

## File sharing with CloudStor



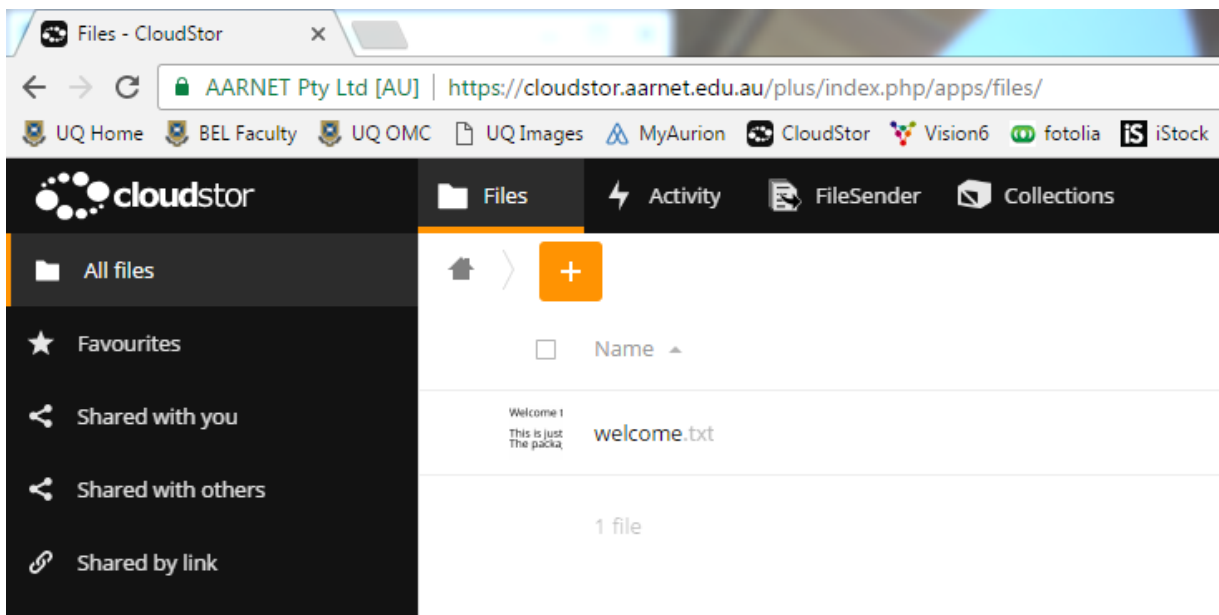
- 1) Click [here](#)
- 2) Select 'The University of Queensland' from here:

A screenshot of the CloudStor user selection interface. At the top, there is a navigation bar with the CloudStor logo on the left and "POWERED BY aarnet" on the right. Below this is a "New User?" section with instructions for new users and a link to the AARNet Knowledge Base. A horizontal bar below contains three tabs: "AUSTRALIA", "NEW ZEALAND", and "ALL". A search box is located on the right side of this bar. The main content area is a list of various institutions, with "The University of Queensland" highlighted by a red rectangular box. Other institutions listed include AAF Virtual Home, AARNet, AIMS, ANSTO, Australian Catholic University, Australian National University, Bond University, Charles Darwin University, Charles Sturt University (CSU), CloudStor Hosted Virtual Accounts, CQUniversity, CSIRO, Curtin University, Deakin University, Edith Cowan University, eResearch SA, Federation University Australia, Flinders University, Griffith University, INTERSECT, James Cook University, La Trobe University, Macquarie University, Monash University, Murdoch University, NSW Health, Queensland University of Technology, RMIT University, Southern Cross University, Swinburne University of Technology, The Garvan Institute of Medical Research, The University of Melbourne, The University of New South Wales (UNSW), The University of Notre Dame Australia, The University of Sydney, The University of Western Australia, The University of Wollongong, University of Adelaide, University of Canberra, University of New England, University of Newcastle, University of South Australia, University of Southern Queensland, University of Tasmania, University of Technology Sydney, University of the Sunshine Coast, Victoria University, and Western Sydney University.

