YouSendIt© File Transfer Instructions for License Holders

A Secure File Transfer requires an authorized license holder to transfer the file from the sender to the recipient.

1. Open your internet browser and open the YouSendIt© website - http://www.yousendit.com/

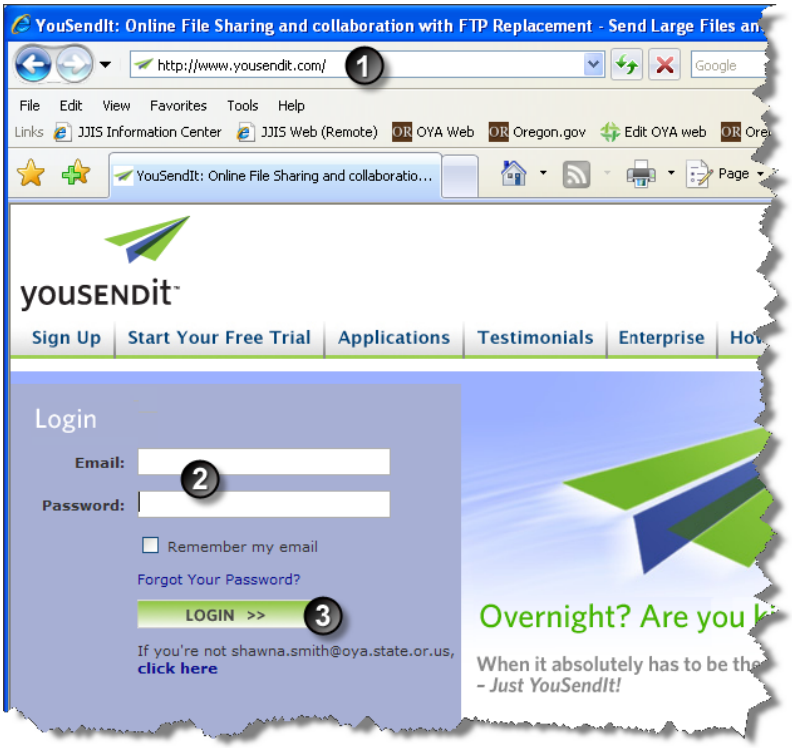
   The browser opens to a log-on screen.

2. Login to YouSendIt© —

   Enter your **Email Address**.

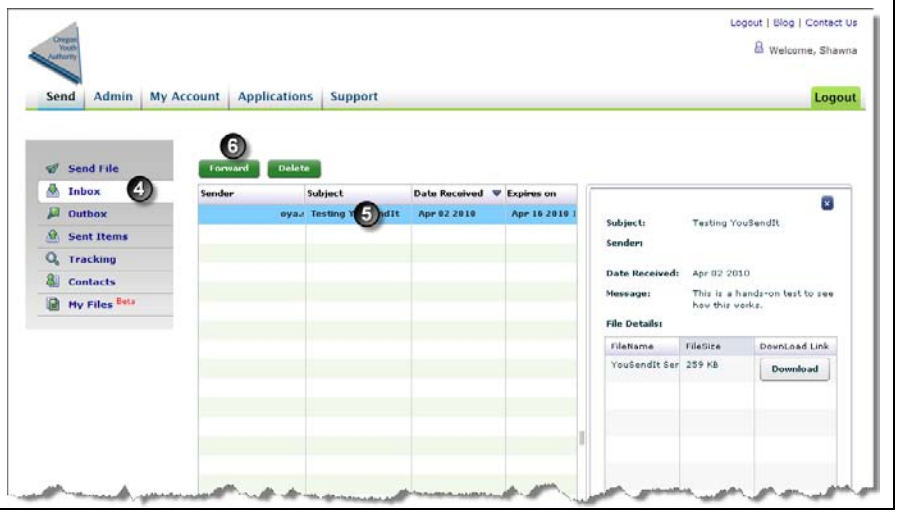
   Enter your **Password**.

