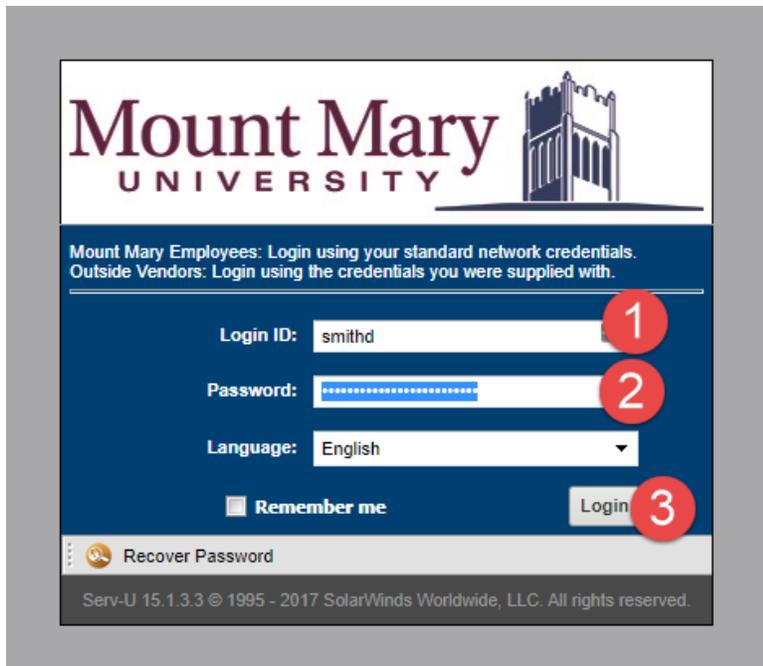
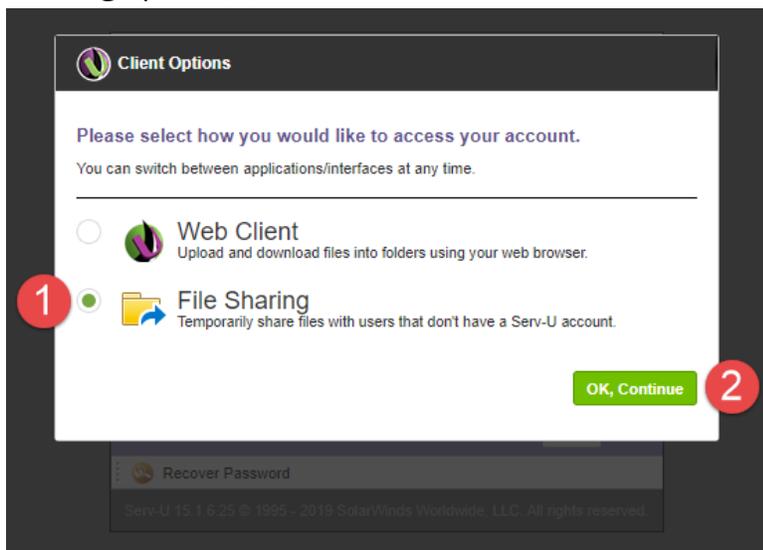


Logging In to the File Sharing System

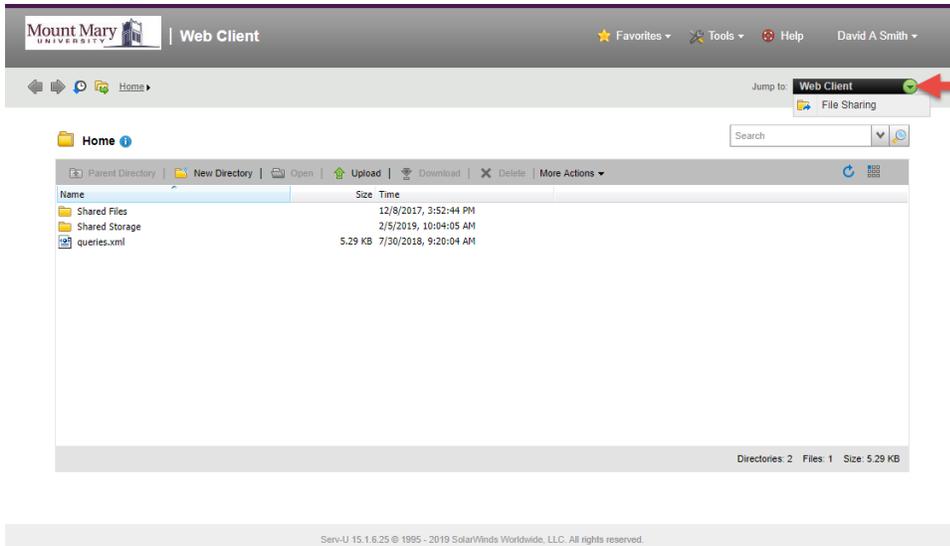
1. Open <https://ftp.mtmary.edu> in a web browser.
2. Enter your standard Mount Mary username (first part of your email address) in the **Login ID** field (1), and your password in the **Password** field (2). Then press the **Login** button (3).



