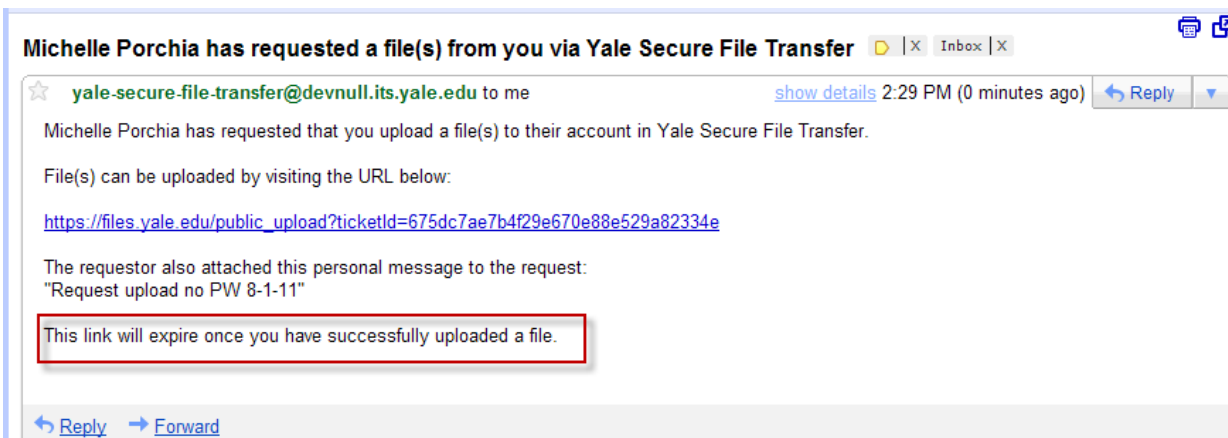




## Quick Steps: How a non-Yale person transfers a file to a Yale Person

As a non-Yale person, you will need to receive a Request Upload from your Yale collaborator. Please contact the Yale person you would like to send the file(s) to and ask that he/she send you a request.

1. Open the request email sent to you from the Yale Secure File Transfer system with the Subject: *Yale Contact has requested a file(s) from you via Yale Secure File Transfer*. The requestor may have included a personal message in the email.
2. Click on the link in the email so you can upload and transfer the file(s).



Note: “This link will expire once you have successfully uploaded the file” unless you have been granted multiple uploads (see below.)

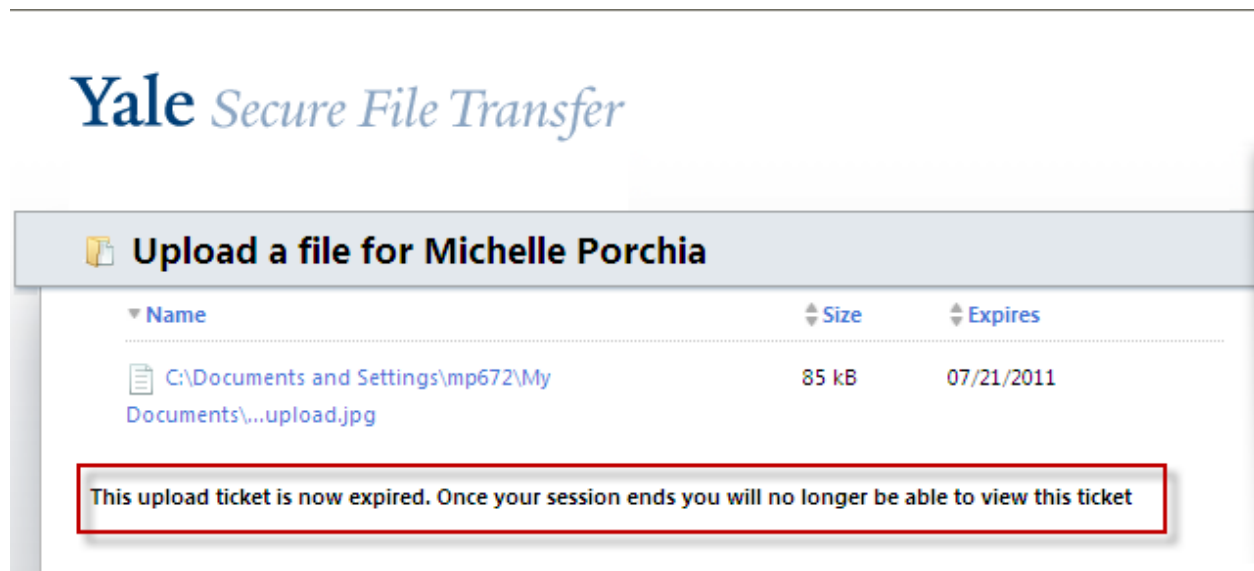
3. After clicking the link you will be prompted with an Upload a File window. Be sure to enter text for “Add notes to file”, then click the **Browse and Upload** button.



This will open your system's file directory allowing you to search for the file you need to share.

Once you share the file, you will receive a message similar to the one below followed by the Yale CAS page – Close your browser. This completes the single upload process.

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**Yale Secure File Transfer**

**Upload a file for Michelle Porchia**

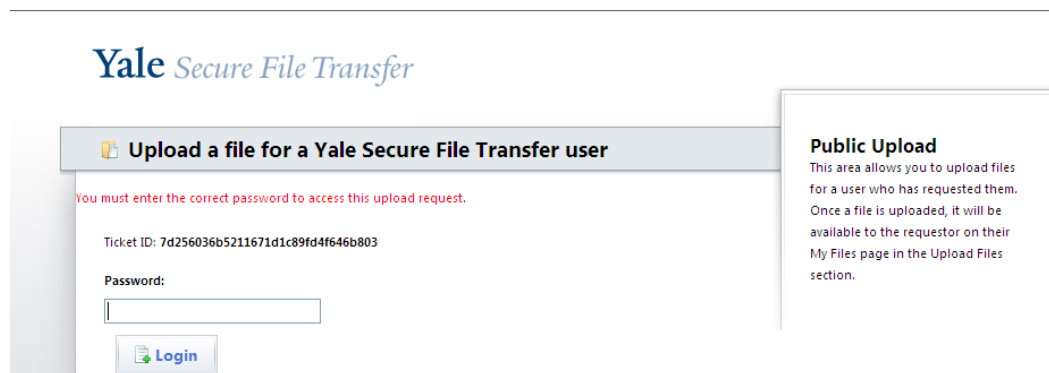
Name	Size	Expires
C:\Documents and Settings\mp672\My Documents\...\upload.jpg	85 kB	07/21/2011

**This upload ticket is now expired. Once your session ends you will no longer be able to view this ticket**

If your Yale contact granted you multiple uploads, a password is required. Your Yale contact will need to provide you with the password for the link. Remember, it is best to keep the URL and password separate from each other.

Enter the password you were provided.

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**Yale Secure File Transfer**

**Upload a file for a Yale Secure File Transfer user**

You must enter the correct password to access this upload request.

Ticket ID: 7d256036b5211671d1c89fd4f646b803

Password:

**Login**

**Public Upload**  
This area allows you to upload files for a user who has requested them. Once a file is uploaded, it will be available to the requestor on their My Files page in the Upload Files section.

*Please do not misplace this email for multiple uploads. You, as the non-Yale person, will need to use this same URL in this email and you will need to enter the password for each use. For each upload you will need to repeat step number 3 above.*

This concludes your actions. Close your browser.

Upon a successful upload, your Yale contact will have the file(s) you just shared in their *Uploaded Files* area on their home page. All she/he will need to do is download and save the file.