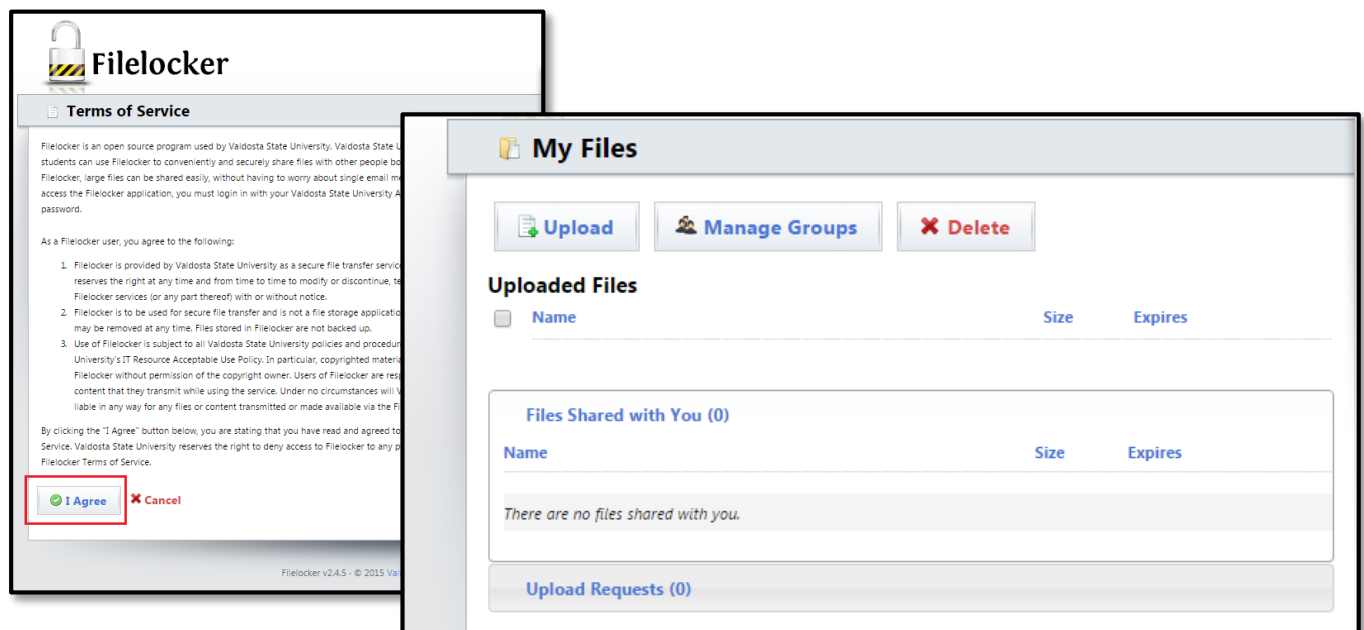
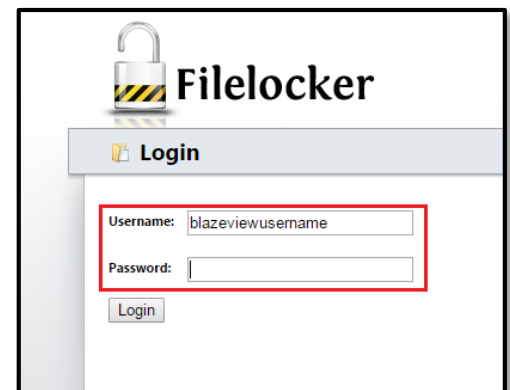


*This guide provides steps for using Filelocker, the university's secure file-sharing application. Filelocker will allow users to share **up to 1 gigabyte** of files and will both automatically encrypt and scan uploaded files for viruses before they are shared. After a **maximum of 7 days**, these files will be deleted from Filelocker.*

