

## Filelocker-Yale's Secure File Transfer Service

If you need to transfer large files, or large quantities of files, which would normally exceed the email attachment limit of **20MB**, Yale's Filelocker transfer service can help. It is safe and secure for 3 lock and clinical data, and can be used to share files with anyone, both internally or externally of Yale.

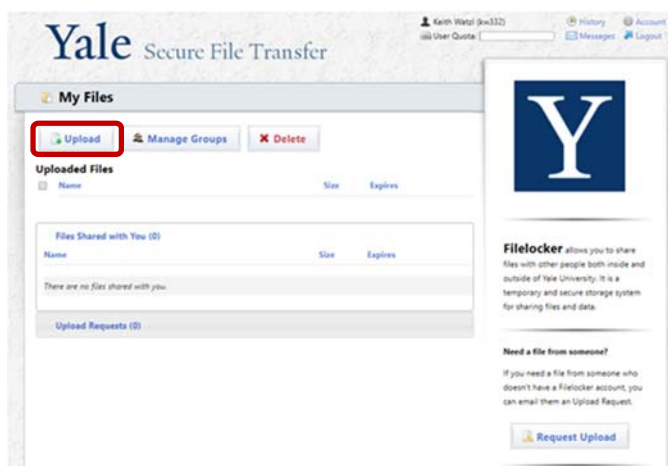
You can also use Filelocker to request files from anyone, both internally and externally of Yale. Yale personnel wanting to transfer files greater than 2GB in size may need to increase their quota.

Before we get started, it is important to note that this service can only upload or download a single file at a time. If you wish to transfer multiple files and/or folders, we recommend that you first compile them into an archive, such as a zip file. Instructions on how to compile a zip archive in Windows and Mac OS are at the end of these instructions.

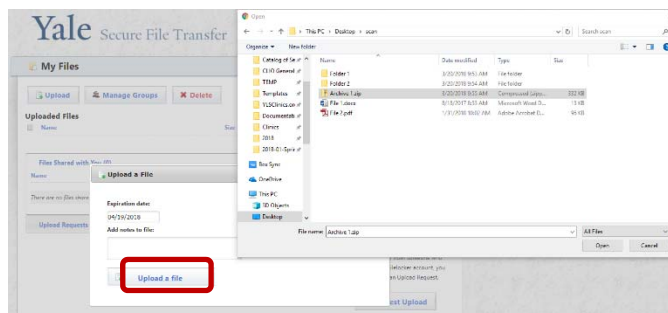
To access Filelocker go to <https://files.yale.edu> and login with your Yale netid and password.

### Uploading to Filelocker

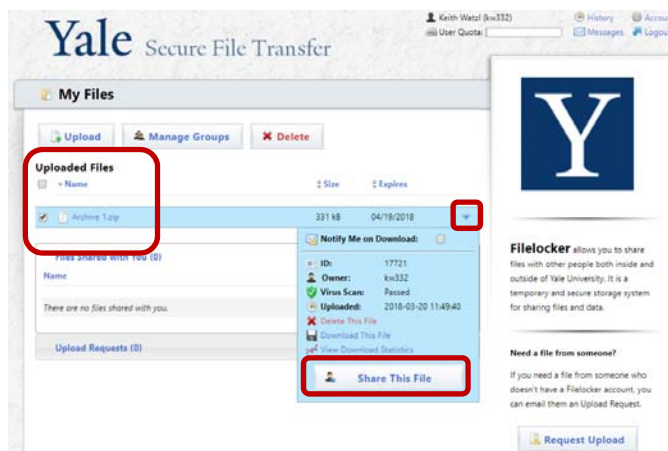
Select Upload.



Select Upload a file, then select the files you want to upload. You can set an expiration date here for your files. The default expiration date is 1 month.



Filelocker will first scan the files for integrity, and then display them in the Uploaded Files area.



Select Share This File, when you are ready.

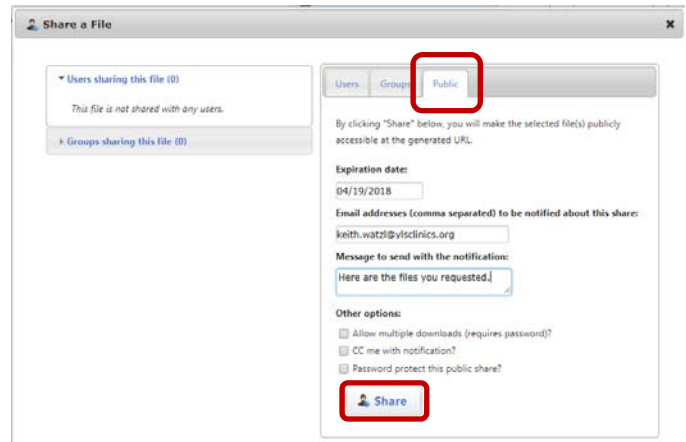
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## Sharing Files Outside of Yale Using Your @yale.edu Email

To share files with others outside of Yale using your @yale.edu email address, select the Public tab.

