



ACCELLION END USER GUIDE

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WELCOME

Welcome to Accellion, the world's simplest large file transfer solution. Accellion offers a familiar and intuitive email-like interface that gives you the ability to send very large files securely.

On the following pages, you will find instructions on how to use Accellion secure file transfer. The entire process should not take more than a few minutes.

If you experience ANY difficulties, please contact your company's system administrator.

QUICK START

This section will get you started using Accellion secure file transfer as quickly as possible. For a more detailed explanation of the features, please refer to the “Using Accellion” section of this document.

CREATE AN ACCOUNT

An account may have been created for you. If so, proceed to the LOGIN section of this document. Otherwise go to the URL of the Accellion Appliance and, if available, click on *New User* to register for a new account. Alternatively, if you have received an invitation email, click on the link in the invitation email to access the Accellion Appliance and register for an account.

SEND A FILE

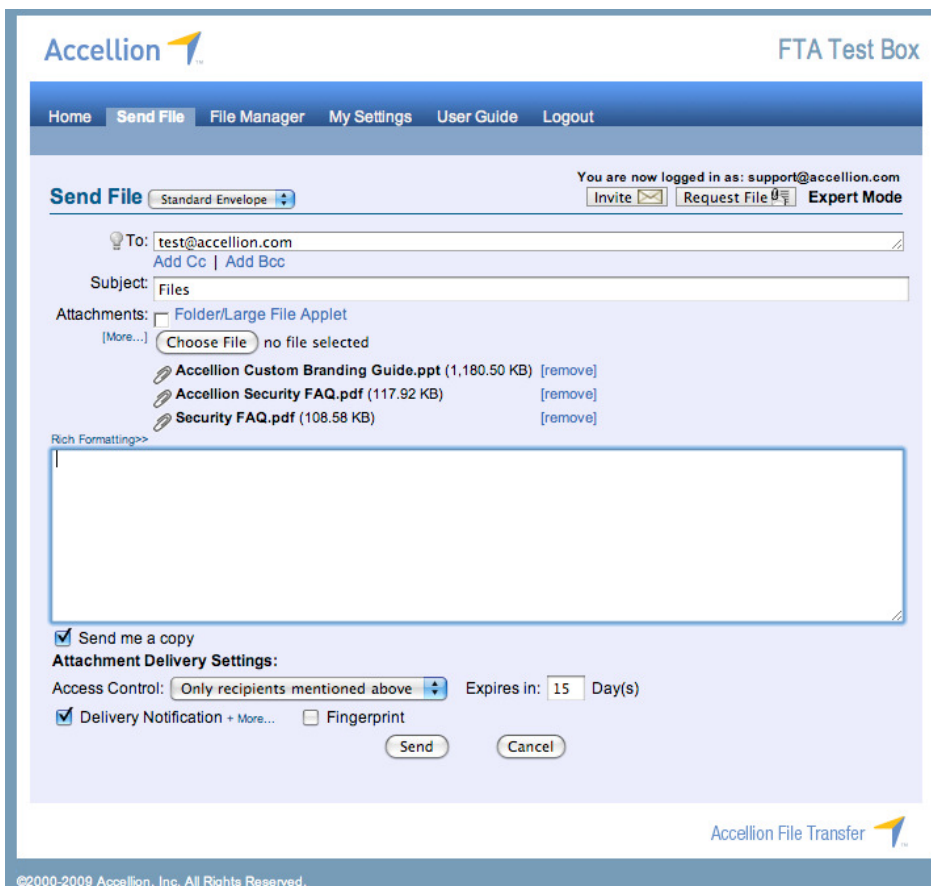
Select *Send File* tab. You will see the following options.

TO: Enter the recipient email address. Use comma or semicolon to separate multiple recipients. The maximum number of recipients should not exceed 100. Use the auto complete feature to send to email addresses that have sent files previously with using Accellion. Click on “Add CC” and/or “Add BCC”, to add CC and/or BCC recipients.

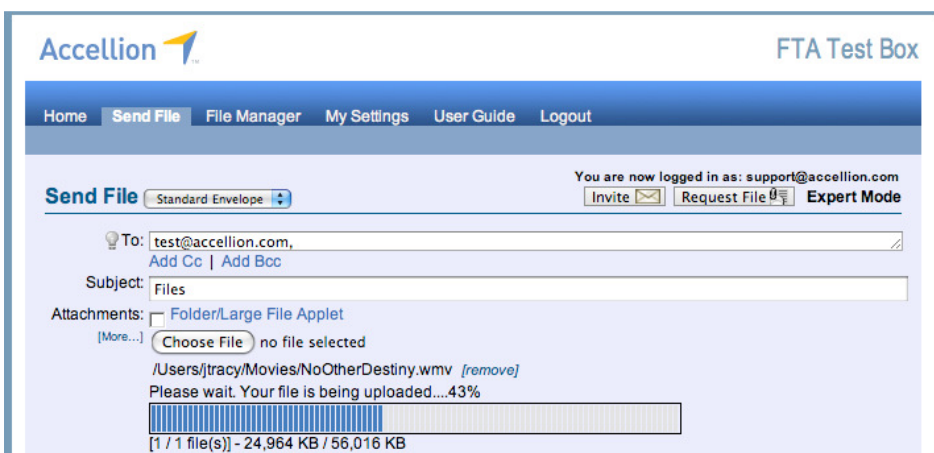
SUBJECT/BODY TEXT: Enter the subject and body text you want for the email

ATTACHMENTS: Select the files to send using the steps outlined below:

1. Click *Browse* to open the Choose File dialog box for your local system
2. Highlight the file to attach
3. Click *Open* to attach
4. Click on *Browse* again if you wish to upload more files
5. Click on *Remove* if you wish to remove a file



The Send File tab



Click Send to send the file(s). A progress bar will show upload status



A Sent Mail confirmation window will appear upon completion of file upload and message sent. The recipient will receive an email from your email address containing links allowing them to download the files.

USING ACCELLION

The following pages show you how to use the Accellion web interface in greater depth.

USER TYPES

There are four main types of users on the Accellion system:

Recipient – Can only download received files. May not upload or send files. Will not show the Send File or File Manager tabs.

Restricted Sender – Can download, and upload files. Can send files only to Standard or Expert users of that Accellion appliance. Typically an external user

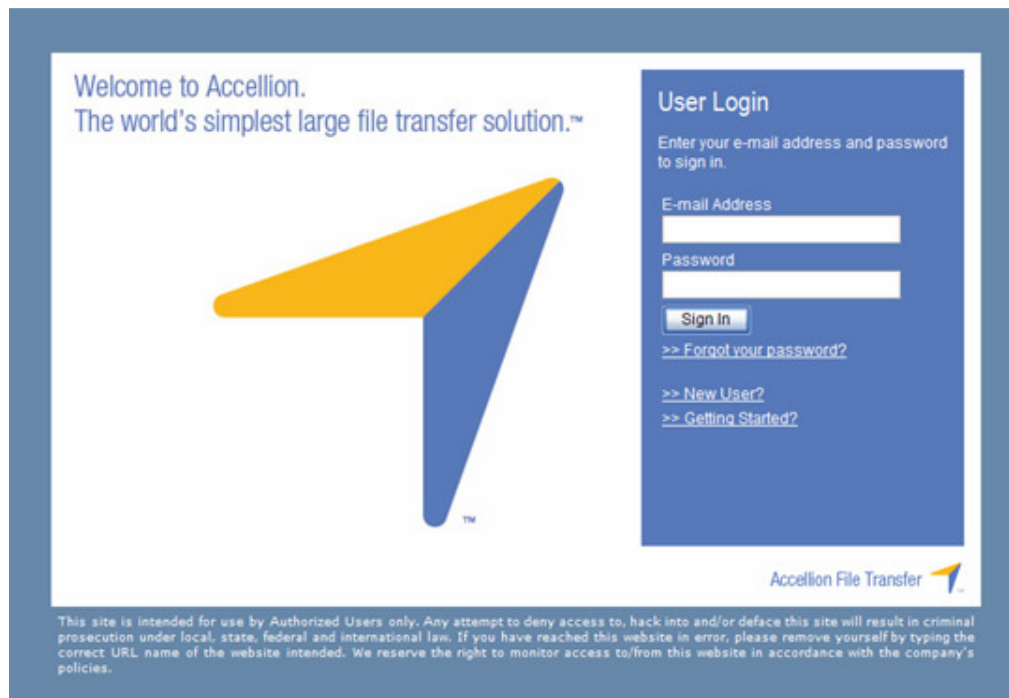
Standard User – Can download, upload, and send files to anyone. Typically an internal user.

Expert User – Can download, upload, and send files to anyone. They have more control over settings, and can send files that require no authentication. Expert Users can only be created by the administrator of the Accellion appliance. Typically an internal user with special requirements.

LOGIN

Since the Accellion appliance is web based, make sure you are connected to the Internet.

If an account has been created for you, proceed to the LOGIN section. Otherwise, click on “New User” to register for a new account, or click the link in the invitation email to access the Accellion web site.



Upon login either the “Home or “Send File” page will display. From the Home page you can access the “Quick Start” guide.



SEND FILE

From the Send File page you can upload files, and create and send an email using the web interface. This section will cover the options available on the Send File page.



SUBJECT/ BODY TEXT: enter the subject and body text you want for the email

ATTACHMENTS: The maximum number of attachments per email is 10, and can include a mix of new uploads and previously sent files. The total size of all new attachments upload should be less than 2 GB. (Alternatively you may upload individual large files at the File Manager tab using “Add to Cabinet”, each up to 2 GB, and then send them using “Resend Files”.)

To attach a file:

1. Click *Browse* to open the Choose File dialog box for your local system
2. Highlight the file to attach
3. Click *Open* to attach the file to the email and trigger it to upload

4. Click on *Browse* again if you wish to upload more files
5. Click on *Remove* if you wish to remove a file

Click on *More* next to Delivery Notification to enter additional email addresses who will also be notified on download of the files. You can enter multiple email addresses, each separated by comma.

TO: Enter the recipient email address. Use comma or semicolon to separate multiple recipients and maximum number of recipients should not exceed 100. Use the auto complete feature to send to email addresses previously sent files using Accellion. Click on “Add Cc” and/or “Add Bcc” to add Cc and/or Bcc recipients.

SUBJECT/BODY TEXT: Enter the subject and body text you want for the email.

ATTACHMENTS: The maximum number of attachments is 10 and can include a mix of new uploads and previously sent files. The total size of all new attachments uploaded should be less than 2 GB. (Alternatively you may upload individual large files at the File Manager tab using “Add to Cabinet”, each up to 2 GB, and then send them using “Resend Files”.)

1. Click *Browse* to open the Choose File dialog box for your local system:
 - a. highlight the file to attach
 - b. click Open to attach
2. Click on *Browse* again if you wish to upload more files
3. Click on *Remove* if you wish to remove a file

Depending on company policy, *Send me a copy*, *Notify on Attachment Delivery*, *Encryption*, and *Non Confidential* options may be turned on.

