Logging In to the File Sharing System

1. Open https://ftp.mtmary.edu in a web browser.

2. Enter your standard Mount Mary username (first part of your email address) in the **Login ID** field (1), and your password in the **Password** field (2). Then press the **Login** button (3).
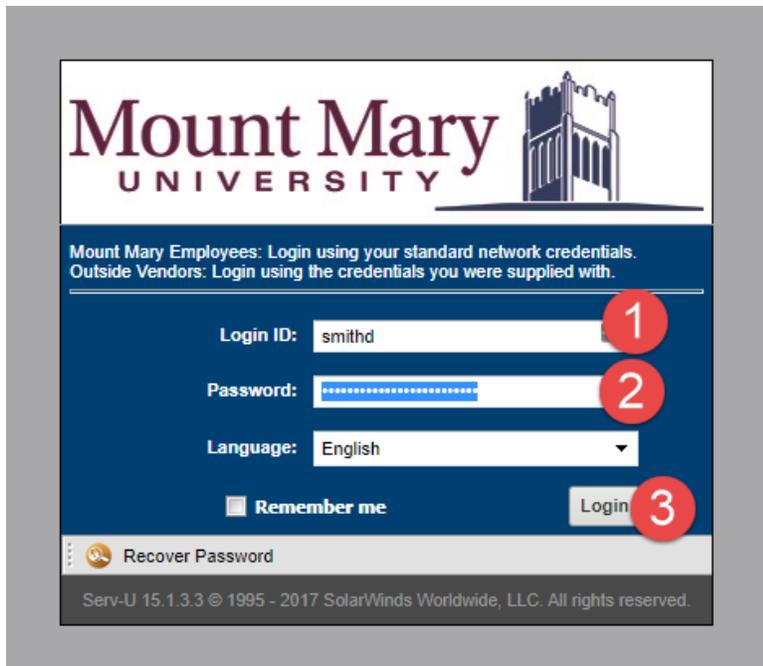
3. You may be prompted to select which application you would like to access. If so, select the **File Sharing** option (1). Then click the **Ok, Continue** button (2).
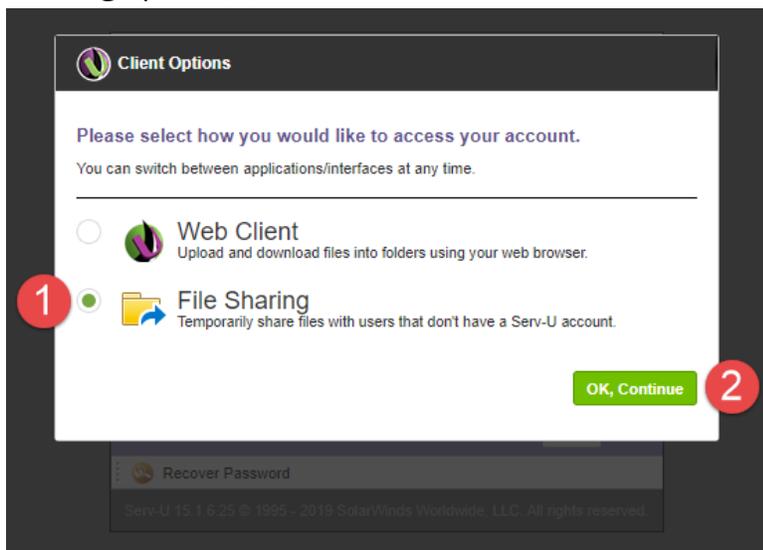
4. If you are not prompted as above, click the dropdown arrow in the **Jump to** menu at the top-right of the page. Then click the **File Sharing** menu item.
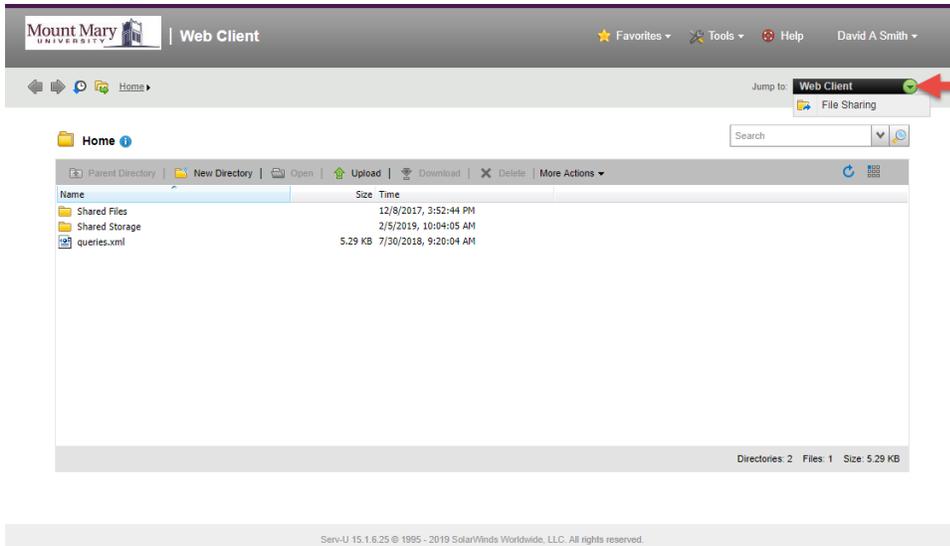
Requesting Files

