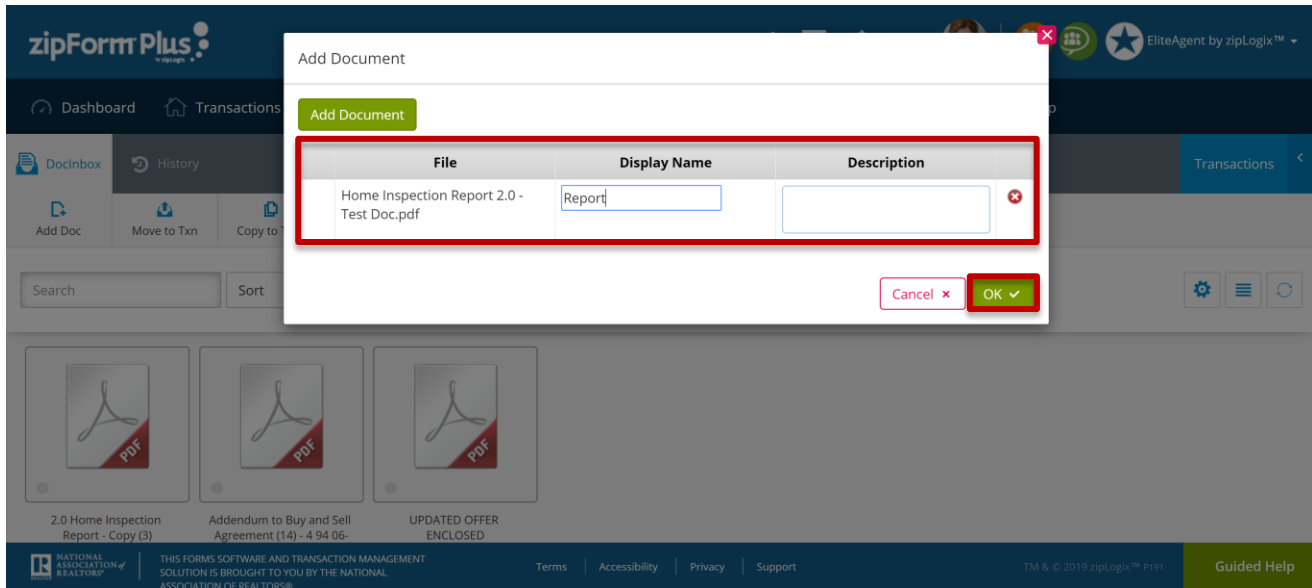

2. Add new documents to your DocInbox by clicking on the "Add Doc" icon.

   You will be presented with a launch pad, where you may choose from options such as browsing your computer for a document, or adding a document via an available cloud service provider.
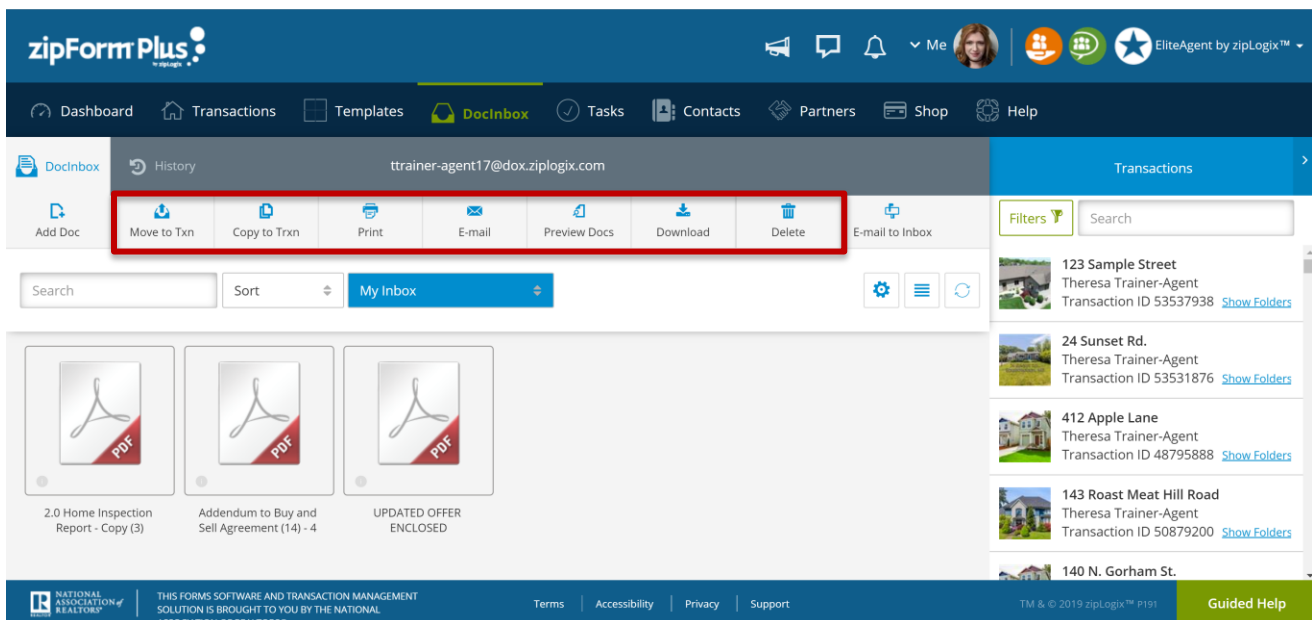
3. Once you have selected a document, you may change its display name, and/or add a description, before clicking "OK" to confirm its upload to your DocInbox.
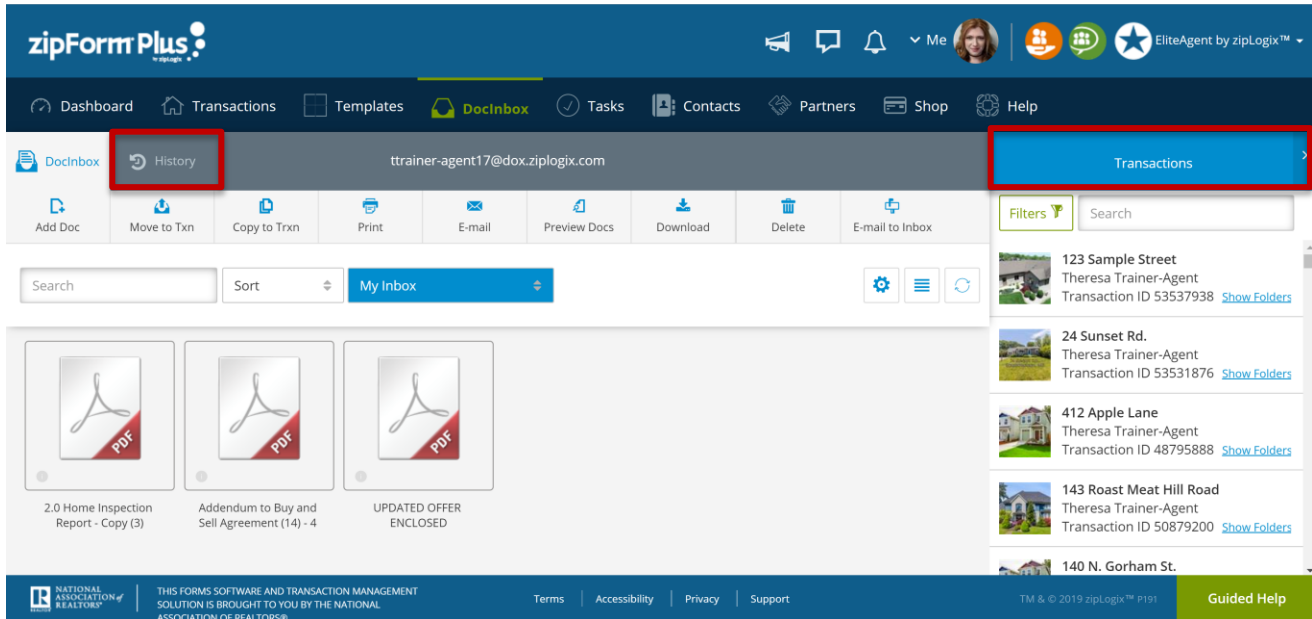

4. Using the DocInbox toolbar, move or copy a document housed inside DocInbox to one of your existing transactions. You may also print, email, preview, download, or delete a document.
