

## **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**.

Terms of Service	TETATEL
Filelocker is an open source program created by Purdue University. Mississippi State University users can use Filelocker to conveniently and assumely share files with other people both inside and outside of the organization. With Filelocker, large files can be shared easily, without having to worry about single email message size quotas. In order to access the Filelocker application, you must login in with your Netda and NetPassrovd.	MISSISSIPPI STATE
As a Fielocker user, you agree to the following: 1. Fielocker is provided by Mississippi State University as a secure file transfer service. Mississippi State University reserves the right at any time and from time to time to time to modify or discontinue, temporariji or permanently. The Fileocker ericker (or any part threed) with or without notice. 2. FileIocker is to be used for secure file transfer and is not a file torage application. Files stored in Fileiocker may be removed at any time. Files stored in Fileocker and to backet out. 3. Use of FileIocker is subject to all Mississippi State University policies and procedures. In particular, copyrighted materials may not be shared via Fileocker without permission of the copyright omenum. Users of FileIocker are responsible for all files and content that they transmit while using the service. Under no circumstances will Mississippi State University be liable in any way for any files or content transmitted or made available via the Fileocker service.	Filelocker allows you to share files with other people both inside and outside of Missispip State University. It is a temporary and secure storage system for sharing files and data.
By clicking the "I Agree" button below, you are stating that you have read and agreed to the Filelocker Terms of Service. Mississippi State University reserves the right to deny access to Filelocker to any person who violates the cocket Terms - Fervice.	



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**.

Expiration date:			
02/11/2016			
Add notes to file:			
Other options:			
Scan for viruses			
📑 Uploa	d a file	>	

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

Filelocker		Logout Bully Bulldog (beb2016) ⊕ History ↓ Logout
🖟 My Files		TETATER
Upload & Manage Groups X Del	ete	MISSISSIPPI STATE
Uploaded Files		
Name Name	Size Expires	Filelesker
Win7eduroam.pdf: Scanning and Encrypting	1.77 GB 0 seconds	FILEIOCKET allows you to share files with other people both inside and outside of Mississippi State University.
Files Shared with You (0)		It is a temporary and secure storage system for sharing files and data.
Name	Size Expires	
There are no files shared with you.		Need a file from someone?
		If you need a file from someone who
Upload Requests (0)		doesn't have a Filelocker account, you can email them an Upload Request.
		🗟 Request Upload



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

👔 My Files				(ETATE)
🗟 Upload 🔹 M	lanage Groups	K Delete		MISSISSIPPI STAT
Uploaded Files				
■ ▼Name		Size	≜ Expires	Filelocker allows you to share
Win7eduroam.pdf		1 MB	02/11/2016	files with other people both inside and outside of Mississioni State University
Files Shared with You (	n			It is a temporary and secure storage
Name	"	Size	Expires	system for sharing mes and data.
There are no files shared with y	σи.			Need a file from someone?
				If you need a file from someone who doesn't have a Filelocker account, you

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.

Uploaded Files	
Name Name	Size Expires
Win7eduroam.pdf	1 MB 02/11/2016 💌
	Notify Me on Download:
Files Shared with You (0)	■ ID: 320
Name	<b>Owner:</b> beb2016
	Virus Scan: Passed
There are no files shared with you.	Uploaded: 2016-01-28 15:00:19
	X Delete This File
Upload Requests (0)	View Download Statistics
	Share This File



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.

<ul> <li>Users sharing this file (0)</li> </ul>	
	Users Groups Public
This file is not shared with any users.	Search for Users by ID
Groups sharing this file (0)	& NetID & Name
	ahb2
	ahb2 (Berryhill, Amy)
	ahb2 ahb2 (Berryhill, Amy)

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.

â Share a File	×
<ul> <li>✓ Users sharing this file (0)</li> <li>This file is not shared with any users.</li> <li>◆ Groups sharing this file (0)</li> <li>✓ NetID Plane</li> <li>✓ Name</li> <li>✓ Steve Parrott</li> <li>✓ Parrott, Steve (sip16)</li> </ul>	

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

🔓 Share a File	
<ul> <li>Users sharing this file (0)</li> <li>This file is not shared with any users.</li> </ul>	Users Groups Public
➤ Groups sharing this file (0)	Liser ID P Name
	Can't find who you're looking for?
_	Steve Parrott



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.

<ul> <li>Users sharing this file (0)</li> </ul>	Users Groups Public
This file is not shared with any users.	Search for Users by ID
Groups sharing this file (0)	Luser ID P Name
	Can't find who you're looking for?
	slp16
	2 Parrott, Steve (slp16) 2 Share
	🖉 Notify via email
	CC me with notification
hare a File	CC me with notification
• Users sharing this file (1)	CC me with notification
hare a File ✓ Users sharing this file (1) ▲ slp16 ★ Unshare	CC me with notification
hare a File ✓ Users sharing this file (1) ▲ slp16 ★ Unshare > Groups sharing this file (0)	CC me with notification
<ul> <li>Hare a File</li> <li>✓ Users sharing this file (1)</li> <li>▲ slp16</li> <li>★ Unshare</li> <li>&gt; Groups sharing this file (0)</li> </ul>	CC me with notification

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**.

