



Basic Usage Guide

About Secure TransmIT:

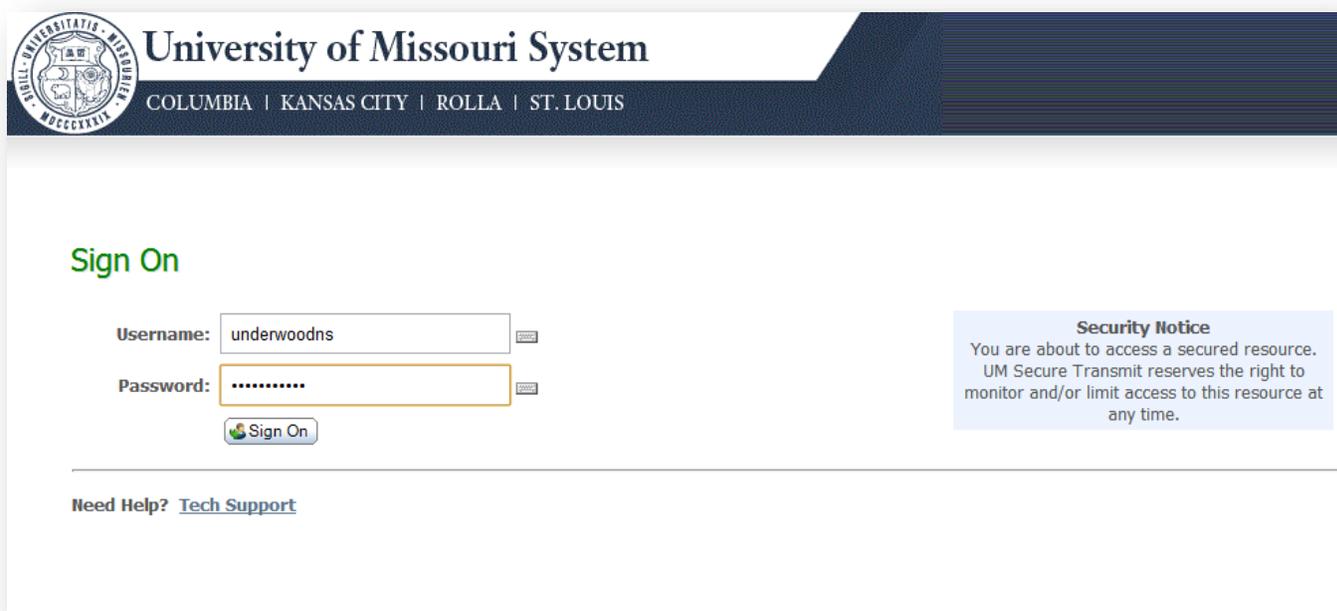
- Secure TransmIT is a secure, fully encrypted file transfer system
 - Secure TransmIT is intended for use by entities associated with the UM System for the purpose of sending business related files that are too large for transfer as email attachments or require a higher level of security.
 - Secure TransmIT can be accessed via the web at <https://securetransmit.umsystem.edu/> or by using the Outlook plugin interface, which is provided to all employees with access to the system.
 - Secure TransmIT's web interface supports the use of Internet Explorer (Windows only), Mozilla FireFox, Google Chrome (Windows only), and Apple Safari (Mac only).
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Things to Remember:

- "Packages" are similar to emails, and they are the basic means by which files can be sent from one user to another.
- Packages may contain files, or they may just contain a typed message.
- Packages must have a message attached or the package will not be sent.
- The address book is used to address your packages to any Secure TransmIT users that are already registered on the system. Adding addresses to the book and sending packages to email addresses that are not in the address book is a feature that is controlled by your Secure TransmIT group admin.
- All users have a default file transfer quota of 50 GB every 30 days. This means that if you were to send a 49 Gb file today, you would only be able to send a total of 1 Gb worth of file for the following 30 days. You will receive an email notification at the email address listed in your user profile when you have reached 80% of your 30 day quota.

Sending a Package via the Web Interface:

1. To log into the UM System's Secure TransMIT service, visit the [SecureTransMIT site](#) and sign in using your university SSO and password, as seen here:



The screenshot shows the sign-in page for the University of Missouri System's Secure TransMIT service. At the top left is the university's seal and logo. The header includes the text "University of Missouri System" and "COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS". The main heading is "Sign On" in green. Below it are two input fields: "Username:" with the value "underwoodns" and "Password:" with masked characters. A "Sign On" button is positioned below the password field. To the right, a "Security Notice" box states: "You are about to access a secured resource. UM Secure Transmit reserves the right to monitor and/or limit access to this resource at any time." At the bottom left, there is a link for "Need Help? Tech Support".

