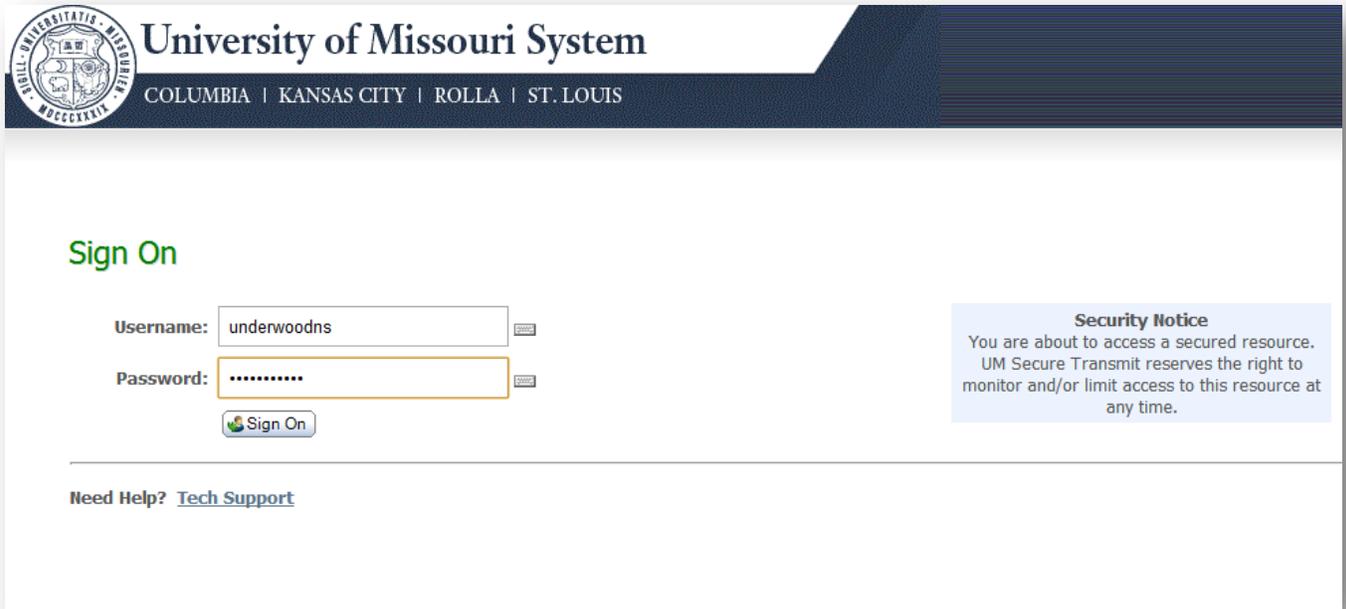# Basic Usage Guide

About Secure TransmIT:

- Secure TransmIT is a secure, fully encrypted file transfer system
- Secure TransmIT is intended for use by entities associated with the UM System for the purpose of sending business related files that are too large for transfer as email attachments or require a higher level of security.
- Secure TransmIT can be accessed via the web at https://www.securetransmit.umsystem.edu/ or by using the Outlook plugin interface, which is provided to all employees with access to the system.
- Secure TransmIT's web interface supports the use of Internet Explorer (Windows only), Mozilla FireFox, Google Chrome (Windows only), and Apple Safari (Mac only).

Things to Remember:

- "Packages" are similar to emails, and they are the basic means by which files can be sent from one user to another.
- Packages may contain files, or they may just contain a typed message.
- Packages must have a message attached or the package will not be sent.
- The address book is used to address your packages to any Secure TransmIT users that are already registered on the system. Adding addresses to the book and sending packages to email addresses that are not in the address book is a feature that is controlled by your Secure TransmIT group admin.
- All users have a default file transfer quota of 50 GB every 30 days. This means that if you were to send a 49 Gb file today, you would only be able to send a total of 1 Gb worth of file for the following 30 days. You will receive an email notification at the email address listed in your user profile when you have reached 80% of your 30 day quota.
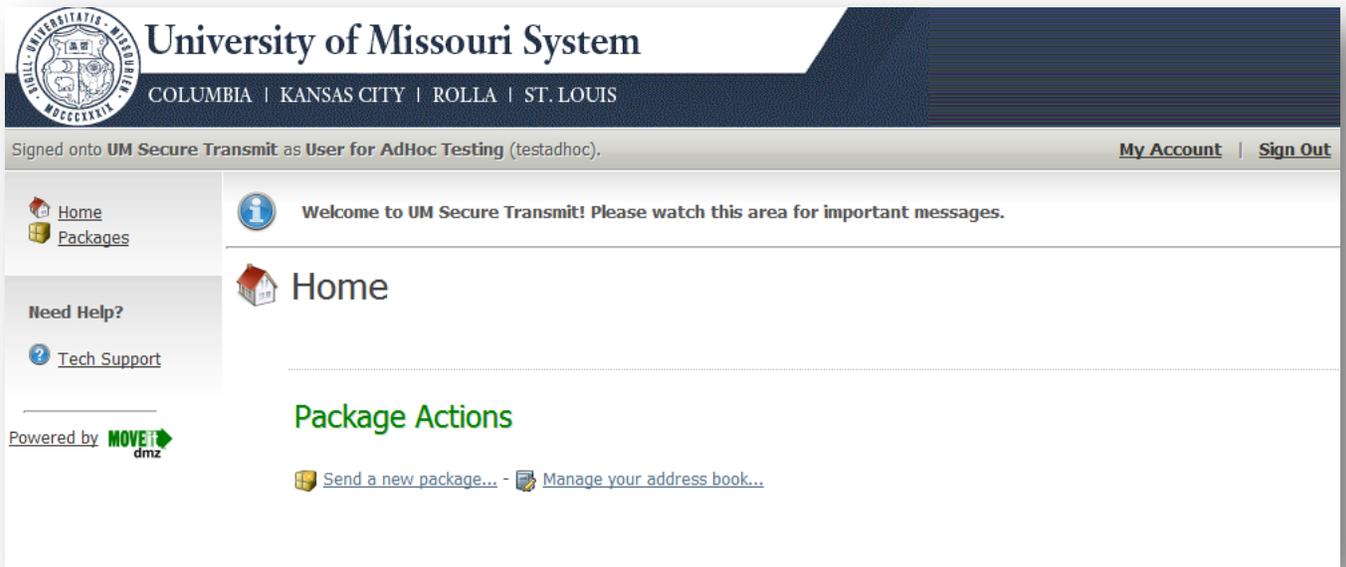
Using the Web Interface:

1. To log into the UM System's Secure TransmIT service, visit www.securetransmit.umsystem.edu and sign in using your university SSO and password, as seen here:

2. Once you have successfully authenticated, you will be brought to your "Home" area of the Secure TransmIT site, which looks like this:

From this location, you can navigate to the packages section to send/receive files or edit your address book.

3. To send a new package, select the appropriate link at the bottom of the screen. The next page should look something like this:

4. Fill out the recipients (or select them from your address book), add a note (required), and, if desired, attach a file to your package via the Upload/Download Wizard. Once you have configured the package to your needs, you are ready to send the package or select one of the other options along the bottom of the screen.

5. When sending a package to an unregistered recipient (i.e. someone who does not already have access to Secure Transmit or is outside of the UM System), the user will be sent an email with a username and link to the package, followed by a second email containing their password. Recipients who are not registered as normal Secure TransmIT users are granted a temporary account which will expire one week after the creation date.