Atos

Data Protection Services
Secure Large File Transfer (SLFT) User Guide

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Introduction

What is Secure Large File Transfer?

Data Protection Secure Large-File Transfer Service (SLFT) is your hassle-free way to easily and securely transfer large files to other users. There is no software needed on your end, other than your web browser and email client. Everything else is managed by the SLFT server.

Sending Files

Sending files to internal or external users is a breeze. You simply login to your SLFT account; upload the file, using the HTTPS protocol, and SLFT automatically emails a notification message to the recipient, once the file is ready for downloading. Your transmission is locked and protected. The data is securely encrypted using a passphrase that you provide

Receiving Files

Receiving a file is just as easy. The recipient gets the email notification from SLFT, explaining that a file is waiting and ready to be downloaded. The notification includes instructions for downloading the file. The recipient logs onto the SLFT server, as directed by the notification, and downloads the file

Once the file has been downloaded by the recipient, the SLFT server updates the status of the message to confirm that the file was successfully downloaded. The encrypted file will be stored for a specified period of time, configurable by SLFT retention policy (current default is 17 business days).

SLFT Features

- Encrypt large files.
- Seamless uploads and notifications to recipients.
- Customers can download files using their web browser in multiple Operating Systems.
- No software required to decrypt data at the recipient's computer. □   Secure web transmission with SSL for upload and download.
- Data at rest is encrypted and can be set with an expiration date for added protection.

> **Note:** SFLT should not be used for backup or storage purposes. Remember to always keep your original file in a safe place. Failure to do so could result in data loss.
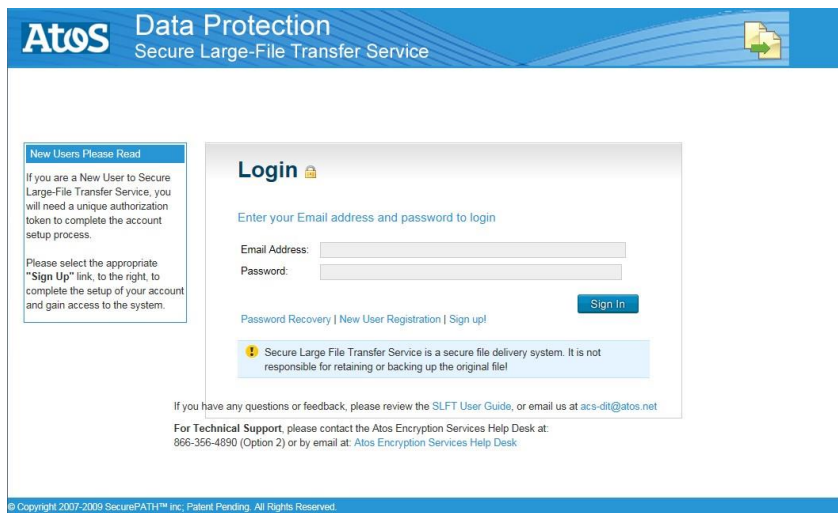
Getting Started

Sending large files up to 2GB is simple with SLFT. Files can be sent to any users; however, before you can send a file, you must be a registered user on a managed domain. The first step in registering is obtaining a token.
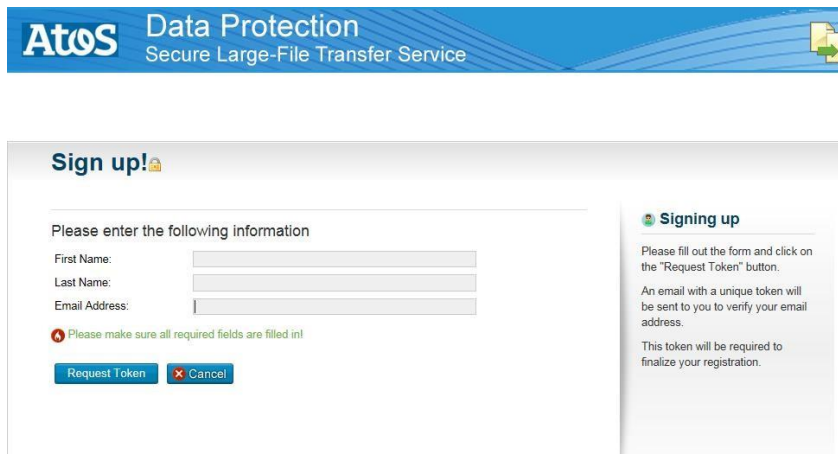
To register as a new user:

1. *Go* to https://slft.atos-nao.net/ 2.

