

The University of Mississippi Using Secure Document Exchange 9/2010

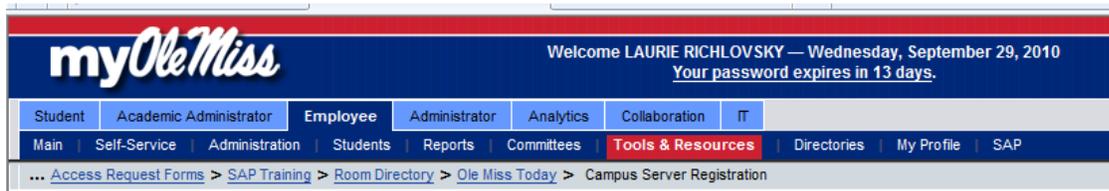
The Secure Document Exchange allows employees with a myOleMiss account to share data in a secure environment.

Save your data in one of the permitted formats.

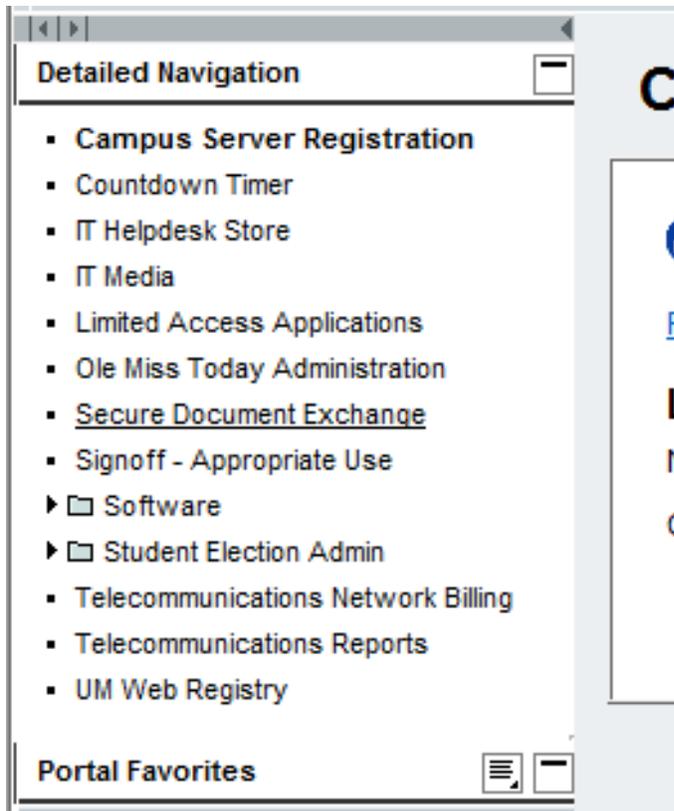
Name your file according to the naming rules – no blank spaces or special characters.

Log onto myOleMiss.

Choose 'Employee' then 'Tools and Resources':



On the left side, click on 'Secure Document Exchange':



Familiarize yourself with the associated policies; click the 'Accept' button.

Secure Document Exchange Overview

Welcome LAURIE RICHLOVSKY.

The purpose of this application is to give UM students and employees a secure method to exchange private documents. Note that the use of e-mail without encryption methods IS NOT SECURE. The following restrictions apply:

- Only the following file types are supported: **zip, xls, pdf, doc, txt, jpg, tif, gif, png, ppt, wpd, docx, pptx, xlsx.** (Please use **lowercase letters** as the file extension, such as 'myFile.doc' instead of 'myFile.DOC').
- The maximum size of one single file you can upload is **40 Mbytes.**
- Your file name only can have alphabetic letters, digits, underscore ('_') and dot ('.').
- The description of each file to be uploaded only can have no more than 300 characters.
- You can specify users who can access the file you are going to upload. These users will be notified by e-mail once the file is successfully uploaded. You will receive another notifying e-mail related to uploading this file.
- Once the file is uploaded, the only change you can make is to authorize more users to access that file.
- The uploaded file will be removed from the system at the beginning of the Expiration Date.
- **In order to acknowledge understanding of the following polices and to continue, you must select the "I accept" button below.**
 - [IT Appropriate Use](#)
 - [Privacy in the Electronic Environment](#)
 - [Information Confidentiality/Security](#)

I accept

View existing files here or go to the File Upload page to place a new file on the server.

Secure Document Exchange Main Menu

[Go To Overview Page](#)

Welcome LAURIE RICHLOVSKY.

Download Your File

File Name	File Type	File Size (Bytes)	Description	Expiration Date	Uploaded Time	Submitted By
No data available.						

Your Downloaded Files

File Name	File Type	File Size (Bytes)	Description	Expiration Date	Uploaded Time	Submitted By
EP_9_10.ppt	ppt	359,936	View	10/06/2010	09/22/2010 at 01:52:07	Isrichlo
Sept_CM_Report.XLS	xls	9,586	View	10/07/2010	09/23/2010 at 02:38:29	Isrichlo

Your Uploaded Files

Action	File Name	File Type	File Size (Bytes)	Description	Expiration Date	Uploaded Time
View/Add Users	EP_9_10.ppt	ppt	359,936	View	10/06/2010	09/22/2010 at 01:52:07
View/Add Users	Grad_Students.XLS	xls	82,471	View	10/11/2010	09/27/2010 at 09:58:55
View/Add Users	Grad_students2.XLS	xls	43,509	View	10/11/2010	09/27/2010 at 02:52:24
View/Add Users	Instructors.csv	csv	31,878	View	10/05/2010	09/21/2010 at 08:58:34
View/Add Users	Sept_CM_Report.XLS	xls	9,586	View	10/07/2010	09/23/2010 at 02:38:29
View/Add Users	Writing_Center.csv	csv	1,770,124	View	10/05/2010	09/21/2010 at 08:54:26

Upload File

[Go To Upload File Page](#)

Browse for the file you wish to place on the server.

Enter a brief description of the contents.

Enter the webIDs of the people with whom you wish to share the file.

Click 'Submit' to upload the file.

File Upload

Upload Your File

File To Upload **	<input type="text" value="Browse..."/>	<i>Please use one of the following file type only: zip, xls, pdf, doc, txt, jpg, tif, gif, png, ppt, wpd, docx, pptx, xlsx. And use lowercase letters in file extension.</i>
Description **	<input type="text"/>	
WebIDs Of Authorized Users To Download This File **	<input type="text"/>	
Expiration Date	10/13/2010	(MM/DD/YYYY)

****:** *This field is required.*

You and your recipient(s) will receive an e-mail notification that the file is available.