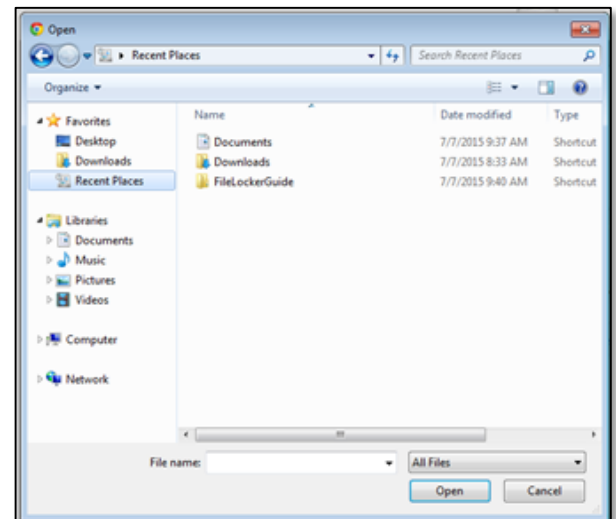
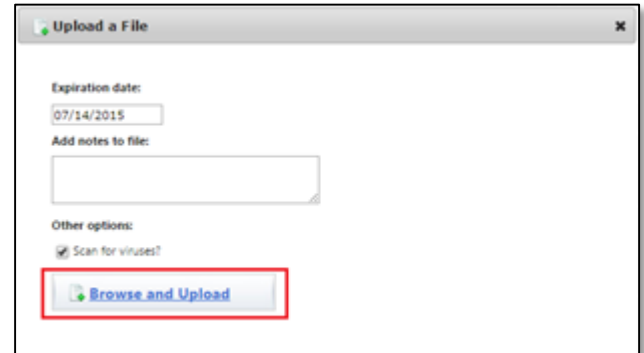
## Accessing Filelocker

1. In your browser, type in: <https://filelocker.valdosta.edu>
2. Use your **MyVSU** username and password to log in. However, please **do not include the @valdosta.edu** in your username.
3. The first time you log in, you will be asked to click the **I Agree** button at the bottom of the Terms of Service.
4. Once you have logged in, you will see the Filelocker dashboard. Most of Filelocker's functions will be accessed through this dashboard.



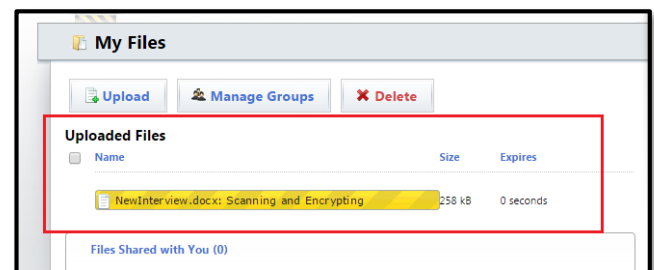
## Uploading Files

1. When you click the **Upload** button in the Filelocker dashboard, the upload interface will appear. Here, you can set an expiration date for the file you are uploading, up to maximum of 7 days from the day of upload. On the expiration date, the file will be deleted from Filelocker.
2. Click the **Browse and Upload** button, then browse to the file on your computer you wish to upload.
3. Once the yellow progress bar has filled completely, your upload is complete, and the file you uploaded will be visible on your Filelocker dashboard.