Click the "Sign Up" link.

Figure 1

3. *Enter* your **First Name, Last Name and Email Address** in Sign up form.

Figure 2

4. *Click* the "**Request Token"** button.

Figure 3

You will receive a confirmation message.

A message containing a unique token will be sent immediately to your email address.

5. *Open* the email, and then *click* on the link to the SLFT login page.

You have received a password token for the Secure Large-File Transfer Service (SLFT).

Token: CFNCH-LM481-PVZXG

Go to https://slft.atos-nao.net/?i=in_reset_pass to sign up.

Please do not reply to this automatically-generated email. If you have any questions, email us at es.helpdesk@atos.net, or call us at 866-356-4890 (Option 2).
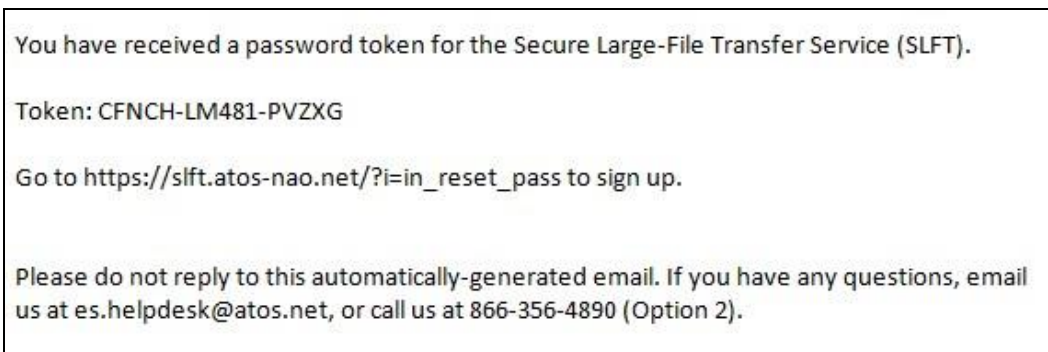
Figure 4

6. *Click* the **"New User Registration"** link on the login page or the link in the email.

Figure 5

7. *Type* your email address along with your first, last name and phone (optional).

Figure 6
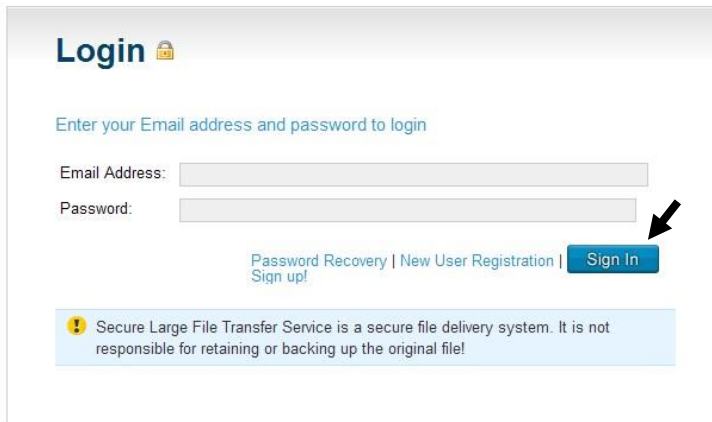
8. *Enter* the 15-character token from your email invitation.
9. *Create* a password for your SLFT account and confirm a second time.
10. *Click* the **Register** button.
    You will receive a confirmation message stating that you have successfully registered. Click the "Click here" link to login.

Figure 7

Logging In

To login to SLFT:

1. Type the email address and Password you used to create the account.

Figure 8

2. Click the **Sign in** button.

Sending files

The Send tab allows you to send files to other users via the secure web protocol HTTPS. When you complete and send the form, SLFT encrypts the file using the passphrase you supplied, and then sends a notification to the user that a file is ready for them to download from the SLFT server. For added security, SLFT never stores or sends the passphrase to the user. You will need to communicate the passphrase to the recipient for use during the download process.

> **STOP:** SLFT never stores the passphrase on the server, so it is important that you remember the passphrase and communicate it to the intended recipient(s) for download. If the passphrase is lost, the file will have to be uploaded again; as the original file cannot be recovered without the passphrase that was specified during the encryption process.

