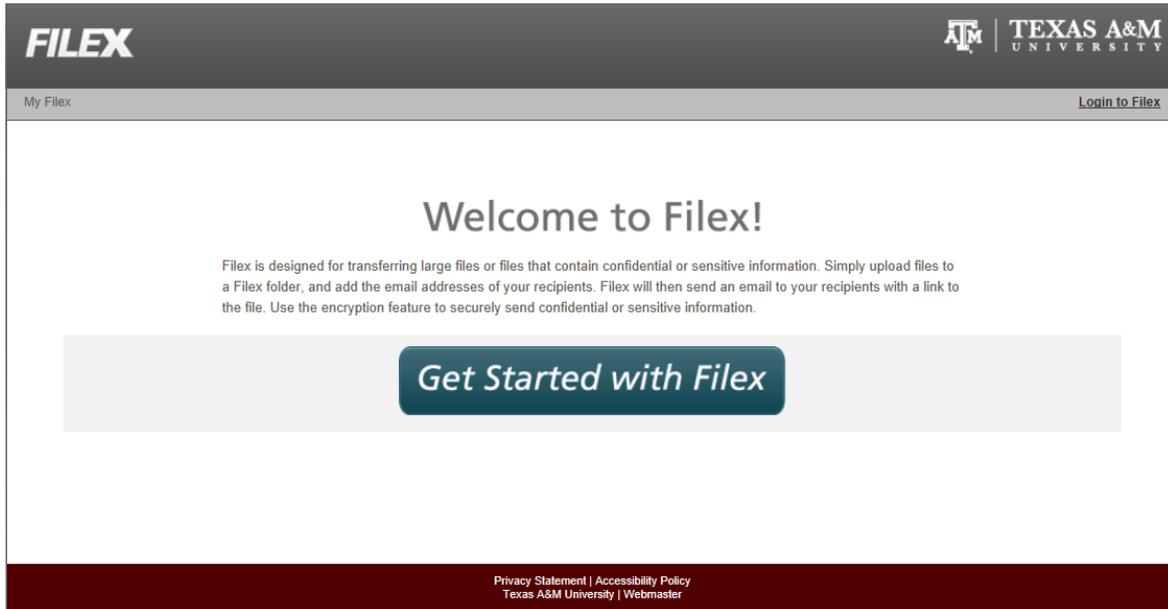# Filex Instructions (For sending encrypted files that include sensitive information)

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".
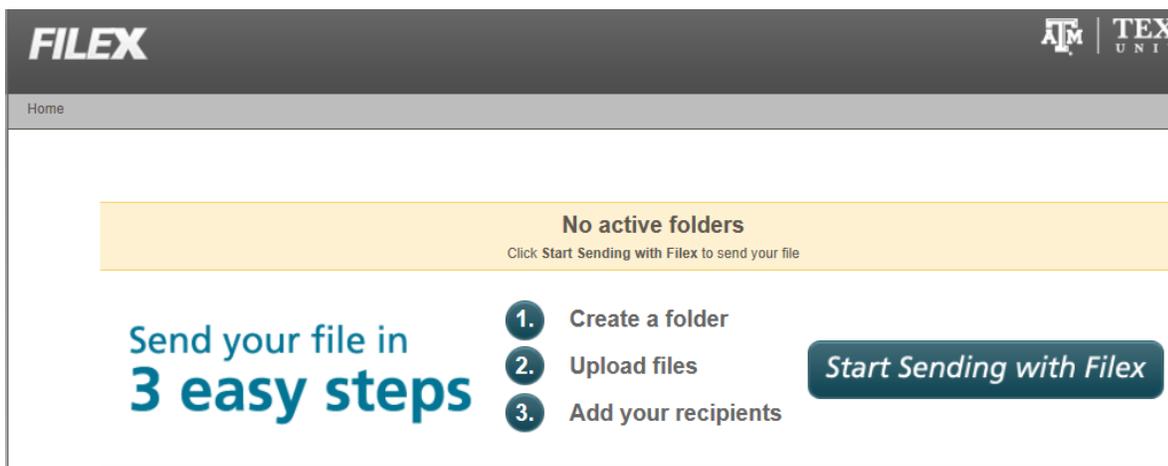
Go to https://filex.tamu.edu and login with your NetID and associated password.
Click on "Get Started with Filex"

