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## ***Using the Accellion Secure File Transfer Appliance***

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The Accellion Secure File Transfer Appliance provides a secure way to send large files using email to recipients both inside and outside the University. Rather than using your email to transfer very large attachments, the use of Accellion will reduce the load and storage on campus email servers by temporarily storing the files on the secure appliance and not transferring them through the email servers and accounts.

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### **WHO CAN USE ACCELLION?**

In order to use Accellion you must have an active myUMB Directory account.

Your username is your myUMB ID and your password is your myUMB password. If you need to set up or change your myUMB password go to <https://directory.umaryland.edu/pw.asp>.

If you do not know the status of your myUMB account or need assistance logging in with your myUMB ID and password, please contact the ASC Help Desk at 410-706-HELP (4357).

### **SENDING A FILE**

After logging into the Accellion Secure File Transfer Appliance, files can be sent by selecting the "Send File" menu tab which provides an interface to compose an email and attach files. After clicking on the "Send" button, the files will be uploaded to the Accellion appliance and an email message is sent to the recipient with a secure link to the files. You can choose to receive a notification message from Accellion when the large files are downloaded by the recipient.

### **HOW BIG OF A FILE CAN BE SENT?**

When using the Accellion Secure File Transfer Appliance, the maximum number of attachments is 10 and can total up to 2 GB in size which will be sent at one time.

### **RECEIVING A FILE**

The recipient of an Accellion file transfer will receive an email containing a secure link. The recipient can click on the secure link to download the files. They will need to log into Accellion to access the file.

If the recipient is a first time user of Accellion, they may be asked to authenticate themselves. This is a quick automated procedure that includes verifying ownership of their email address.

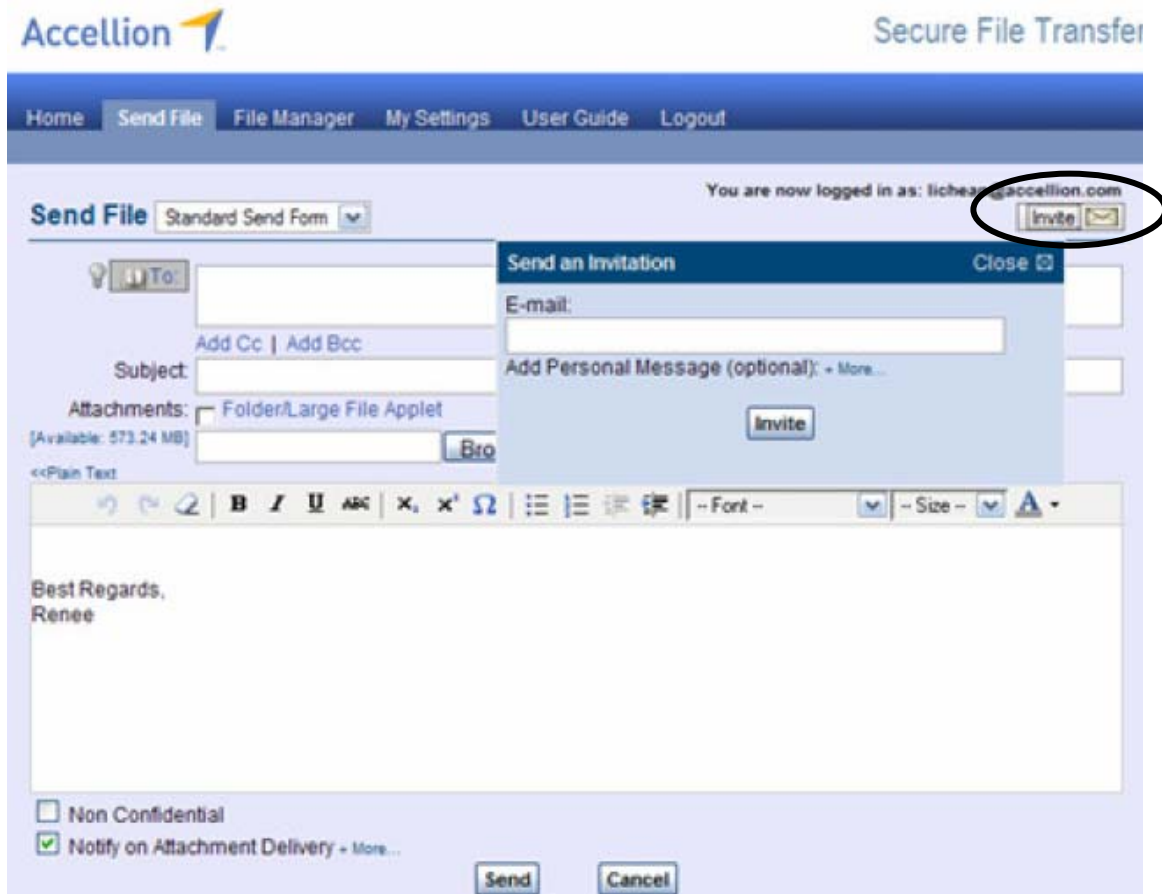
### **HOW LONG WILL THE FILES BE STORED ON ACCELLION?**

The Accellion Secure File Transfer Appliance is NOT for permanent file storage and will only store files for up to 14 days. Files not retrieved within 14 days will automatically be deleted from the system.

## INVITE

An invitation can be sent to other users outside of the University system to use the Accellion Secure File Transfer Appliance to send files. These users have limited access to Accellion, they can only send files to individuals at the University using Accellion.

To send an invitation, click on the “Invite” button (beside the picture on an envelope) located in the upper right corner of the “Send File” screen. Enter the invitee’s email address, and click on the “Invite” button to send an invitation. Additionally, you can include a personal message to the invitation.



## ARE THERE ANY OTHER USEFUL TOOLS AVAILABLE?

In addition to basic send and receive functions, the “File Manager” menu tab provides a File Cabinet, In-box, and Send History features for keeping track of files which have been sent and received using Accellion.

## QUESTIONS?

If you require further assistance registering for or using the Accellion Secure File Transfer Appliance, please contact The ASC Help Desk at 410-706-HELP (weekdays, 8:00 a.m. - 5:00 p.m.) or send e-mail to [help@umaryland.edu](mailto:help@umaryland.edu).