The Send form has the following required fields:

Setting	Description
Email Address	Enter the email address of the recipient(s) that will receive a notification to come to the server to pick up the file. Separate multiple addresses by a comma.
Cc:	Enter the email address of the individual you would like to send a copy of the notification. **Optional.**
Attachment	Enter the full path and name of the file to be sent or use the Browse button to navigate to the file on your computer that you wish to send to the recipient(s).
Subject	Enter the subject line for the email notification message that will be sent to the recipient(s) listed in the To: and Cc: text boxes.

Setting	Description
Message	Enter a custom message here. This message will be included in the notification email sent to the recipient(s) along with instructions on how to retrieve the encrypted file. NOTE: DO NOT include the PASSPHRASE.
Recipient OS	Choose the operating system the recipient will use to decrypt the file. (Windows is default.)
Passphrase	Enter a passphrase to encrypt the file against. This will be the passphrase required by the recipient in order to download and decrypt the file. This passphrase must meet the minimum strength requirements as defined by the SLFT Policies.
Confirm Passphrase	Enter the passphrase a second time to confirm it.
Passphrase Strength is	Displays the strength of the passphrase currently entered in the Passphrase text box. This value must be equal to or exceed the Min. Passphrase Strength displayed in the Policies section of the page.
Options	• **Set High Priority:** Check this box if the file is high priority. • **Disable Self Notification:** Check this box if you do not want to receive a copy of the notification message sent to the recipient(s). • **Disable Download Receipt:** Check this box if you do not want to receive a notification message when the recipient downloads the file.

To Send a File using the HTTPS Protocol:

1. *Click* on the **Send** Tab.
2. *Type* the recipient's email address in the **Email Address** field.
3. *Type* the recipient's email address in the **Cc** field. **Optional** 4. *Click* the **Browse** button to select the file you want to send.
5. *Type* a subject name in the **Subject** field.
6. *Type* a description in the **Description** field.
7. *Select* the **Recipient's OS**. (Default is Windows).
8. *Enter* and *confirm* your passphrase.

9. *Click* the **Send** button.

Click the Details link to see confirmation stating that the file was sent successfully.

> **Note:** Recipients that are not registered SLFT users will be emailed an invitation with instructions on becoming a registered user.

Figure 9

Retrieving your file

The SLFT Inbox is where you can see all of the files that have been sent to you by other SLFT users. You can choose to view the files sent to you in the last 30, 90 or 365 days, you can view downloadable files only or view all the files sent to you at once. You can also use the Search function to easily locate files in your Inbox. Once a file is sent to you, you will receive a notification email from the SLFT server.

To retrieve your file(s):

1. *Open* your notification email.

2. *Click* on the link to the SLFT login page. **Remember to contact the sender to get the passphrase.**

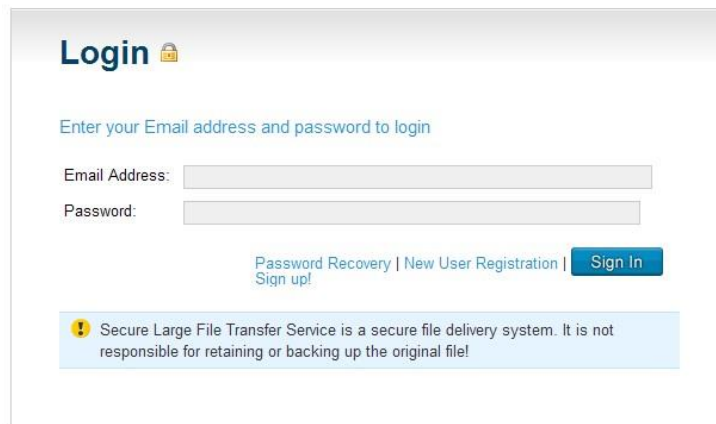3. Type the email and password you used to create your account. Click the Sign in button.