3. Click **LOGIN**.



The YouSendIt© welcome screen opens.

4. Select the **Inbox**.
5. Select the message to be forwarded to a recipient(s).
6. Click **Forward**.



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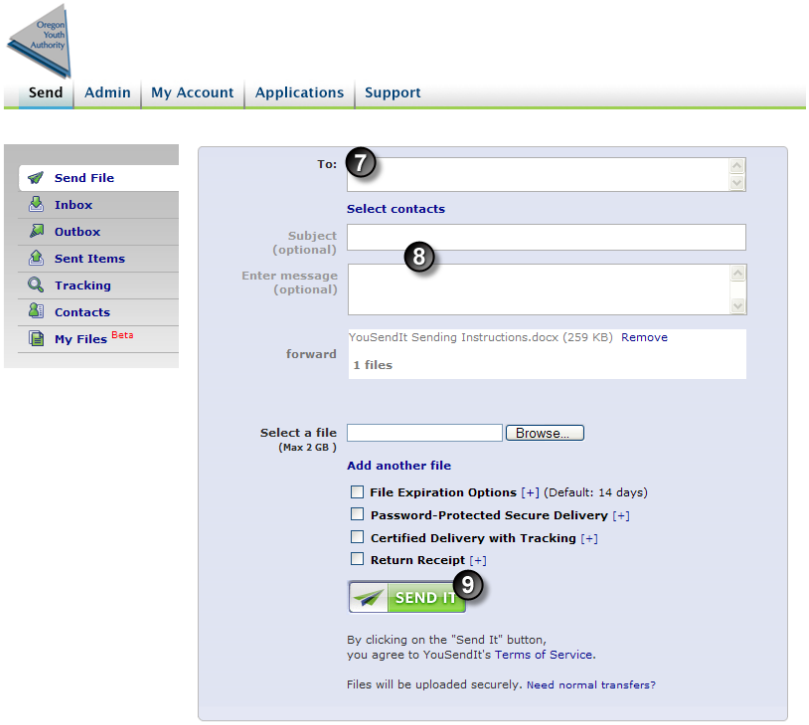
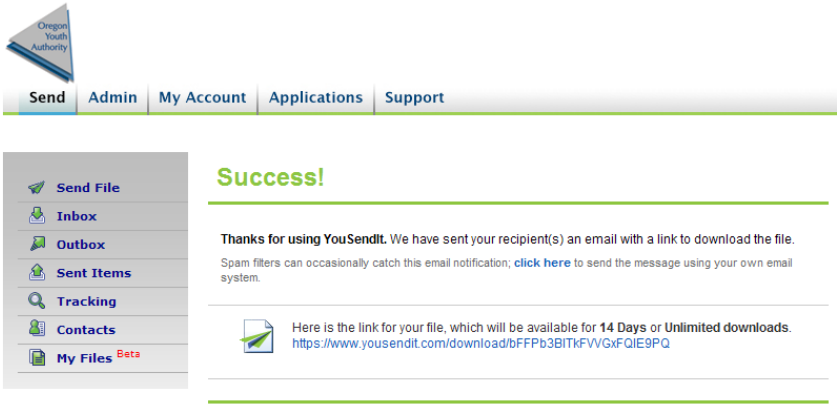
The message from the sender should have included the email address of whom the file is to be sent and a message.

7. Enter the email address of the recipient.
8. Edit the message deleting any specific instructions to you from the sender.

   Indicate that the message is being "Sent on behalf of . . . "
9. Click **SEND IT**.



A confirmation screen appears indicating that an email has been sent to the recipient containing the link they can use to download the file from the YouSendIt© website.



NOTE: There are options to place file expiration timelines, password protection, delivery tracking, and return receipt requests on the file transfer.

The File Expiration and Password Protection options are mandatory when sending files that contain protected or restricted information and require additional communication to the recipient in an alternate method (e.g., phone call or separate e-mail).