FileSender
Quick start guide

FileSender is a service that allows you to send files that are too large to be sent by email.
It also allows you to send sensitive files securely.

1. Log in

- Go to MyICN **"My links"** Transfer large files
- Click on Login "logo on the right in the form of a person"

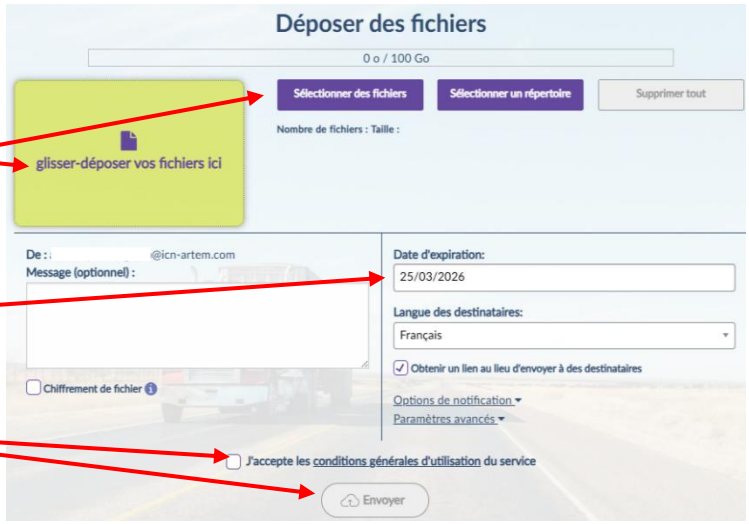


- Choose ICN Business School and use your ICN login details



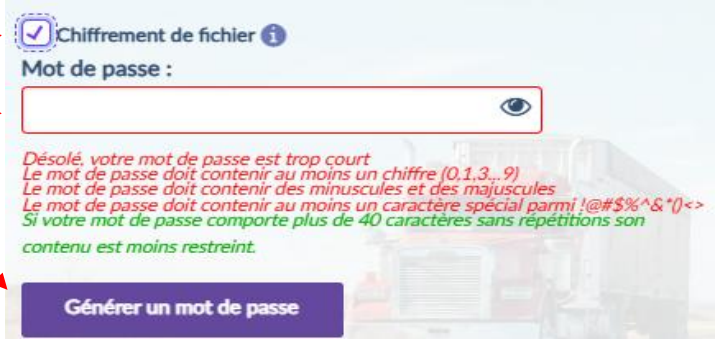
2. Send a large file

- Click on **Upload Files**
- Drag and drop your files or click **Select Files**
- Select the expiration date (15 days by default, 30 days maximum)
- Click on "**I accept the terms and conditions**" and then on "**Submit**."
- Copy the **download link** and send it to the recipients.

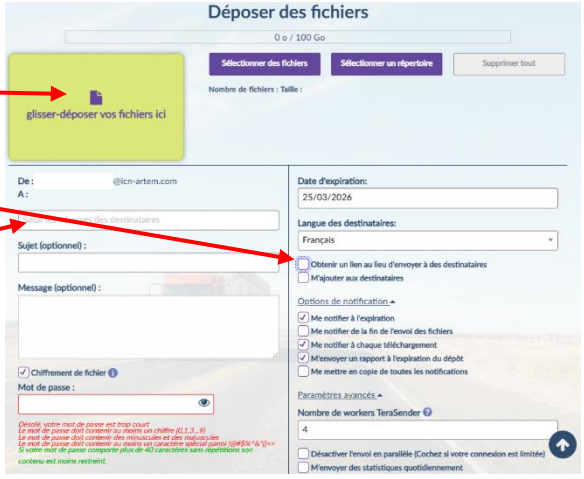


3. Securing a shipment (encryption)

- Check **File Encryption**
- Define or generate a password
- Send the password to recipients by another means

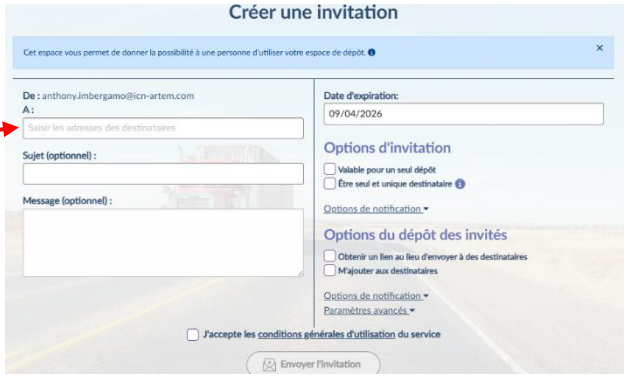


4. Send directly to recipients



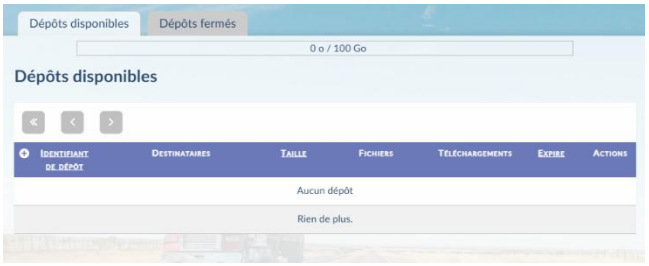
- Click on **Upload Files**
- **Uncheck** the box “Get a link instead of...”»
- Enter the recipients' email addresses
- Add a message (optional) and then click **Send**.

5. Receive files



- Click on Create an invitation
- Enter the person's email address
- She will be able to upload files to your space.

6. Manage or delete a deposit



- Click on **Manage your deposits**
- View, download, or delete your deposits

Best practices :

- Use FileSender for files that are too large for email
- Check the link expiration date
- Use encryption for sensitive files

If you have any further questions, please do not hesitate to contact us at SDN.

Support : SDN@icn-artem.com