3. You may be prompted to select which application you would like to access. If so, select the **File Sharing** option (1). Then click the **OK, Continue** button (2).

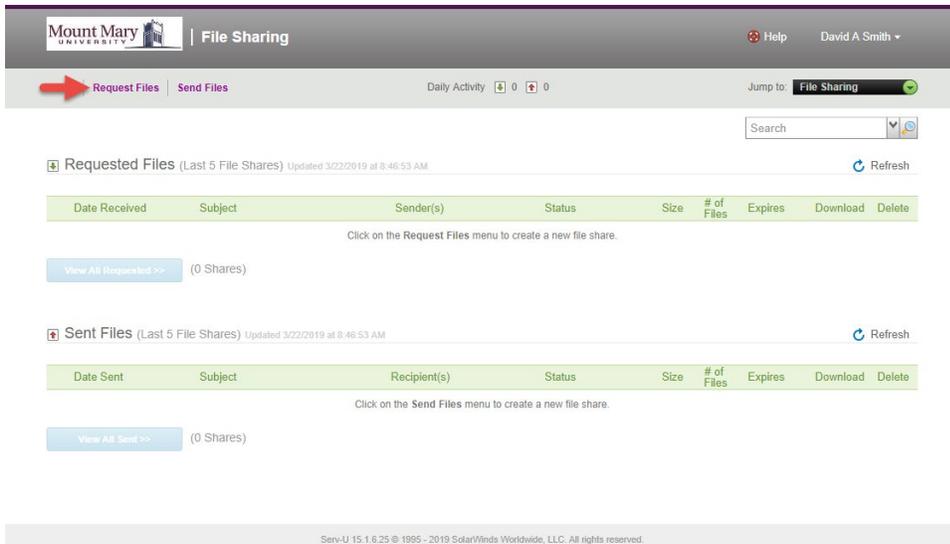


4. If you are not prompted as above, click the dropdown arrow in the **Jump to** menu at the top-right of the page. Then click the **File Sharing** menu item.



Requesting Files

1. Click the **Request Files** link at the top-left of the *File Sharing* window.



- In the *Share Information* section, enter the **Subject** (1) and **Comments** (2) of your file request. These will be displayed to the user from whom files are being requested. Select an expiration for the file request in the *Serv-U Access Link Expiration* section (3). Optionally, set a maximum size for files to be uploaded by checking the **Constrain individual file sizes to** checkbox (4), and selecting a file size.

Mount Mary UNIVERSITY | File Sharing

Home Request Files Send Files Jump to: File Sharing

Request Files From Guest User

Invite a guest user to temporarily access Serv-U File Sharing to upload files. The user will receive a link, via email, that grants them access to upload files. For added security, there are options to set the page link expiration, add file constraints and a password.

Share Information

Subject
1 Please Submit Documentation to Mount Mary

Comments (optional)
2 Please respond to this request and provide the required documentation. This request will remain active for 14 days.

Serv-U Access Link Expiration

The link to upload files should expire:

3 on this specific date 03/29/2019

in 24 hours

in 14 days

Note: Expiration dates help keep your files more secure by limiting access.

Other Settings (optional)

4 Constrain individual file sizes to: 10 MB

Require the guest to enter this password to access Serv-U.
(To generate a password, click on the key button)

My Contact Information

- Enter the email address of the user(s) that should receive the request (1). Separate with commas if entering more than one email address. Then press the **Send Request** button (2).

My Contact Information

Name
David A Smith

Notify me when the file(s) have been uploaded

Email Address
smithd@mtmary.edu

Guest Email Addresses

Automatically send the upload link to the guest user(s) in an email

Send me an email copy with the upload link

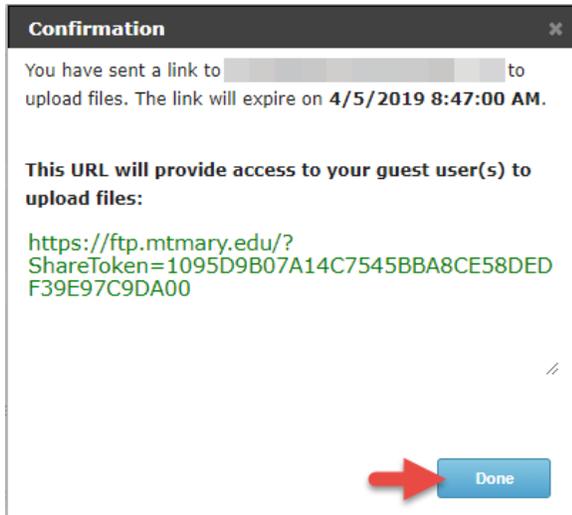
User emails who need access to this share (comma separated)

1 [input field]

2 Send Request Cancel

Note: Your passwords are not recoverable. In the case of a lost password, the invitation would need to be resent with a new password.