- Once you previously logged-in, you will see the below, click on the orange button "LOGIN AT THE UNIVERSITY OF QUEENSLAND"

A grey rectangular box containing a message and a button. The message reads "You have previously chosen to authenticate at **The University of Queensland**". Below the message is a prominent orange button with rounded corners and a red border, containing the text "LOGIN AT THE UNIVERSITY OF QUEENSLAND" in white, uppercase letters.

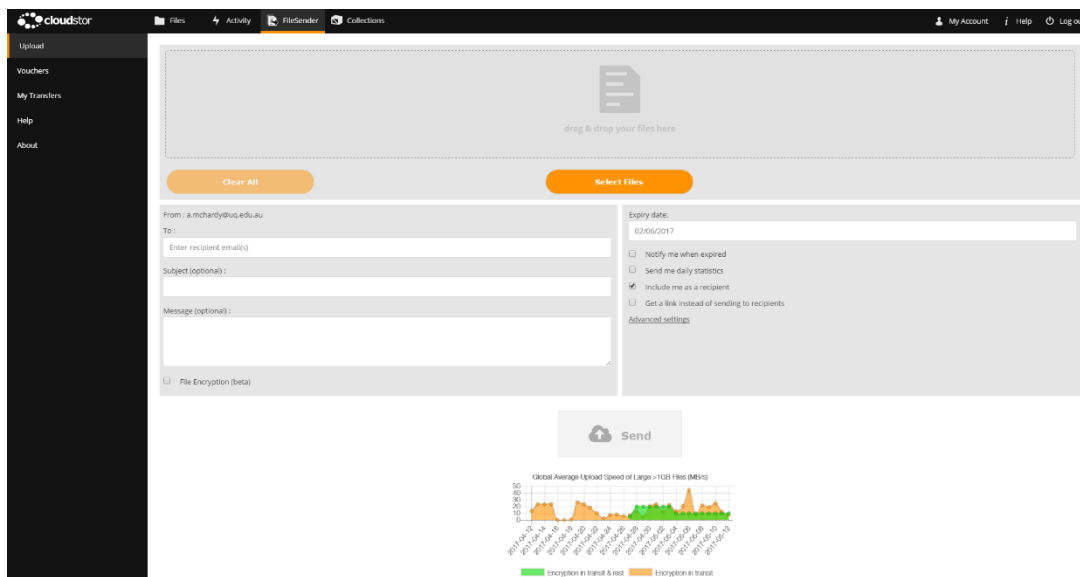
3) Enter all of your log-in credentials (this might be required one-two times) until you arrive at this page:



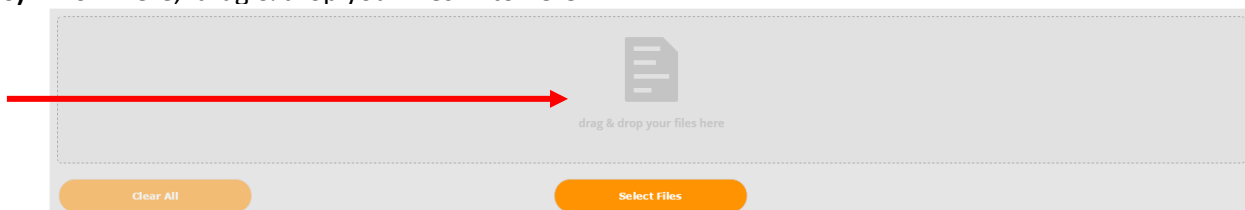
4) In the top toolbar, select 'FileSender'



5) You will then arrive at this page:



6) From here, 'drag & drop your files' into here:



Please note that if you are sending more than one file, you will need to compress/zip these into one folder and then drag this folder in. For instructions on how to zip a folder, click [here](#).

7) Complete the fields in this section (note, only 'To:' is mandatory):

From : a.mchardy@uq.edu.au

To :

Enter recipient email(s)

Subject (optional) :

Message (optional) :

File Encryption (beta)

8) Select the expiry date (maximum of approximately six weeks):

Expiry date:

02/06/2017

This calendar pops-out to select the date:

June 2017

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

9) Then hit send and log-out (from the right-hand side of the top toolbar)!

