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

C Anttps://idp.gmit.ie/idp/Authn/UserPassword GMIT	
The web site described to the right has asked you to log in and rou have chosen GMIT as your home institution.	HEAnet Filesender FileSender
Password: Continue	FileSender is a secure way to share large files with anyone!

- **4.** Fill out the following information
- 5. 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. <u>Joebloggs@gmail.com</u>, <u>joebloggs1@gmail.com</u>
- 6. Expiry Date: This is the date that the file will be automatically deleted, It is set to one month by default.
- **7.** Now click the "Browse" button.

https://filesender.heanet.ie/1.6/index.php?s=uplo	ad	☆ マ C S - Google	P
HEAn	et	FileSender	
Send File Guest	Voucher My Files	Help About Log Off	
Welcome eto@gmit.ie		1.6-rc1 HTML 5 🛷	
Send a file			
To: From: Subject: (optional) Message: (optional)	ETO@gmit.ie	 Enter delivery email address(es) Set expiry date Browse for a file Click Send 	
Expiry date:	31/05/2014		
Select your file:	Browse		
	I accept the terms and conditions of this service. [Show/Hide]		



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

9. Add a subject line or message if you wish

https://filesender.heanet.ie/1.6/index.php?s=upload		☆ マ C 8 - Google	م
HEAn	et	FileSender	
Send File Guest	Voucher My Files	Help About Log Off	
Welcome eto@gmit.ie		1.6-rc1 HTML 5 🗸	
Send a file			
To: From: Subject: (optional)	ETO@gmit.ie	 Enter delivery email address(es) Set expiry date 	
Message: (optional)		Click Send	
Expiry date:	31/05/2014		
Select your file:	Browse Doc1.docx File Name: Doc1.docx Size: 385.86 kB I accept the terms and conditions of this service. [Show / Hide]		
	Send		