FILEX INSTRUCTIONS

1. Access Filex at https://filex.tamu.edu



2. Log In with your Net ID and Password



3. Click Create a Folder



4. Enter a Title Include Name & UIN and Click Next

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<u>lome</u> :	> Create a folder	_		
_				
	Step 1 - Crea	te a Folder	Step 2 - Add a File	5
	Create a F	older		
	Title:			
	Description:			1
		Next >>	Step 2: Add a File	

5. On the **Add a File screen**:

a. Choose File

b. Select the "Encrypt this File" button

Add a File

Description:

Title:

Encryption type 🕐 💿 Encrypt this file

File: Choose File No file chosen

Complete

(optional)

/ (optional)

 $\bigcirc\,$ This file does not contain sensitive information or is already encrypted

Allow recipients to decrypt when downloading:
Send me an email with the code for decrypting the file:

maximum file size is 2 GB.

c. Make sure the boxes next to "Allow recipients to decrypt when downloading" and "Send me an email with the code for decrypting the file" are both checked

- d. Click Next
- 6. Once the Access code is displayed, click Continue

lext > Add New File			
Slep 1 - Creale a Folder	Step 2 - Add a File	Step 3 - Add Recipients	
		Important!	
		File Access Code	
	Your recipien	cBac.4cd0 Is need this code to access wonder information sheet 2019 odf. Write it down	
	Total recipients	A copy has also been sent to cliemings@tamu.edu	

7. Enter form1098t@tamu.edu in the Email box and click Complete

Filex division of information technolo	DGY
tome > test > Add Recipients	
Step 1 - Create a Folder Step 2 - Add a File	Step 3 - Add Recipients
Add Recipients Recipients will have access to all the files in this folder	Skip
Email: form1098t@tamu.edu]
Recipient: can download	~
Add Another	
Complete	

8. Your Filex file has now been sent via secured email.

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9. Forward the email you received with the decryption key to form1098t@tamu.edu

Example:					
You uploaded the encrypted file, vendor-information-sheet-2019.pdf. Your recipients will need the following code to access this file:					
c8ac-4cd6					
File Details: vendor-information-sheet-2019.pdf vendor-information-sheet-2019.pdf 171.98KB					