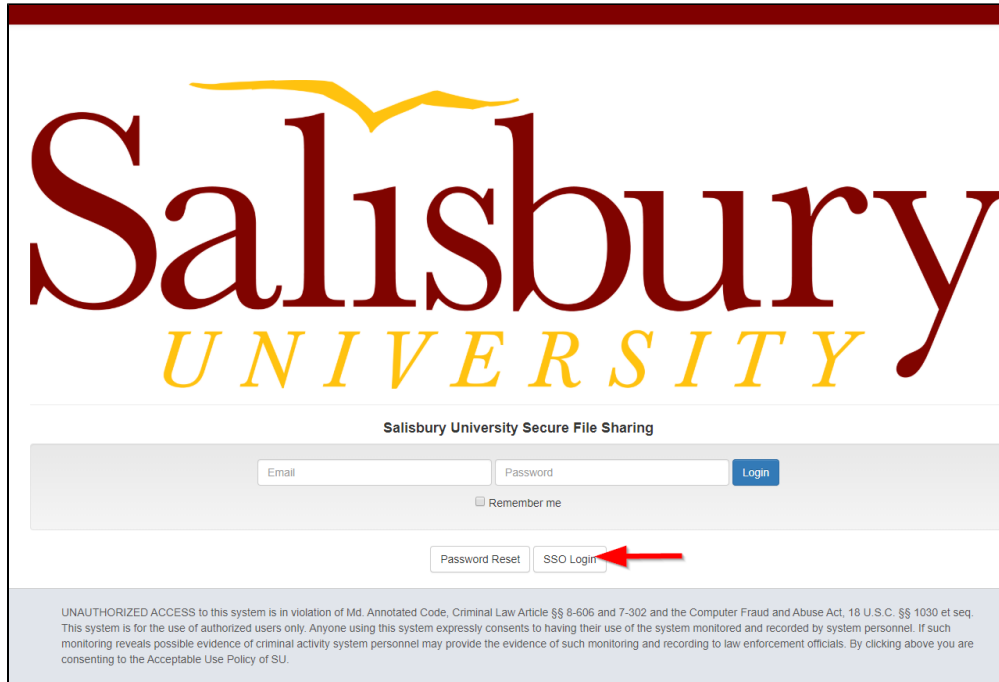


Sending files using LiquidFiles / SecureShare

*You must be approved to use LiquidFiles prior to login. For access please complete a support request online at <https://support.salisbury.edu> by selecting "I Need Access"

1. Navigate to this URL: <https://seureshare.salisbury.edu/>
2. Select SSO Login and enter your approved SU username and password. Authenticate with DUO as requested.



The image shows the login page for Salisbury University's Secure File Sharing system. At the top is the Salisbury University logo, featuring the word "Salisbury" in a large, dark red serif font and "UNIVERSITY" in a smaller, yellow, all-caps serif font below it. Below the logo is a white box with the title "Salisbury University Secure File Sharing". Inside this box are two input fields: "Email" and "Password", followed by a blue "Login" button. Below these fields is a checkbox labeled "Remember me". Below the "Remember me" checkbox are two buttons: "Password Reset" and "SSO Login". A red arrow points to the "SSO Login" button. At the bottom of the page is a small, light gray box containing a disclaimer about unauthorized access and system monitoring.

Salisbury University Secure File Sharing

Email Password Login

☐ Remember me

Password Reset SSO Login

UNAUTHORIZED ACCESS to this system is in violation of Md. Annotated Code, Criminal Law Article §§ 8-606 and 7-302 and the Computer Fraud and Abuse Act, 18 U.S.C. §§ 1030 et seq. This system is for the use of authorized users only. Anyone using this system expressly consents to having their use of the system monitored and recorded by system personnel. If such monitoring reveals possible evidence of criminal activity system personnel may provide the evidence of such monitoring and recording to law enforcement officials. By clicking above you are consenting to the Acceptable Use Policy of SU.

The screenshot shows a 'Message' composition window. At the top, the 'To' field (3) contains 'user@example.com' with 'add cc' and 'add bcc' buttons below it. The 'Subject' field (4) is empty. The 'Message' body (5) has a rich text editor toolbar with options like bold, italic, underline, font color, and font family (Helvetica Neue). To the right, the 'Attached files' section (6) shows '0 files (0 Bytes)' and a 'Drop Files Here' area. Below this, a 'Limitations' section (7) specifies a 'Max size: 1000 MB (Limit per message)' and 'Blocked Extensions'. The bottom section (8) contains 'Authentication Required' and 'Authentication Not Required' tabs, an 'Access Restriction' dropdown (9) with options like 'Recipients Only', 'Recipients + Locals', 'Recipients + Domains', and 'Anyone (Secret Link)', and a 'Message Expires' date picker (10) set to '04/18/2019'. There are also checkboxes for 'Send a copy to myself' (11) and 'Private Message' (12). A 'Send' button (12) is at the bottom left.

3. Select recipients in the same way as a web based email system, please select To, CC and BCC email addresses to your recipients.
4. Type the Subject and Message to your recipients.
5. Add Files, you can add files up to the max size displayed in the limitations section.
6. Limitations — Message Size, Quota and File Extension Limitations.
7. Select Authentication requirement and Access Restriction for your recipients. See the [Forwarding Permissions](#) section for a complete description.
8. When the message expires. After this day, the attached files will be deleted.
9. If set, each recipient can only download each file this number of times. Without the requirement to authenticate the download, each download by anyone is counted towards the limit.
10. Send a copy to your own email address (for storage in your sent folder).
11. A Private Message is a message where the Message is not included in the email sent to the recipients.

When sending a Private Message:

The recipients will get a generic email telling them to click on the link to view the message.

You will get a read receipt when the recipient has viewed the message as well as when any attachments has been downloaded.

You can send a Private Message without any attachments.

It's not possible to send a Private Message with the permission that Anyone can download — in order to send a Private Message, authentication is required.

12. When you're ready, please hit Send. If uploads are taking a long time, you can check the checkbox to "send when uploads are done".

Once the Recipient has downloaded the file you will receive a download receipt as shown below.

Download Receipt

A file you've sent has been downloaded. Please keep this as a record of the download.

- Message ID: 00Xn00vLeCuasFugKVrH4F
- Message URL: <https://seureshare.salisbury.edu/message/>
- Message Subject: Test
- Recipient: @salisbury.edu
- Filename: Enrolling in Seidel EDLD Qualifying Exam - Summer 2020.docx
- File Size: 187 KB
- Checksum (SHA256):
100c8f11bc69d9115fdb4a64ab320ec1df74e95d88914efedec4f068441893e1
- Time of download: Thursday, 4 February 08:58:11
- Download Time: 0.46s
- Download Speed: 406 KB/s
- Downloaded from: hh100-s-91094.salisbury.edu (136.160.112.128)
- Download location: Salisbury, Maryland, United States ([View on Map](#))
- Browser: Mozilla (4.0) -



Salisbury University Secure File Transfer — LiquidFiles Appliance: <https://seureshare.salisbury.edu>