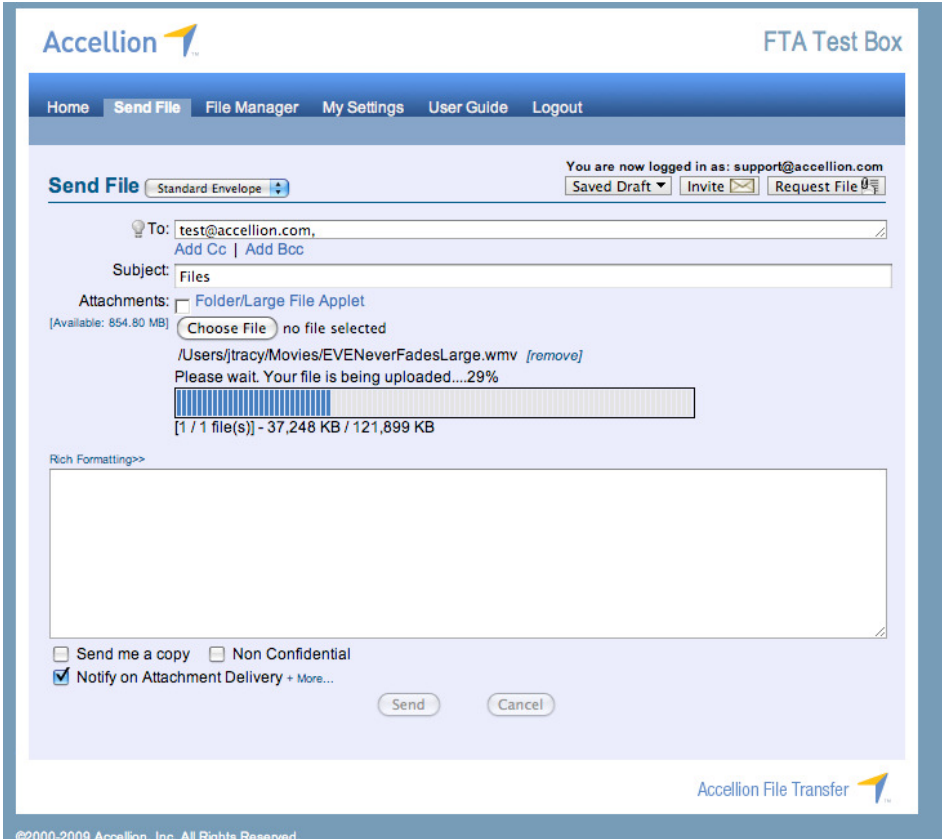
SEND ME A COPY: A copy of the email will be sent to your email address.

NOTIFY ON ATTACHMENT DELIVERY: When the recipient completely downloads those files, you will be notified of such. Click on “More” to enter additional email addresses who will also be notified on download of the files. You can enter multiple email addresses, each separated by comma.

NON CONFIDENTIAL: Files sent with this option enabled will allow the recipients to download files without authentication. Please note that non-confidential transmissions will

not generate return receipts. This option is controlled by the administrator, and may or may not be available.

Click Send to send the file. A progress bar will indicate the progress of the upload.



The screenshot displays the Accellion 'Send File' web interface. At the top, the Accellion logo and 'FTA Test Box' are visible. A navigation bar includes 'Home', 'Send File', 'File Manager', 'My Settings', 'User Guide', and 'Logout'. The user is logged in as 'support@accellion.com'. The 'Send File' section shows a 'Standard Envelope' dropdown, 'Saved Draft', 'Invite', and 'Request File' buttons. The 'To' field contains 'test@accellion.com', and the 'Subject' is 'Files'. Under 'Attachments', a 'Folder/Large File Applet' is selected, and a file named '/Users/tracy/Movies/EVENeverFadesLarge.wmv' is being uploaded. A progress bar indicates 29% completion, with the text 'Please wait. Your file is being uploaded...29%' and '[1 / 1 file(s)] - 37,248 KB / 121,899 KB'. Below the progress bar is a 'Rich Formatting' text area. At the bottom, there are checkboxes for 'Send me a copy', 'Non Confidential', and 'Notify on Attachment Delivery' (which is checked). 'Send' and 'Cancel' buttons are also present. The footer includes 'Accellion File Transfer' and '©2000-2009 Accellion, Inc. All Rights Reserved.'

A Sent Mail confirmation window will appear upon completion of file upload and message sent.



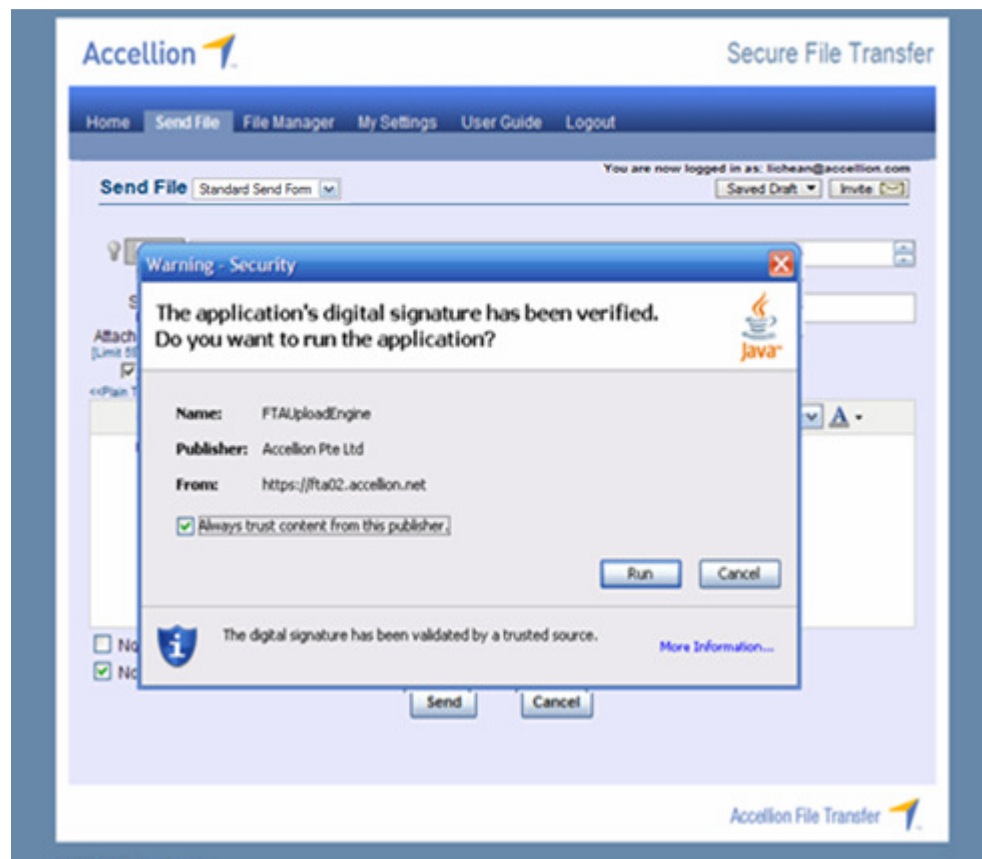
FOLDER/LARGE FILE APPLET

When enabled by the Accellion administrator, the Folder/Large File applet can be used to upload files larger than 2 GB, folders and the files they contain, pause/resume an upload session, and encrypt files. The Folder/Large File applet may be available in the *Send File* and *Add to Cabinet* pages instead of the normal file selection input box(es) depending on your company's policy.

The Folder/Large File applet can be enabled by checking the box next to *Folder/Large File Applet*.

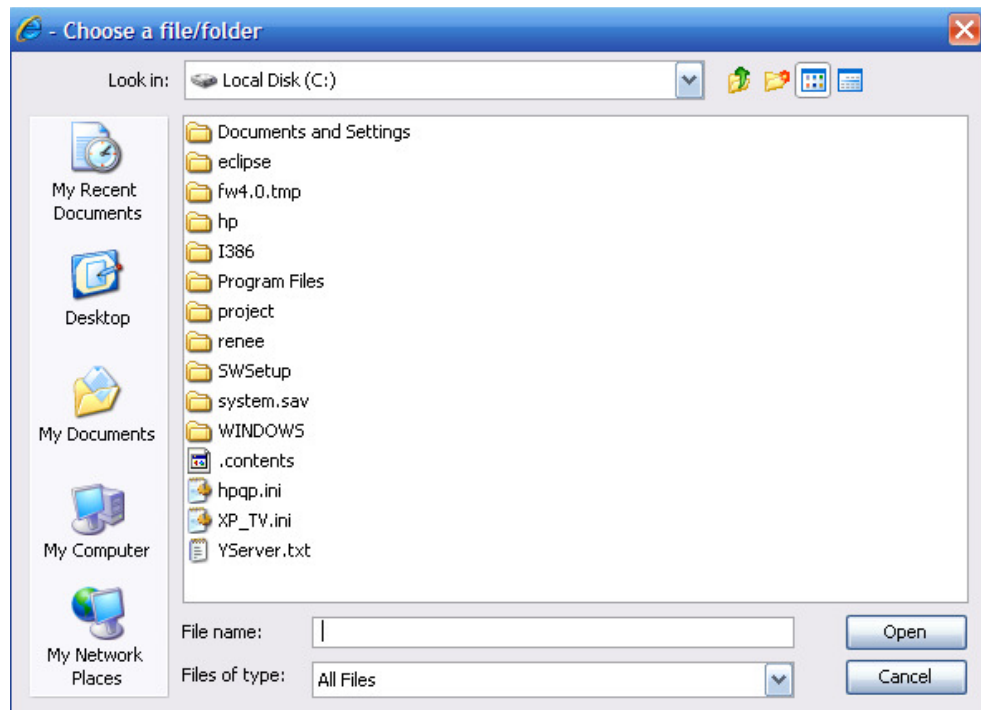
Once enabled, the user is prompted to trust the signed applet from "Accellion Pte Ltd" as shown below.

Click "Always", "Run" or "Yes" to continue. Note: The window prompt may appear differently depending on the version of JRE (Java Runtime Environment) installed on the computer.