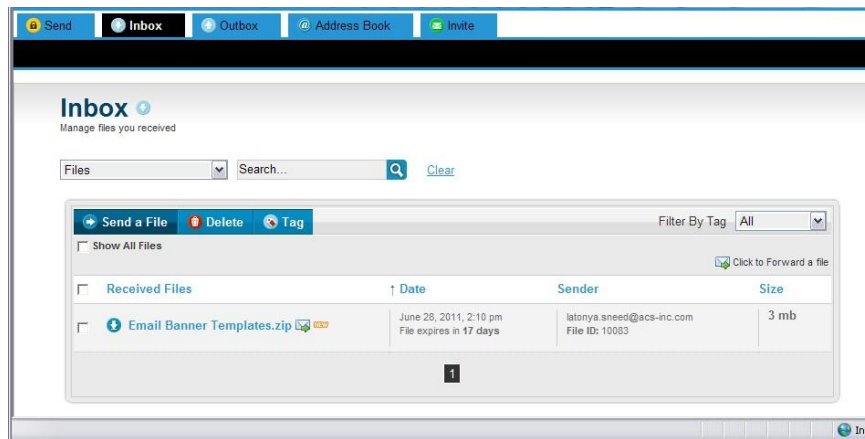**Figure 10**

You will be directed to your inbox.

Figure 11

> **Helpful Hint:** You can forward the file to another recipient by clicking the "Click to Forward" a file icon.

The Inbox has the following columns:

Column	Description
Your Received files	Contains the name of the file being sent. Clicking the link or the Down arrow to the right of the file name will start to the downloading process.
Date:	Contains the date the file was sent to you and the date that the file will expire and no longer be available to download.
Sender	Contains the email address of the person sending you the file and a system generated string used to keep each file name unique on the SLFT System
Size	Indicated the size of the file being sent.
Delete	Check the box to the file and click the red trash can to remove the corresponding file from SLFT. The transaction remains in your Inbox but the file can no longer be downloaded.

To download a file from your Inbox:

1. *Click* on the file name link or the down arrow immediately to the left of the file name. (Note: for Linux, UNIX see Decrypting Linux SDAs, on page 14.

2. *Click* the **Run** button in the File Download dialog box.

Figure 12 3. *Click* the **Run** button on the Security warning dialog box.

Figure 13

4. *Click* the **Browse** button if you would like to modify the location where the decrypted file will be saved. **(Optional)**

> **Note:** If you do not wish to run the file, save it to your desktop and open it at a later time.

Figure 14

> **NOTE:** The desktop is default location. To make your passphrase visible, uncheck the "Hide Typing" checkbox.

5. Enter the passphrase that was given to you by the person who sent the file.

6. *Click* OK to decrypt the file and save it to the desired location.

Decrypting Linux SDAs:

Step	Action
1	Download the file using Secure Large-File Transfer Service (SLFT).
2	Open up the terminal. (Go to Applications>Utilities>Terminal).
3	Change Directory to where you downloaded the file (cd /dir).
4	Change the permission on the file type the following command (CHMOD 777 /full path/filename).
5	Drag the file to the terminal or type the full path and filename hit enter.

6	If you drag the file into the terminal remove the single quotes from the path (**'**/path/filename**'**). Then hit enter
7	This will prompt you for a passphrase (You will need to retrieve this from the sender).
8	The file will be decrypted and available where ever the original file was located.

To delete files from your Inbox:

Step	Action
1	Click on the Inbox Tab.
2	Locate the file to be deleted.
3	Click on the red "x" in the **Del** column for file to be deleted.
4	Click **OK** on the "Are you sure that you want to delete this file?" prompt.

SLFT displays a confirmation message indicating that the selected file has been deleted from the system. The transaction remains in your Inbox but the file can no longer be downloaded.

> **Note:** You can use SLFT Search feature to locate files in your Inbox. Simply enter the name or partial name into the search box and click Search. SLFT will display all files that match the string entered.

The Outbox

The Outbox is where you can see all of the files that you have sent to other SLFT users. In addition, you can delete files from your Outbox making them no longer available to the recipient to download.

Like the Inbox, you can choose to view the files that you sent in the last 30, 90 or 365 days, you can view downloadable files only or view all the files that you sent at once. You can also use the Search function to easily locate files in your Outbox.

The Outbox has the following columns:

Column	Description
Your Received files	Contains the name of the file being sent. Clicking the link or the Down arrow to the right of the file name will start to the downloading process.
Date:	Contains the date the file was sent to you and the date that the file will expire and no longer be available to download.
Sender	Contains the email address of the person sending you the file and a system generated string used to keep each file name unique on the SLFT System
Size	Indicated the size of the file being sent.
Delete	Check the box to the file and click the red trash can to remove the corresponding file from SLFT. The transaction remains in your Inbox but the file can no longer be downloaded.