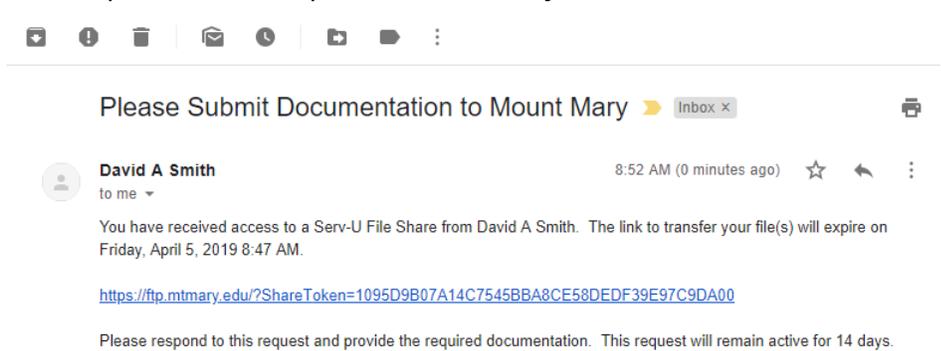
4. A confirmation dialog will be displayed with the link that can be shared with the users providing files (if the option to email users was unchecked). Press the **Done** button to close the dialog.



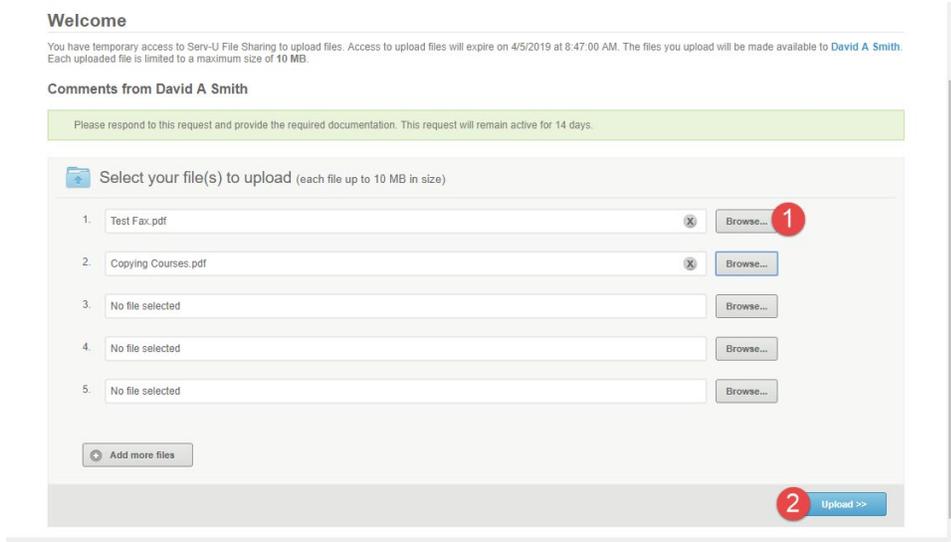
Note: By default you will also receive a copy of the email send to the users that contains this information, if that option was left selected.

Uploading Requested Files (Recipient)

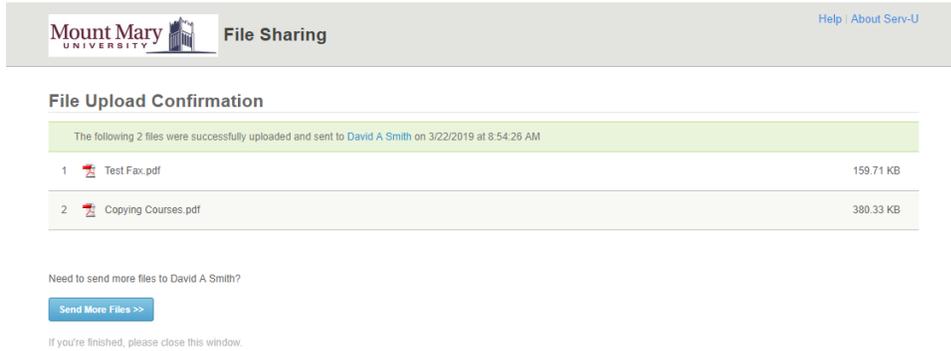
1. The user(s) from whom files are being requested will receive an email providing instructions on how to provide the requested files. They can click the link in the email to access the request.



