



Secure Share

Sending a file using Secure Share

Point Solutions - Support

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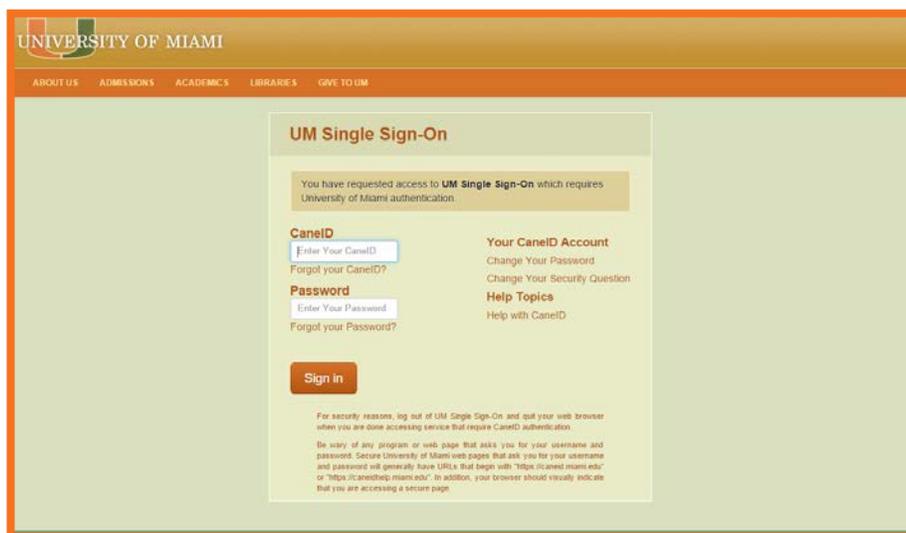
How Do I Send a File Using Secure Share?

1. In a web browser go to <https://seureshare.proofpoint.com> and enter your @miami.edu email address.



The screenshot shows the Proofpoint Secure Share login interface. On the left, the Proofpoint logo is displayed above the text "WELCOME TO SECURE SHARE". Below this, it states: "First time here? You will be asked to register. Already registered? You will be asked to log in." On the right, there is a form with the label "Email Address" above a text input field. Below the input field is a blue button labeled "CONTINUE".

2. You will be redirected to the UM Single Sign-On page. Provide your CaneID and password.



The screenshot shows the University of Miami Single Sign-On page. At the top, the University of Miami logo and name are visible, along with navigation links for "ABOUT US", "ADMISSIONS", "ACADEMICS", "LIBRARIES", and "GIVE TO UM". The main heading is "UM Single Sign-On". Below this, a message states: "You have requested access to UM Single Sign-On which requires University of Miami authentication." There are two input sections: "CaneID" with a text box labeled "Enter Your CaneID" and a link "Forgot your CaneID?"; and "Password" with a text box labeled "Enter Your Password" and a link "Forgot your Password?". To the right of these inputs are links for "Your CaneID Account" (Change Your Password, Change Your Security Question) and "Help Topics" (Help with CaneID). A "Sign in" button is located below the password field. At the bottom, there is a security warning: "For security reasons, log out of UM Single Sign-On and quit your web browser when you are done accessing service that require CaneID authentication. Be wary of any program or web page that asks you for your username and password. Secure University of Miami web pages that ask you for your username and password will generally have URLs that begin with 'https://caneid.miami.edu' or 'https://caneidhp.miami.edu'. In addition, your browser should visually indicate that you are accessing a secure page."

3. Once signed in, look to the upper left hand part of the screen and click **CREATE SHARE**.



The screenshot shows the Secure Shares dashboard. At the top left is the University of Miami logo. Below it, there is a header area with "00 Secure Shares" and a green button labeled "CREATE SHARE". Below the header, there is a "Sort By: Recent Activity" dropdown menu.

4. On the new share page, enter the following information in the specified fields:
 - **PARTICIPANTS:** The recipient's email address
 - **SUBJECT:** The subject of the message
 - **EXPIRATION:** Specify how long until the message self-destructs. You may choose between 1 and 30 days. *By default, 30 days is selected.*
 - **SHARE TYPE:** Select Conversation mode or Broadcast mode. Conversation mode allows, each participant to download and add files, post responses and see all of the other participants in the Share. In Broadcast mode, each participant can only download files from the Share. *Conversation mode is selected by default.*
5. Select **Click here to add files from your computer** and select the file you want to attach. You can add multiple files.
6. Once your files have been attached, type in your desired message in the **MESSAGE** field.
7. Click **DONE** to send the message.