Enter an email address, or multiple email addresses separated by commas, and include an optional message if you like.

The default settings as shown here will allow the files to be downloaded once only, at which time the link will expire. You can also set an expiration date here for your link if you choose. The default expiration date is 1 month.

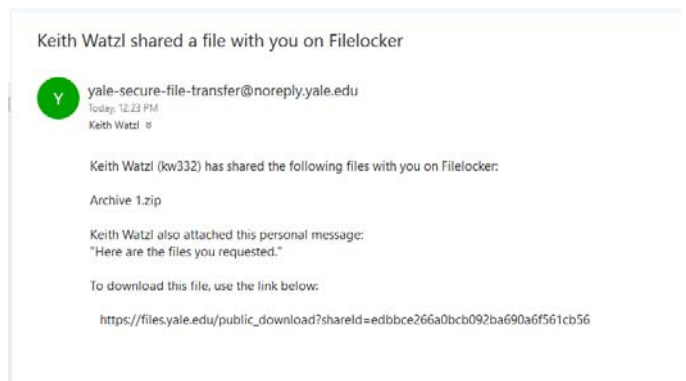


If you want to allow multiple downloads then check the appropriate box to allow that. This option requires the application of a password. This also means that anyone with the link and the password can download the files until you either remove the files, or until the link expires.

You can also choose to create a password for added security.

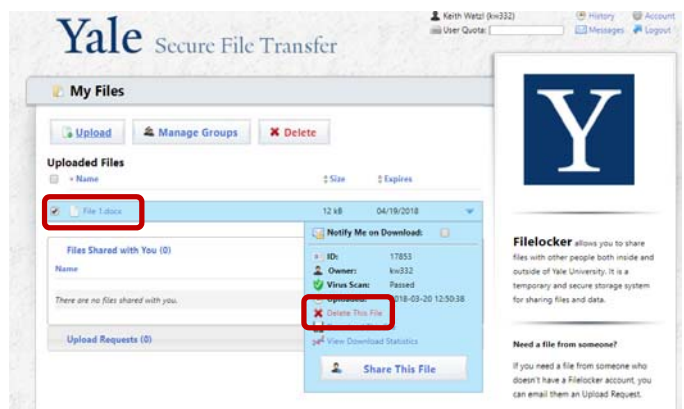
If security is a consideration, passwords should be sent separately, and not be included in the original message that contains the link.

This is how the message should appear to the recipient.



## Deleting Your Files from Filelocker

You can remove your files from Filelocker at any time by checking the box next to a file and selecting Delete This File. This will expire any links that have been sent relating to your files.



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## Sharing Files Using Your YLSCLINICS or Non-Yale Email

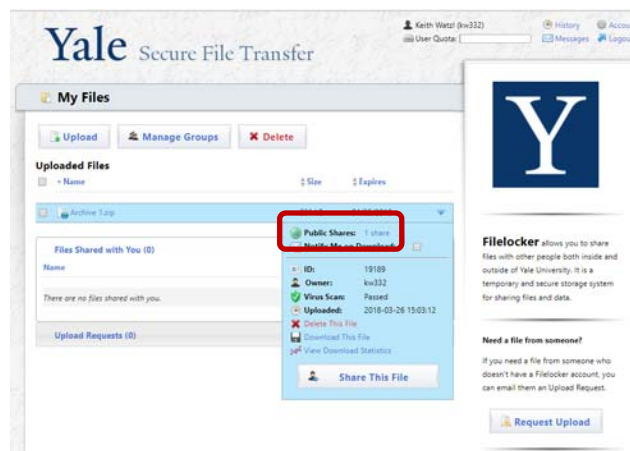
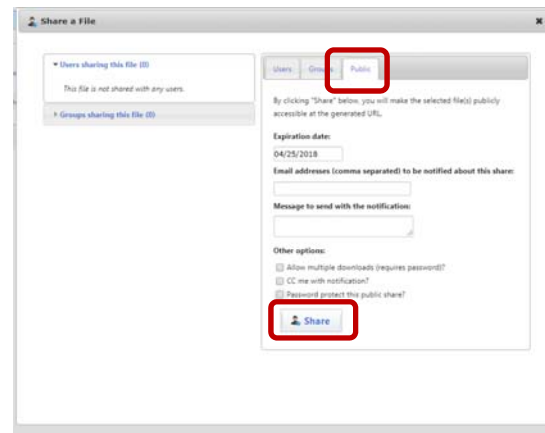
To share files with others outside of Yale using your @ylsclinics.org, or non-Yale email address, select the Public tab, but leave the email address and message fields blank. Now when you click on Share, a link will be created that can be copied into any email message.