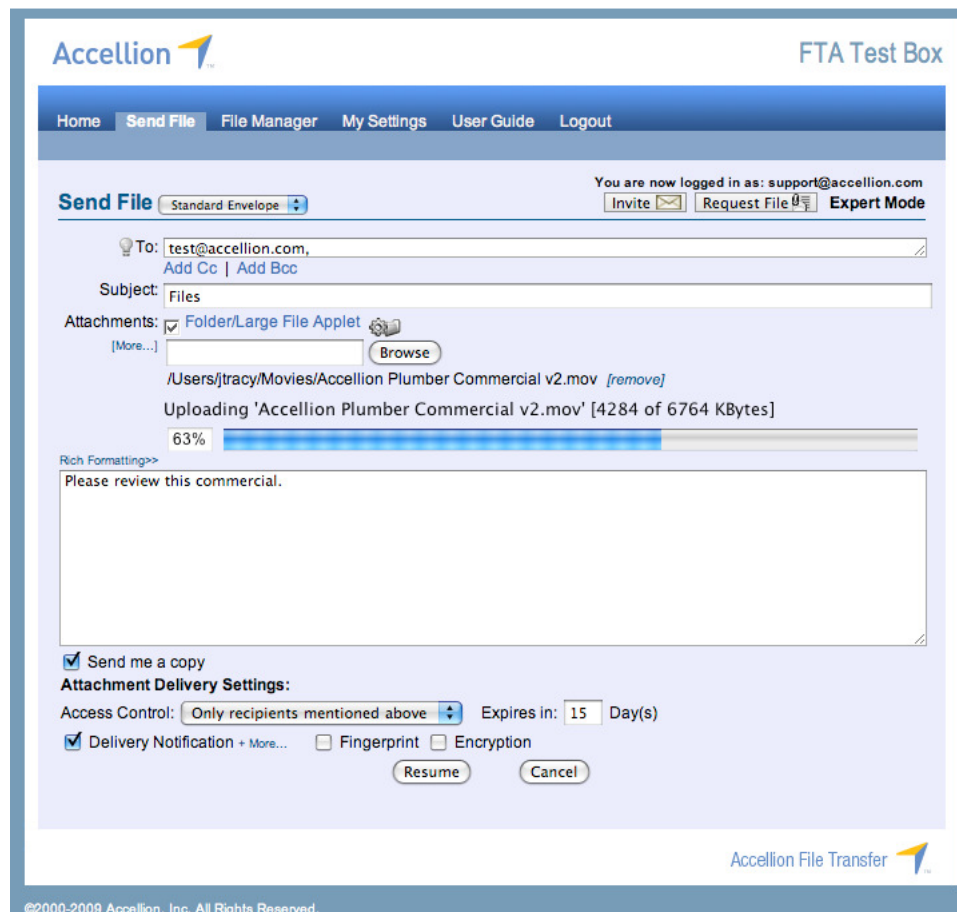
When using the Folder/Large File applet, the user can select a file or a folder to upload. When a folder is selected, its contents will be zipped and uploaded. Note: The 2GB total size limitation does not apply to files uploaded using the Folder/Large File applet, hence very large folders/files can be uploaded using the Folder/Large File applet.

Click on the *Browse* button when the applet is loaded, select the desired file or the folder, and click *Open*. To explore the contents of a folder for further selection, double-click on the folder.



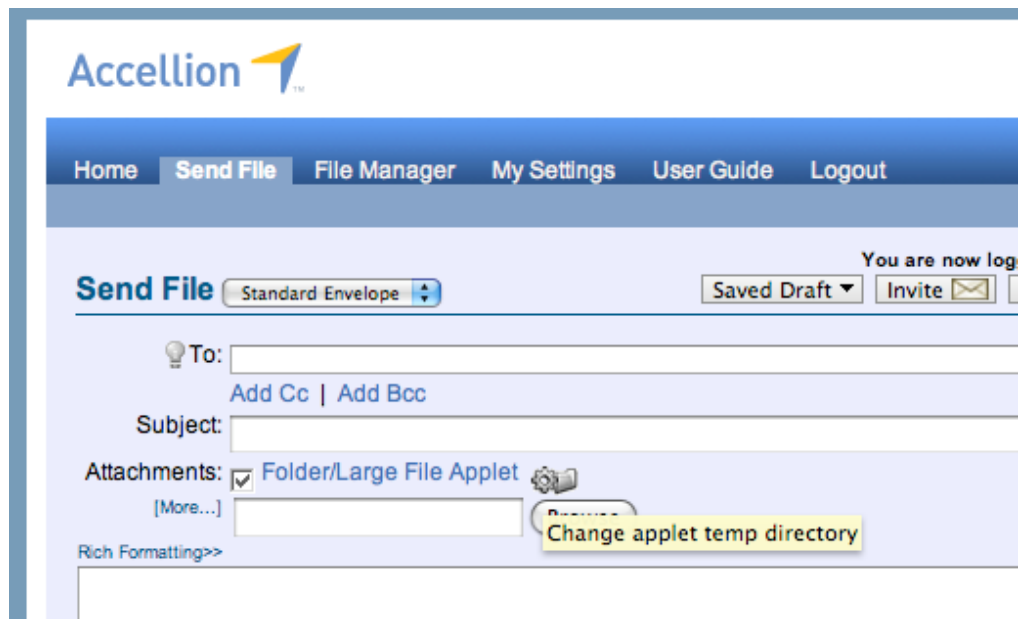
If a folder is selected, it will be automatically zipped and added to the email.

When in progress, uploads can be Paused / Resumed as shown below



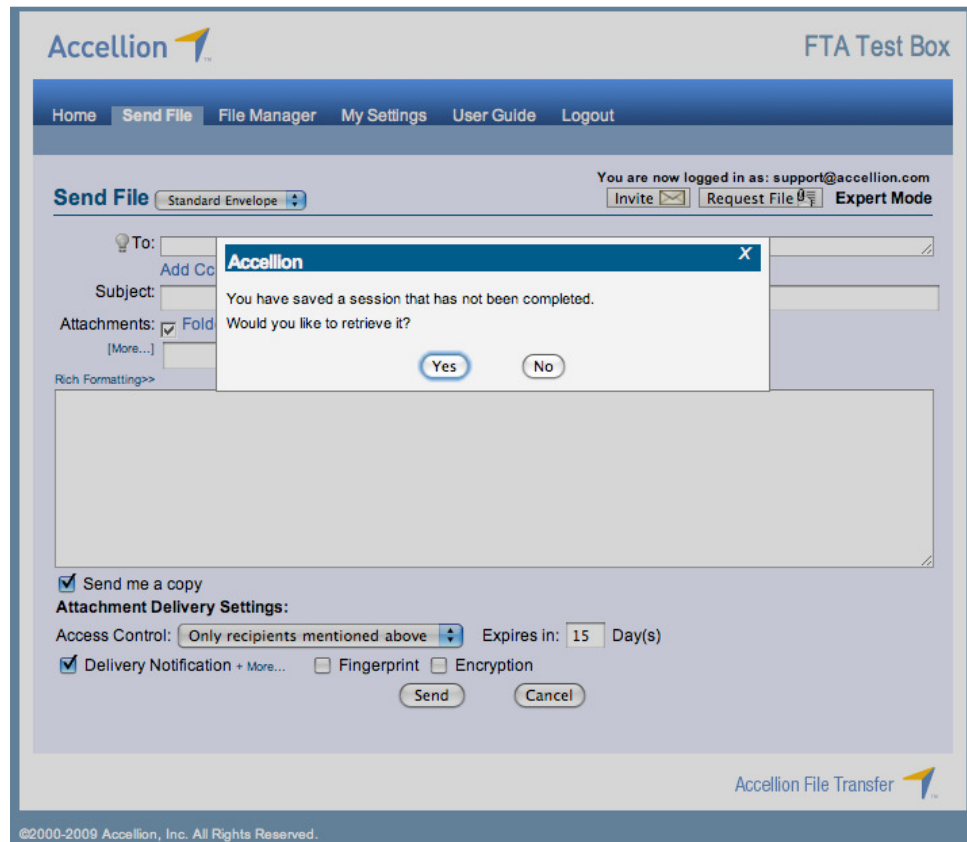
Files can also be encrypted when sent via the Folder/Large File applet. To encrypt files, check the Encryption box. This option will only be available if your administrator has enabled it.

The temp directory used by the Folder/Large File directory can be changed if needed. This is typically done if the current temp directory does not have enough disk space, or cannot be accessed due to user privileges.



Click the gear icon to choose the new temp directory.

If an upload session is aborted by the user during file upload, the user is prompted to resume the previous incomplete session upon login.



The Folder/Large File applet will also be available in the [ADD TO CABINET](#) section when uploading files to your cabinet.

All other features will be similar regular Send File section.

EXPERT MODE

In this mode the text “Expert Mode” will be displayed in bold on the top right side of the window. If you see this, the administrator of the Accellion appliance has chosen to modify your account to be an Expert User.



The screenshot displays the Accellion File Transfer interface in Expert Mode. At the top right, it says "FTA Test Box" and "You are now logged in as: support@accellion.com". The "Expert Mode" text is prominently displayed in bold. The "Send File" section includes a "Standard Envelope" dropdown, "Invite" and "Request File" buttons, and a "To:" field. The "Attachments" section shows a checked "Folder/Large File Applet" option with a "Browse" button. The "Attachment Delivery Settings" section includes an "Access Control" dropdown set to "Only recipients mentioned above", an "Expires in: 15 Day(s)" field, and checkboxes for "Delivery Notification + More...", "Fingerprint", and "Encryption". "Send" and "Cancel" buttons are at the bottom of the settings section.

As an Expert user, you will have access to the Attachment Delivery Settings. These let you change the default values for Access Control, Link Expiration time, Delivery Notification, and Fingerprint.

Access Control

This allows you to send files with special access control:

- Only Recipients mentioned above – Authentication required to download files, links cannot be forwarded, return receipt generated.
- Only recipients and internal users – Authentication required to download files. Links can be forwarded to internal email addresses (within the email domain for that appliance), return receipt generated.

- Anyone after authentication – Authentication required to download files, links can be forwarded to anyone, return receipt generated.
- Anyone (No Authentication) – No authentication required to download files, links can be forwarded to anyone by anyone, no return receipt generated.

Link Expiry

Expert users can set their own link expiry up to the limit dictated by the administrator.

Delivery Notification

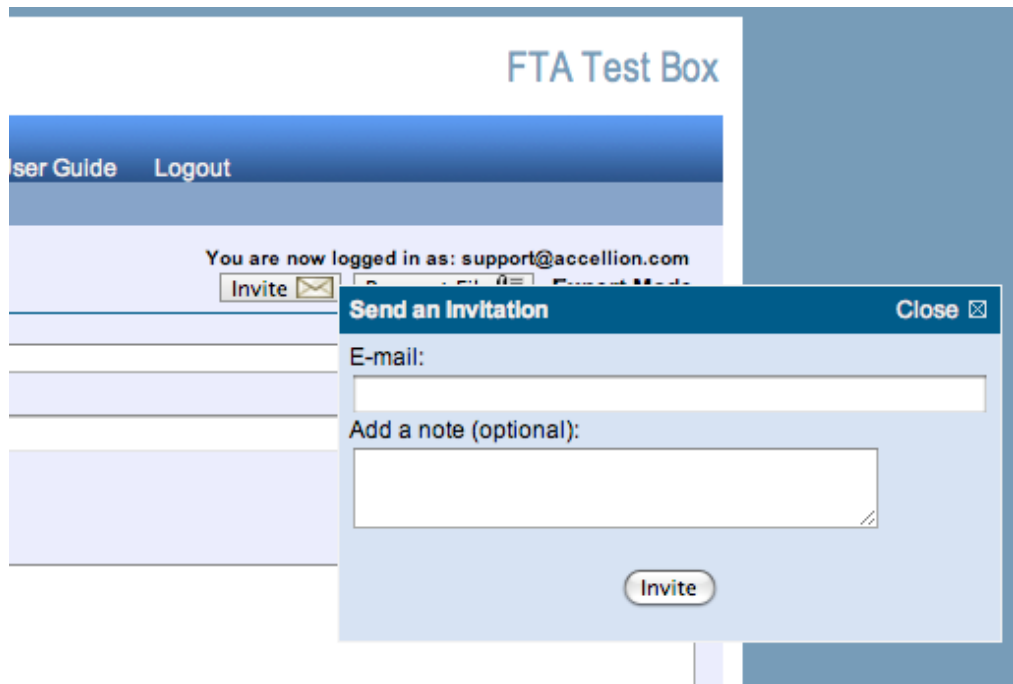
Determines if you receive a return receipt after the recipient has downloaded the file.