New Share

PARTICIPANTS testo365@miami.edu x Enter email addresses here

SUBJECT test

EXPIRATION 01 Day 30 Days Expires In 30 Days Wednesday, March 23, 2016

SHARE TYPE CONVERSATION MODE Participants CAN: Download files, post responses and see each other

FILES

test.docx 11.1 KB

Max file size : 5000 MB

[Click here to add files from your computer](#) **11.1 KB**

MESSAGE

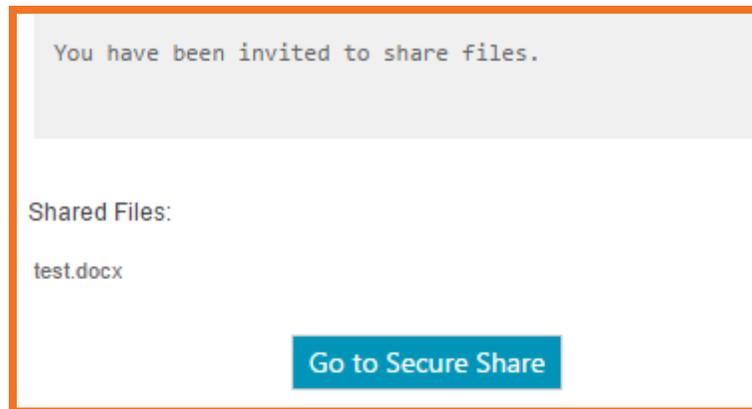
You have been invited to share files.

CANCEL **DONE**

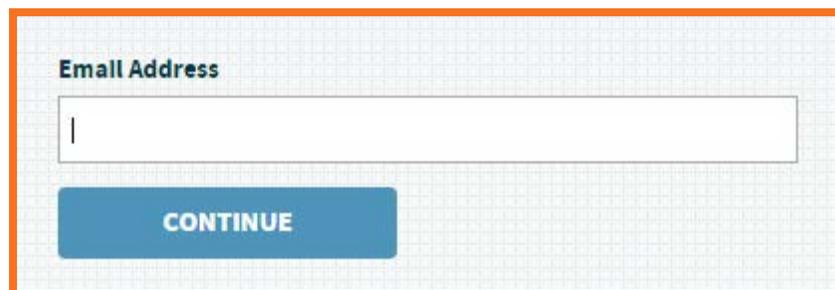
How Do I Open a Secure Share Message?

Internal Users (i.e. users with an @miami.edu address)

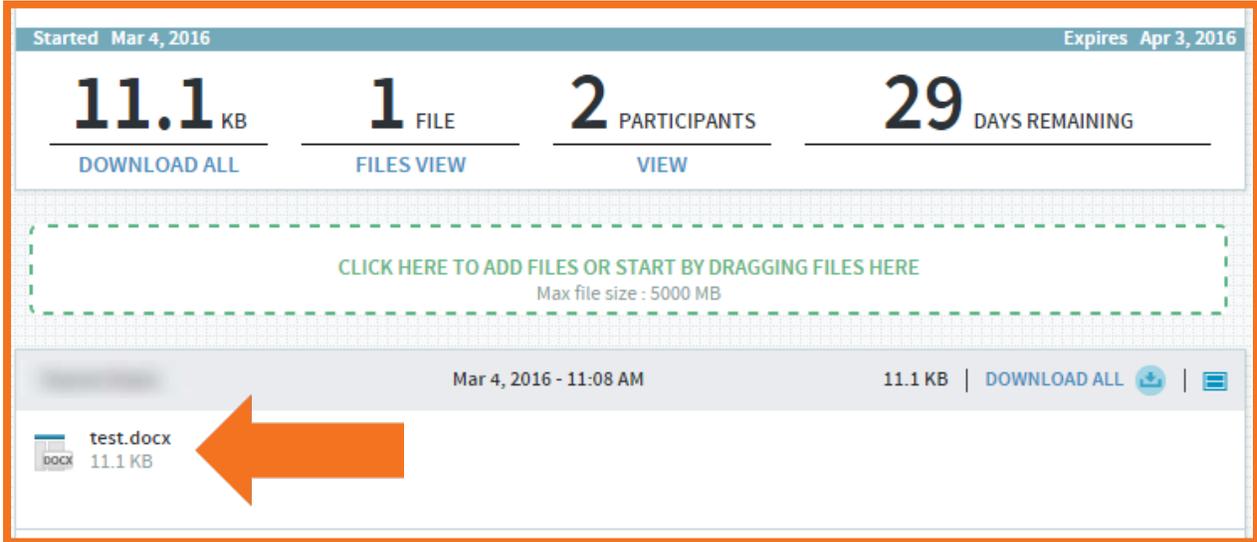
1. In the email you receive from Secure Share, click the **Go to Secure Share** button at the bottom of the message.