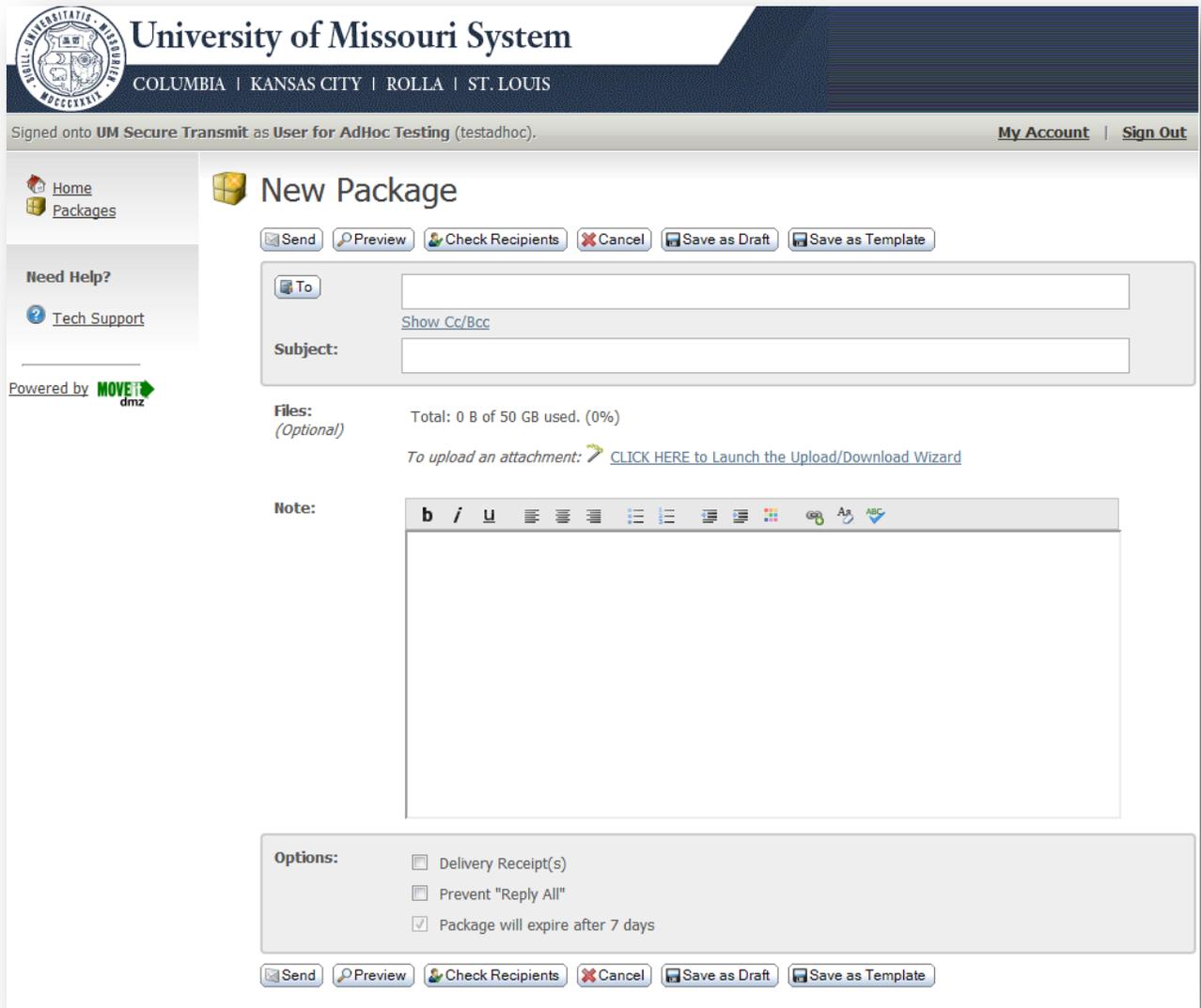
2. Once you have successfully authenticated, you will be brought to your "Home" area of the Secure TransMIT site, which looks like this:



The screenshot shows the home page of the Secure TransMIT service after successful authentication. The header is identical to the sign-in page. Below the header, a status bar indicates the user is signed on as "User for AdHoc Testing (testadhoc)" and provides links for "My Account" and "Sign Out". A left sidebar contains navigation links for "Home" and "Packages", and a "Need Help? Tech Support" link. The main content area features a "Welcome to UM Secure Transmit! Please watch this area for important messages." notification. Below this is a "Home" heading with a house icon. The "Package Actions" section is highlighted in green and includes two links: "Send a new package..." and "Manage your address book...". At the bottom left, there is a "Powered by MOVEit dmz" logo.

