

User Guide for Secure Attachment File Encryption (SAFE)

Steps for accessing and using the Secure Attachment File Encryption (SAFE) service are outlined here. Please contact the IR&C Technology Service Desk at (510) 987-0457 or techdesk@ucop.edu if you have questions or encounter problems with the service.

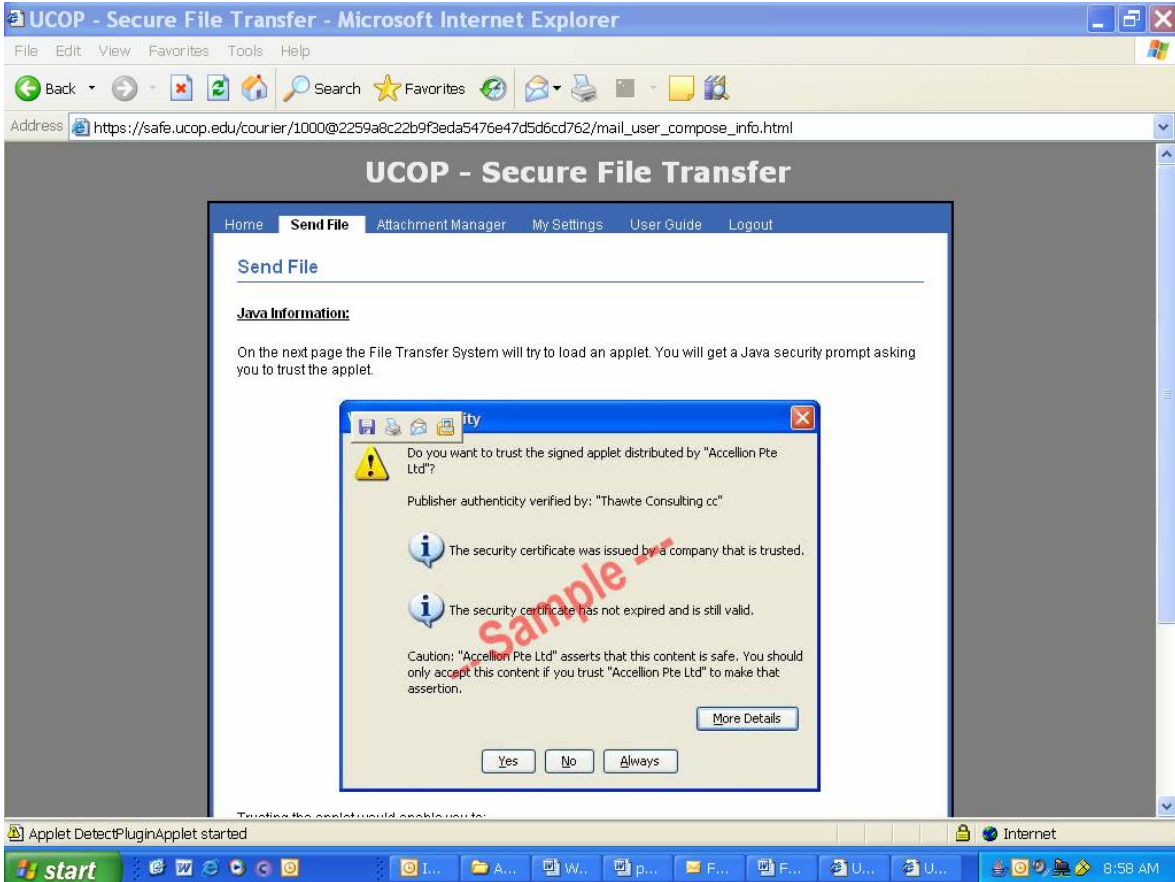
1. Accessing SAFE

Direct your Web browser to <https://safe.ucop.edu> and log in using your standard UCOP e-mail address and computer login.

User Guide for Secure Attachment File Encryption (SAFE)

2. Sending Files

The first time you log into SAFE, you will be directed to the page shown below. Scroll to the bottom and click OK.



The **Send File** window will be displayed in your browser. In the future, this is the page that will come up whenever you log in.

