

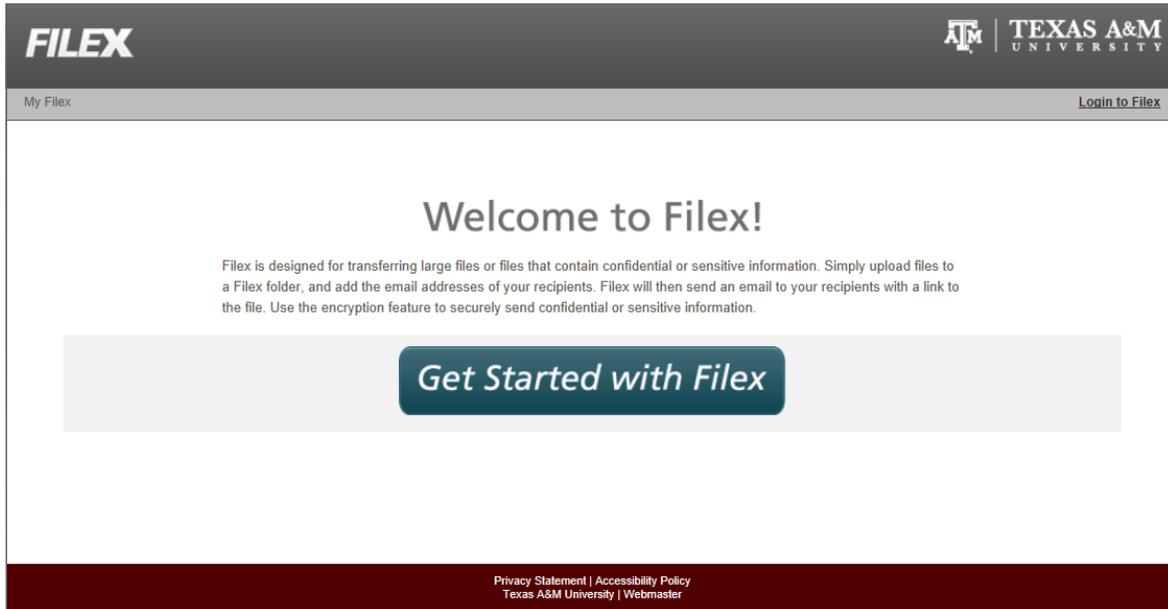
## Filex Instructions (For sending encrypted files that include sensitive information)

Note: If you are going to want to send multiple files you should zip them first into a folder so you only have to upload one file.

**To Zip Files:** go to the folder that contains the files you want to send, highlight them all and then right click and select “Send To” and then “Compressed Zip Folder”.

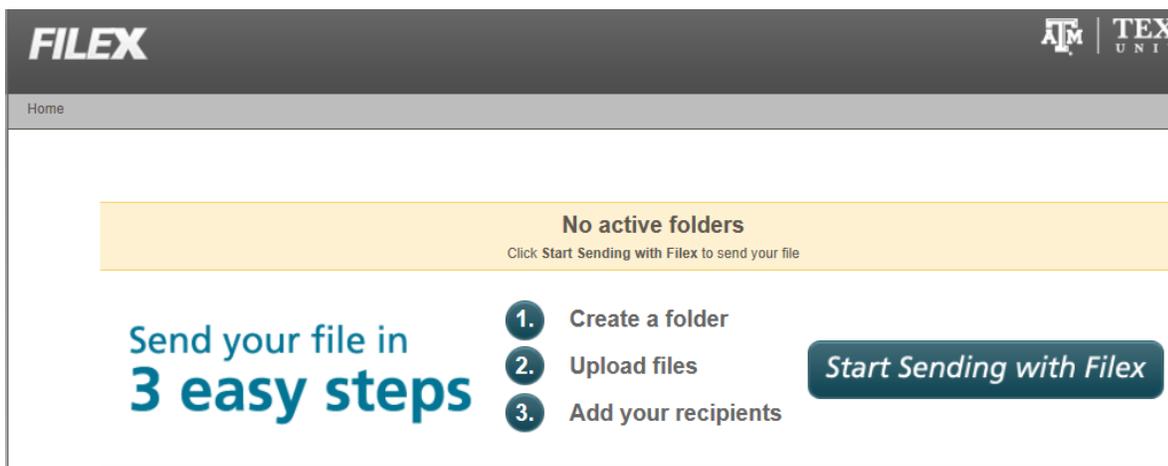
Go to <https://filex.tamu.edu> and login with your NetID and associated password.

Click on “Get Started with Filex”



The screenshot shows the Filex homepage. At the top left is the 'FILEX' logo. At the top right is the Texas A&M University logo. Below the logos is a navigation bar with 'My Filex' on the left and 'Login to Filex' on the right. The main content area features a large heading 'Welcome to Filex!' followed by a paragraph: 'Filex is designed for transferring large files or files that contain confidential or sensitive information. Simply upload files to a Filex folder, and add the email addresses of your recipients. Filex will then send an email to your recipients with a link to the file. Use the encryption feature to securely send confidential or sensitive information.' Below this text is a large, dark blue button with the text 'Get Started with Filex' in white. At the bottom of the page is a dark red footer containing the text 'Privacy Statement | Accessibility Policy Texas A&M University | Webmaster'.

Then click on “Start Sending with Filex”



The screenshot shows the Filex 'Home' page. At the top left is the 'FILEX' logo. At the top right is the Texas A&M University logo. Below the logos is a navigation bar with 'Home' on the left. The main content area features a yellow banner with the text 'No active folders' and 'Click Start Sending with Filex to send your file'. Below this banner is a section titled 'Send your file in 3 easy steps' with a list of steps: 1. Create a folder, 2. Upload files, and 3. Add your recipients. To the right of the list is a large, dark blue button with the text 'Start Sending with Filex' in white.

