SENDING A SECURE FILE TRANSFER

1. Save the file.
2. Go to: <https://district.ode.state.or.us/home/>
3. Click on “Secure File Transfer” under the “Quick Links” right sidebar
4. In the “Outside Recipients” area (See Red box below):
	1. Type the email address(es) of the people who should download the file securely
	2. Separate multiple email addresses by a semi-colon (;)
	3. If the recipient is an ODE Employee, you may search the ODE Email List, find their email address and double click on it to move it to the ODE Recipient box.
5. Type your email address into the “Who is Sending the File?” area (See Green box below)
6. Under “Locate your file to send:” (See Purple box)
	1. Click on the “Browse” button
	2. Locate the file you want to be transferred and click “Insert”
7. Under “Enter Your Message Here” (See Blue box) enter the message you would like to have sent with your file



1. Under “Image Validation/Send File” there is an image (See Yellow box below)
	1. In the “Type image text:” area, type in the letters/numbers from the image and click on “Confirm Image Text”
	2. You may click on “Change Image” if you would like a different image for verification
	3. If you are sight impaired, please click on “Audio Validation” and type in the first letter of the words spoken and the numbers in the order given
2. Once the computer has confirmed the image text, the “Send File” button will be available.
3. Click on “Send File” (See Red Arrow below)

