



MISSISSIPPI STATE UNIVERSITY™

INFORMATION TECHNOLOGY SERVICES

Fall 2015

Using Filelocker for File Sharing

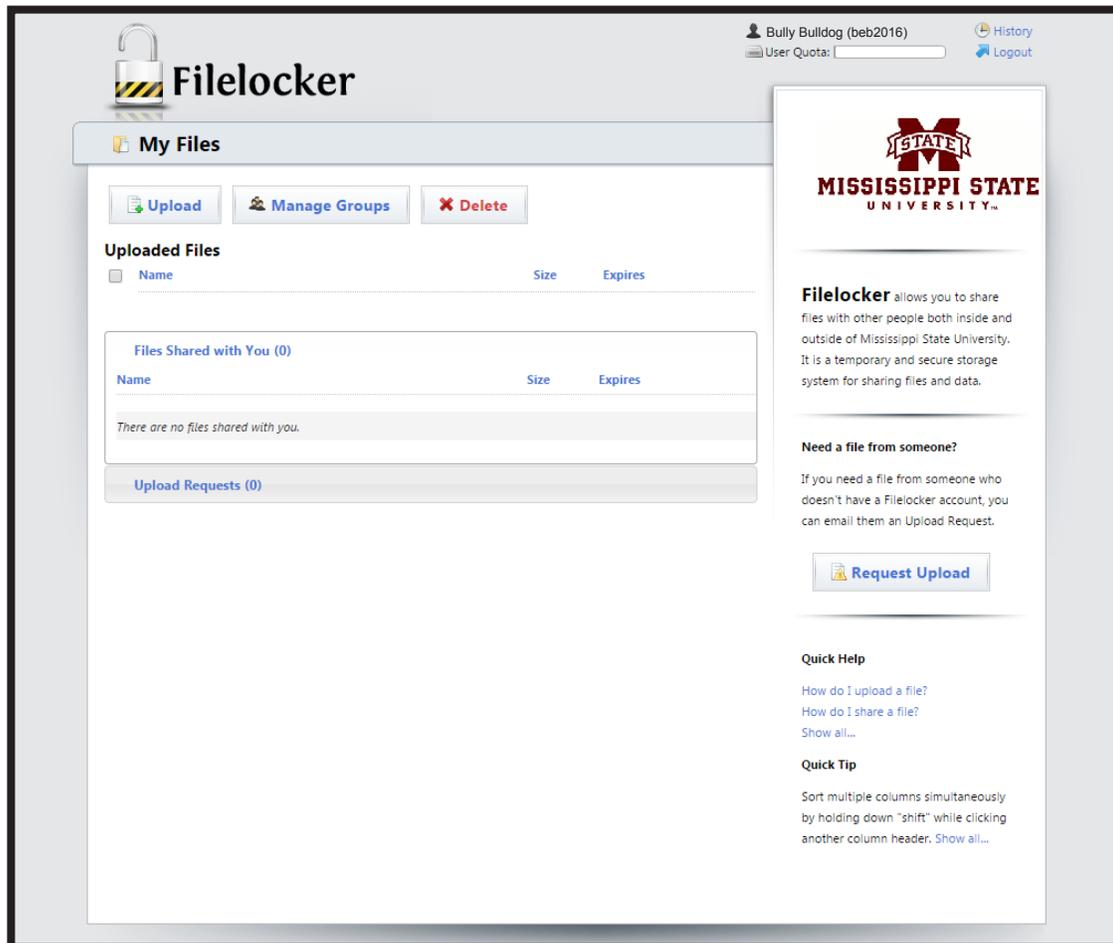
Filelocker is a temporary, secure storage system for sharing encrypted files and data. Filelocker allows Mississippi State University students, faculty and staff to share files and data with other MSU students, faculty and staff as well as anyone external to MSU. There is a 4 gigabyte quota for users, with a two week expiration limit on files and data. Users can create groups, such as a search committee or departmental group, and group members can share files and data. In addition, users can request a file or data upload by sending a “Request Upload” message. The “Request Upload” message can be sent to anyone whether they are within the MSU community or not.

1. In your browser, enter **filelocker.msstate.edu** and enter your **NetID** and **NetPassword** and click **Login** to authenticate into the system.

2. After reading the **Terms of Service**, click the **I Agree** button to begin using **Filelocker**.



3. Once in **Filelocker**, the interface allows users to upload files and data, create and manage groups, delete existing files and data, request upload from someone and view user quota and history.



