FILEX INSTRUCTIONS

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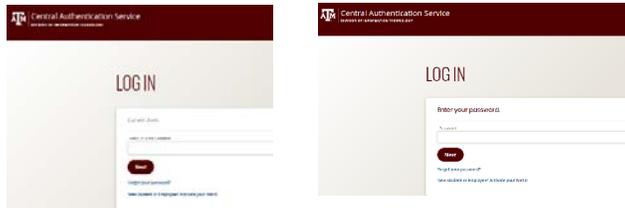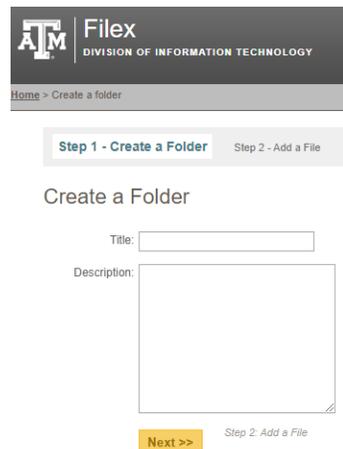

2. Log In with your Net ID and Password

3. Click Create a Folder

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

5. On the **Add a File screen**:
   a. Choose File
   b. Select the "Encrypt this File" button
   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**

Add a File

|	
Title:	[_____] (optional)
Description:	[_____] (optional)
File:	Choose File No file chosen maximum file size is 2 GB.
Encryption type ⑦	● Encrypt this file
	○ This file does not contain sensitive information or is already encrypted
	☑ Allow recipients to decrypt when downloading: ⑦
	☑ Send me an email with the code for decrypting the file: ⑦
	Complete

6. Once the Access code is displayed, click Continue

7. Enter form1098t@tamu.edu in the Email box and click Complete
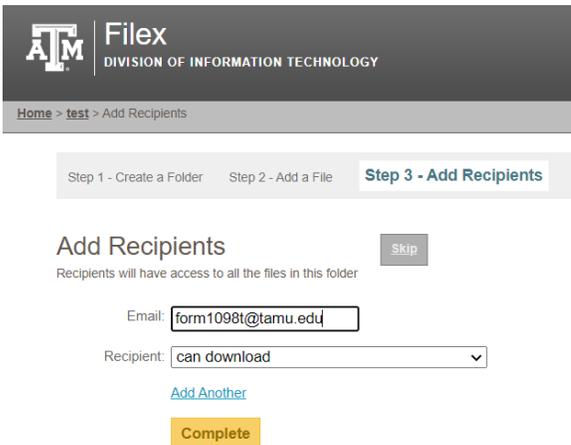
8. Your Filex file has now been sent via secured email.

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