The screenshot shows the 'UCOP - Secure File Transfer' application interface. At the top, there is a navigation bar with links for 'Home', 'Send File' (which is the active tab), 'Attachment Manager', 'My Settings', 'User Guide', and 'Logout'. Below the navigation bar, the main content area is titled 'Send File'. The interface includes a 'To:' field with a lightbulb icon, a 'Subject' field, and an 'Attachments:' section with a 'Browse' button and a link to 'Attach another file'. At the bottom, there are two checked checkboxes: 'Send me a copy' and 'Notify on Attachment Delivery', followed by 'Send' and 'Cancel' buttons.

The **Send File** interface is similar to a standard e-mail program and provides similar functions, including access to the UCOP Global Address List. Additional options in the **Send File** window are:

Send me a copy

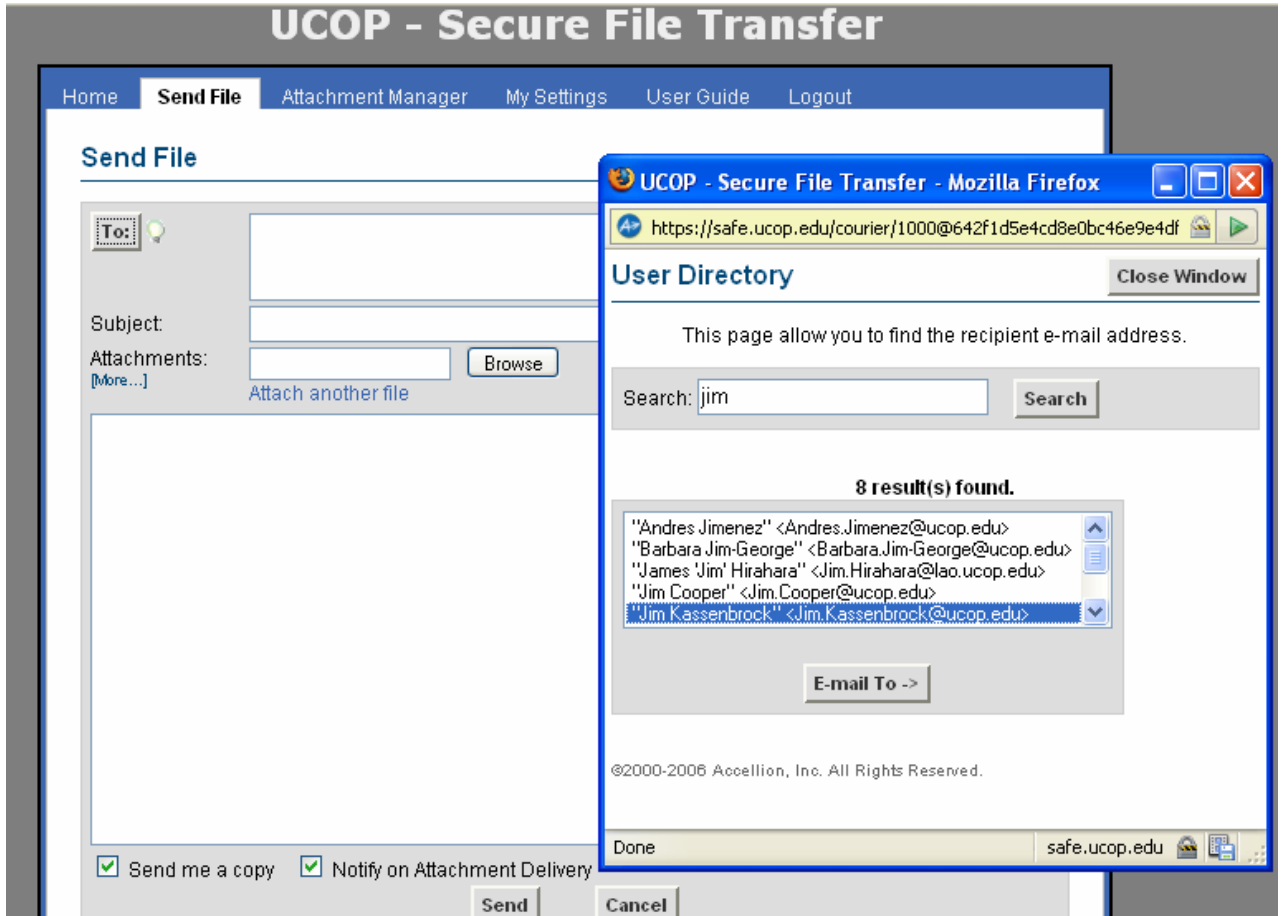
- When selected, the sender will receive a copy of the e-mail sent to the recipient.