4. To **Upload** a file or data, click the **Upload** button.



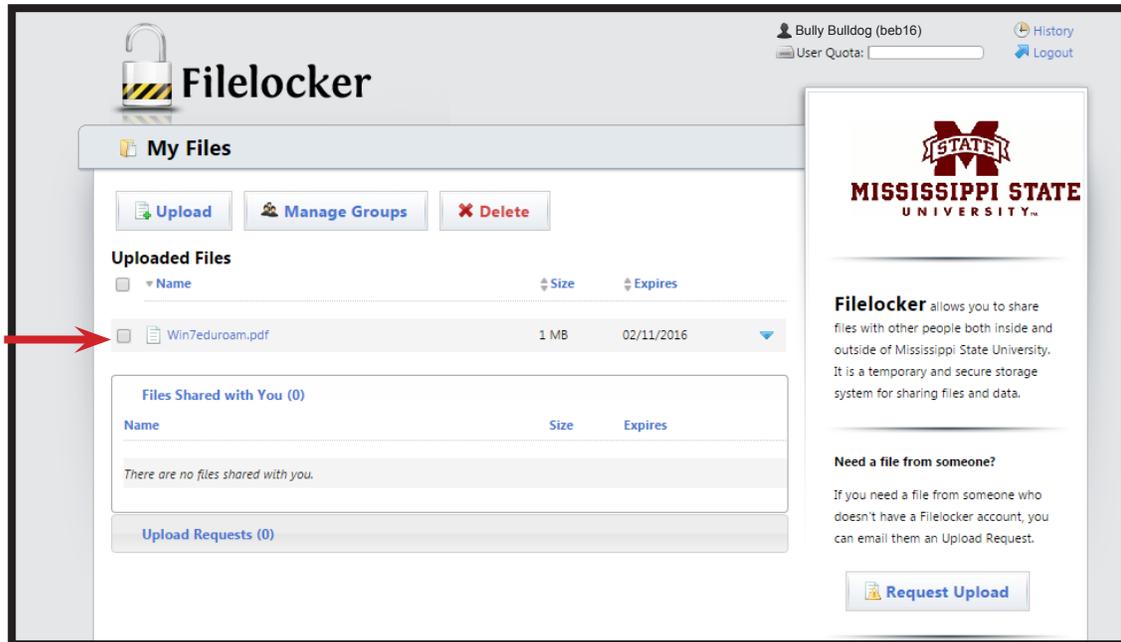


5. In the **Upload a File** window, the file expiration date is automatically populated. Notes may be added in the **Add notes to file:** field, and **Scan for viruses?** is checked by default. Click **Upload a file**, then browse to the file location. Select the file and click **Open**.

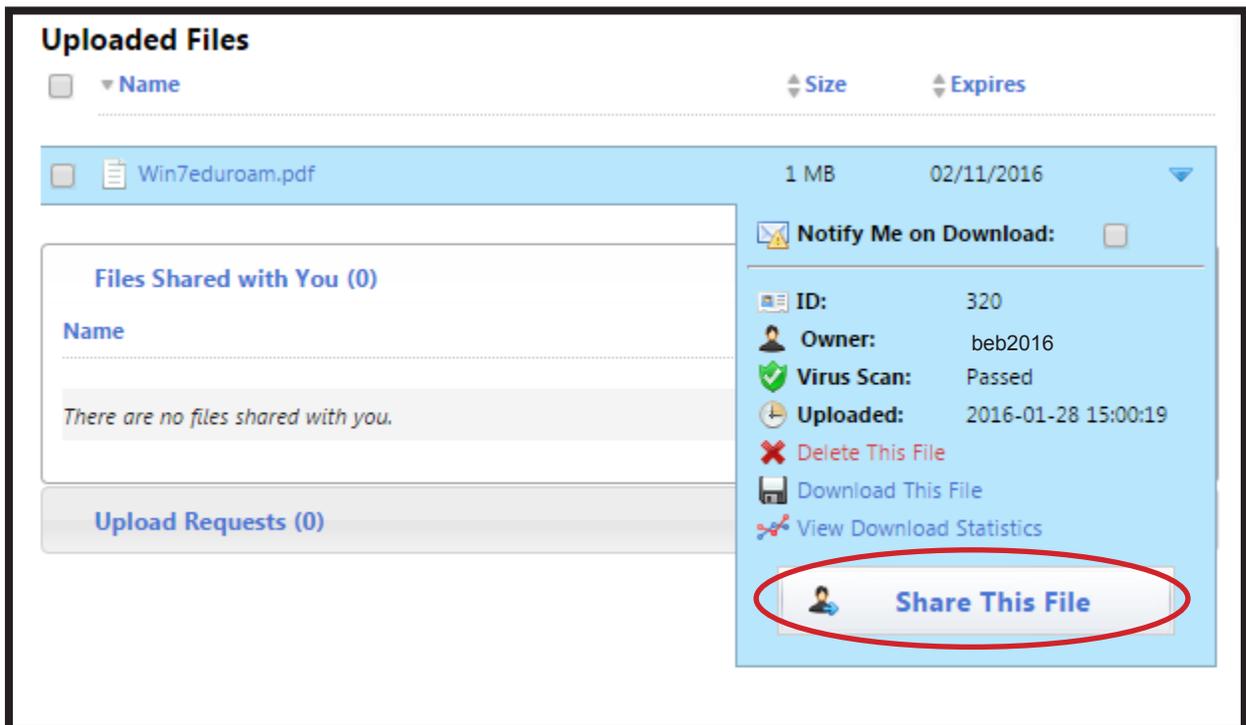
6. During the uploading process, **Filelocker** scans the file for viruses and encrypts the file.



7. When the file has been successfully uploaded to **Filelocker**, the file name, size, and expiration date are displayed under the **Uploaded Files** heading.

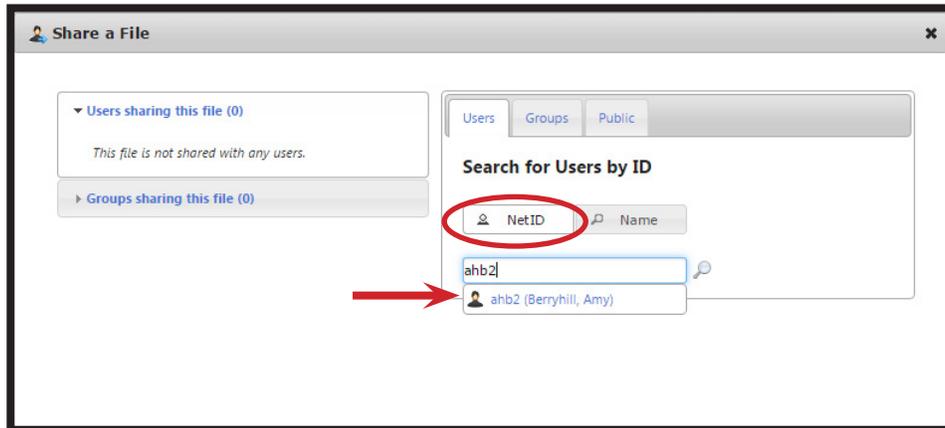


8. To share a file, click on the specific file to be shared which will display all the options available for the file. To notify the sender when the receiver downloads the shared file, check the box next to **Notify Me on Download**. Click the **Share This File** button.