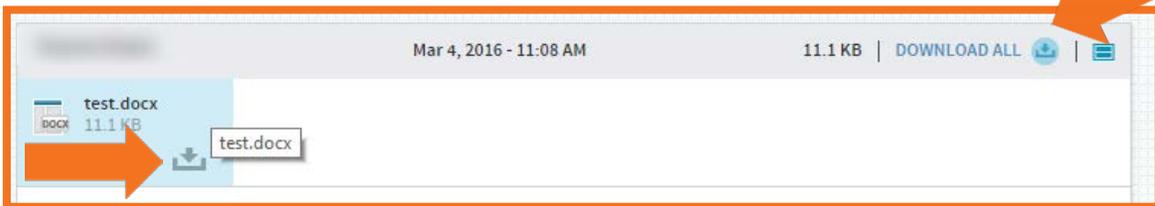
2. Enter the email address the message was sent to.
3. Click **Continue**.

A screenshot of a form with a light blue grid background. At the top left, the text "Email Address" is displayed. Below it is a white text input field with a vertical cursor. At the bottom center, there is a blue button with the text "CONTINUE" in white capital letters.

4. Locate the file that was shared with you.



5. Hover over the file and click the download icon or click the **DOWNLOAD ALL** button to download the file(s).



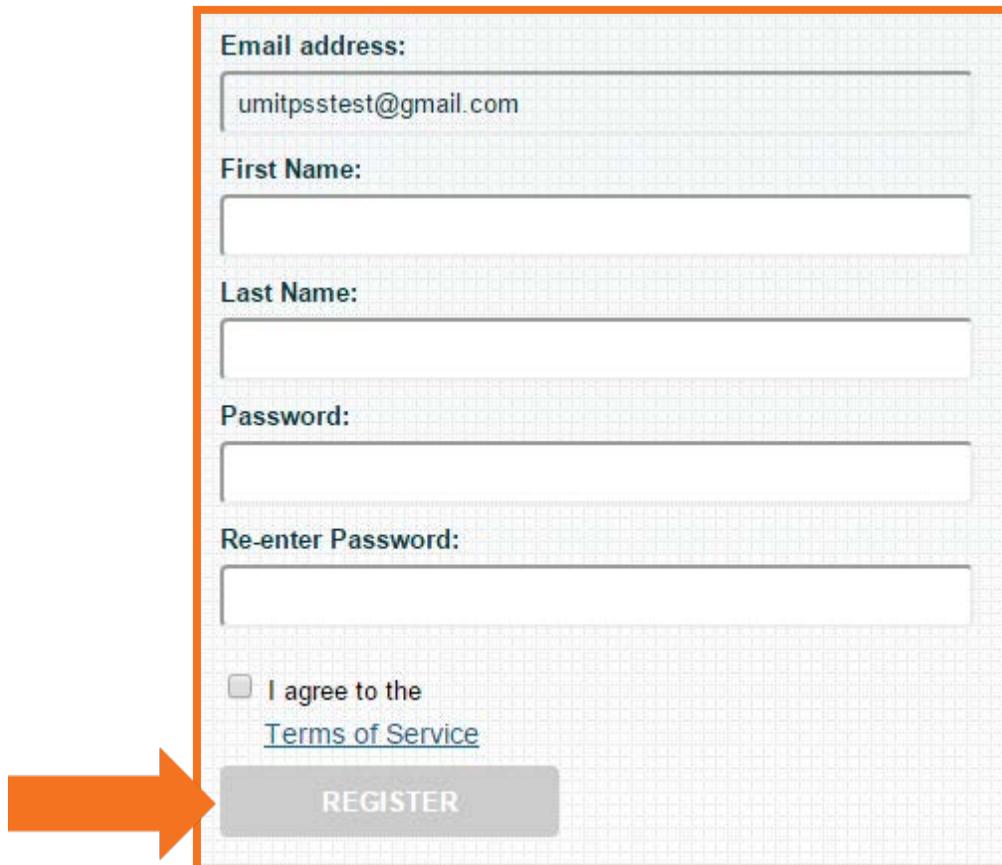
External Users (i.e. users without an @miami.edu address)

1. The external user will receive the email with a link to Secure Share. They should follow that link and enter their email and select **Continue**.