1. Click the **Request Files** link at the top-left of the *File Sharing* window**.**
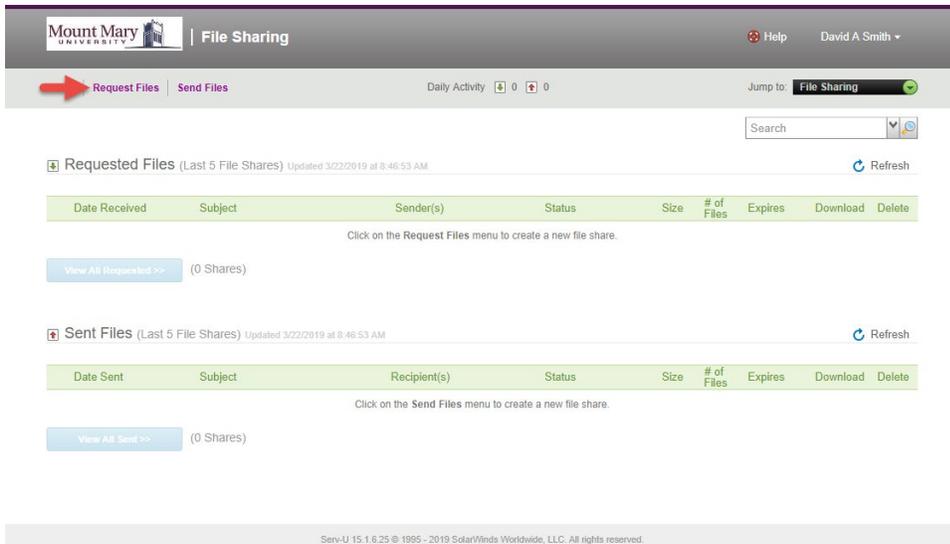
2. In the *Share Information* section, enter the **Subject** (1) and **Comments** (2) of your file request. These will be displayed to the user from whom files are being requested. Select an expiration for the file request in the *Serv-U Access Link Expiration* section (3). Optionally, set a maximum size for files to be uploaded by checking the **Constrain individual file sizes to** checkbox (4), and selecting a file size.

3. Enter the email address of the user(s) that should receive the request (1). Separate with commas if entering more than one email address. Then press the **Send Request** button (2).

4. A confirmation dialog will be displayed with the link that can be shared with the users providing files (if the option to email users was unchecked). Press the **Done** button to close the dialog.

Confirmation

You have sent a link to ▓▓▓▓▓▓▓▓▓▓▓▓ to upload files. The link will expire on **4/5/2019 8:47:00 AM.**

This URL will provide access to your guest user(s) to upload files:

https://ftp.mtmary.edu/?ShareToken=1095D9B07A14C7545BBA8CE58DEDF39E97C9DA00

Done
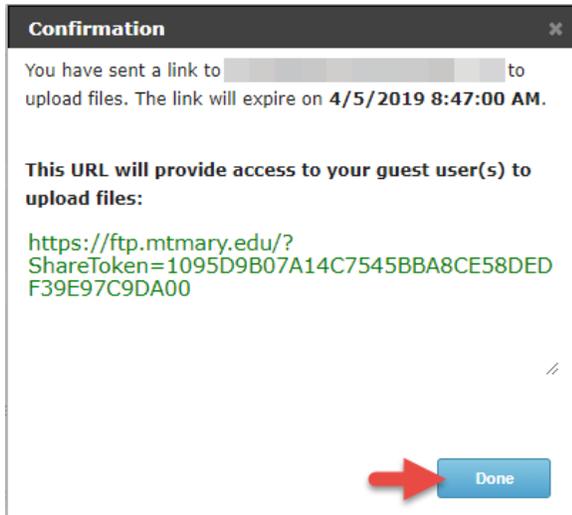
Note: By default you will also receive a copy of the email send to the users that contains this information, if that option was left selected.

Uploading Requested Files (Recipient)

1. The user(s) from whom files are being requested will receive an email providing instructions on how to provide the requested files. They can click the link in the email to access the request.

Please Submit Documentation to Mount Mary   Inbox ×

David A Smith   8:52 AM (0 minutes ago)
to me

You have received access to a Serv-U File Share from David A Smith. The link to transfer your file(s) will expire on Friday, April 5, 2019 8:47 AM.

https://ftp.mtmary.edu/?ShareToken=1095D9B07A14C7545BBA8CE58DEDF39E97C9DA00

Please respond to this request and provide the required documentation. This request will remain active for 14 days.