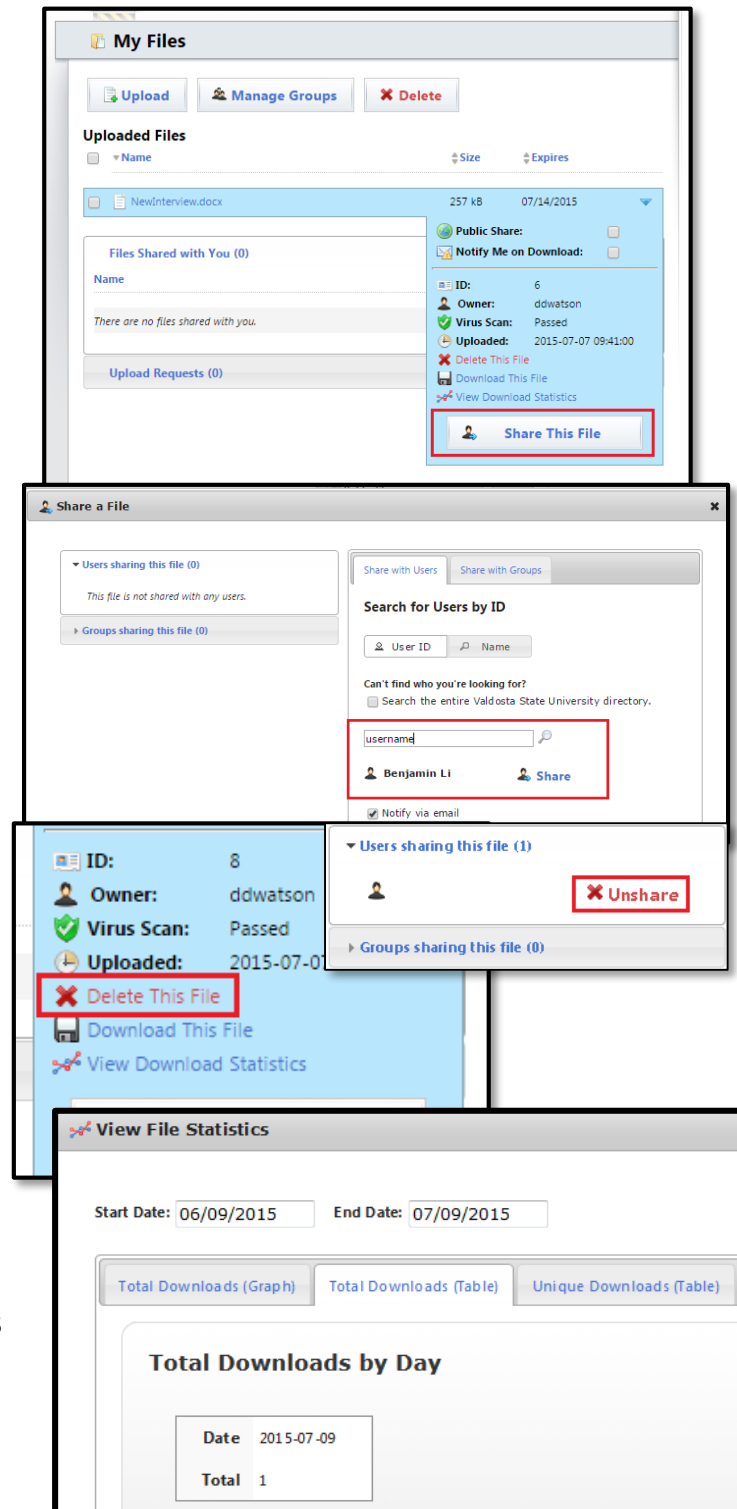
## A Note before Sharing

You will **not** be able to share with a **user who has never** logged in to Filelocker. When sending a file to an individual, or creating a group to share files, have the people log into FileLocker before you share the file and do the name search. **They need to log in only once and it will work fine thereafter.**