The default settings as shown here will allow the files to be downloaded once only, at which time the link will expire. You can also set an expiration date here for your link if you choose. The default expiration date is 1 month.

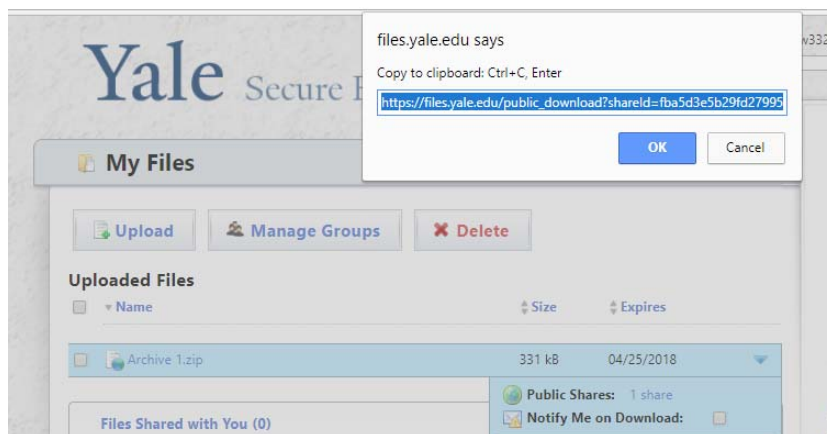
If you want to allow multiple downloads then check the appropriate box to allow that. This option requires the application of a password. This also means that anyone with the link and the password can download the files until you either remove the files, or until the link expires.

If you are sending sensitive clinical data then we require that you create a password for added security. Passwords should be sent separately, and not be included in the original message that contains the link.

To retrieve the URL that was created in the previous step, click on the link that has now appeared beside Public Share.



Click on the Copy link to display the URL in a format that can easily be copied and pasted into an email message.

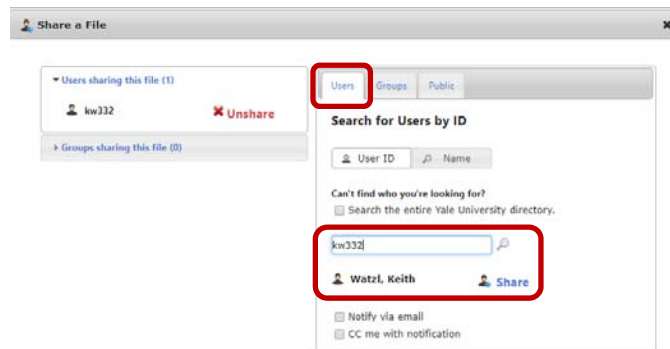


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## Sharing Files Inside of Yale

To share the file with another Yale user, enter their name or netid, then select Share.

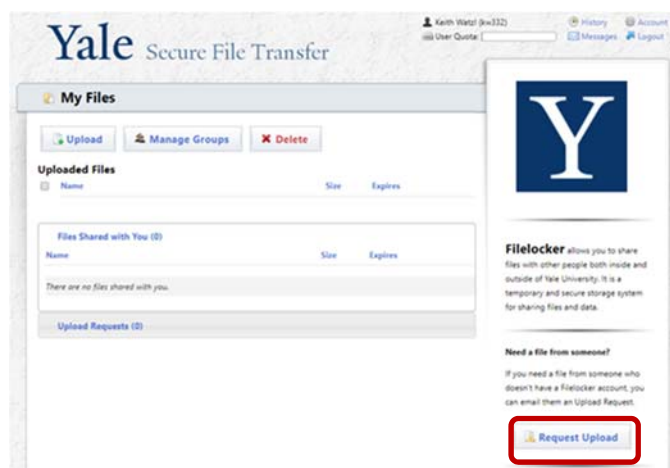
The files will now be available to them when they login to <https://files.yale.edu>. If you want them to receive and email notification then check the appropriate box.



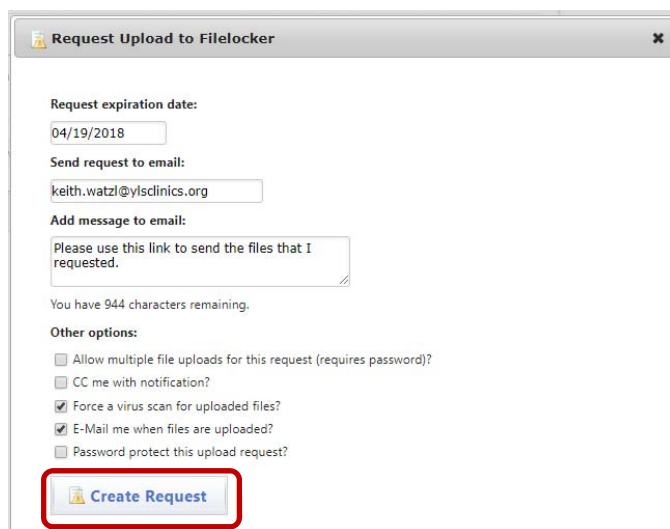
## Requesting files from others outside of Yale

Login to Filelocker <https://files.yale.edu> with your Yale netid and password.