2. To upload files, the user can press the **Browse** button (1) next to a file upload slot, and select the file from their computer. When finished, they can press the **Upload >>** button (2).
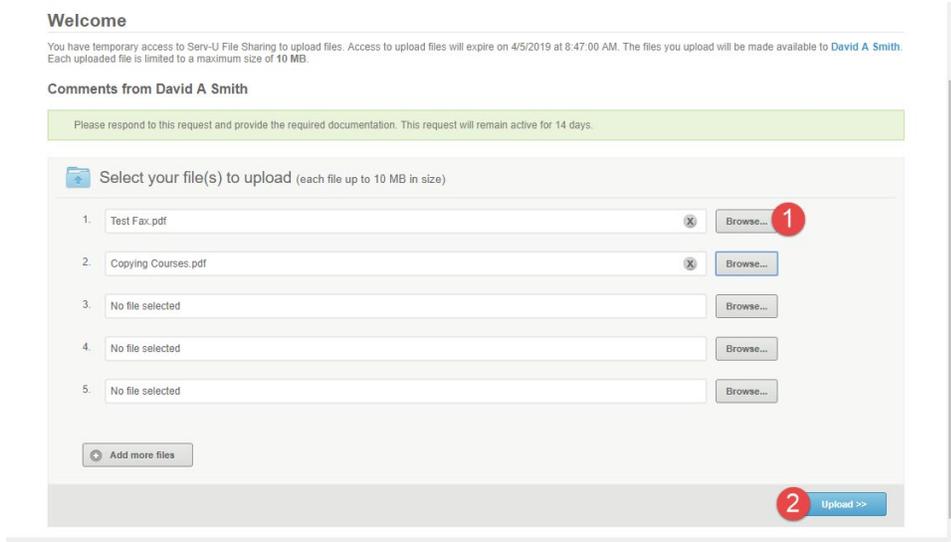
3. A confirmation will be displayed that the files were uploaded.
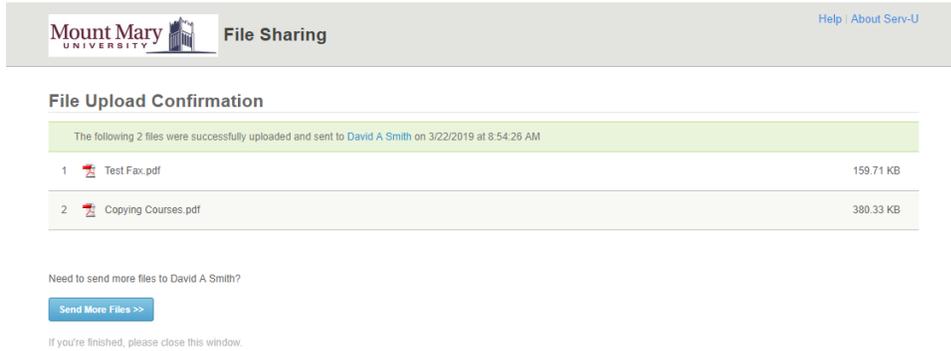
Accessing Uploaded Files

1. When files are uploaded, the specified users (by default the user creating the file request) will be notified via email. To access the files, click the link in the email, or log in to the File Sharing system using the steps above.
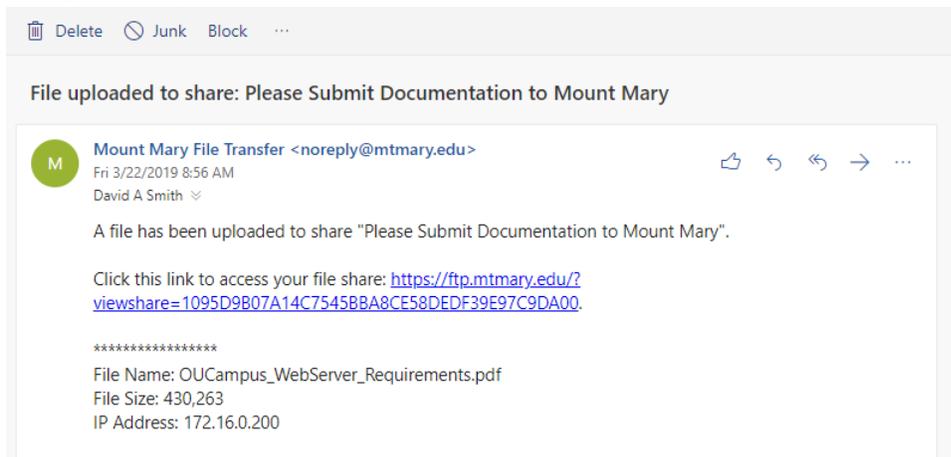
2. Click the **Subject** hyperlink for the file request from the list of *Requested Files*.

3. Click the download icon next to an individual file (1) to download that file. Alternatively, click the **Download All** button (2) to download a ZIP file containing all the uploaded files.

Note: Uploaded files will automatically be deleted from the system (and will no longer be available for download) 14 days after the request expires. Files can be manually deleted earlier, if required.

If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.