Notify on Attachment Delivery

- When selected, the sender will be notified via e-mail that the recipient has accessed the attachment file(s) on the server.
 - Note: If the message was sent to multiple addresses, the notice does not indicate which recipients have accessed the files. In this case, the **Delivery Report** feature in the **Attachment Manager** tab can be used to review more specific file access details.

User Guide for Secure Attachment File Encryption (SAFE)

Enter the recipient's e-mail address, or select a recipient from the UCOP Global Address List (GAL). To use the GAL, click on the **To:** button, enter part or all of the recipient's first or last name, and then click **Search**. Select the appropriate address from the list of UCOP addresses matching your search criteria (see example image below).



Click on the **Browse** button to select and upload your file. Compose a message to the recipient(s) in the box below the Browse button, and press the **Send** button.

3. The Attachment Manager

Attachments that have been uploaded to the SAFE server will remain available to both the sender and recipient for fifteen days. After that period, the file(s) will automatically be deleted from the server and the attachment links contained in the recipient e-mails will expire.

The **Attachment Manager** tab in the Web interface can be used to review and manage any attachments you have stored on the system that have not passed the 15 day expiration point.

The screenshot shows the 'Attachment Manager' tab in the UCOP - Secure File Transfer web interface. The navigation bar includes 'Home', 'Send File', 'Attachment Manager', 'My Settings', 'User Guide', and 'Logout'. The main content area has a title 'Attachment Manager' and a sub-header 'The recently sent files are shown here. You may not see all the files as the older files are deleted after a certain time.' Below this is a search form with 'Account: All' (dropdown), 'Search For:' (text input), and a 'Submit' button. The results show 'Page 1 of 1 (Total: 1 file(s), 160.00 KB)'. There are two buttons: 'Resend Files' and 'Delivery Report'. A table lists the file 'address.mdb' with a checked checkbox, a date of '2006-11-20 13:03:26', and a size of '160.00 KB'. Below the table is another 'Page 1 of 1 (Total: 1 file(s), 160.00 KB)' and a copyright notice '©2000-2006 Acoellion, Inc. All Rights Reserved.'

Reports on your sending history and on which recipients have viewed or downloaded the files are available from the **Delivery Report** tab.

The screenshot shows the 'File Delivery' report window with a 'Close Window' button in the top right. The text below the title reads 'This report displays details of files delivered to recipients.' Below this is a table with the following data:

Delivery Time	Recipient	Transfer Time (Sec)	Transfer Rate (kbps)
address.mdb (160.00 KB)			
2006-11-20 13:05:34	roong.uabhaibool@ucop.edu	1.44	891

©2000-2006 Acoellion, Inc. All Rights Reserved.

4. My Settings

Select the **My Settings** tab to create and save a standard signature that will be appended to the bottom of each message sent from the Secure File Transfer server.

By default, the system retains a history of recipient e-mail addresses that you have used. This list can be cleared by clicking the **Reset Auto Completion List** button.

UCOP - Secure File Transfer

Home Send File Attachment Manager **My Settings** User Guide Logout

My Settings

Change Password
To change your password, please contact your administrator for assistance.

Web Client Preferences *[Applet security message]*

Enable Applet: Yes No

Signature:

Auto Completion List
The Auto Completion tool captures e-mail addresses to which you have sent files till now.
You have 10 items in your Auto Completion list.

5. Ending the Session

Select the **Logout** tab to sign out of the system when you are done.