Select Request Upload.



Enter an email address and an optional message, and then select Create Request. The recipient will receive an email with a link they can use to upload files to you.



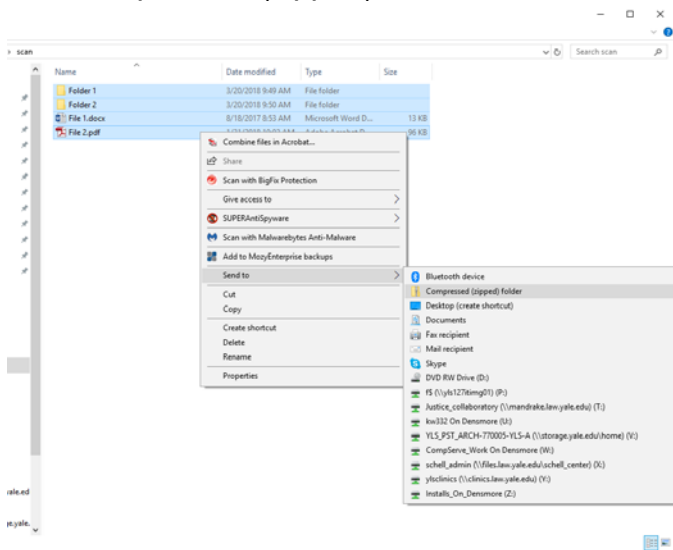
General information on Yale Filelocker can be found here:

<https://its.yale.edu/services/communication-and-collaboration/document-sharing-and-team-sites/secure-file-transfer-facility>

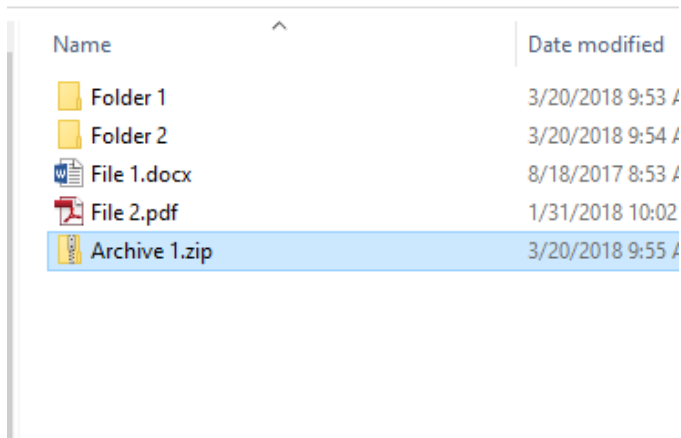
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## Compiling a Zip Archive in Windows

Assemble the files and folders you wish to compile into one location, then select them. Right click on the groups of items, then Send to and Compressed (zipped) folder.

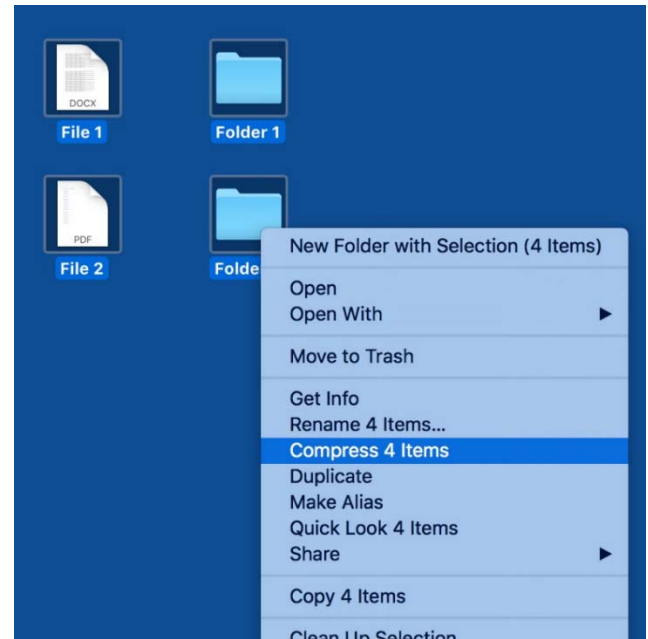


An archive will be created, which you can also name appropriately, if you wish.



## Compiling a Zip Archive in Mac OS

Assemble the files and folders you wish to compile into one location, then select them. Using a secondary click, Compress the items.



An archive will be created, which you can also name appropriately, if you wish.