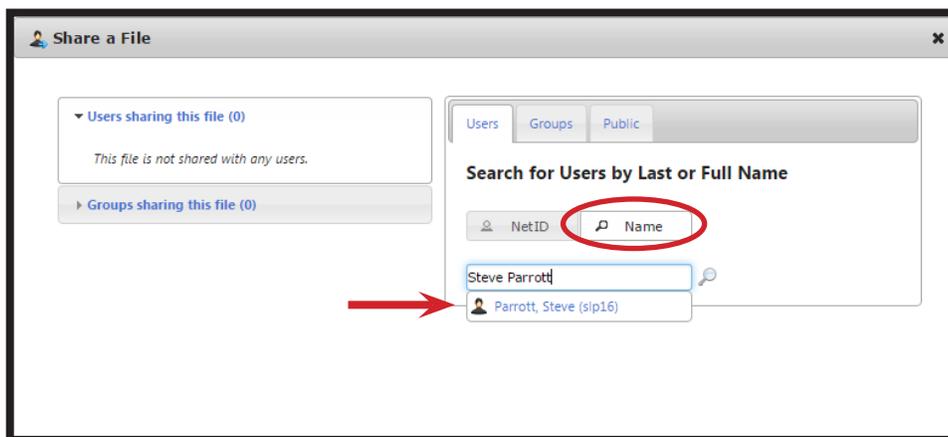




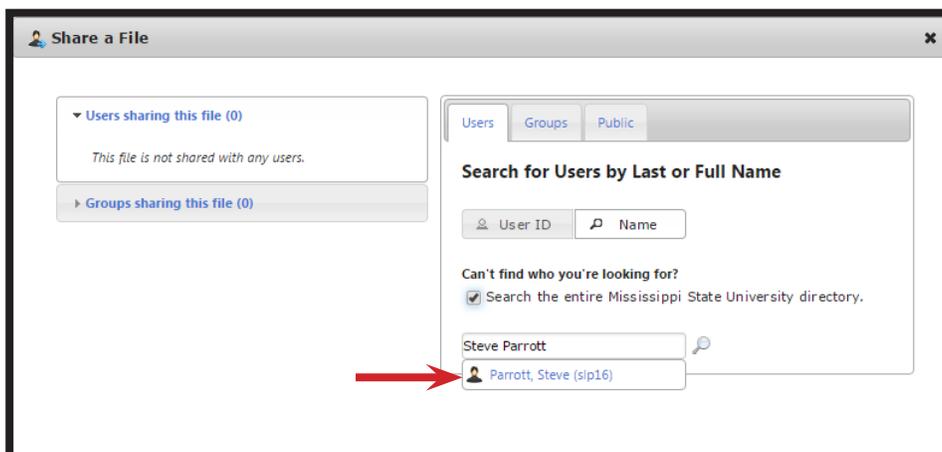
9. If the first two or three characters of the **NetID** is know but the entire **NetID** is not know, enter the known characters and the search will pull all the names of people with **NetID** that meet that criteria. If the **NetID** is known, enter it and that person’s name appears as verification.



10. If the **NetID** is not known, begin entering the name and the search results will retrieve people that meet the criteria that was entered.

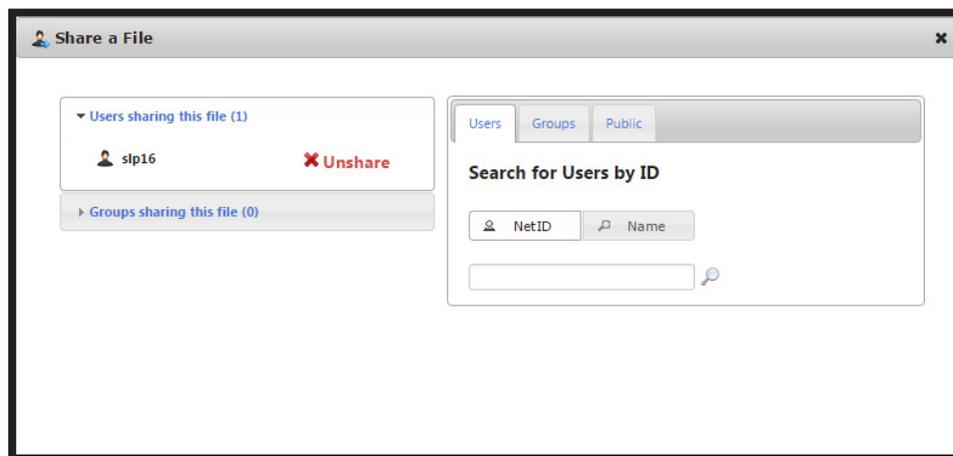
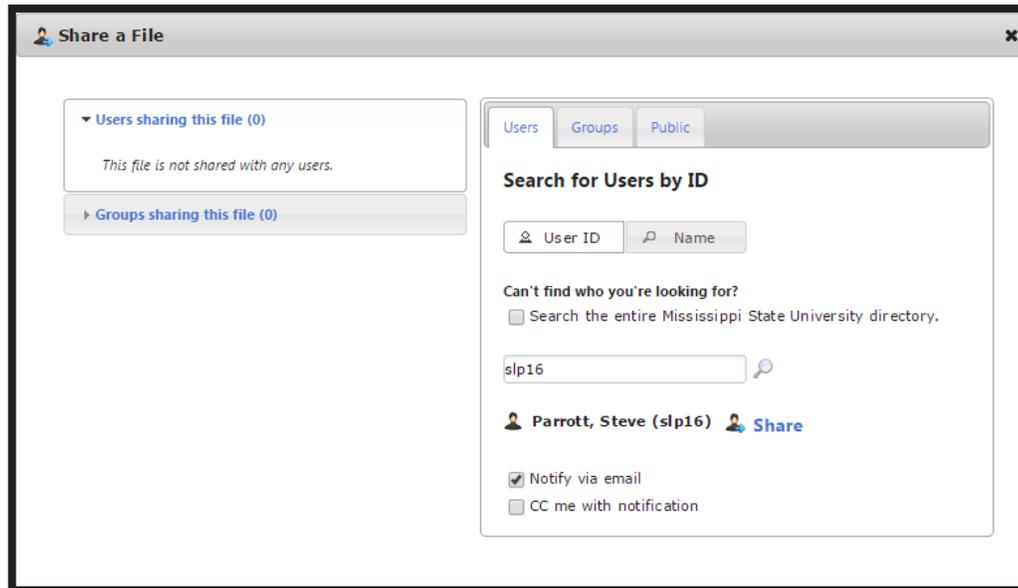