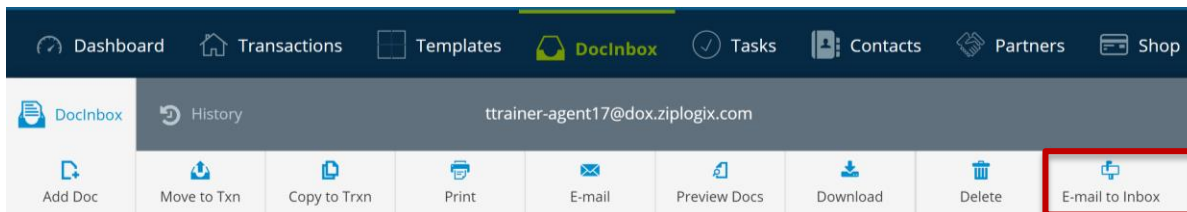
5. Access your DocInbox History, and/or your existing Transactions, alongside the DocInbox tab.

6. Use the "Email to Inbox" icon to create an email correspondence via your unique DocInbox email address. When the email is replied to, any documents attached to that reply will be sent directly back into your DocInbox.

E-mail to Document Inbox

Send documents directly to your Doc Inbox by including this e-mail address in your e-mail communications.

Doc Inbox E-mail: ttrainer-agent17@dox.ziplogix.com   Compose E-mail

Save As Contact

Thank you for using DocInbox in zipForm® Plus!