Fingerprint

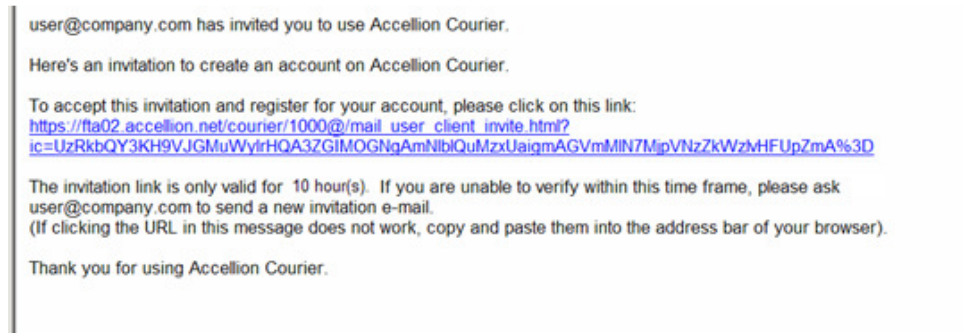
Every file uploaded to the Accellion appliance has an MD5 Checksum taken of it. This is so the integrity of the file can be independently verified by the recipient. The Fingerprint includes the MD5 string for each file linked to the email. If you do not require the Fingerprint, we recommend not using it, as the email appears less cluttered without it. If your company or your recipient's company requires the MD5 fingerprint, then enable it [here](#).

INVITE

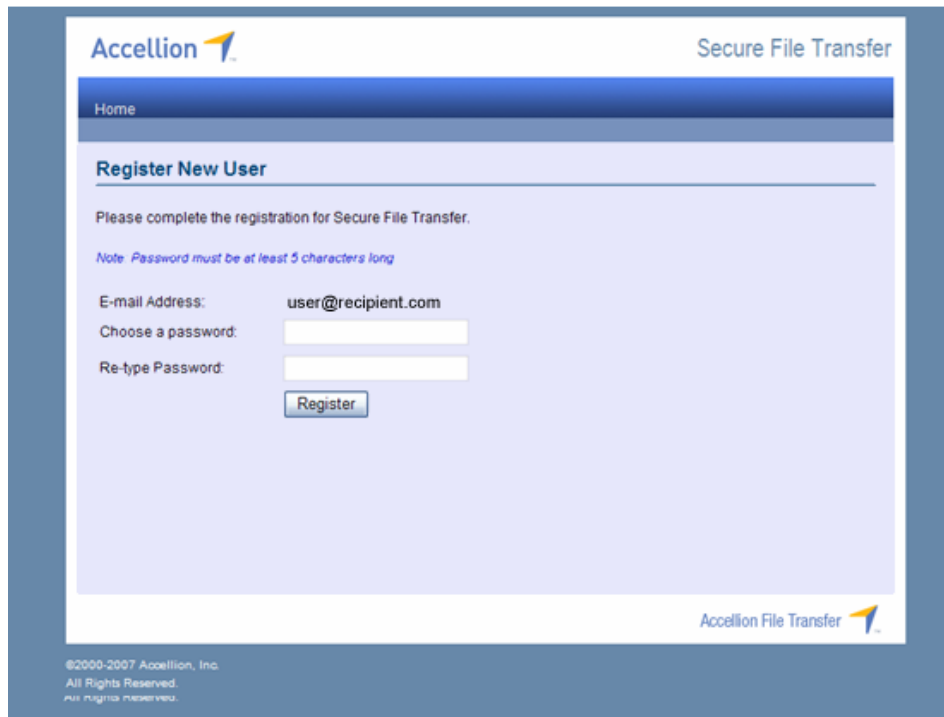
If enabled, Standard and Expert Users can send an invitation to use the Accellion appliance to send files. To invite someone, click Invite, enter the invitee's E-mail address(es), and click the *Invite* button to send an invitation. Optionally you can add a personal message to the invitation.



The recipient will receive an invitation email with a link.

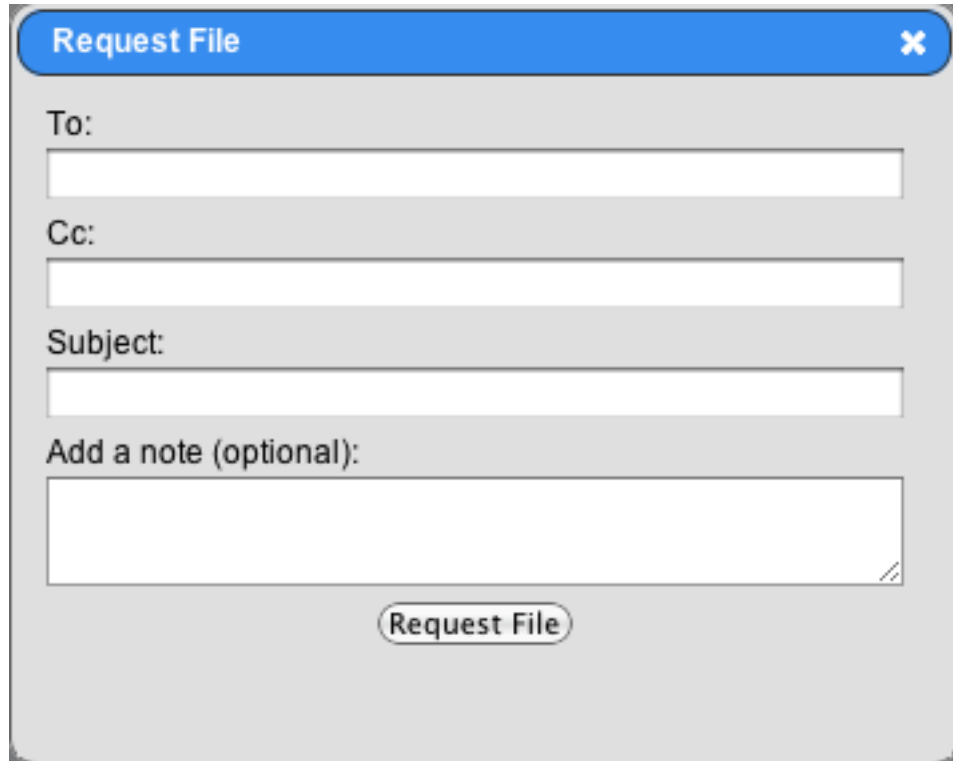


The recipient clicks the link to complete the registration process.



REQUEST A FILE

When enabled, Standard and Expert Users are able to send a link to request a file from someone, as well cc others. Recipients of this link can send files back to the requester. Others on the cc list will also be copied on the response.



The screenshot shows a 'Request File' dialog box with the following fields:

- To:** [Empty text input field]
- Cc:** [Empty text input field]
- Subject:** [Empty text input field]
- Add a note (optional):** [Empty text area with a diagonal slash icon in the bottom right corner]

At the bottom center of the dialog is a button labeled 'Request File'.

Click the Request File button to bring up the Request File window. Fill in the recipient and any CC addresses desired. All recipients will be able to send files to via the Request file link to the requestor. The recipients will receive an email with a link.

Please send me the requested file.


support@accellion.com has requested a file from you.


Please click on the link below to send files back:
<https://ftapa.accellion.net/a/req/WTmsbtBLJq08888>

The request file is only valid for 1 day(s) or up to 1 transaction(s) only.
(If clicking the link in this message does not work, copy and paste the link into the address bar of your browser.)

Thank you for using FTA Test Box.

Upon clicking the link the recipients will be taken to this page.



Accellion  FTA Test Box


Close

Request File

From: john.tracy@accellion.com
 To: support@accellion.com
 Subject: **Re: Request File - testing the Request File Feature**
 Attachments: Folder/Large File Applet
 [More...] no file selected

Rich Formatting>>

Send me a copy Notify on Attachment Delivery

Accellion File Transfer 

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From here they can send a file back. Note the Subject line, and To: and From: addresses cannot be changed. Once sent, the original requestor will receive an email with a link to the file.

File(s) will be available for download until **18 April 2009**:

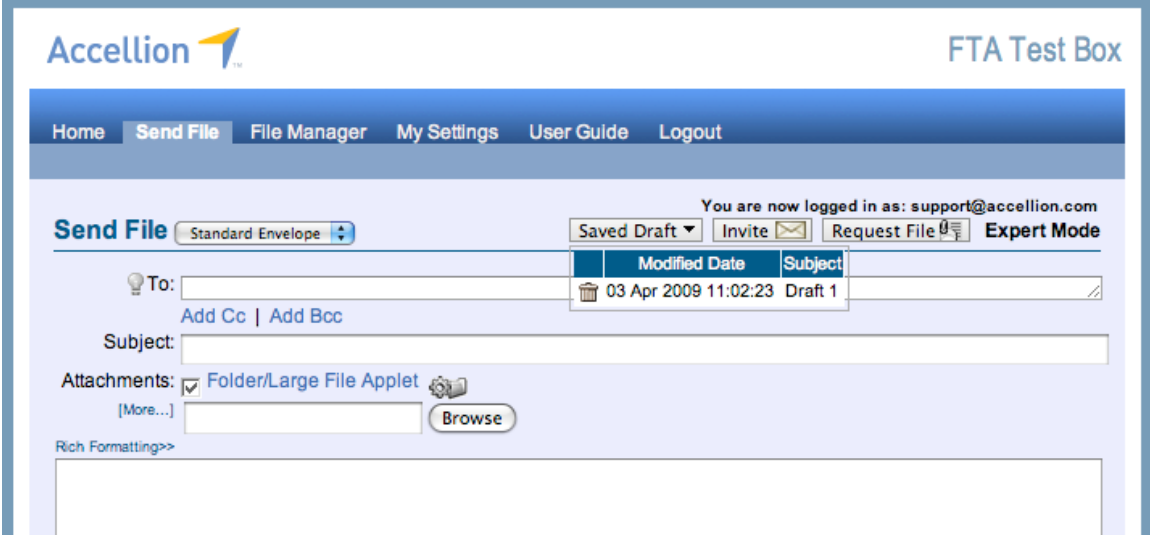
Attachment: [Security FAQ.pdf](#), 108.58 KB

You have received attachment link(s) within this email sent via Accellion Secure File Transfer. To retrieve the attachment(s), please click on the link(s). To learn how your company can benefit from Accellion Secure File Transfer, please visit <http://www.accellion.com>
[Accellion File Transfer](#)

The amount of times the file can be shared and length the links are valid for is set by the administrator of the appliance.