To delete a file from your Outbox:

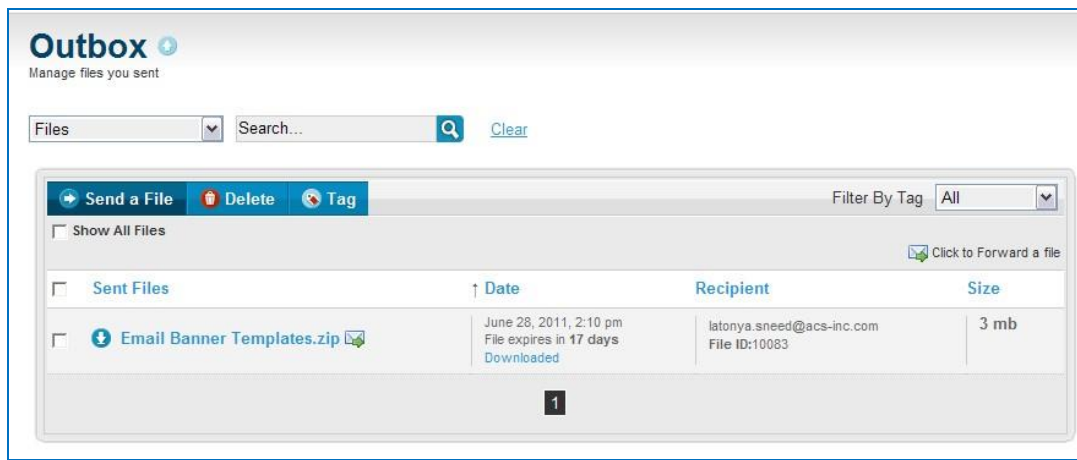| Step	Action
1	Click the Outbox Tab.
2	Locate the file to be deleted. Place a check in the box next to the file.
3	Click on the Delete button.
4	Click **OK** on the "Are you sure that you want to delete this file?" prompt.

Figure 15

The Address Book

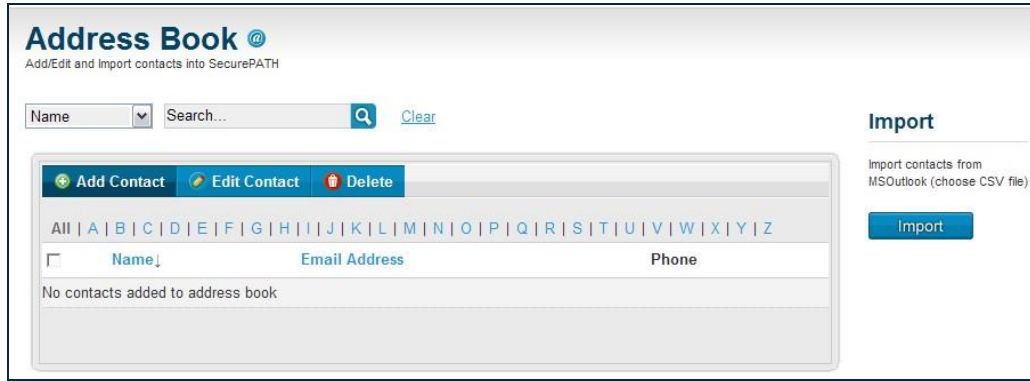The Address book can be used to store the names and email addresses of contacts that you frequently send files to. You can also import your Outlook Contacts.

Figure 16

To add a contact to the address book:

Step	Action
1	*Click* the Add Contacts button.
2	*Enter* the name and email address in the Add Contact box.
3	*Click* the Submit button.

SLFT displays a message stating that the contact was added to the address book.

To import your Outlook contacts follow the instructions below:

Step	Action
1	Go to your contacts in Outlook.
2	Click File then go to Import and Export.
3	This will open the Import and Export Wizard.
4	Click Export to a file and next.
5	Select Comma Separated Values (DOS or Windows).
6	Select folder to export from (Contacts) Next.
7	Set the filename and path of the exported file. Next.
8	Note: do not select Map Custom Fields.
9	Select Finish CSV is created.
10	Go to Address Book tab in SLFT.
11	Click Import Contacts and browse to your CSV file.
12	Select your CSV file and click Open.
13	Click Import and verify all contacts were imported.

Sending Invitations

All SLFT senders and receivers must be registered users of the system. As a registered sender, you can use the INVITE tab to invite new users to the Secure Large-File Transfer system. SLFT will send an invitation email, containing a service link and a unique 15 character registration token.