## Sharing Files with VSU Users

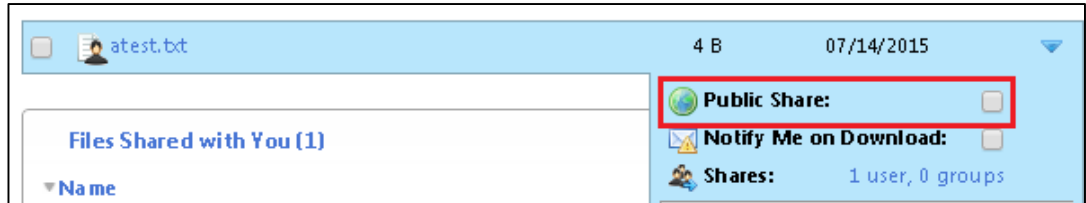
1. Clicking on an uploaded file will allow you to view its details. Then, to share this file, click **Share This File** button. If you are sharing this file with a group, click the **Share with Groups** tab.
2. Use the **search bar** and **magnifying glass icon** to locate the user or group you wish to share the file with. If you would like Filelocker to send the user an email to let them know you are sharing the file with them, mark the **Notify via email** checkbox. Finally, click the **Share** button.
3. If you wish to stop sharing a file, click the blue arrow, then beside **Shares** there will be a link showing the users who have access to the file. Click the link then click the red **Unshare** link beside those you'd like to remove.
4. Meanwhile, if you wish to delete the file from Filelocker altogether then click the red **Delete This File** link that appears in the file details.
5. You may also examine the download statistics of a file. Just open the file's menu then click **View Download Statistics**.



The screenshots illustrate the Filelocker interface for sharing and managing files. The top screenshot shows the 'My Files' page with a file 'NewInterview.docx' (257 kB, 07/14/2015). The file details include a 'Public Share' section with options to 'Notify Me on Download', 'Download This File', and 'View Download Statistics'. A red box highlights the 'Share This File' button. The middle screenshot shows the 'Share a File' dialog with tabs for 'Share with Users' and 'Share with Groups'. The 'Share with Users' tab is active, showing a search for users by ID. A red box highlights the search input field and the 'Share' button. The bottom-left screenshot shows the file details for 'NewInterview.docx' with a red box highlighting the 'Delete This File' link. The bottom-right screenshot shows the 'View File Statistics' page with a date range from 06/09/2015 to 07/09/2015. It displays a graph and table for 'Total Downloads by Day', showing a total of 1 download for the date 2015-07-09.

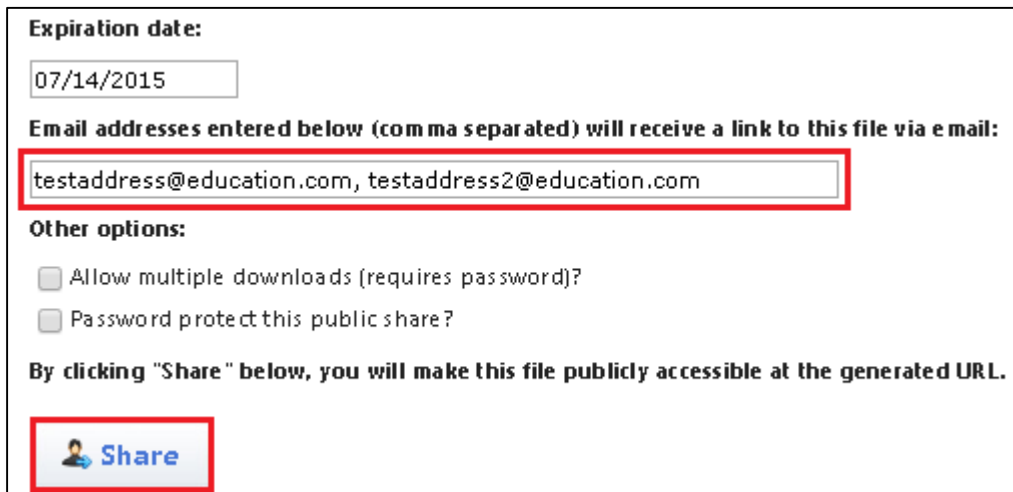
## Sharing Files with Non-VSU Users

1. Clicking on an uploaded file will allow you to view its details. Then, mark the **Public Share** checkbox.



The screenshot shows the details for a file named 'atest.txt' (4 B, 07/14/2015). On the right side, there are three checkboxes: 'Public Share:' (checked), 'Notify Me on Download:' (unchecked), and 'Shares:' (1 user, 0 groups). The 'Public Share:' checkbox is highlighted with a red box.