### Step 1. Create A Folder.

Give the folder a name that will mean something to the recipient. Description is optional.

The screenshot shows the FILEX interface for Step 1: Create a Folder. At the top, there is a breadcrumb trail: Home > Create a folder. Below this, a progress bar indicates three steps: Step 1 - Create a Folder (highlighted), Step 2 - Add a File, and Step 3 - Add Recipients. The main heading is 'Create a Folder'. There is a 'Title' text input field and a 'Description' text area with a vertical scrollbar. At the bottom, there is a yellow 'Next >>' button and the text 'Step 2: Add a File'.

Then click “Next”

### Step 2. Add A File.

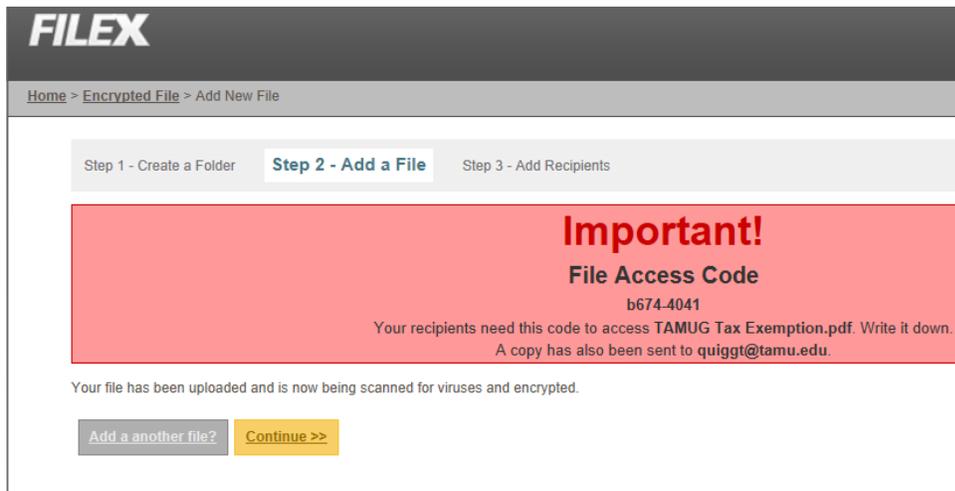
Select the “Encrypt this file” button. Leave the two check boxes selected.

Then click on the “Browse” button and search for the file you want to send to the recipient (s).

The screenshot shows the FILEX interface for Step 2: Add a File. At the top, there is a breadcrumb trail: Home > Encrypted File > Add New File. Below this, a progress bar indicates three steps: Step 1 - Create a Folder, Step 2 - Add a File (highlighted), and Step 3 - Add Recipients. The main heading is 'Add a File' with a 'Skip' button. There is a 'Title' text input field with '(optional)' next to it, and a 'Description' text area with a vertical scrollbar and '(optional)' next to it. Below these is a 'File' input field with a 'Browse...' button and the text 'maximum file size is 2 GB.'. Underneath, the 'Encryption type' section has three options: 'Encrypt this file' (selected with a radio button), 'This file does not contain sensitive information or is already encrypted' (unselected), and 'Allow recipients to decrypt when downloading' (checked). Below that, 'Send me an email with the code for decrypting the file' is also checked. At the bottom, there is a yellow 'Next >>' button and the text 'Step 3: Add Recipients'.

Then click “Next”

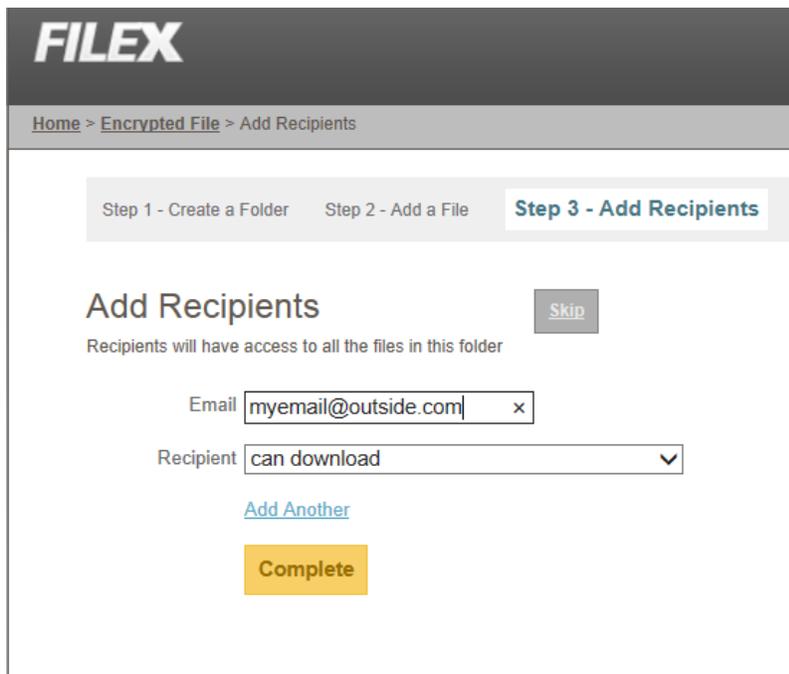
**IMPORTANT:** Write down the File Access Code. You will need to provide this to the recipient so they can open the encrypted file. You will also receive the code in an email.



Then click “Continue”

### Step 3. Add Email Recipients

Leave the Recipient as “can download”. If needed you can click “Add Another” to add more recipients.



Click “Complete” and the email is sent to the recipient(s).

In a separate email or via phone provide the recipient with the File Access Code. Remind the recipient the file is only available for download for 5 days.