11. Click on the person’s name that appears for sharing options.

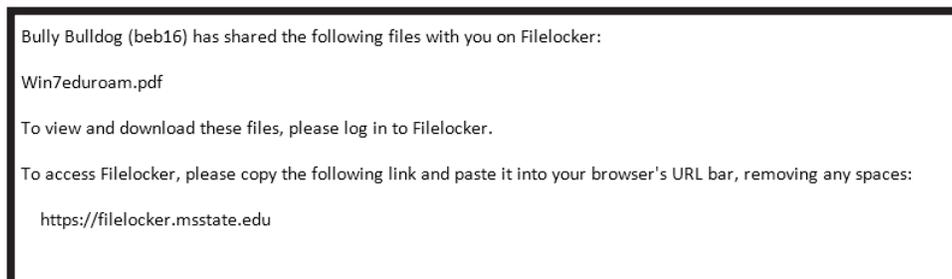




12. By default, the **Notify via email** box is selected which means that person will receive an email with a link to the document in **Filelocker**. The **CC me with notification** may also be selected for the sender to be CC'd with the email. Click **Share** to share the file.



13. If the **CC me with notification** is selected, the sender will receive an email indicating who the file was shared with, the name of the file, and an access link to **Filelocker**.

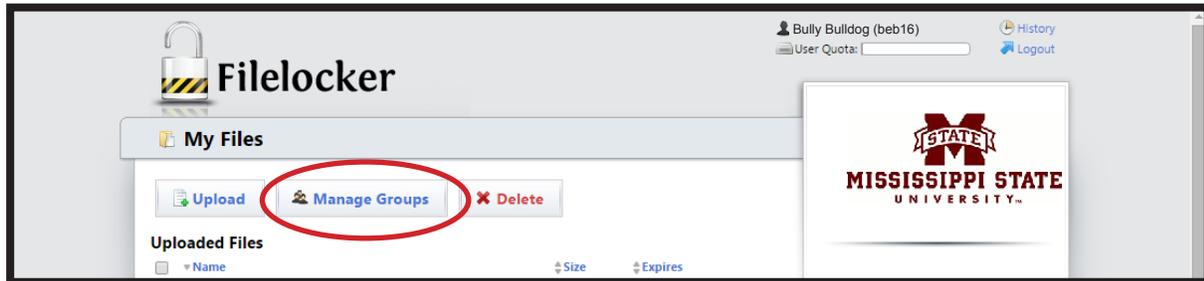




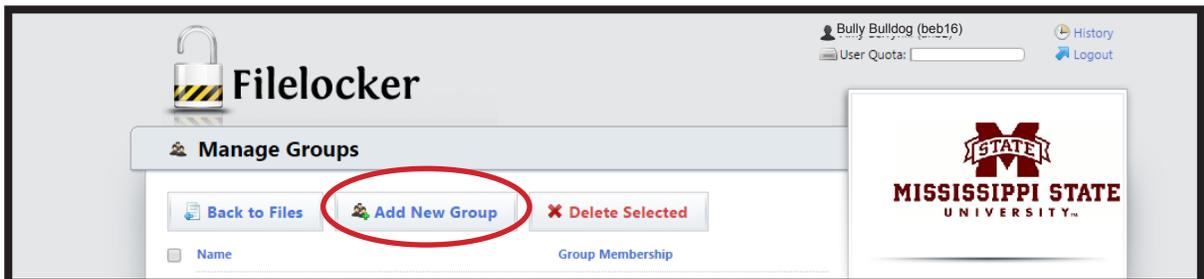
Manage Groups

Filelocker includes a feature for group file sharing. The expiration date and file quota for your account still apply to this feature. Groups could be functional for departments, search committees, and organizations that need to share files and data. Also, Groups are intended only for those internal to MSU.

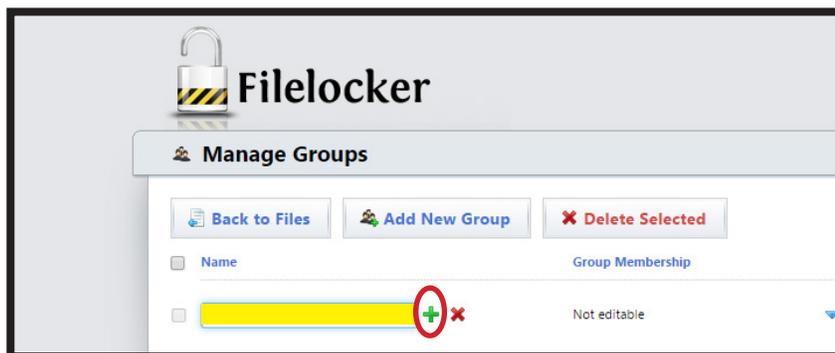
1. To create a group in **Filelocker**, click the **Manage Groups** button.