SAVED DRAFTS

Drafts are saved when a user navigates away from the Send File page. Drafts keep their entered data for seven days. Once there is more than one form saved, the Drafts button appear and the user is able to click on and call up (retrieve/delete) a previous saved form.



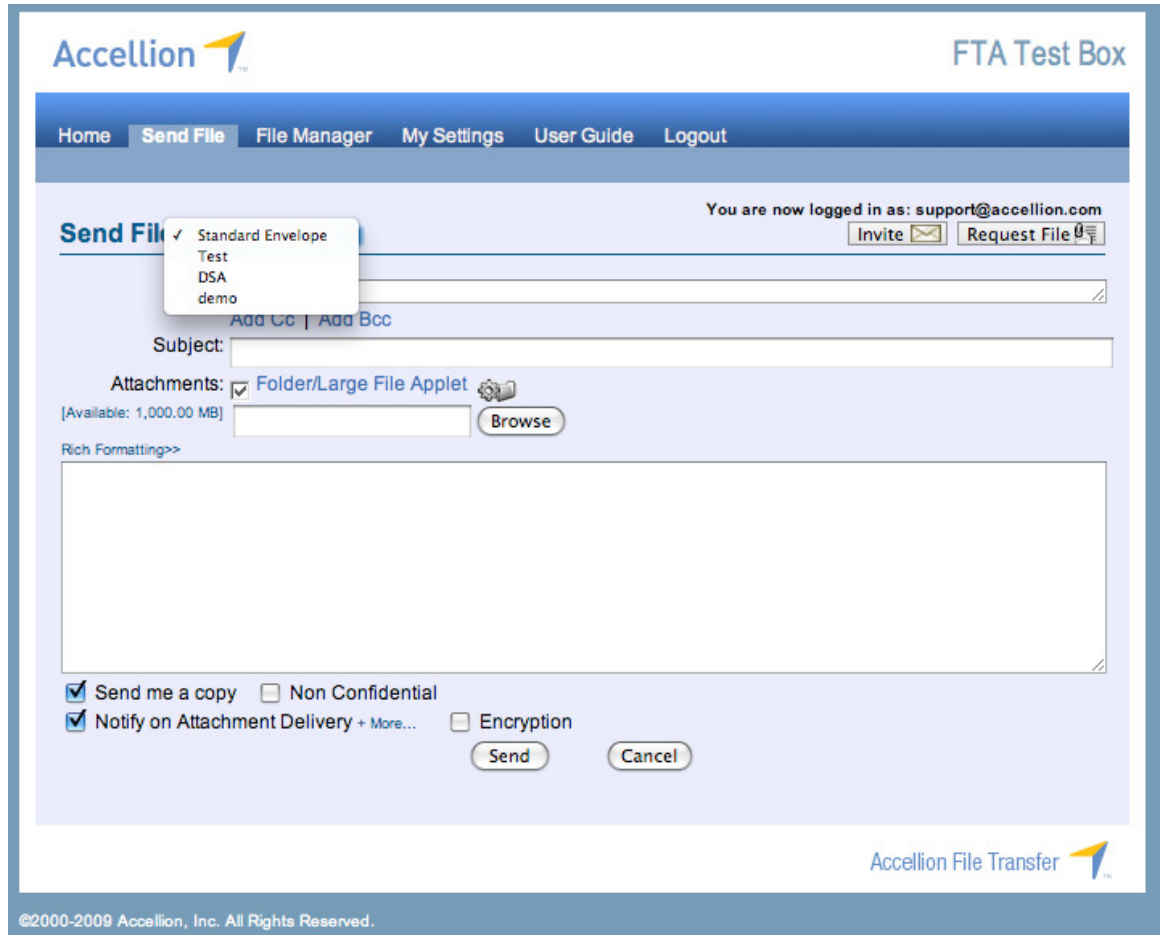
The screenshot shows the Accellion 'Send File' interface. At the top right, it says 'FTA Test Box'. The navigation bar includes 'Home', 'Send File', 'File Manager', 'My Settings', 'User Guide', and 'Logout'. The user is logged in as 'support@accellion.com'. The 'Send File' section has a 'Standard Envelope' dropdown and buttons for 'Saved Draft', 'Invite', 'Request File', and 'Expert Mode'. A 'Saved Drafts' dropdown menu is open, showing a table with the following data:

Modified Date	Subject
03 Apr 2009 11:02:23	Draft 1

Below the table are fields for 'To:', 'Subject:', and 'Attachments:'. The 'Attachments' section is checked for 'Folder/Large File Applet' and has a 'Browse' button. There is also a 'Rich Formatting>>' link.

ENVELOPES

Depending on the company policy, the Send File page may present to you a drop down list of envelopes (send forms) available to you.



The screenshot shows the Accellion 'Send File' interface. At the top left is the Accellion logo, and at the top right is 'FTA Test Box'. A navigation bar contains 'Home', 'Send File', 'File Manager', 'My Settings', 'User Guide', and 'Logout'. Below this, it says 'You are now logged in as: support@accellion.com' with 'Invite' and 'Request File' buttons. The main section is titled 'Send File' and features a dropdown menu with options: 'Standard Envelope' (checked), 'Test', 'DSA', and 'demo'. Below the dropdown are fields for 'Add Cc' and 'Add Bcc', and a 'Subject:' field. The 'Attachments:' section has a checked option for 'Folder/Large File Applet' and a 'Browse' button. A 'Rich Formatting>>' text is above a large text area. At the bottom, there are checkboxes for 'Send me a copy', 'Non Confidential', 'Notify on Attachment Delivery + More...', and 'Encryption'. 'Send' and 'Cancel' buttons are at the bottom right. The footer contains '©2000-2009 Accellion, Inc. All Rights Reserved.' and the 'Accellion File Transfer' logo.

FILE MANAGER

Select File Manager from the menu tabs to view your Cabinet, Inbox or Send History.

The Cabinet lists files that have been sent to other people as well as files that were uploaded using the "Add to Cabinet" button. From here files can be resent or deleted.

- Use the File Name textbox to search for a particular filename.
- To delete a file, click the [X] next to the File Name (if enabled).



The screenshot shows the Accellion File Manager interface. At the top, there is a navigation bar with tabs for Home, Send File, File Manager (selected), My Settings, User Guide, and Logout. The user is logged in as support@accellion.com. The main area is titled "Cabinet" and includes sub-tabs for Cabinet, Inbox, and Send History. Below the tabs, there is a search bar for "File Name:" and an "Add to Cabinet" button. The interface displays a list of files with columns for checkboxes, File Name, Upload Date, Available Until, and Size (KB). The list contains 7 files, all uploaded on 03 Apr 2009. At the bottom, there are buttons for "Resend Files" and "Delivery Report", and a footer with the Accellion File Transfer logo and copyright information.

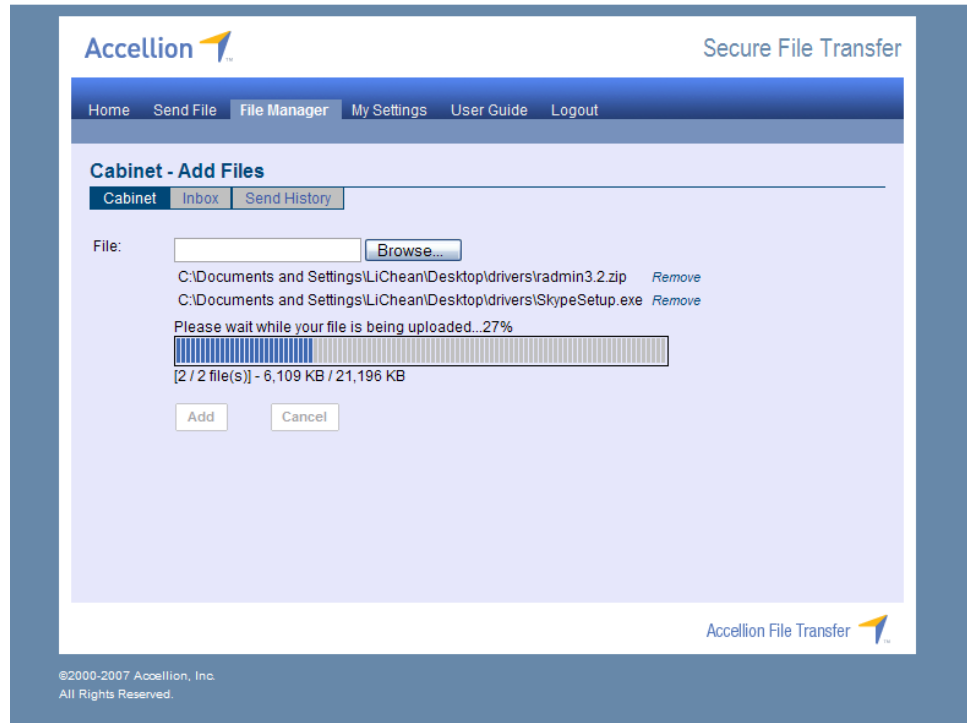
<input type="checkbox"/>	File Name	[X]	Upload Date	Available Until	Size (KB)
<input type="checkbox"/>	NoOtherDestiny.wmv	[X]	03 Apr 2009 10:23:12	19 Apr 2009	56,014
<input type="checkbox"/>	NoOtherDestiny.wmv	[X]	03 Apr 2009 09:36:30	18 Apr 2009	56,014
<input type="checkbox"/>	OSCON_Keynote_Lg.mp4	[X]	03 Apr 2009 09:35:51	18 Apr 2009	28,488
<input type="checkbox"/>	Accellion Plumber Commercial v2.mov	[X]	03 Apr 2009 09:35:22	18 Apr 2009	6,764
<input type="checkbox"/>	Accellion Custom Branding Guide.ppt	[X]	03 Apr 2009 09:34:52	18 Apr 2009	1,181
<input type="checkbox"/>	Accellion Security FAQ.pdf	[X]	03 Apr 2009 09:34:21	18 Apr 2009	118
<input type="checkbox"/>	Security FAQ.pdf	[X]	03 Apr 2009 09:34:21	18 Apr 2009	109

Cabinets - Add Files

File: Folder/Large File Applet
 no file selected
 Web_User_Guide.doc [\[remove\]](#)