From this location, you can navigate to the packages section to send/receive files or edit your address book.

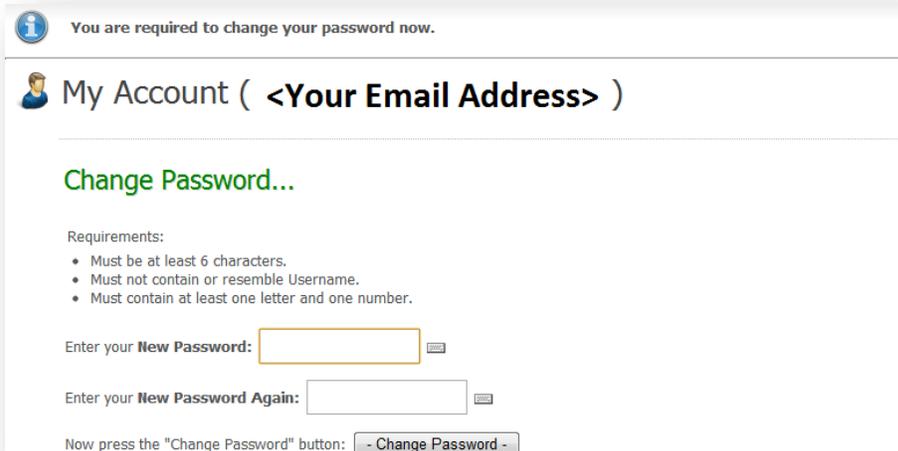
3. To send a new package, select the appropriate link at the bottom of the screen. The next page should look something like this:



4. Fill out the recipients (or select them from your address book), add a note (required), and, if desired, attach a file to your package via the Upload/Download Wizard. Once you have configured the package to your needs, you are ready to send the package or select one of the other options along the bottom of the screen.
5. When sending a package to an unregistered recipient (i.e. someone who does not already have access to Secure Transmit or is outside of the UM System), the user will be sent an email with a username and link to the package, followed by a second email containing their password. Recipients who are not registered as normal Secure Transmit users are granted a temporary account which will expire one week after the creation date.

Receiving a Package via the Web Interface:

1. When receiving a package from a registered user, you will be sent two emails at the address specified by the sender. The emails will appear with the following subject lines:
 - New Package Is Waiting
 - New User Account for UM SecureTransmit (securetransmit.umsystem.edu)
2. The “New Package” email will have a secure link to your package. Click this link, and then login using the ID and password provided in the “New User Account” email.
3. You will now be asked to change your password for security purposes, as seen here:



The screenshot shows a web interface for changing a password. At the top, there is a blue information icon and the text "You are required to change your password now." Below this is a header for "My Account (<Your Email Address>)". The main heading is "Change Password...". Underneath, there are "Requirements:" listed as:

- Must be at least 6 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.

There are two input fields: "Enter your New Password:" and "Enter your New Password Again:". At the bottom, there is a button labeled "- Change Password -" and a note: "Now press the 'Change Password' button:".

4. Once you have entered your new password conforming to the rules shown, you will be logged in to your home screen. Your “Packages” or received files will be shown at the top of the screen under the /Inbox folder. Any unopened packages you have received will be listed below, as well as options for sending a package or managing your address book. Your user home screen should look something like this:



The screenshot shows the home screen of the University of Missouri System's SecureTransmit. The header includes the university logo and name, "University of Missouri System", and "SecureTransmit" with a colorful arrow logo. Below the header, it says "Signed onto UM Secure Transmit as" followed by a user name and "My Account | Sign Out". The main content area has a "Welcome to UM Secure Transmit! Please watch this area for important messages." message. Below this is a navigation bar with "Home" and "Need Help?" (with links to "Online Manual" and "Tech Support"). The main heading is "/Inbox/". There is a "Go To Mailbox:" dropdown menu set to "/Inbox" and a "Go To" button. Below this is a section titled "Packages" with the text "There are no packages in this mailbox" and a "Return to Mailboxes" link. At the bottom, there is a section titled "Package Actions" with two buttons: "Send a new package..." and "Manage your address book...".

5. To download a file, simply select the desired package by double clicking, and then double-click the filename of the file that you wish to download.