



Universiteit
Leiden

User Manual

SURFshare Filesender



FILESENDER

Introduction

SURFshare Filesender allows you to easily share files (even large ones) with others. For extra security you can even send the files encrypted. The files are placed on Surfnet servers and can subsequently be shared via a link sent by e-mail.

To function properly, Filesender requires an HTML 5-compatible web browser. If the icon below (with a red cross) appears on the Filesender page, Filesender will not be able to function properly.

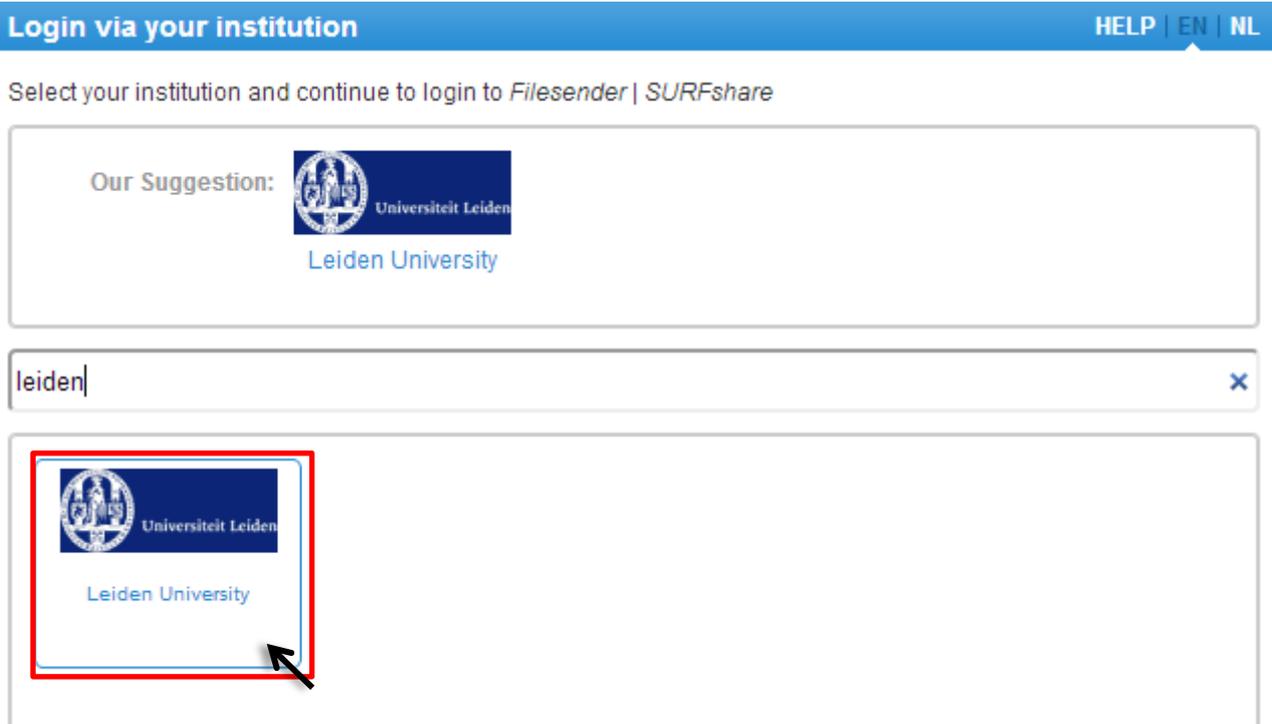
1.5-exp HTML 5 

Logging in to SURFshare Filesender

1. Go to <https://filesender.surfshare.nl/> and select “Aanmelden”



2. Select “Leiden University”



3. Enter your ULCN user details and click “Login”

Please login with your ULCN account

Username

Password

[Login](#)

Sending files with Filesender

1. Once you log in to Filesender, you will see the screen below. In this example, the relevant details have already been entered.

The screenshot shows the Filesender web interface. At the top, there are logos for aarinet, UNINETT, HEAnet, and SURF NET, with the text "an initiative by" above them. Below the logos, there are navigation buttons: "Send File" (highlighted with a red box and an arrow), "Guest Voucher", "My Files", "Help", "About", and "Log Off". The user is logged in as "Mars" and the page is labeled "1.5 HTML 5" with a green checkmark.

Send a file

To: **1** Enter delivery email address(es)

From: **2** Set expiry date

Subject: (optional)

Message: (optional) **3** Browse for a file

Expiry date: **4** Click Send

Select your file: test.zip

File Name: test.zip
Size: 241.24 MB

I accept the terms and conditions of this service. [Show/Hide]

- Complete all mandatory fields and select “Send”

To	E-mail address of recipient
From	Your e-mail address (automatically entered)
Subject	Subject of the e-mail
Message	Text content of the e-mail
Expiry date	End date of link download validity for the sent file
File	The file to be sent (in our example a ZIP file)

- After the file was sent successfully, filesender reports:
‘Your file has been uploaded and message sent.’