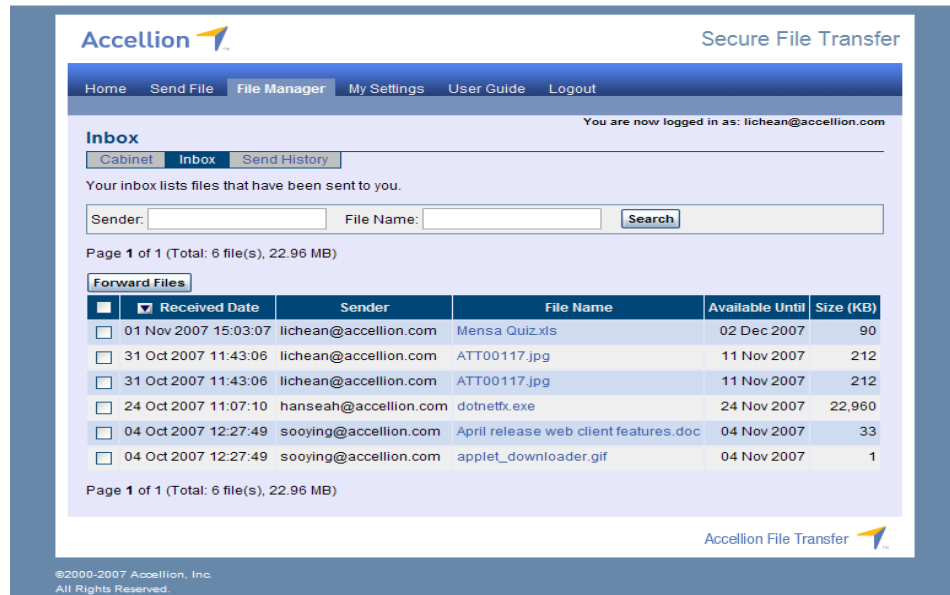
Click on *Add Files* to upload files to Cabinet

1. click *Choose File* to open the Choose File dialog box for your local system:
 - highlight the file(s) to attach
 - click Open to attach them
2. click on *Choose File* again if you wish to upload more files
3. click on *Remove* file if you wish to remove a file



4. Click *Add* when your selection is complete. A progress bar will show the upload progress.
5. Once uploaded, click *Ok* to return to the File Manager menu.

Click on the *Inbox* to view or forward the files that were sent to you. Use the File Name textbox to search for a particular filename.



The screenshot shows the Accellion File Manager interface. At the top, there is a navigation bar with links for Home, Send File, File Manager, My Settings, User Guide, and Logout. Below this, the user is logged in as 'lichean@accellion.com'. The main content area is titled 'Inbox' and contains a search bar with fields for 'Sender' and 'File Name', and a 'Search' button. Below the search bar, it indicates 'Page 1 of 1 (Total: 6 file(s), 22.96 MB)'. A 'Forward Files' button is located above a table of received files. The table has the following data:

<input type="checkbox"/>	Received Date	Sender	File Name	Available Until	Size (KB)
<input type="checkbox"/>	01 Nov 2007 15:03:07	lichean@accellion.com	Mensa Quiz.xls	02 Dec 2007	90
<input type="checkbox"/>	31 Oct 2007 11:43:06	lichean@accellion.com	ATT00117.jpg	11 Nov 2007	212
<input type="checkbox"/>	31 Oct 2007 11:43:06	lichean@accellion.com	ATT00117.jpg	11 Nov 2007	212
<input type="checkbox"/>	24 Oct 2007 11:07:10	hanseah@accellion.com	dotnetfx.exe	24 Nov 2007	22,960
<input type="checkbox"/>	04 Oct 2007 12:27:49	sooying@accellion.com	April release web client features.doc	04 Nov 2007	33
<input type="checkbox"/>	04 Oct 2007 12:27:49	sooying@accellion.com	applet_downloader.gif	04 Nov 2007	1

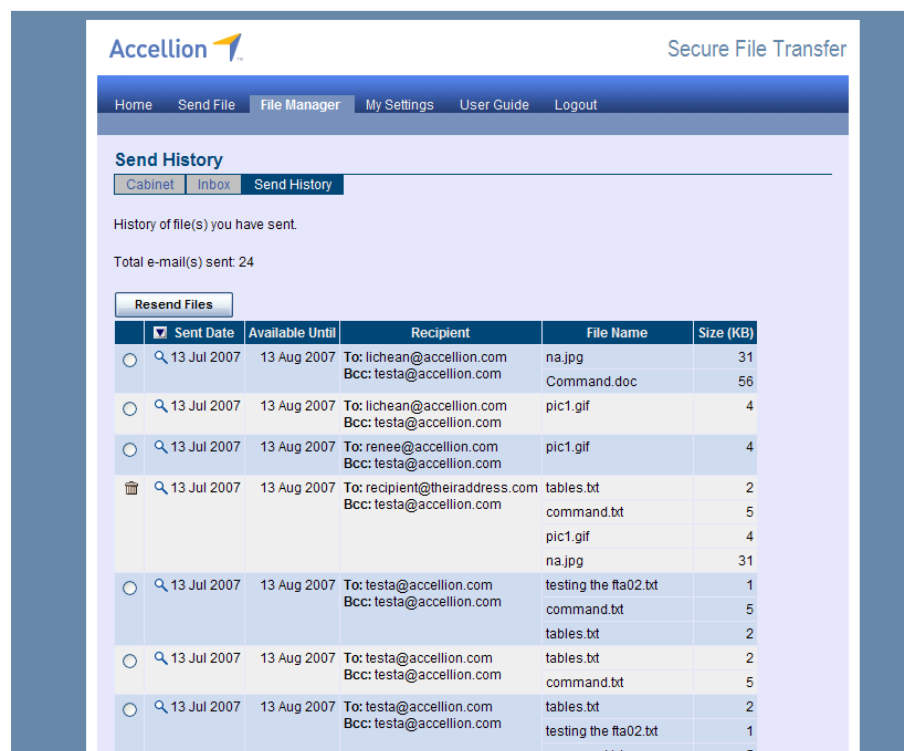
At the bottom of the screenshot, it indicates 'Page 1 of 1 (Total: 6 file(s), 22.96 MB)' and the Accellion File Transfer logo.

To forward a file that you've received, check the checkbox next to file or files, then click the "Forward Files" button. This will open the Send File tab with the file(s) already added.

Click on *Send History* to view the report of files that have been sent to others.

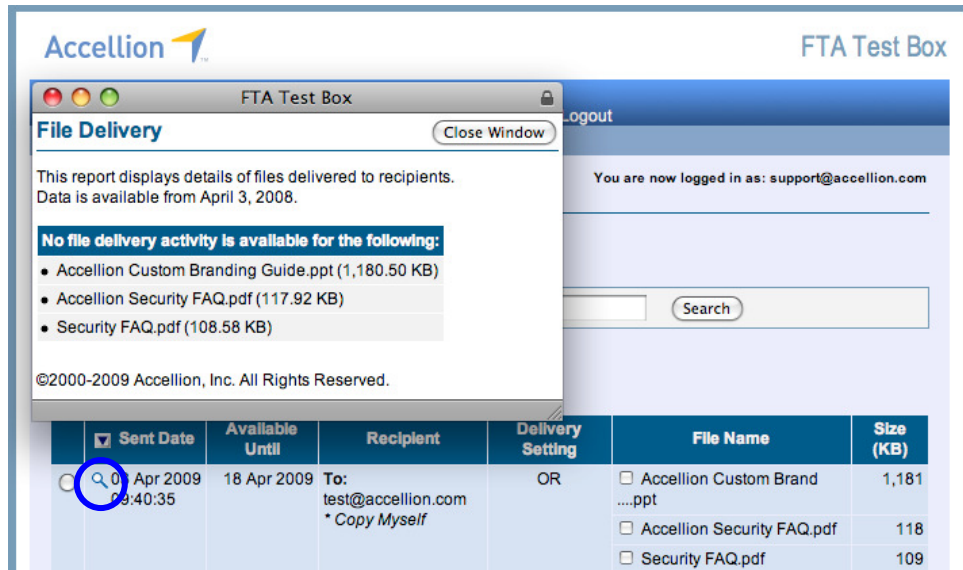
RESENDING FILES

To resend a file, check the box next to the file to be resent, and click the “Resend File” button. This will open the Send File tab with the file already added. You can select multiple files to be sent this way by checking the box next to them. To Resend Files from a particular send event, simply select it and click on *Resend Files*. Resend Message allows you to resend the files with exactly the same details as the original message.



The screenshot shows the Accellion Secure File Transfer interface. At the top, there is a navigation bar with links for Home, Send File, File Manager, My Settings, User Guide, and Logout. Below this, the 'Send History' section is active, showing a history of sent files. A 'Resend Files' button is located above a table of sent files. The table has the following columns: Sent Date, Available Until, Recipient, File Name, and Size (KB). The table contains several rows of data, including files like 'na.jpg', 'Command.doc', 'pic1.gif', 'tables.txt', and 'testing the fla02.bt'.

<input type="checkbox"/>	Sent Date	Available Until	Recipient	File Name	Size (KB)
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: lichean@accellion.com Bcc: testa@accellion.com	na.jpg	31
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: lichean@accellion.com Bcc: testa@accellion.com	Command.doc	56
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: lichean@accellion.com Bcc: testa@accellion.com	pic1.gif	4
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: renee@accellion.com Bcc: testa@accellion.com	pic1.gif	4
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: recipient@theiraddress.com Bcc: testa@accellion.com	tables.txt	2
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: testa@accellion.com Bcc: testa@accellion.com	command.bt	5
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: testa@accellion.com Bcc: testa@accellion.com	pic1.gif	4
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: testa@accellion.com Bcc: testa@accellion.com	na.jpg	31
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: testa@accellion.com Bcc: testa@accellion.com	testing the fla02.bt	1
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: testa@accellion.com Bcc: testa@accellion.com	command.bt	5
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: testa@accellion.com Bcc: testa@accellion.com	tables.txt	2
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: testa@accellion.com Bcc: testa@accellion.com	tables.txt	2
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: testa@accellion.com Bcc: testa@accellion.com	command.bt	5
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: testa@accellion.com Bcc: testa@accellion.com	tables.txt	2
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: testa@accellion.com Bcc: testa@accellion.com	testing the fla02.bt	1
<input type="checkbox"/>	13 Jul 2007	13 Aug 2007	To: testa@accellion.com Bcc: testa@accellion.com	command.bt	5



FTA Test Box

File Delivery Close Window

This report displays details of files delivered to recipients. Data is available from April 3, 2008.