- To upload files, the user can press the **Browse** button (1) next to a file upload slot, and select the file from their computer. When finished, they can press the **Upload >>** button (2).

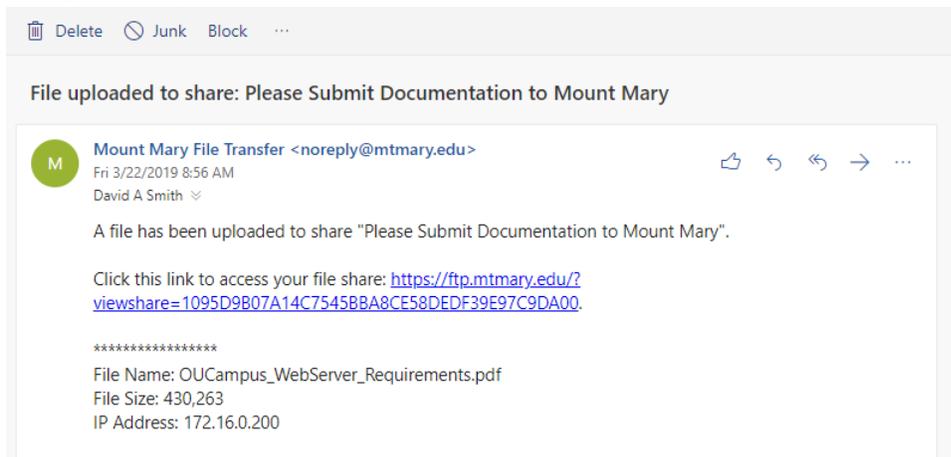


- A confirmation will be displayed that the files were uploaded.



Accessing Uploaded Files

- When files are uploaded, the specified users (by default the user creating the file request) will be notified via email. To access the files, click the link in the email, or log in to the File Sharing system using the steps above.



2. Click the **Subject** hyperlink for the file request from the list of *Requested Files*.

The screenshot shows the 'File Sharing' interface with a navigation bar at the top containing 'Home', 'Request Files', and 'Send Files'. Below the navigation bar, there is a search box and a 'Refresh' button. The main content area is divided into two sections: 'Requested Files' and 'Sent Files'. The 'Requested Files' section displays a table with columns: Date Received, Subject, Sender(s), Status, Size, # of Files, Expires, Download, and Delete. A red arrow points to the 'Subject' column of the first row, which contains the text 'Please Submit Documentation to Mount Mary'. Below the table is a 'View All Requested >>' button with '(1 Shares)' next to it. The 'Sent Files' section is currently empty, showing '(0 Shares)'. At the bottom of the page, there is a footer with the text 'Serv-U 15.1.6.25 © 1995 - 2019 SolarWinds Worldwide, LLC. All rights reserved.'

3. Click the download icon next to an individual file (1) to download that file. Alternatively, click the **Download All** button (2) to download a ZIP file containing all the uploaded files.

The screenshot shows the 'Requested File Share Details' page. On the left, there is a metadata section with fields: Date Received (3/22/2019 8:52:09 AM), Subject (Please Submit Documentation to Mount Mary), Comments (Please respond to this request and provide the required docu... (See full comment)), Sender(s) (redacted), Status (Received (Change Password)), Password Protected (No), Expires (4/5/2019 8:47:00 AM), Share Owner (David A Smith (smithd@mtmary.edu)), and File Share URL (https://ftp.mtmary.edu/?ShareToken=1095D9B07A14C7545BBA8CE58DEDF39E97C9DA00). On the right, there is a warning box that says 'This file share is set to be automatically deleted 14 days from the expiration date.' with a 'Delete File Share Now' button. Below the metadata is a table of files with columns: File Name, File Size, Download, and Delete. The files listed are 'Test Fax.pdf' (159.71 KB), 'Copying Courses.pdf' (380.33 KB), and 'OUCampus_WebServer_Requirements.pdf' (420.18 KB). A red circle with the number '1' is placed over the download icon for 'Copying Courses.pdf'. Below the table is a 'Download All' button with a red circle and the number '2' next to it. At the bottom, there is a 'Download History' section with columns: Date, File Name, and Location. The history shows a download of 'Test Fax.pdf' on 3/22/2019 at 8:57:51 AM from location 172.16.0.200.

Note: Uploaded files will automatically be deleted from the system (and will no longer be available for download) 14 days after the request expires. Files can be manually deleted earlier, if required.

If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.