2. In the **Manage Groups** section, click **Add New Group** to set up a new group.

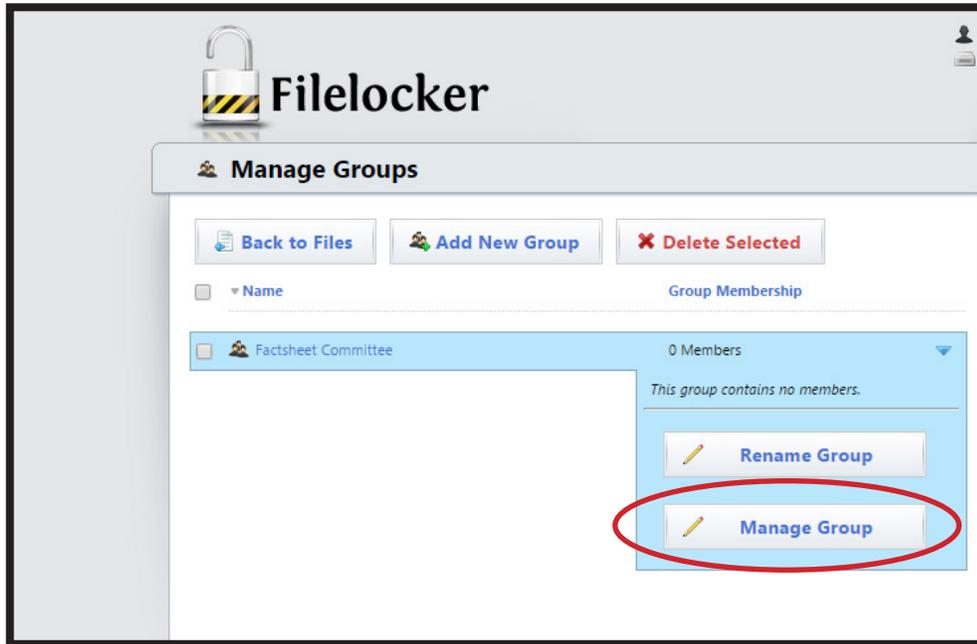


3. Enter the name of the group, for example, Search Committee, into the **Name** field and click the “+” sign next to the field.

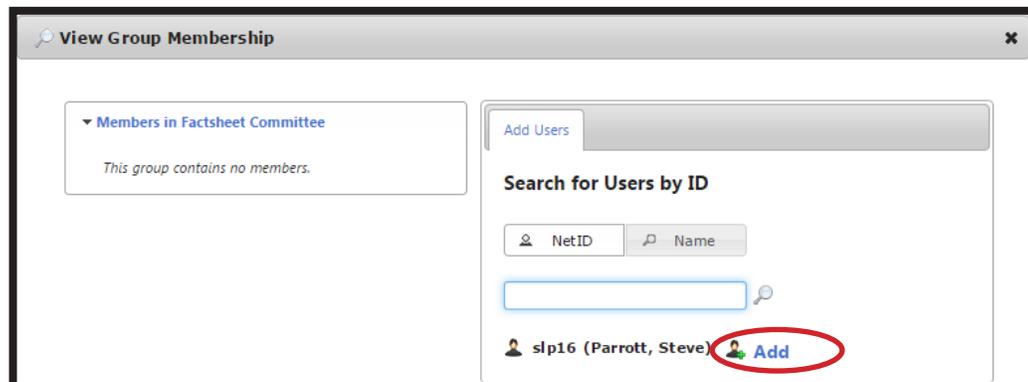
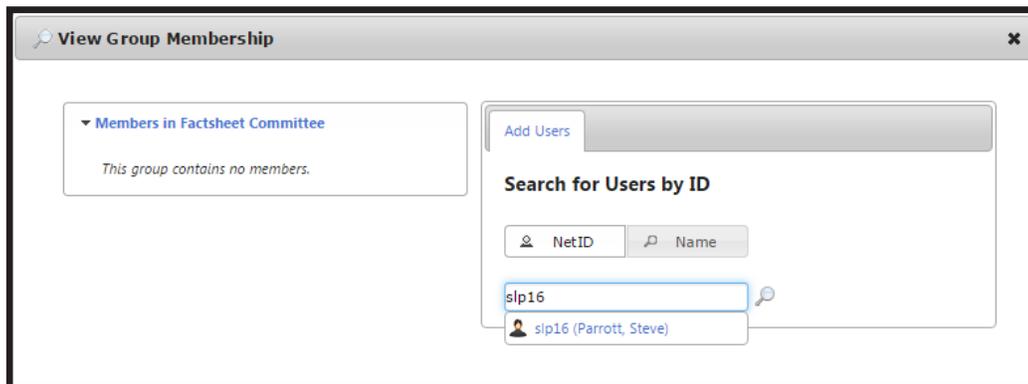




4. The name of the group appears. Click the blue triangle to **Rename Group** or **Manage Group**. **Manage Group** allows members to be added.

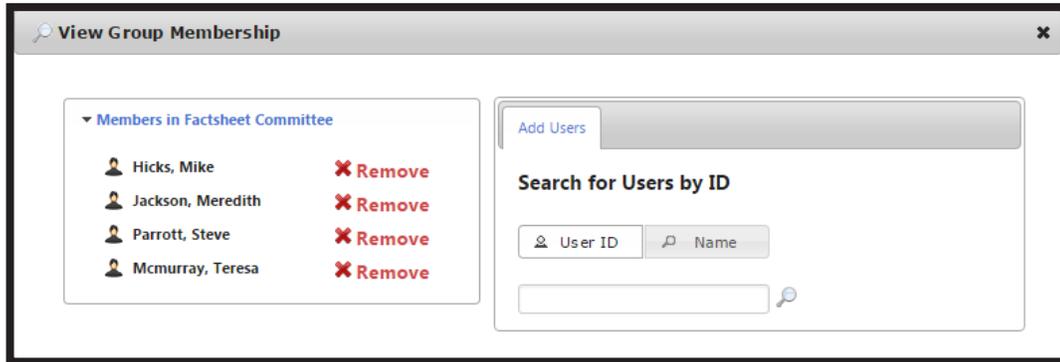


5. In the **View Group Membership** window, under the **Add Users** tab, enter the NetID or name of the person to be added to the group. If the NetID is unknown, select the **Name** button, enter the person's name. When the person's name appears, click the name, then click **Add**. Do this for all members of the group.