Then click on "Start Sending with Filex"

Step 1. Create A Folder.
Give the folder a name that will mean something to the recipient. Description is optional.
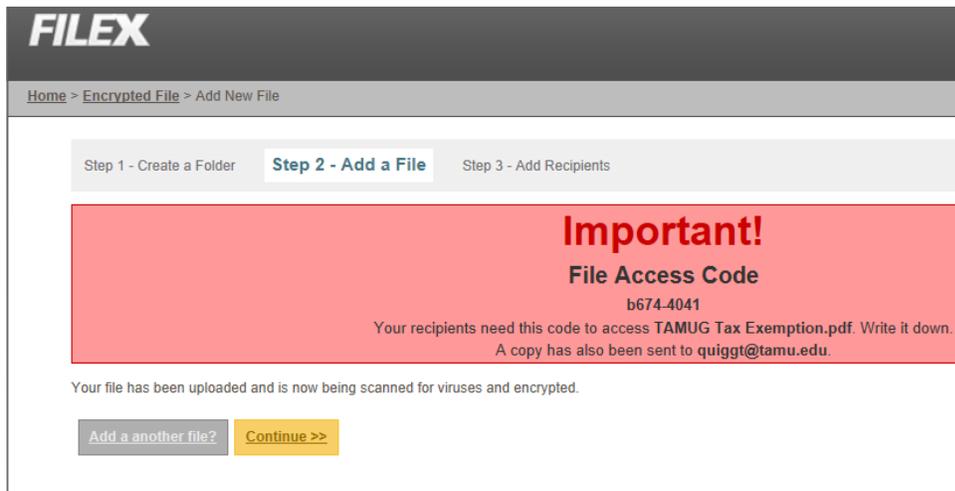
Then click "Next"

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).
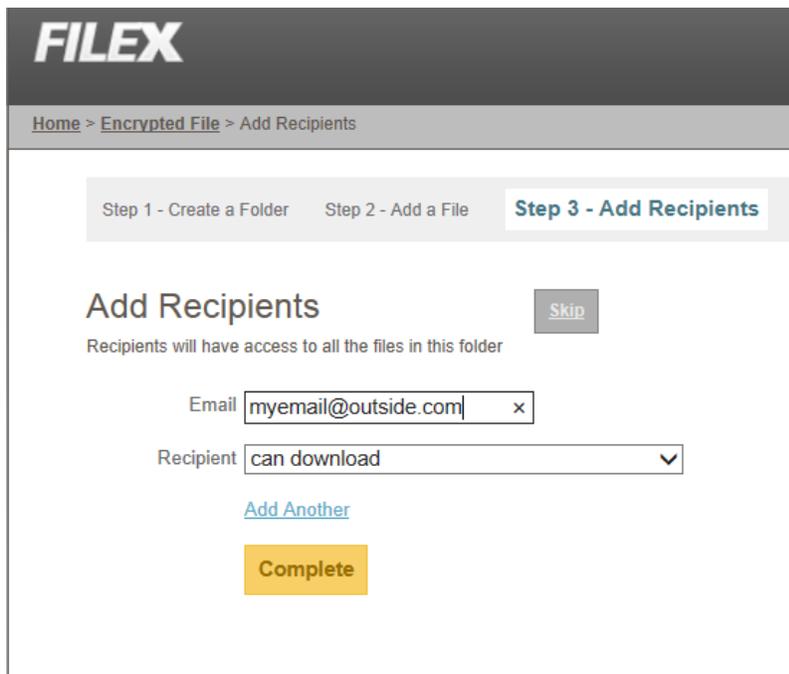

Then click "Next"

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.