No file delivery activity is available for the following:

- Accellion Custom Branding Guide.ppt (1,180.50 KB)
- Accellion Security FAQ.pdf (117.92 KB)
- Security FAQ.pdf (108.58 KB)

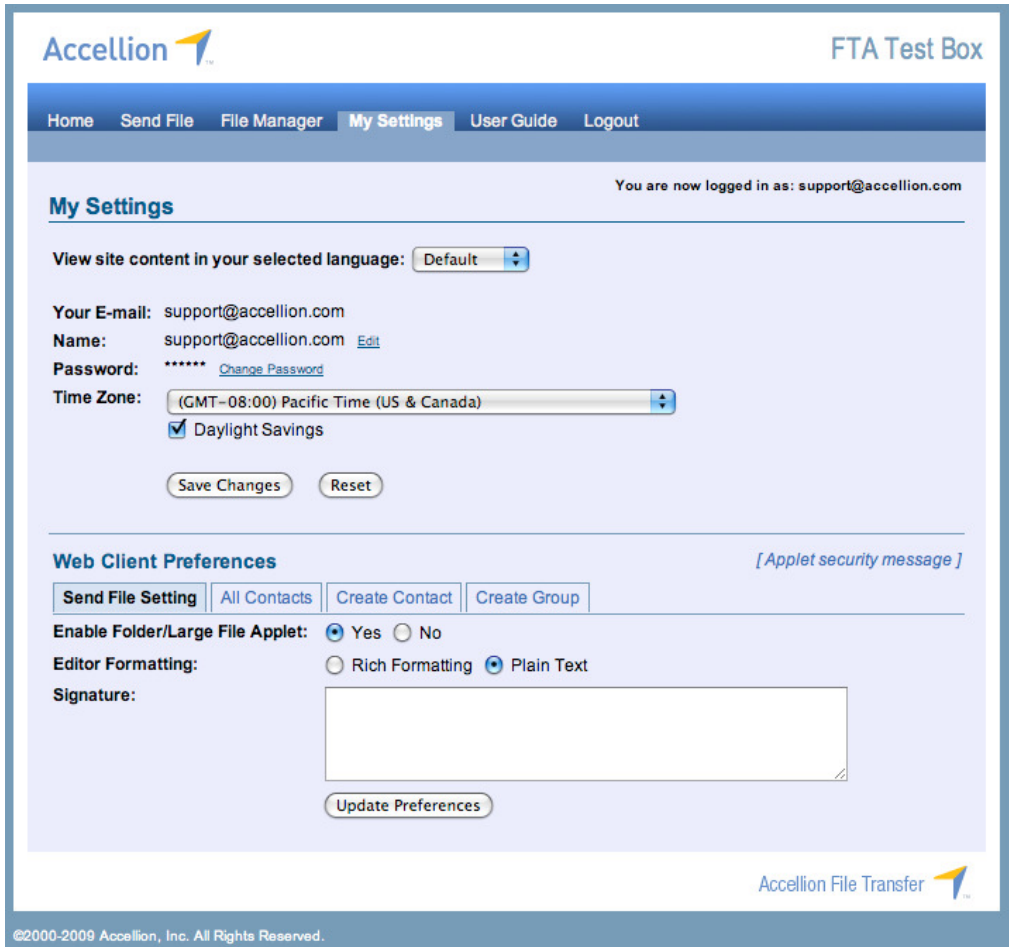
©2000-2009 Accellion, Inc. All Rights Reserved.

<input type="checkbox"/>	Sent Date	Available Until	Recipient	Delivery Setting	File Name	Size (KB)
<input checked="" type="checkbox"/>	18 Apr 2009 09:40:35	18 Apr 2009	To: test@accellion.com * Copy Myself	OR	<input type="checkbox"/> Accellion Custom Branding Guide.ppt <input type="checkbox"/> Accellion Security FAQ.pdf <input type="checkbox"/> Security FAQ.pdf	1,181 118 109

Click on the magnifying glass next to the Send date to bring up the delivery report for that event.

MY SETTINGS

Select My Settings from the menu tab to change password, signature, add up to 300 contacts, add contact groups, enable rich text editor, set the display name in your emails, or reset your auto completion list. Depending on the company policy, you might also have the option to enable or disable the loading of the Folder/Large File applet.



The screenshot displays the 'My Settings' page in the Accellion interface. At the top, there is a navigation bar with tabs for Home, Send File, File Manager, My Settings (selected), User Guide, and Logout. The user is logged in as support@accellion.com. The main content area is titled 'My Settings' and includes a language selection dropdown set to 'Default'. Below this, user details are listed: 'Your E-mail' (support@accellion.com), 'Name' (support@accellion.com with an 'Edit' link), 'Password' (masked with asterisks and a 'Change Password' link), and 'Time Zone' (GMT-08:00 Pacific Time (US & Canada) with a 'Daylight Savings' checkbox checked). 'Save Changes' and 'Reset' buttons are provided. A section for 'Web Client Preferences' includes tabs for 'Send File Setting', 'All Contacts', 'Create Contact', and 'Create Group'. It features radio buttons for 'Enable Folder/Large File Applet' (Yes selected, No unselected), 'Editor Formatting' (Rich Formatting unselected, Plain Text selected), and a signature text area with an 'Update Preferences' button. The footer contains the Accellion File Transfer logo and copyright information: ©2000-2009 Accellion, Inc. All Rights Reserved.

SEND FILE SETTING

Can change editor type (Rich Text or Plain Text), enabled/disable Folder/Large File Applet (when enabled by administrator) and set the signature on emails sent via the web interface.

ALL CONTACTS

When a user sends an email via the web interface, the recipient's email address is saved for faster addressing of future emails. The All Contacts tab shows the addresses that have been saved. From here emails can be edited (if an incorrect one was saved) or deleted.

Web Client Preferences [Applet security message]

When you send files, the Auto-completion tool stores the recipient e-mail addresses for future use.

Total contacts: 3

Name	Details		
Multiple emails	sample1@company.com,sample2@company.com	Edit	Delete
Test Group	3 contacts - sample1@company.com,sample2@company.com,sa ...	Edit	Delete
Test single	sample@company.com	Edit	Delete

CREATE CONTACT

Contacts can be created from this tab. If more than one email address should be associated with the contact, click the +Add more email... link to create another email address field. Then, when typing the name of the contact in the Send File To: field, all email addresses for that contact will be available to choose from.

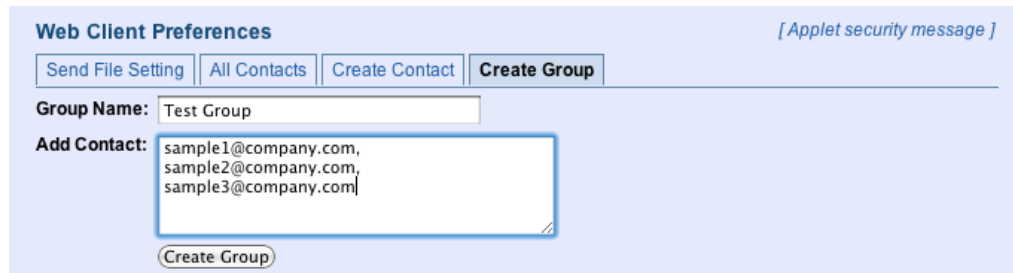
Web Client Preferences [Applet security message]

Contact Name:

E-mail: [+ Add more e-mail...](#)

CREATE GROUP

Multiple email addresses can be made into a group. This allows you to type the name of the group in the Send File To: field to auto-populate it with all addresses in that group.



Web Client Preferences [Applet security message]

Send File Setting | All Contacts | Create Contact | **Create Group**

Group Name:

Add Contact:

To use the contacts or groups, start a new email in the Send File tab. In the To: field, type the name of the group, or an email address and it will automatically show the available addresses that match. Click on the address or group to add it to the To: field.



Send File

To:
"Test single" <sample@company.com>
Test Group

Subject:

Files: Folder/Large File Applet
 no file selected

USER GUIDE

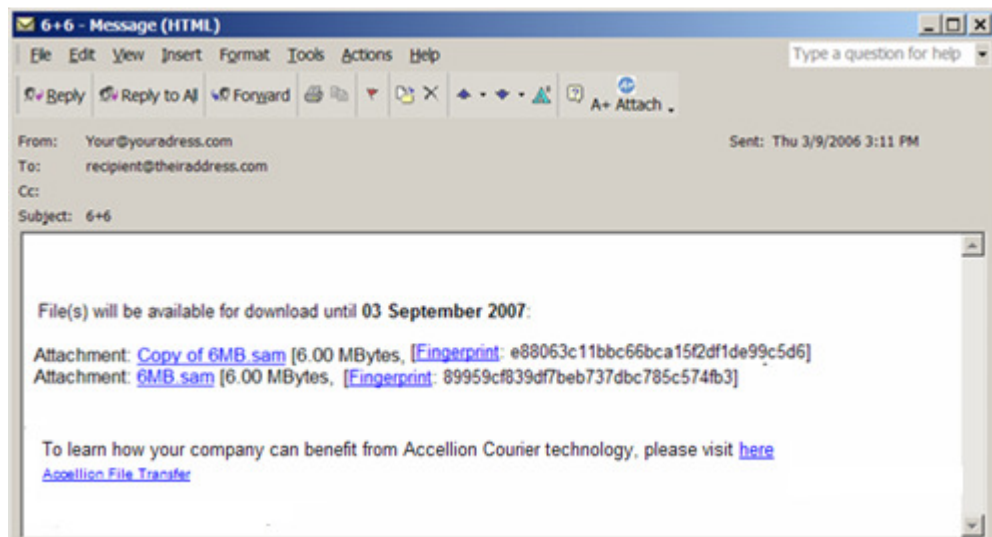
Select User Guide to view the user guide.

LOGOUT

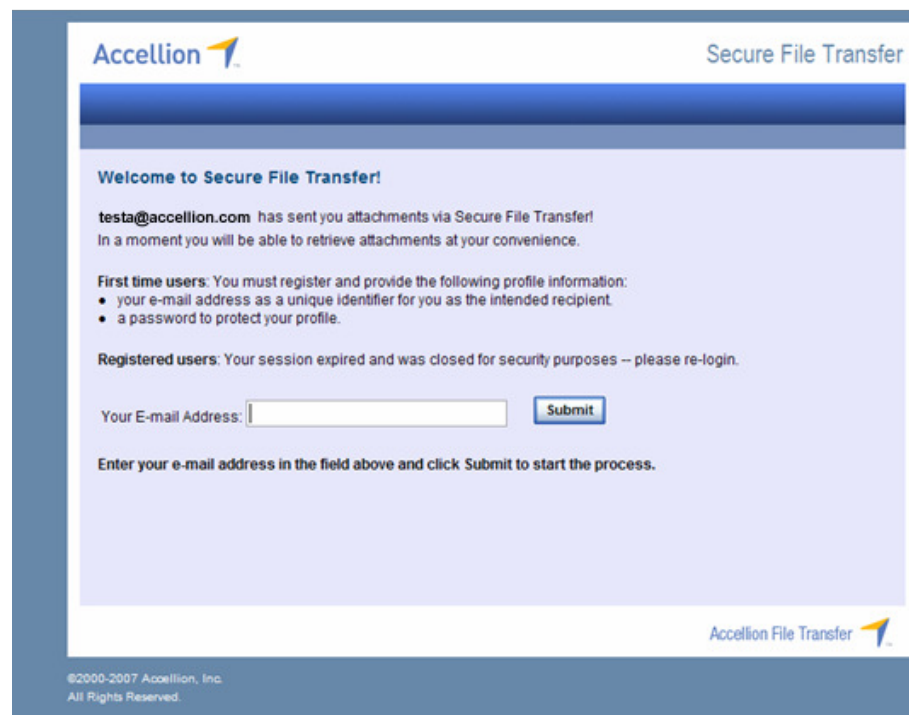
Select Logout if you wish to end the session

RECEIVING FILES

The Recipient receives the email with download link(s) in lieu of attachment(s).