6. Once all members of the group are added, click the “X” to close the window. If members need to be removed, click **X Remove** next to the member’s name.

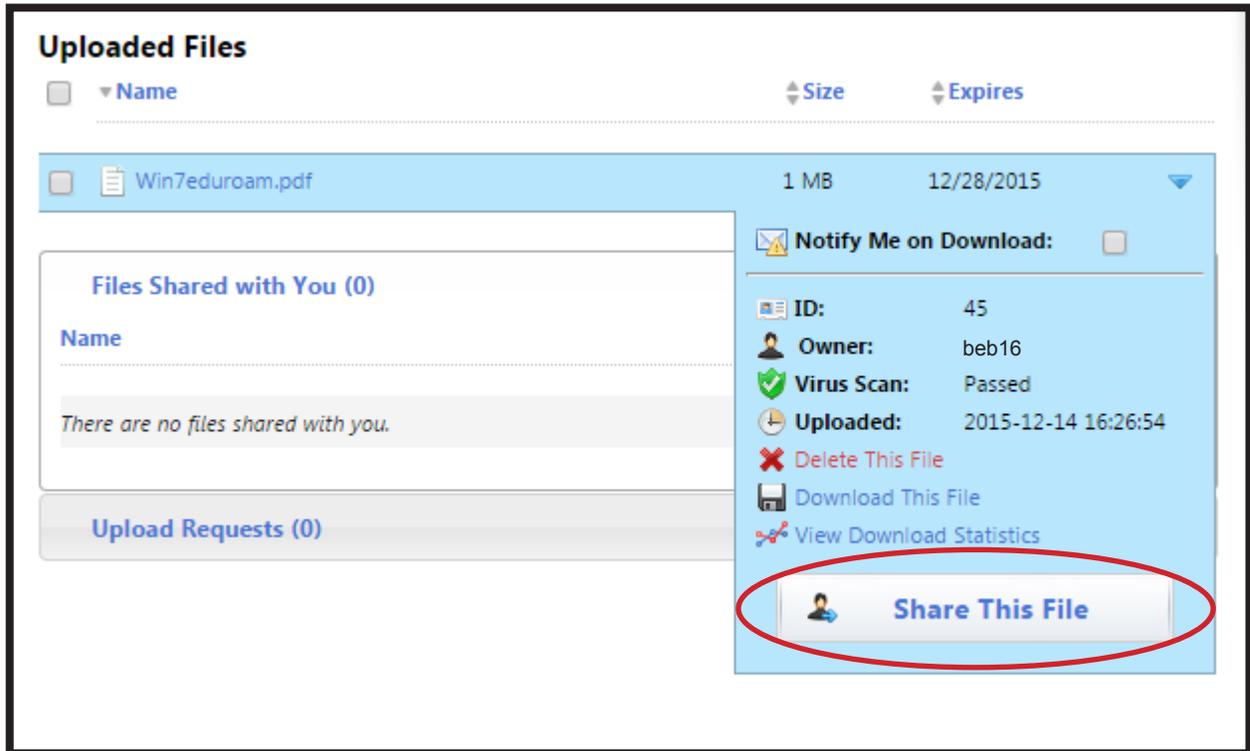


7. To return to the main **Filelocker** menu, click **Back to Files**.

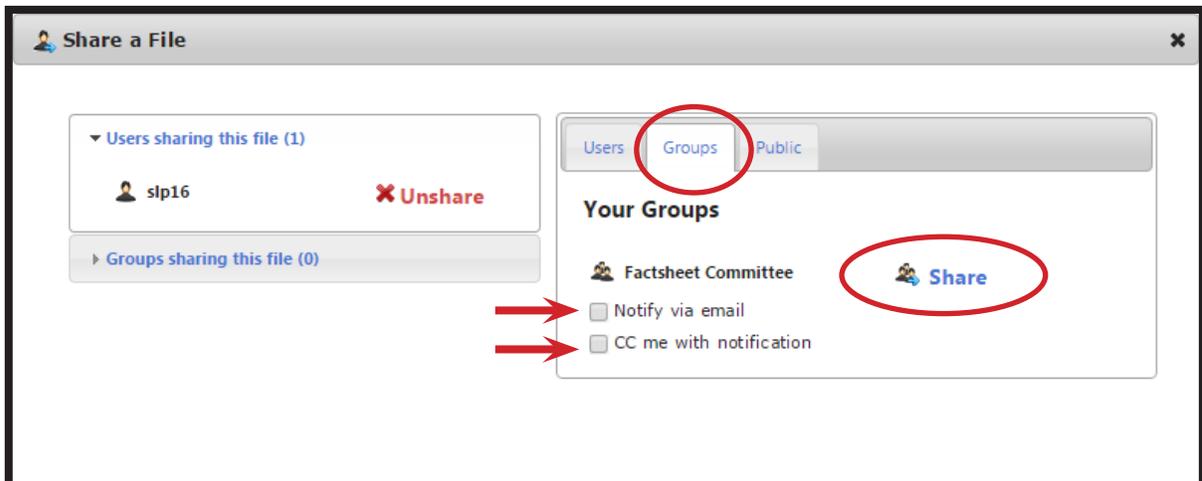




8. To send a file to the **Group**, click the inverted triangle for the file to be sent to show the options. Click **Share This File**.



