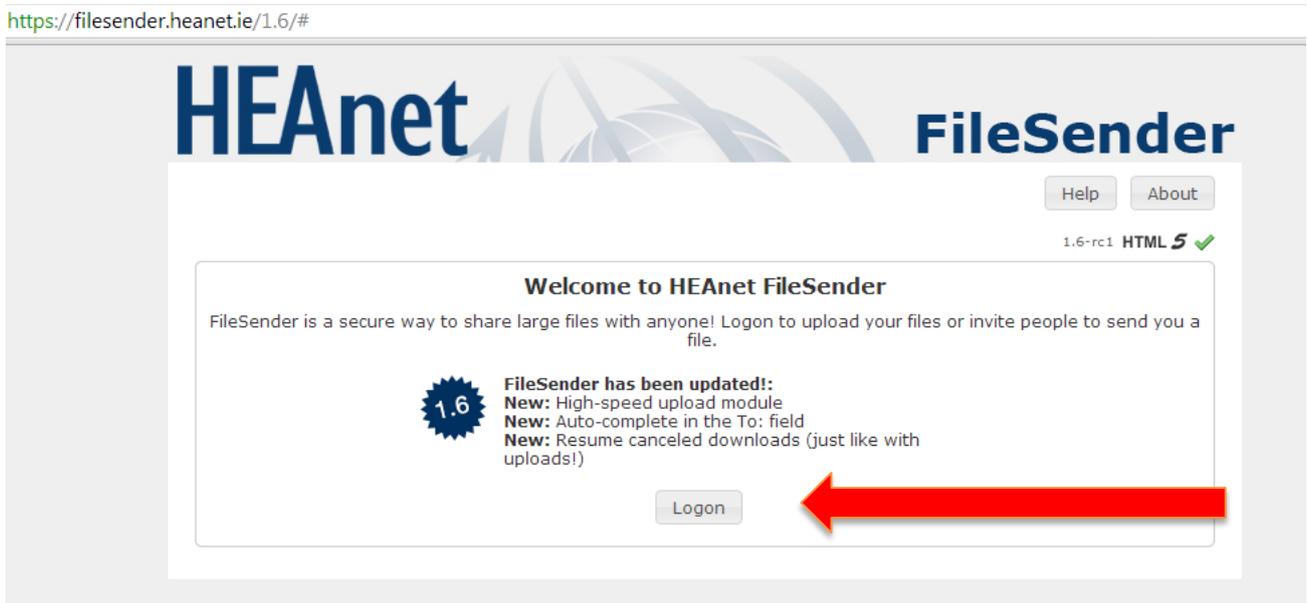
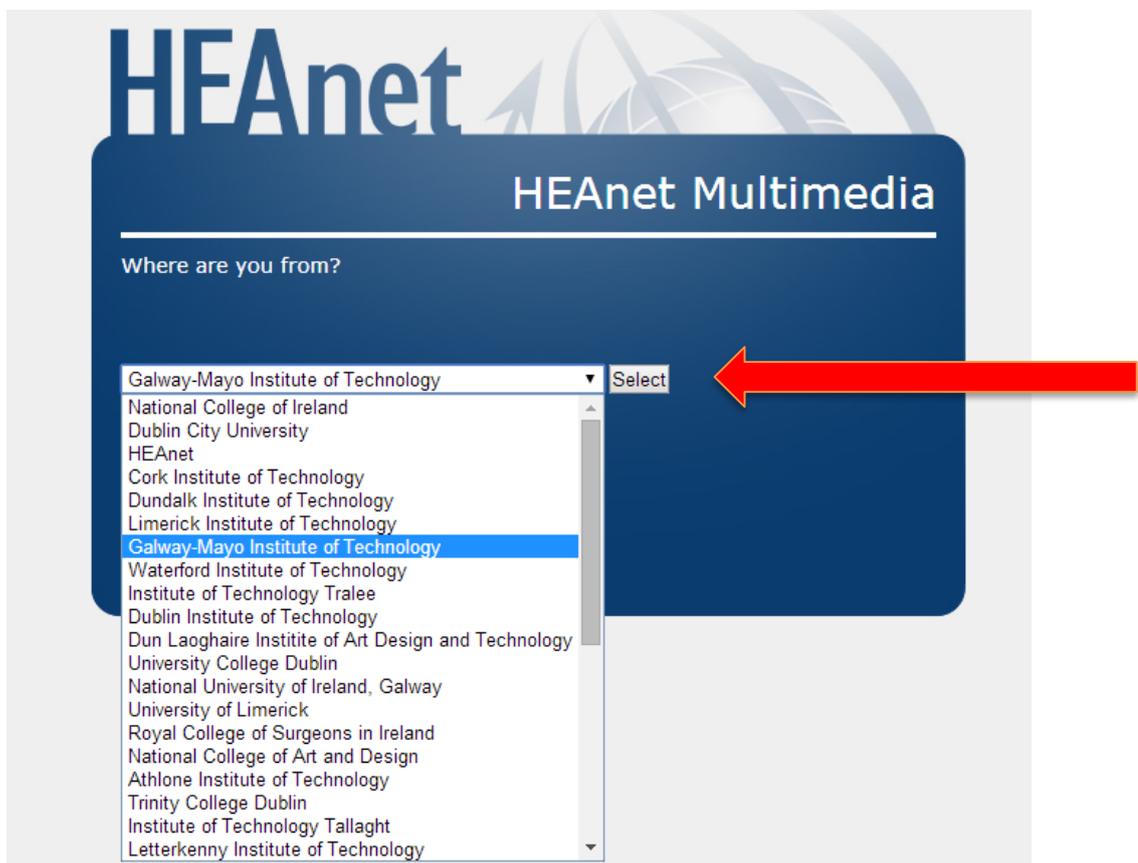