2. Enter the email addresses of users you wish to share the file with. If there are multiple users, separate the email addresses with commas.

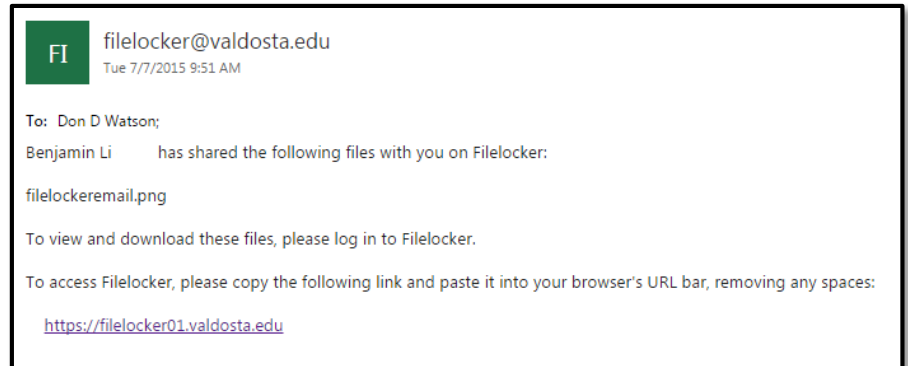


The screenshot shows the sharing options form. It includes an 'Expiration date' field set to 07/14/2015. Below it, a text box for 'Email addresses entered below (comma separated) will receive a link to this file via e mail:' contains 'testaddress@education.com, testaddress2@education.com'. This text box is highlighted with a red box. Under 'Other options:', there are two unchecked checkboxes: 'Allow multiple downloads (requires password)?' and 'Password protect this public share?'. At the bottom, a message states: 'By clicking "Share" below, you will make this file publicly accessible at the generated URL.' Below this message is a 'Share' button with a user icon, which is also highlighted with a red box.

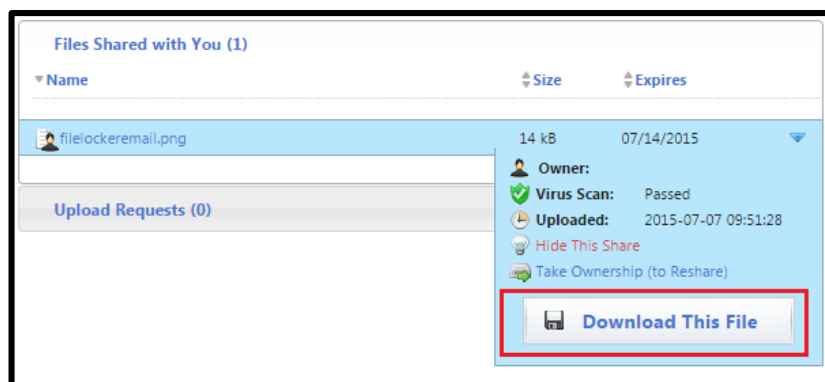
3. By default, users can **only download the file once**. Check the **Allow multiple downloads checkbox** if you do not wish to limit the number of downloads.
4. Password protection is required if you want to enable a multi-use public share of a file.
5. Finally, click the **Share** button. The users in your list will receive an **email with a download link**. If there is a password you will need to provide the user the password to the file via a secure method, such as a phone call, in order for them to access the file.

## Downloading Shared Files

1. Users sharing a file may choose whether or not to send you an email notification when they share a file with you. If you click the link in the email, you will be directed to the Filelocker login page.