9. Choose the **Groups** tab which lists the available groups and also lists others the file has been previously shared. Check **Notify via email** and also **CC me with notification** to get a confirmation. The members of the group will receive an email with a link to **Filelocker**.





Public Sharing of Files

Filelocker includes a feature for public file sharing. The expiration date and file quota for your account still apply to this feature.

1. Click the **Public** tab. The **expiration date** of the file is automatically populated for two weeks from sharing date. In the **Email addresses...** field, enter the email addresses, outside of MSU, with whom you want to share the file. For security, the file may be password protected. After entering all the email addresses, password (if needed), along with appropriate boxes checked, click **Share**.

Share a File

Users sharing this file (1)

Groups sharing this file (1)

Factsheet Committee **X Unshare**

Users Groups **Public**

By clicking "Share" below, you will make the selected file(s) publicly accessible at the generated URL.

Expiration date:
12/29/2015

Email addresses (comma separated) to be notified about this share:
amy.h.berryhill@gmail.com

Message to send with the notification:
Test message

Other options:

Allow multiple downloads (requires password)?

CC me with notification?

Password protect this public share?

Password:
.....

Confirm Password:
.....

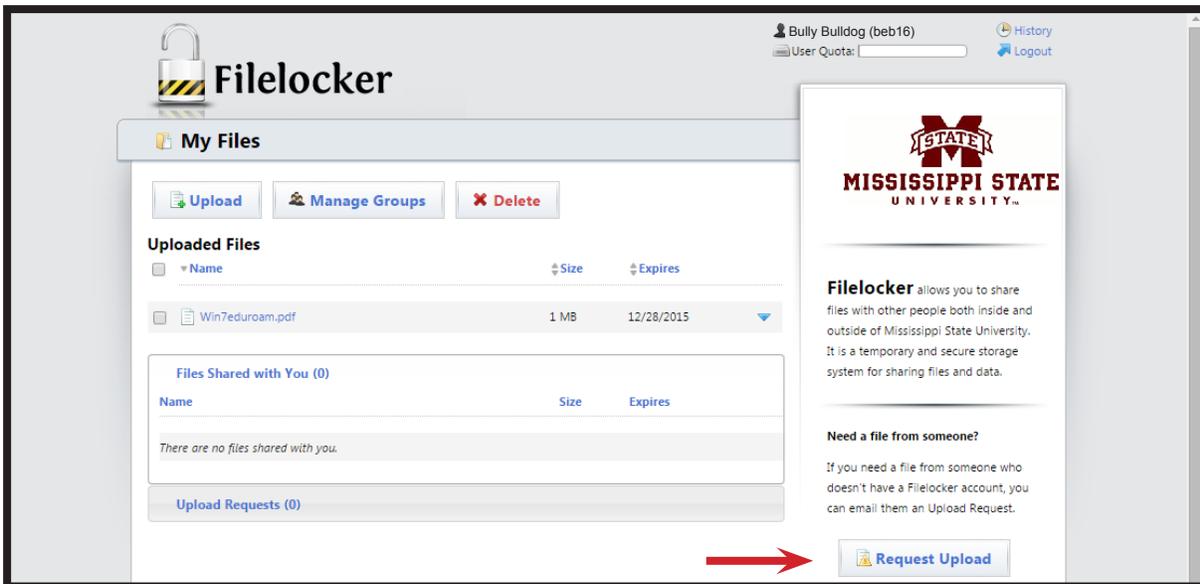
Share



Request Upload

If a file is needed from someone who does not have a **Filelocker** account, an email can be sent for an **Upload Request**.

1. To begin, click **Request Upload**.



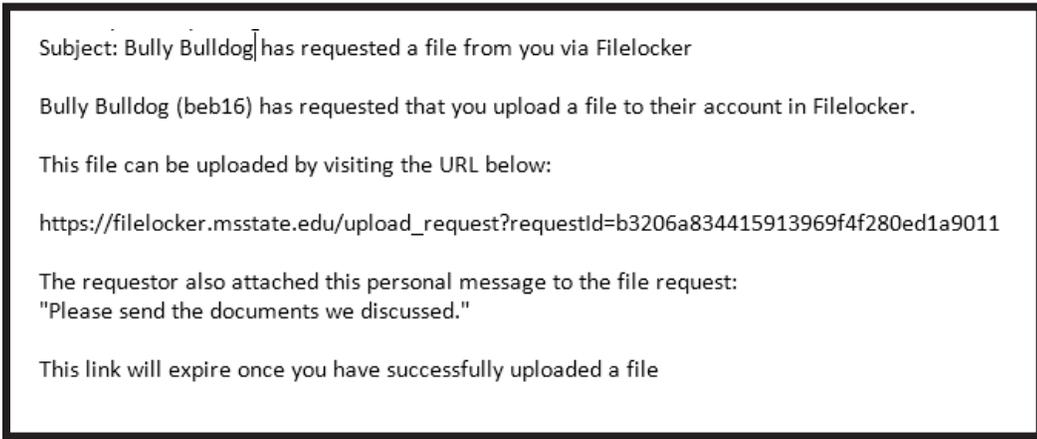
2. By default, the request expires two weeks after it is sent. In the **Send request to email:** field, enter the email address of the requestee. This can be someone outside of Mississippi State University. In the **Add message to email:** field, enter the information regarding what needs uploading. In **Other options:** two boxes are selected by default, **Force a virus scan for uploaded file?** and **E-Mail me when files are uploaded?** Other options may be selected if desired. After all information is enter, click **Create Request**.