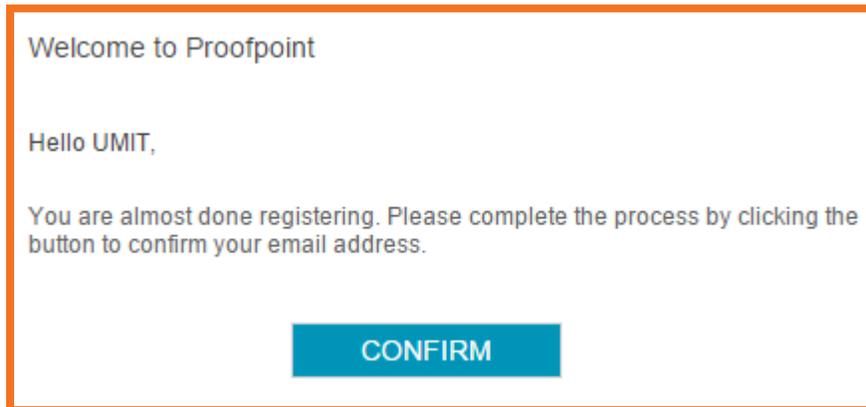
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2. They should provide the information asked for and click **REGISTER**.



The screenshot shows the registration form. It includes the following fields and elements from top to bottom: "Email address:" with the value "umitpsstest@gmail.com"; "First Name:" with an empty text box; "Last Name:" with an empty text box; "Password:" with an empty text box; "Re-enter Password:" with an empty text box; a checkbox labeled "I agree to the" followed by a blue link "Terms of Service"; and a grey button labeled "REGISTER". A large orange arrow points from the left towards the "REGISTER" button.

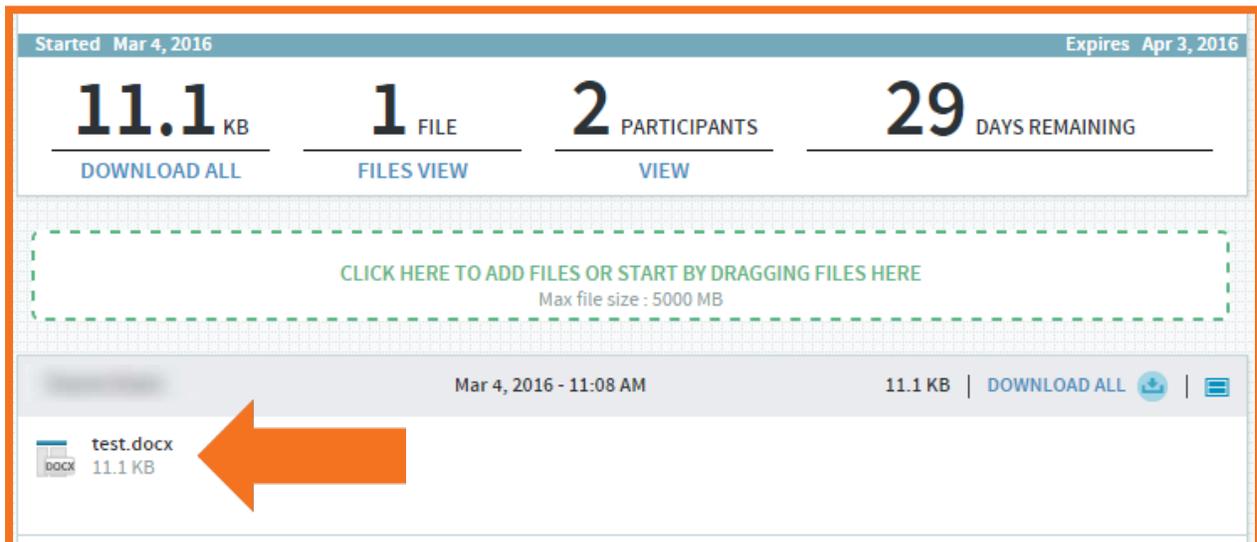
3. They will receive an email asking them to confirm their email address.



4. They should press **CONTINUE TO LOGIN**.



5. Locate the file that was shared with you.



6. Hover over the file and click the download icon or click the **DOWNLOAD ALL** button to download the file(s).