FileSender is a web based application that allows you to securely and easily send large files to others. The steps below outline the process.

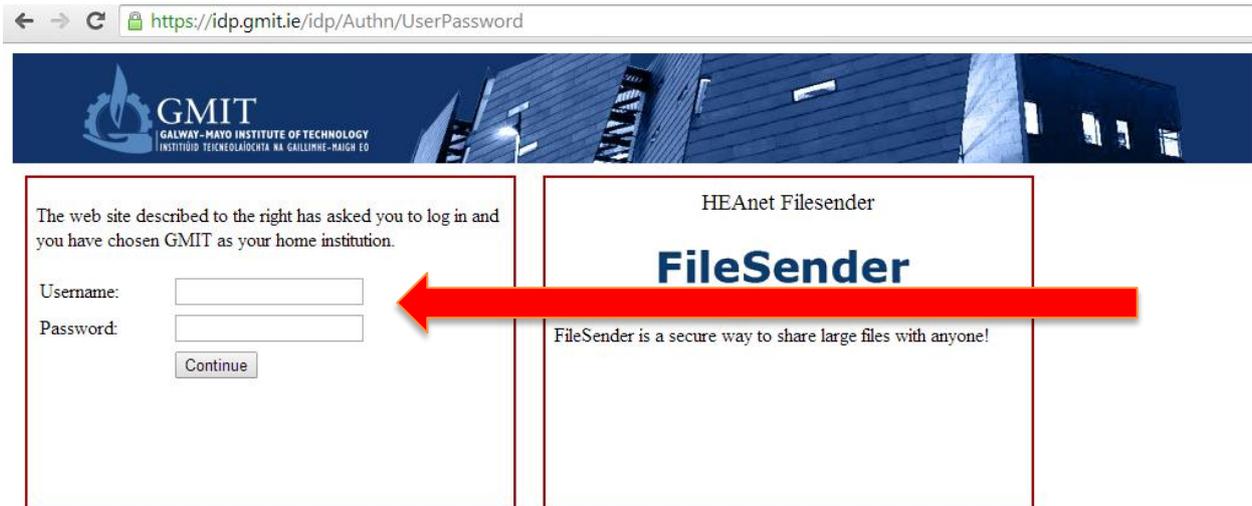
1. Visit the following link and click the “Logon” button <https://filesender.heanet.ie>