Encryption

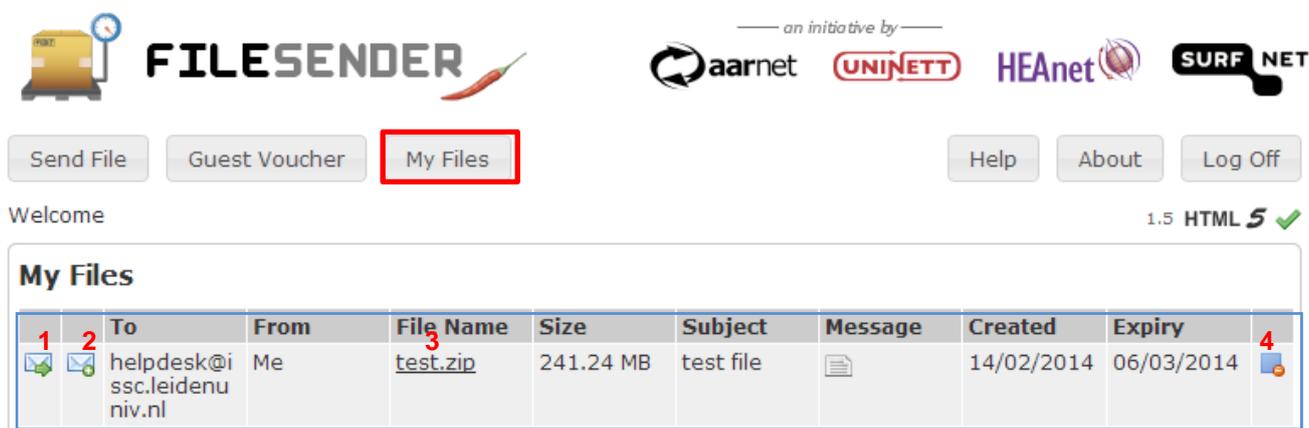
When sending/uploading a file you can choose to encrypt your file. Your browser and the browser of the recipient will en- or decrypt your file with a password. The upload-page will suggest a password, which you can change if you want to.

Filesender does not use this password and never sends it to the server or the recipient. Only the sender/uploader knows the password. Make sure you communicate the password to the recipient via a separate and safe channel, for example by encrypted mail or phone/SMS.

NOTE: The maximum size for sending an encrypted file is 250 MB. When you use encryption, the option to resume a disconnected upload afterwards is not available.

My files

Via the ‘My files’ option, you can manage all your files on the SURF server. You can see the available options in the table below.









Welcome 1.5 HTML5 ✓

My Files										
	To	From	File Name	Size	Subject	Message	Created	Expiry		
1	2	helpdesk@i ssc.leidenu niv.nl	Me	3	test.zip	241.24 MB	test file	14/02/2014	06/03/2014	4

1	Send a new e-mail with download link to the recipient
2	Send an e-mail with link to file to another recipient
3	Open or save uploaded file
4	Delete uploaded file from the SURF server

Receiving files with SURFshare Filesender

The recipient will receive an e-mail with an invitation to download the sent file.

1. Below you see an example of the kind of e-mail the recipient receives.

From: @umail.leidenuniv.nl Sent: vr 14-2-2014 11:27
To: ISSC - Helpdesk
Cc: @umail.leidenuniv.nl
Subject: SURFshare FileSender: test file

Dear Sir, Madam,

The file below has been uploaded to SURFshare FileSender by m.w.a.mars@umail.leidenuniv.nl and you have been granted permission to download this file.

Filename	Filesize	Download link	Valid until
test.zip	241.24 MB	https://filesender.surfshare.nl/filesender/?vid=471ea6d0-9dc2-ef09-ba94-0000456423c9	06-03-2014

Personal message from @umail.leidenuniv.nl:

Dear Helpdesk,

Best regards,
SURFshare FileSender

The recipient has to select the download link followed with “**Start Download**” to save the file.



an initiative by

Help About Logon

Welcome Guest 1.5 HTML 5 X

Download

To: helpdesk@issc.leidenuniv.nl
From: @umail.leidenuniv.nl
Subject: test file
Message: Dear Helpdesk,
File Name: test.zip
File Size: 241.24 MB
Expiry date: 06/03/2014

Start Download

Guest Voucher

You can send an invitation to authorise a third party to also send a file via Filesender. This can be useful if the recipient has to send back a large file via Filesender.

1. Select "Guest Voucher" and enter the email address of whom you want to invite, followed by the end date on which the recipient can send a file via Filesender. Finally, select "Send Voucher".

Welcome 1.5 HTML5 ✓

Guest Voucher

A Voucher allows someone to send you a file.
To create a voucher, enter an email address then select Send Voucher.
An email will be sent to the recipient with a link to use the Voucher.

Send voucher to:

Expiry date:

To	Created	Expiry
There are currently no vouchers available		

2. If the invitation was sent successfully, the following screen will appear.

Voucher Sent

Guest Voucher

A Voucher allows someone to send you a file.
To create a voucher, enter an email address then select Send Voucher.
An email will be sent to the recipient with a link to use the Voucher.

Send voucher to:

Expiry date:

To	Created	Expiry
helpdesk@issc.leidenuniv.nl	14/02/2014	06/03/2014

* If you want to cancel the invitation, select the icon that is marked in red in the example above.

3. The recipient will receive the e-mail below.

From: [redacted]@umail.leidenuniv.nl Sent: vr 14-2-2014 13:02
To: [redacted] ISSC - Helpdesk
Cc: [redacted]@umail.leidenuniv.nl
Subject: SURFshare FileSender: Voucher

Dear Sir, Madam,

Please, find below a voucher which grants access to SURFshare FileSender.

With this voucher you can upload once one file and make it available for download to a group of people.

Issuer	Voucher link	Valid until
[redacted]@umail.leidenuniv.nl	https://filesender.surfshare.nl/filesender/?vid=677ffe20-d98d-5408-d32a-000058bec121	06-03-2014

Best regards,
SURFshare FileSender

4. Once the recipient clicks the “**Voucher link**”, he or she will see the screen below, which allows him or her to send a file via Filesender.



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Help About Logon

Welcome Guest 1.5 HTML 5 X

Send a file

To:

From: helpdesk@issc.leidenuniv.nl

Subject: (optional)

Message: (optional)

Expiry date:

Select your file:

I accept the terms and conditions of this service. [Show/Hide]

- 1 Enter delivery email address(es)
- 2 Set expiry date
- 3 Browse for a file
- 4 Click Send