

Secure File Transfer

1. <https://it.cornell.edu/secure-file-transfer>
 - a. Log-in using Cornell Net ID and password
2. Prepare Upload



3. Send File(s) to Cyndi Beckley (cab496) and Cindy Grey (cmk26). Click “add”.
4. Choose number of files to be uploaded.
5. Upload file(s):
 - a. Click “Choose File”
 - b. Choose the file to upload
 - c. Move to upload next file, if there are multiple files

6. **Do not send confidential data via a note.**

7. **File #1**
 No file chosen

Notes:

Expiration:

8. A notification email will be sent to verify the file has been sent successfully.
9. Confirmation will be sent when it is received by OUR.