The screenshot shows the 'Request Upload to Filelocker' form. It has the following fields and options:

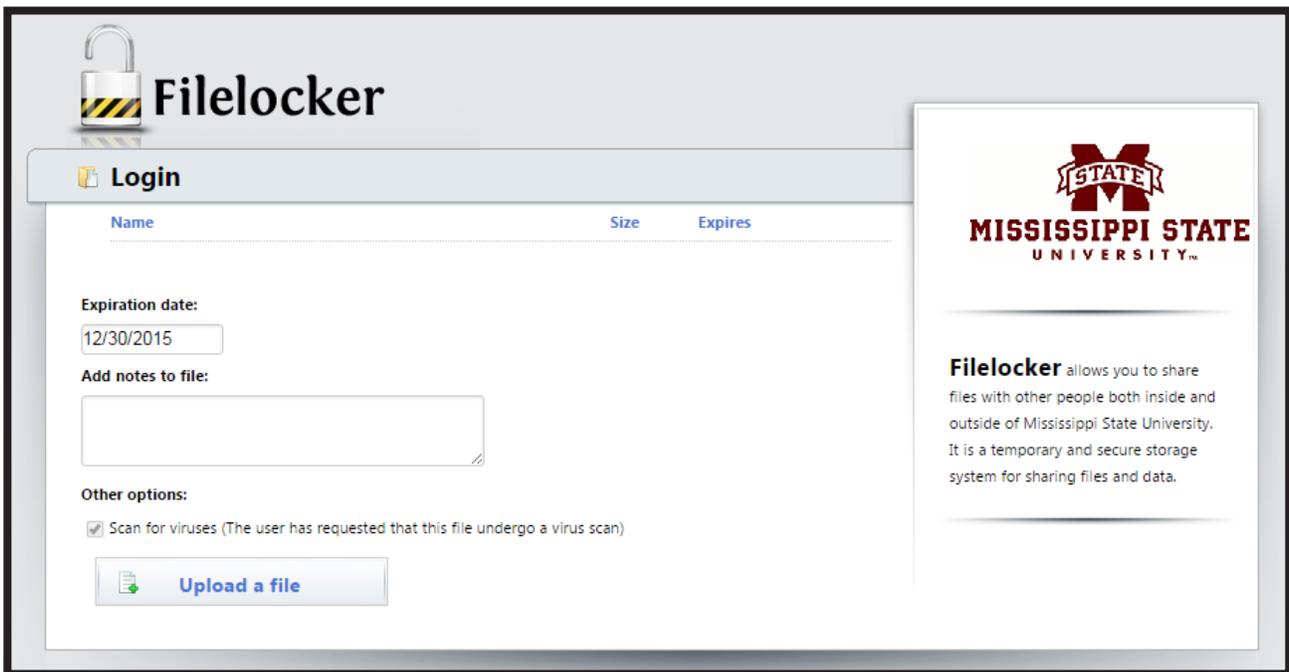
- Request expiration date:** A date picker set to 12/29/2015. A red arrow points to this field.
- Send request to email:** A text input field. A red arrow points to this field.
- Add message to email:** A larger text area for a message. A red arrow points to this field.
- Other options:** A section with several checkboxes:
 - Allow multiple file uploads for this request (requires password)?
 - CC me with notification?
 - Force a virus scan for uploaded files?
 - E-Mail me when files are uploaded?
 - Password protect this upload request?
- Create Request:** A button at the bottom, circled in red.



- The requestee will receive an email with a link to **Filelocker**. By clicking the link, the person is taken to **Filelocker** where the file can be uploaded.

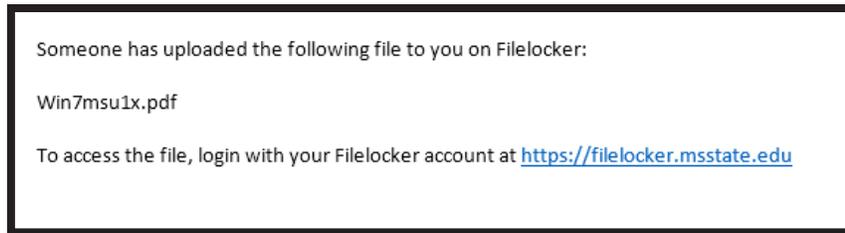


- The requestee navigates to the file and selects it. The file is uploaded and the requestor is automatically sent an email.





5. The requestor logs into **Filelocker** to retrieve the file.



Other Features

In addition to uploading, sharing, and requesting files and data, **Filelocker's** interface shows **User Quota**, **History**, **Quick Help**, and **Quick Tips**.

To **Delete** files housed in your account prior to the two week expiration date, select the box next to the name of the file and click **Delete**.

Click **Logout** to exit the **Filelocker** system. Additionally, if Filelocker is open in the browser window for eight hours, it will require the user to authenticate in again to continue use.

The screenshot shows the Filelocker web interface. At the top, the user is logged in as 'Bully Bulldog (beb16)' with a 'User Quota' field. Navigation links for 'History' and 'Logout' are visible. The main area is titled 'My Files' and contains buttons for 'Upload', 'Manage Groups', and 'Delete'. Below this is a table of 'Uploaded Files' with columns for 'Name', 'Size', and 'Expires'. A file named 'Win7eduoram.pdf' (1 MB, expires 12/30/2015) is listed with a checkbox next to its name. Below the table are sections for 'Files Shared with You (0)' and 'Upload Requests (0)'. On the right side, there is a sidebar with the Mississippi State University logo, a description of Filelocker, a 'Request Upload' button, and sections for 'Quick Help' and 'Quick Tip'. Red arrows point to the 'User Quota', 'History', 'Logout', the checkbox for 'Win7eduoram.pdf', and the 'Quick Help' and 'Quick Tip' sections.

To delete a file, select the box by the file name and click the Delete button.