Bully Bulldog (beb16) has shared the following files with you on Filelocker:
Win7eduroam.pdf
To view and download these files, please log in to Filelocker.
To access Filelocker, please copy the following link and paste it into your browser's URL bar, removing any spaces:
https://filelocker.msstate.edu



#### **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.

🏝 Manage Gro	ıps	
Back to Files	🍣 Add New Group	Croup Membership
Factsheet Committ	:e	0 Members This group contains no members. Rename Group Manage Group

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.

/- treat droup frembership		×
Members in Factsheet Committee  This group contains no members.	Add Users Search for Users by ID  Name Slp16 Slp16 Slp16 (Parrott, Steve)	
© View Group Membership		×



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.

🔎 View Group Membership		×
<ul> <li>✓ Members in Factsheet Committee</li> <li>▲ Hicks, Mike</li> <li>▲ Jackson, Meredith</li> </ul>	Add Users Search for Users by ID	
Parrott, Steve      R     Mcmurray, Teresa     R	emove	

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**.

Jploaded Files	
■ ▼Name	Size Expires
Win7eduroam.pdf	1 MB 12/28/2015 🔻
	Notify Me on Download:
Files Shared with You (0)	■ ID: 45
Name	<b>A</b> Owner: beb16
	Virus Scan: Passed
There are no files shared with you.	🕒 Uploaded: 2015-12-14 16:26:54
	🗶 Delete This File
	Download This File
Upload Requests (0)	🖋 View Download Statistics
	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**.

🌲 Share a File	×
<ul> <li>✓ Users sharing this file (1)</li> <li>▲ slp16</li> <li>★ Unshare</li> <li>Your Groups</li> <li>★ Factsheet Committee</li> <li>Notify via email</li> <li>CC me with notification</li> </ul>	



#### **Public Sharing of Files**

**Filelocker** includes a feature for pubic 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)	Users Groups Public
▼ Groups sharing this file (1)	
Lactsheet Committee XUnshare	By clicking "Share" below, you will make the selected file(s) publicly accessible at the generated URL.
	Expiration date:
	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)?
	<ul> <li>CC me with notification?</li> <li>Password protect this public share?</li> </ul>
	Password:
	•••••
	Confirm Password:
	•••••
	2. 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**.

1 My Files			A GIATEK
🗒 Upload 🎕 Manage Groups 🗱 I	Delete		MISSISSIPPI STATE
Uploaded Files			
■ ▼Name	<b>≜</b> Size	Expires	Cite La share
Alia Taduraam adf	1 MP	12/29/2015	files with other people both inside and
	TIMB	12/20/2015	outside of Mississippi State University.
Files Shared with You (0)			It is a temporary and secure storage system for sharing files and data.
Name	Size	Expires	
There are no files shared with you.			Need a file from someone?
			If you need a file from someone who
			doesn't have a Filelocker account, you

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**.

Request Upload to Filelocker	×
Request expiration date:	
12/29/2015	
Send request to email:	
→	
Add message to email:	
Other options:	
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	



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

Subject: Bully Bulldog has requested a file from you via Filelocker Bully Bulldog (beb16) has requested that you upload a file to their account in Filelocker. This file can be uploaded by visiting the URL below: https://filelocker.msstate.edu/upload\_request?requestId=b3206a834415913969f4f280ed1a9011 The requestor also attached this personal message to the file request: "Please send the documents we discussed." This link will expire once you have successfully uploaded a file

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

🜓 Login		(ETATE)
Name	Size Expires	MISSISSIPPI STA
Expiration date:		
12/30/2015		
Add notes to file:		Filelocker allows you to share
		files with other people both inside and
		outside of Mississippi State University. It is a temporary and secure storage
		system for sharing files and data.
Other options:		



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.

🖟 My Files				TETATER
📮 Upload 🏾 🎕 Manage Groups	X Delete			MISSISSIPPI STAT
Uploaded Files				
Name Name	Size	Expires		Filelocker
				files with other people both inside and
Win7eduroam.pdf	1 MB	12/30/2015	•	outside of Mississippi State University. It is a temporary and secure storage system for sharing files and data.
Files Shared with You (0)				
Name	Size	Expires		Need a file from someone?
There are no files shared with you.				If you need a file from someone who doesn't have a Filelocker account, you
Upload Requests (0)				can email them an Upload Request.
				Request Upload
				Quick Help
				How do I upload a file? How do I share a file?
				Show all
				Quick Tip
				Hover over a currently uploading file
				and the second second second second