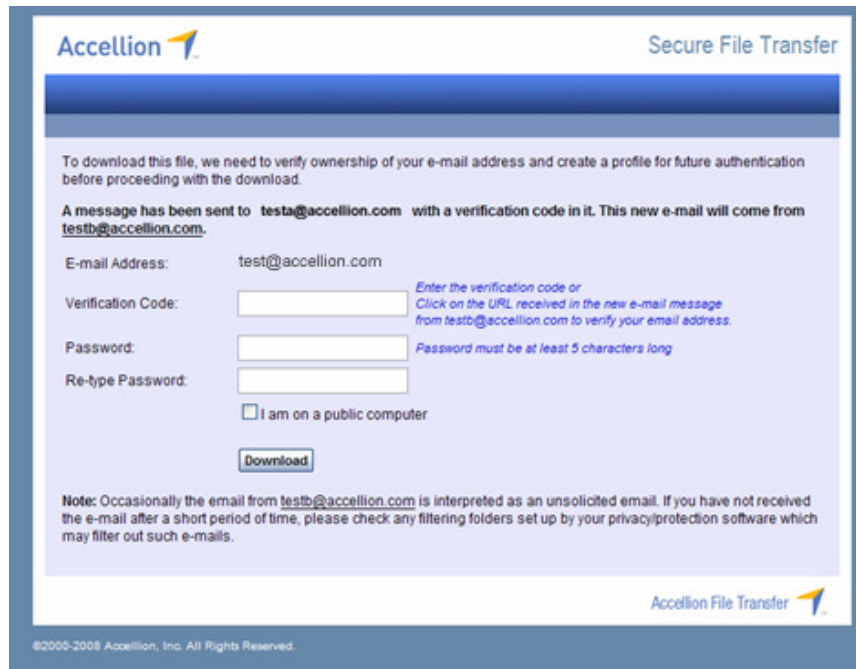


The Recipient clicks the link to open it.



The Welcome window will open for you to enter Your Email Address

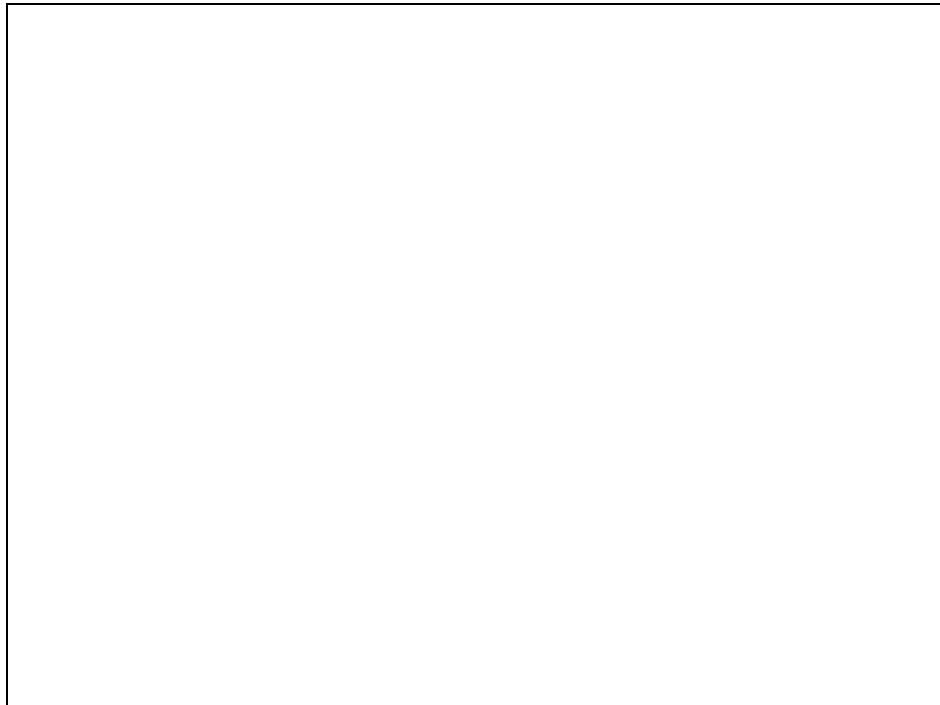
If the recipient hasn't registered before, or if his/her profile hasn't been set up, ownership of the email address needs to be verified before registering his/her profile. You would need to fill in the email verification code and select a password to proceed. Check the option "I'm on a public computer" so that the profile will not be retained locally beyond this session if needed.



The screenshot shows a web form titled "Accellion Secure File Transfer". The form contains the following elements:

- Header:** Accellion logo and "Secure File Transfer" text.
- Text:** "To download this file, we need to verify ownership of your e-mail address and create a profile for future authentication before proceeding with the download."
- Message:** "A message has been sent to testa@accellion.com with a verification code in it. This new e-mail will come from testb@accellion.com." (Note: The original image has a typo 'testa' in the original text, which has been corrected to 'testb' based on the visual content).
- Form Fields:**
 - E-mail Address:
 - Verification Code: (with instructions: "Enter the verification code or Click on the URL received in the new e-mail message from testb@accellion.com to verify your email address.")
 - Password: (with instruction: "Password must be at least 5 characters long")
 - Re-type Password:
- Checkbox:** I am on a public computer
- Button:** Download
- Note:** "Occasionally the email from testb@accellion.com is interpreted as an unsolicited email. If you have not received the e-mail after a short period of time, please check any filtering folders set up by your privacy/protection software which may filter out such e-mails."
- Footer:** Accellion File Transfer logo and "©2000-2008 Accellion, Inc. All Rights Reserved."

If you have already registered, you need to only enter Your Password.







The download process will then begin.



If enabled, you will also have the option to download multiple files at once. Check the box next to the files you wish to download. To download all files, click "Download All".



The screenshot shows the Accellion FTA Test Box interface. At the top left is the Accellion logo, and at the top right is the text "FTA Test Box". Below the header, it says "Logged in as: support@accellion.com [Not you?]". The main content area contains the following text and elements:

- "Please **click** on the link to download the file."
- A list of files for download:
 - Security FAQ.pdf (109 KB) /   
- "The following file(s) were also sent along with the file above and is/are available for download. Please click on a filename below to begin:"
- A list of additional files for download:
 - Accellion Plumber Commercial v2.mov  (6,764 KB) / 
 - Accellion Custom Branding Guide.ppt  (1,181 KB) / 
 - Accellion Security FAQ.pdf  (118 KB) / 
- Two links: [Download All](#) and [Download Selected](#)
- "To send back a file, please login at <https://ftapa.accellion.net>."

At the bottom right of the interface is the text "Accellion File Transfer" with the Accellion logo. At the bottom left, it says "©2000-2009 Accellion, Inc. All Rights Reserved."

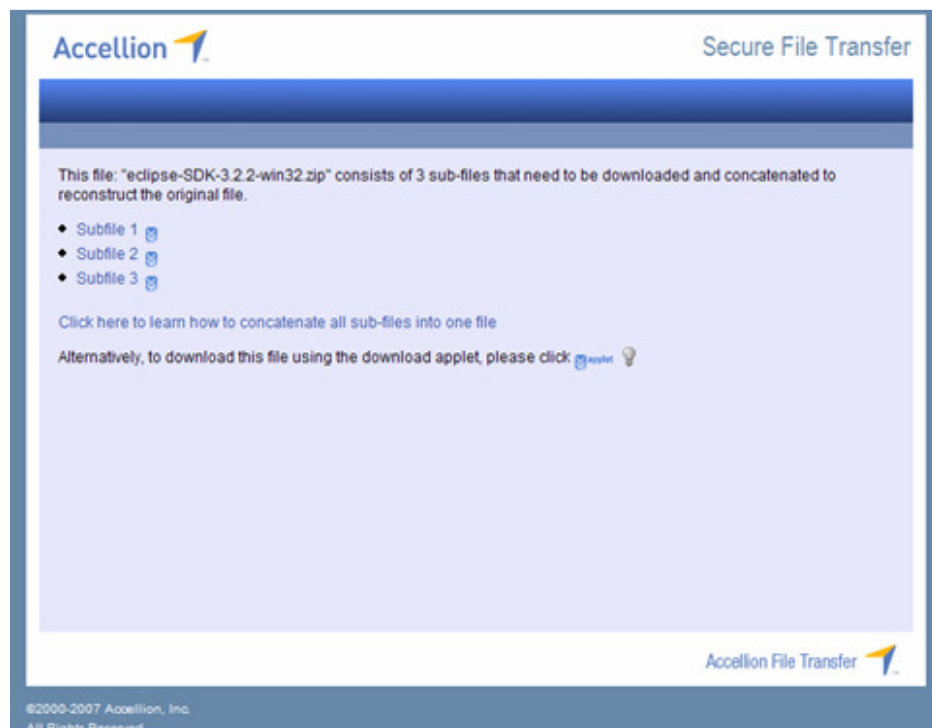
Once fully downloaded, the file can be opened and/or be saved

For convenience, files that are sent in the same package can also be retrieved by clicking on the appropriate filename to begin the download.


RECEIVING FILES OVER 2GB

If the Download Applet has been enabled by the administrator of the Accellion appliance, the complete file will download and these steps will not be necessary as the file will download as one complete file.




If the Download Applet is not enabled, files larger than 2GB need to be downloaded as sub-files and concatenated (put back together) to get the original file. For example, in the screen below the original file sent can be re-created from the 3 sub-files listed after downloading them.



Click on "Click here to learn how to concatenate all sub-files into one file" for further instructions. These instructions are provided for Windows, Linux, and Macintosh systems.

Accellion 
Secure File Transfer


This file: "eclipse-SDK-3.2.2-win32.zip" consists of 3 sub-files that need to be downloaded and concatenated to reconstruct the original file.


- [Subfile 1](#) 
- [Subfile 2](#) 
- [Subfile 3](#) 

[Close help tips](#)

In order to reconstruct the file "eclipse-SDK-3.2.2-win32.zip":

1. Please download the sub-files individually by clicking on the links above. Save these sub-files into the same destination folder.
2. After completing the download of ALL sub-files, open a command prompt/console window.
3. Change the current directory in the command prompt/console window to the destination folder used for downloading as from step(1) above.
4. Run the appropriate command below based on your operating system to concatenate all the sub-files so as to reconstruct the original file:
 - **For Windows system:**
`copy /b subfile1.bin + subfile2.bin + subfile3.bin "eclipse-SDK-3.2.2-win32.zip"`
 - **For Linux / Macintosh systems:**
`cat subfile1.bin subfile2.bin subfile3.bin > "eclipse-SDK-3.2.2-win32.zip"`

Alternatively, to download this file using the download applet, please click [download](#) 

Accellion File Transfer 

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