> **Note:** SLFT will automatically create and send invitations by email to any unregistered recipients specified during the normal Send File process.

The Invite page has the following fields:

Field	Description
To:	Enter the email address of the person you wish to invite to user your SLFT system.
Message:	Enter a custom message to be included with the email invitation.

Figure 17

To Invite a New User to the SLFT system:

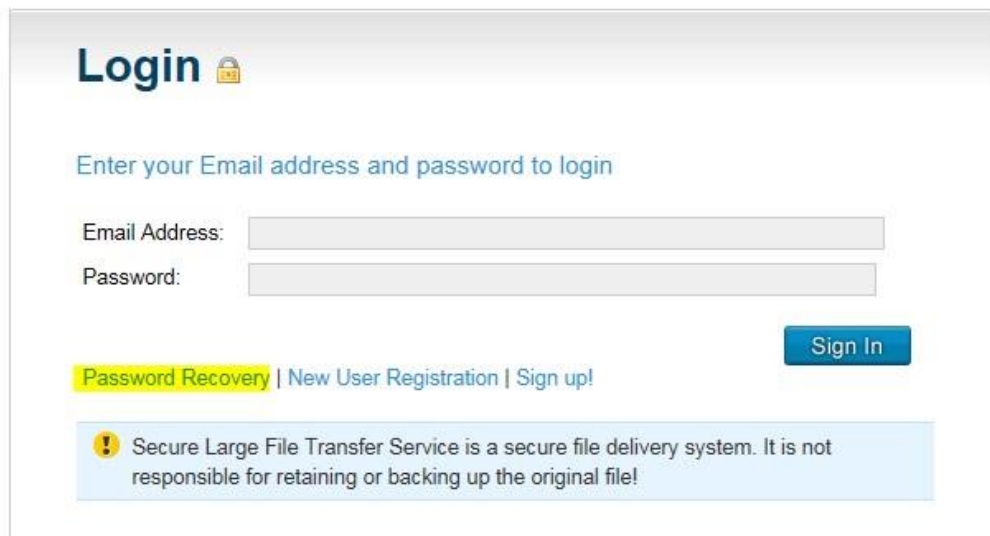| Step	Action
1	Click on the Invite Tab. This tab is only visible to internal SLFT users.
2	Enter the email address of the person you wish to invite.
3	Enter any custom message desired.
4	Click the **Preview** button
5	Click **Send Invitation**.

Troubleshooting

Recovering or Resetting Your SLFT Account Password

SLFT will email you a notification message with a new token, a link to the Password Reset page and instructions for completing the password reset process.

To Recover Your SLFT Account Password:
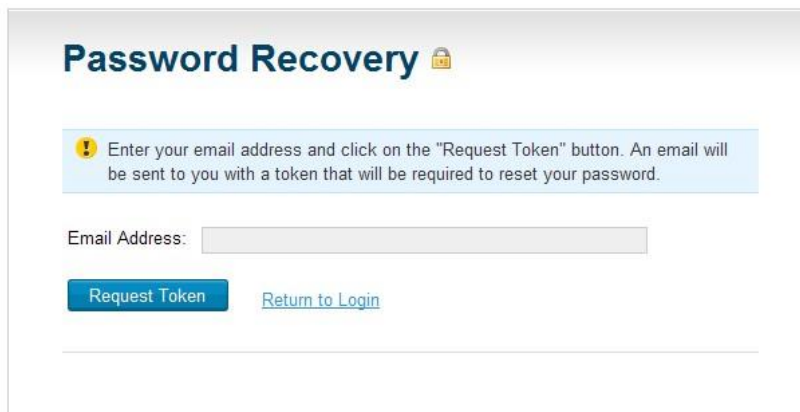
1. *Go* to https://slft.atos-nao.net/. Click the "Password Recovery" link.

Figure 24

2. Enter the email address you used to create your SLFT account.

Figure 25

2. Click on the **Request Token** button.

SLFT will display a confirmation message indicating that a new token has been sent to you via email.

3. *Click* on the link provided in the email.
4. *Complete* the Reset Password form using the new 15-character token from your email.
5. *Click* **Set Password** button.

You will receive a confirmation stating that your password was successfully reset.

6. *Click* the Return **to Login** button.

If you have any questions or feedback, please email us at acs-dit@atos.net

For Technical Support, please contact the Help Desk at: Toll Free # 866-356-4890 (Option 3) or by email at: es.helpdesk@atos.net