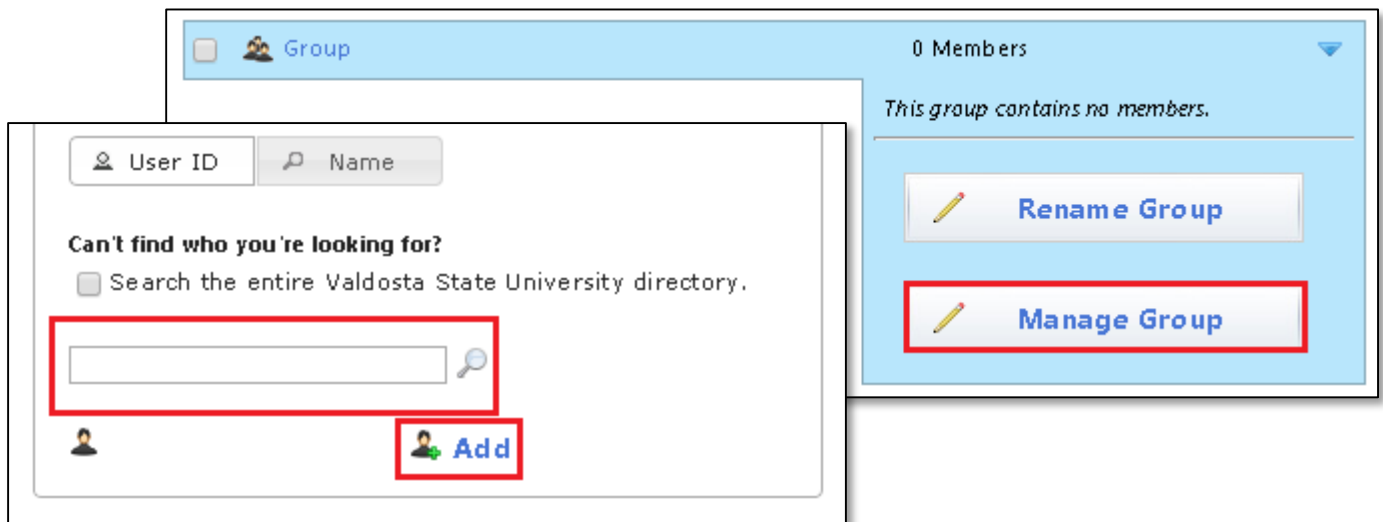
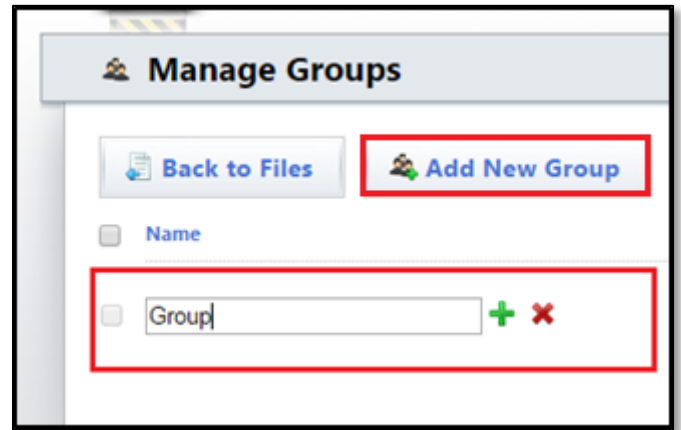
2. Even if you do not have the email, you can log into Filelocker normally and **see any files shared with you on the dashboard.**



3. Clicking on a shared file will allow you to view its details. Then, to download this file, click **Download This File** button.

## Managing Groups

1. If you frequently share files with a team or other group of users, you may consider creating a group inside Filelocker. To do so, click the **Manage Groups** button on the dashboard. Then, click the **Add New Group** button that appears.
2. Enter a name for your group and click the green **plus (+)** symbol.
3. To add members to a group, click the group name, and then click the **Manage Group** button that appears.



4. Finally, search for the user you wish to add. After you have found him or her, click the green **Add** link. **Repeat this process** for each group member you wish to add.
5. In the future, if you need to remove a group member you can click the red **Remove** link next to the name of a member on the **left side of this window** to remove him or her from the group.