

## **ODOT MOVEit Outline- External**

### **Requesting an Account for MOVEit DMZ from an ODOT Employee**

1. Go to <http://mft.odot.state.or.us>
2. Click on Register and Send Files
3. Enter the email of a valid ODOT employee (valid meaning active ODOT employee and MOVEit user)
4. Type in your email (where you wish to receive the registration emails)
5. Click Register and Send Files
6. Check your email and follow the prompts to complete registration.

### **Registering for a MOVEit DMZ Account**

1. Open your email (the one you provided the MOVEit system for registration)
2. Click on the email from Oregon Department of Transportation.
3. Then Click on the link provided in the email.
4. At the New User Password Request screen, enter your user ID (email address used at registration).
5. Click Request Password
6. Return to your email
7. You will receive another email from ODOT
8. Open that new email and Click on the link provided
9. At the "Set Password..." page, enter your choice of password in the New Password and New Password Again boxes.
10. Click "Set Password"
11. That completes the registration for MOVEit DMZ

#### **Password requirements:**

- Passwords cannot MATCH usernames.
- Passwords cannot CONTAIN usernames, nor can they be short versions of the username.
- Passwords cannot RESEMBLE usernames. Passwords must also contain AT LEAST ONE LETTER AND ONE NUMBER.
- Like "Minimal", plus passwords containing "DICTIONARY WORDS" (as defined in the "passdict.txt" file) are not allowed.

### **Receiving a Package in MOVEit DMZ**

1. Open the your email (email you provided during registration)
2. Click and open the "new package notification" email
3. Click on the link provided
4. Enter your username (email used when registering) and the password you selected
5. Click Sign On
6. Select Download
7. Save or open the package as needed.

### **Sending a Package with the MOVEit DMZ Web Portal**

1. Go to <https://mft.odot.state.or.us>
2. Enter your username (email you provided during registration) and password (you set up during registration)
3. Click Sign On
4. Click Send a new package...
5. Enter the email of the recipient
6. Enter a subject
7. Enter a message in the Note field
8. Click on the Upload/Download Wizard to add an attachment

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9. Click Add File or Add Folder
10. Select the file or folder
11. Click next
12. Select the upload options as appropriate
13. When the upload is complete, click ok.
14. Select the options you desire: Secure the note, Delivery Receipt(s), Prevent "Reply All", Download limit and Expiration days.
15. Click send