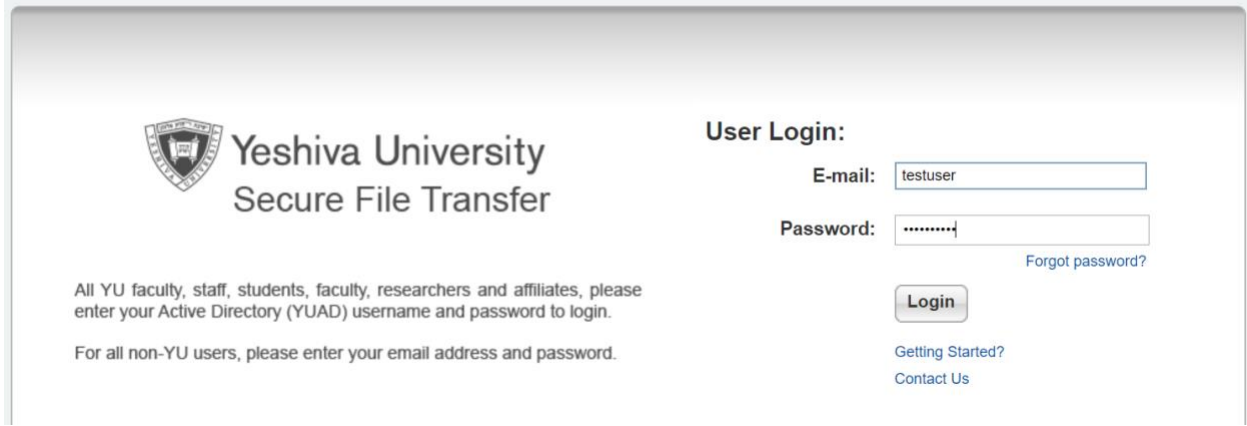


## How to send secure files

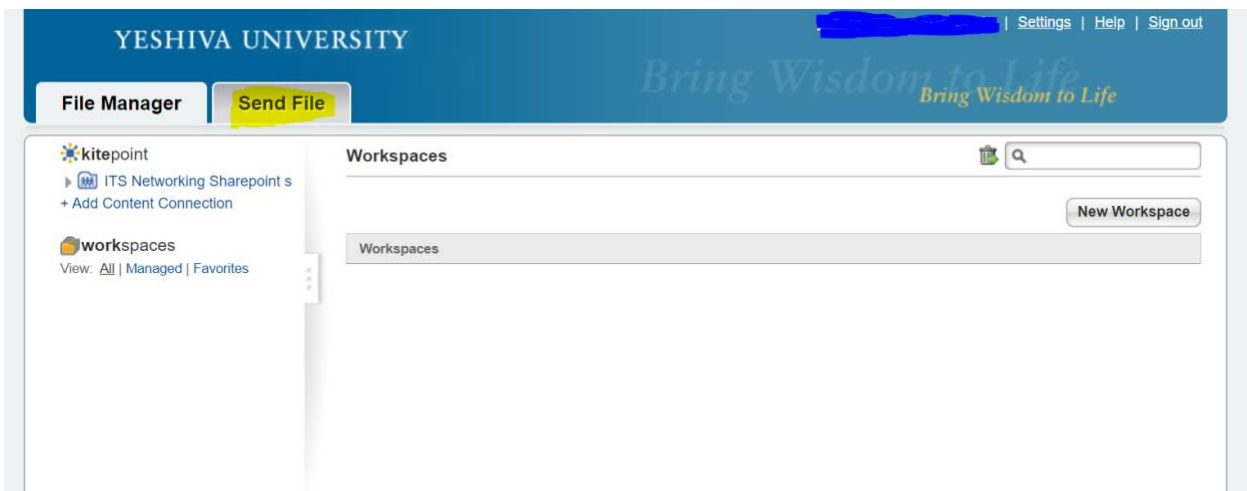
Use your browser to navigate to **dropbox.yu.edu**

Sign in with your YUAD username or email address



The screenshot shows the login interface for Yeshiva University's Secure File Transfer. On the left is the university's logo and the text "Yeshiva University Secure File Transfer". Below this, it states: "All YU faculty, staff, students, faculty, researchers and affiliates, please enter your Active Directory (YUAD) username and password to login. For all non-YU users, please enter your email address and password." On the right, under "User Login:", there are two input fields: "E-mail:" with the text "testuser" and "Password:" with masked characters. A "Forgot password?" link is positioned below the password field. A "Login" button is located below the password field. At the bottom right, there are links for "Getting Started?" and "Contact Us".

On the home page, click on **Send File** as highlighted below



Once there, you will be able to compose your email and securely attach the desired file(s).

In the **To:** field, enter [CSLCovidTest@yu.edu](mailto:CSLCovidTest@yu.edu) for upperclass and LL.M. students, and [CSLCovidTest1L@yu.edu](mailto:CSLCovidTest1L@yu.edu) for all 1L students.

To attach the file, click the Choose File button

The screenshot shows an email composition window with the following elements:

- Header: "File Manager" and "Send File" tabs, with the slogan "Bring Wisdom to Life" on the right.
- Left sidebar: "Inbox", "Sent Items", "My Files", and a "Compose New" button.
- Top action buttons: "Send", "Save Now", "Discard", and "Request File".
- "To:" field: Contains the email address "CSL.CovidTest@yu.edu".
- "Subject:" field: An empty text input box.
- "Files:" section: Contains a yellow "Choose File" button and a "Choose from File Manager" button.
- Bottom: A "Use Rich Text Formatting" link and a large empty text area for the email body.

Please fill out the subject and body of the email as well.

Once you are ready, click the send button at the bottom of the page.

Once the recipient clicks the link in the email, it will bring them to the same Dropbox portal where they can download the file. The sender will also receive a receipt that the file was accessed.