

# YouSendIt<sup>®</sup> 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<sup>®</sup> website - <http://www.yousendit.com/>

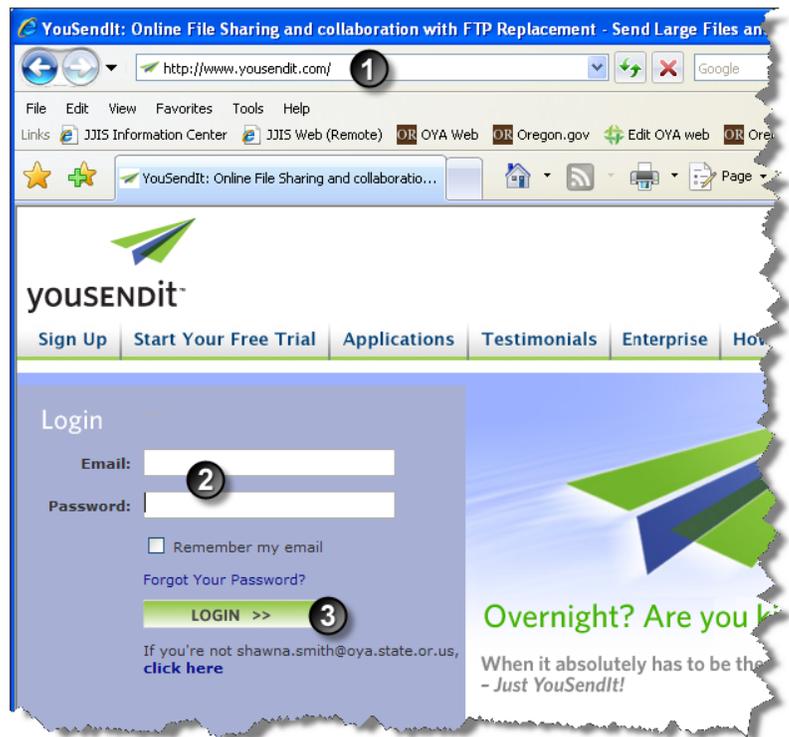
The browser opens to a log-on screen.

2. Login to YouSendIt<sup>®</sup> —

Enter your **Email Address**.

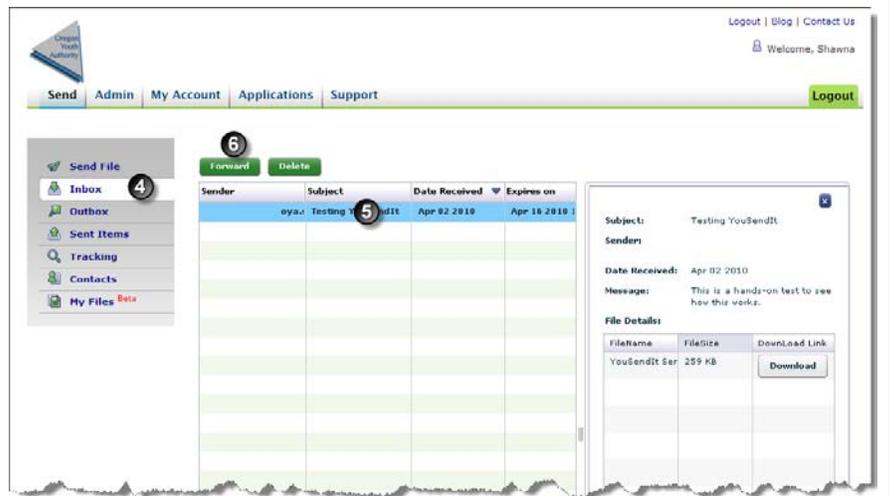
Enter your **Password**.

3. Click **LOGIN**.



The YouSendIt<sup>®</sup> 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**.

The screenshot shows the 'Send File' form in the YouSendIt interface. The 'To:' field is highlighted with a red circle and the number 7. The 'Subject (optional)' field is highlighted with a red circle and the number 8. The 'SEND IT' button is highlighted with a red circle and the number 9. The form includes a 'Select contacts' section, a 'forward' section with '1 files', and a 'Select a file (Max 2 GB)' section with a 'Browse...' button. There are also checkboxes for 'Add another file' options: 'File Expiration Options [+]', 'Password-Protected Secure Delivery [+]', 'Certified Delivery with Tracking [+]', and 'Return Receipt [+]'.

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<sup>®</sup> website.

The screenshot shows the 'Success!' confirmation screen in the YouSendIt interface. The screen displays a message: "Thanks for using YouSendIt. We have sent your recipient(s) an email with a link to download the file. Spam filters can occasionally catch this email notification; [click here](#) to send the message using your own email system." Below this, there is a link to the file: "Here is the link for your file, which will be available for 14 Days or Unlimited downloads. <https://www.yousendit.com/download/bFFPb3BITkFVVGxGfQIE9PQ>".

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).