2. Choose GMIT from the dropdown list and click “Select”

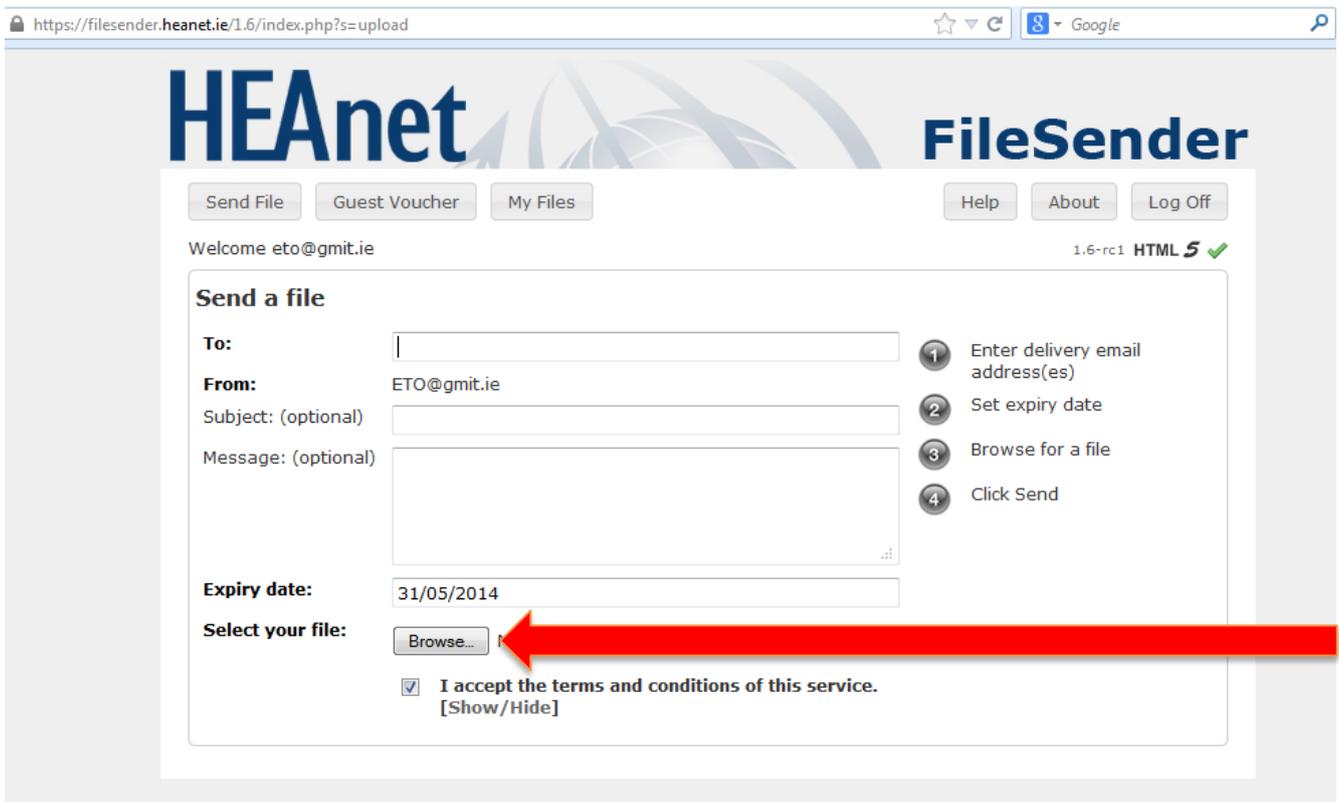


3. Login using your GMIT username and password

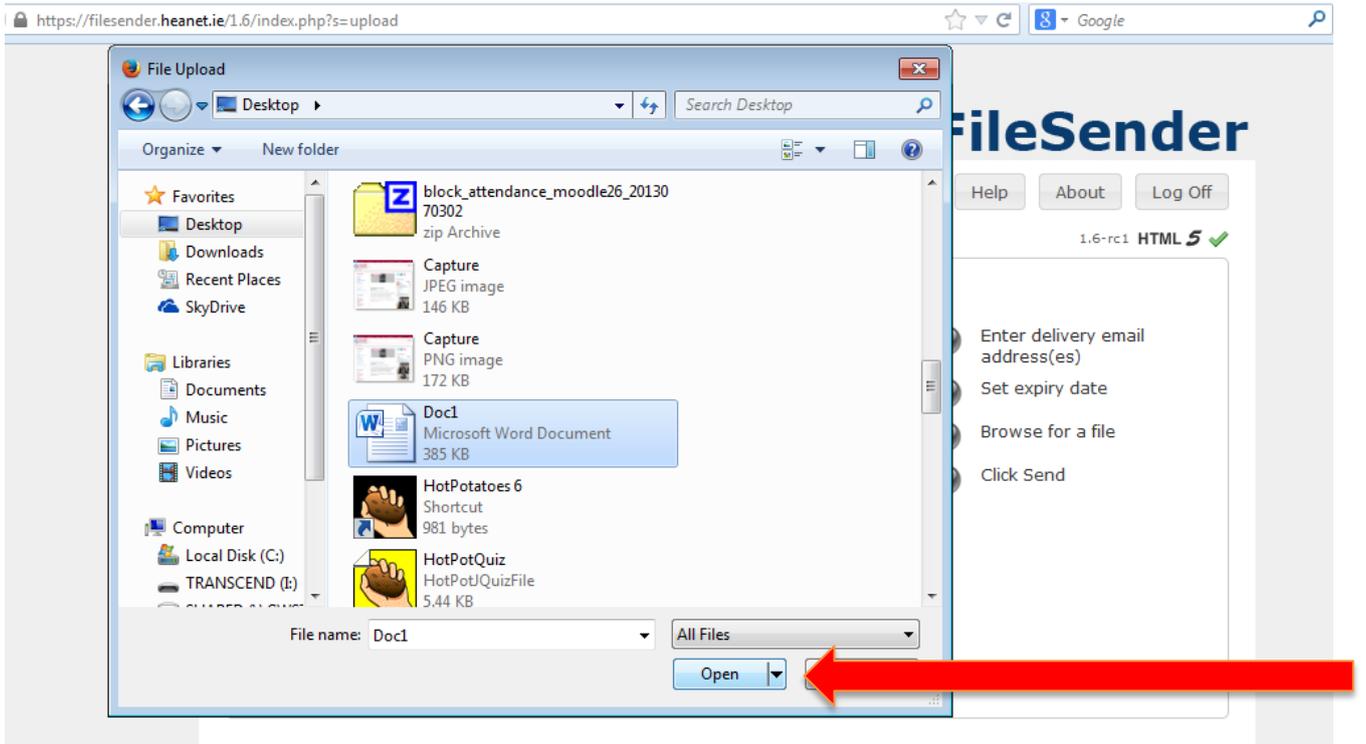


4. Fill out the following information

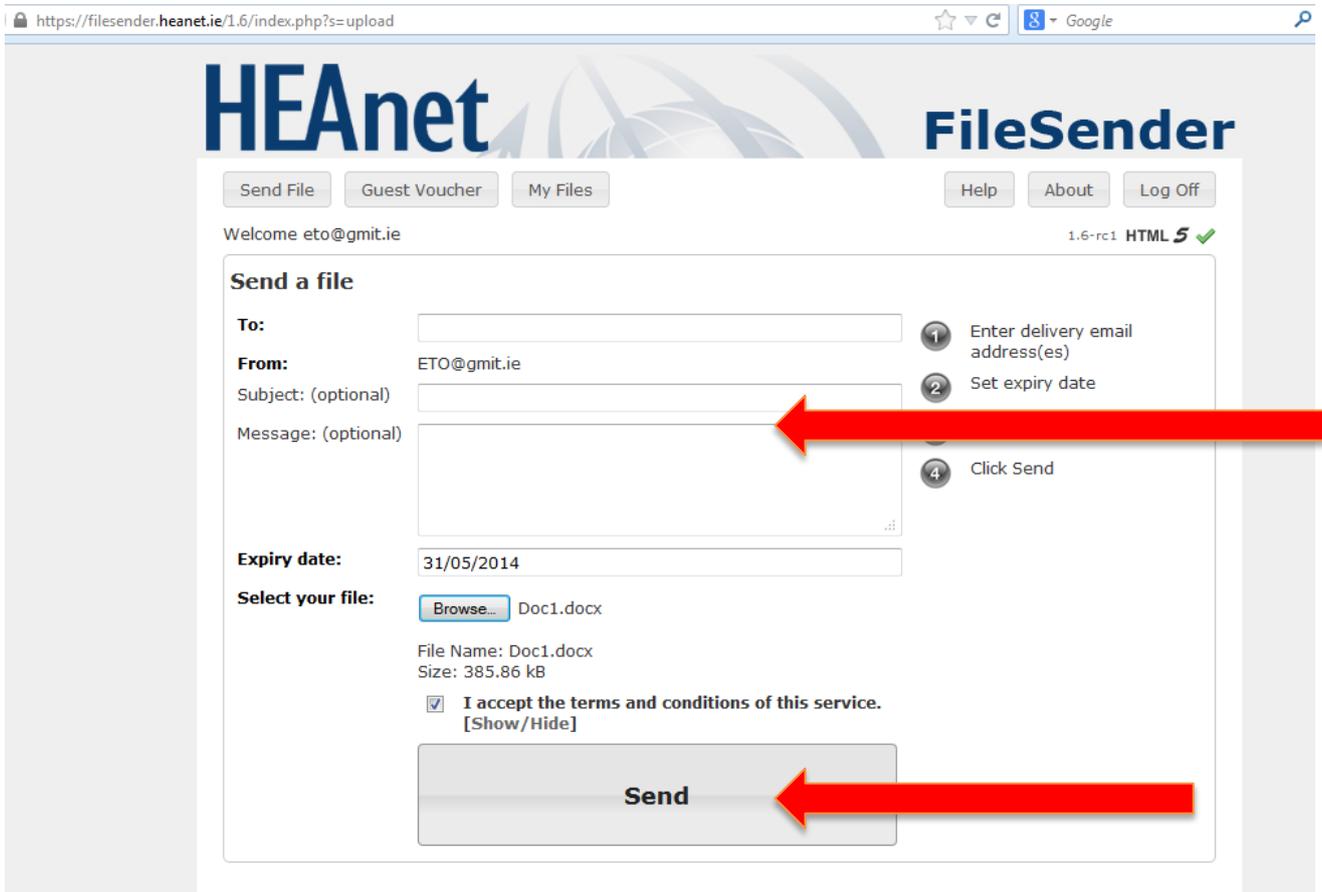
- To: The E-mail address of the person you wish to send the document to, You can send to multiple E-mail addresses by seperating them with a comma, e.g. Joebloggs@gmail.com, joebloggs1@gmail.com
- Expiry Date: This is the date that the file will be automatically deleted, It is set to one month by default.
- Now click the "Browse" button.



8. Browse to the file you wish to send and click the "Open" button



9. Add a subject line or message if you wish



10. Your File is now ready to send