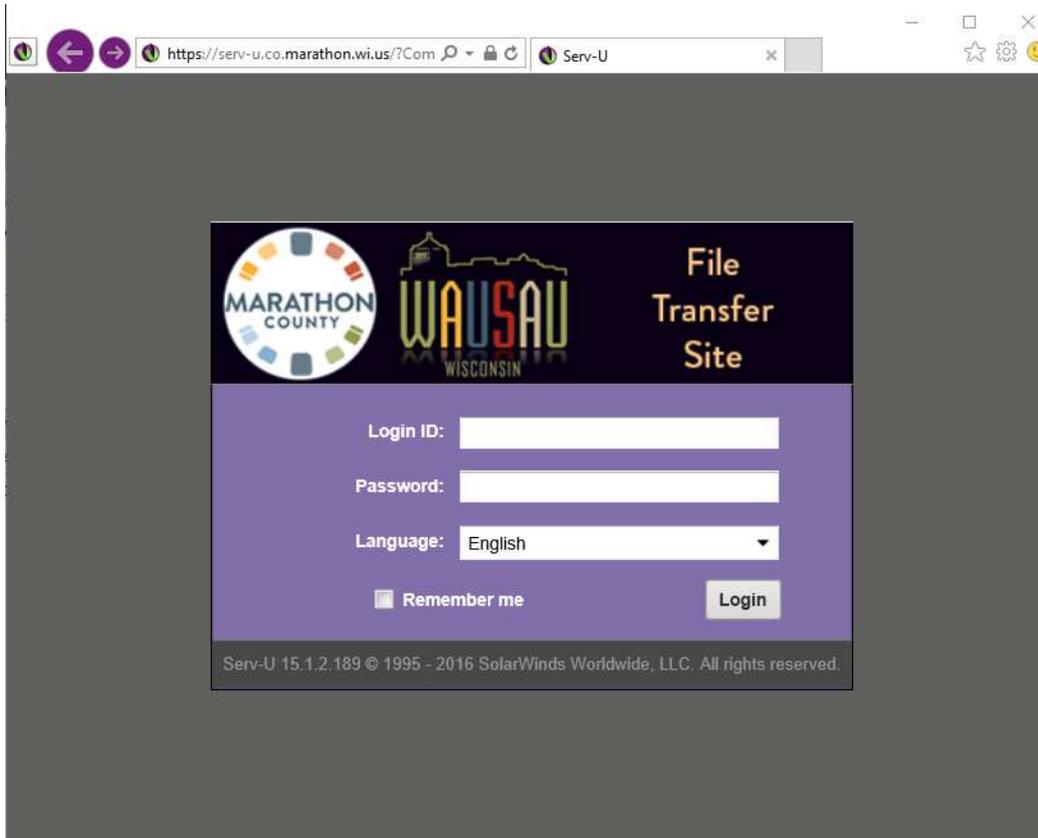
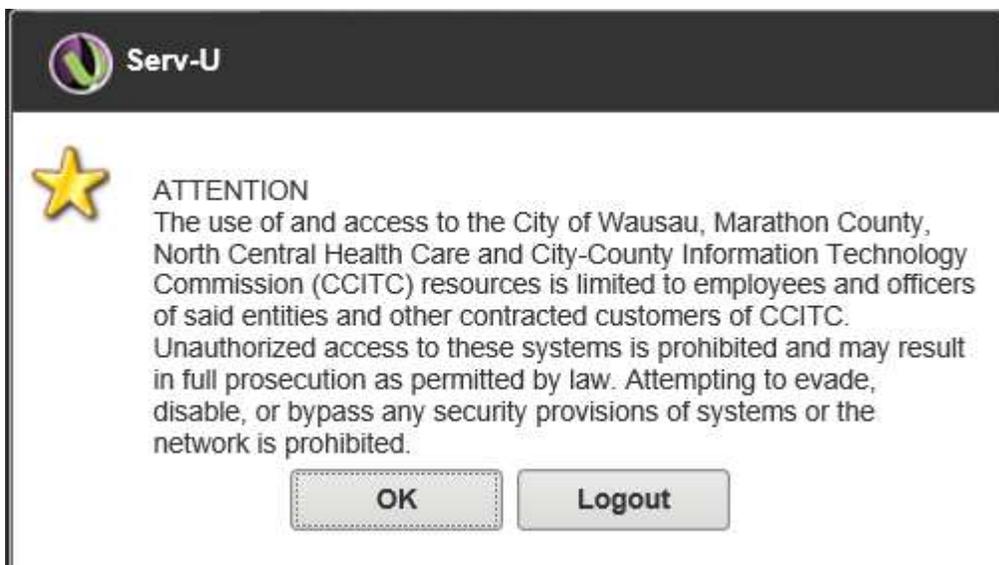


<https://serv-u.co.marathon.wi.us/?Command=Login>

Log in with your computer username and password.



Click OK



There is an option to either Request or Send files.

Home **Request Files** **Send Files** Daily Activity 0 0 Jump to: File Sharing

Requested Files (Last 5 File Shares) Updated 5/11/2016 at 8:06:27 AM Refresh

Date Received	Subject	Sender(s)	Status	Size	# of Files	Expires	Download	Delete
Click on the <b>Request Files</b> menu to create a new file share.								

View All Requested >> (0 Shares)

Sent Files (Last 5 File Shares) Updated 5/11/2016 at 8:06:27 AM Refresh

Date Sent	Subject	Recipient(s)	Status	Size	# of Files	Expires	Download	Delete
Click on the <b>Send Files</b> menu to create a new file share.								

View All Sent >> (0 Shares)

To Request a file...add the email address for whom you want to request a file from. You can add a comment and a password if desired.

Share Information

Subject  
Serv-U File Sharing Link [expires 5/18/2016 12:00:00 AM]

Comments (optional)

My Contact Information

Name  
Dawn Mentink

Notify me when the file(s) have been uploaded

Email Address  
Dawn.Mentink@co.marathon.wi.us

Guest Email Addresses

Automatically send the upload link to the guest user(s) in an email

Send me an email copy with the upload link

User emails who need access to this share (comma separated)

Serv-U Access Link Expiration

The link to upload files should expire:

on this specific date 05/18/2016

in 24 hours

in 30 days

Note: Expiration dates help keep your files more secure by limiting access.

Other Settings (optional)

Constrain individual file sizes to: 10 MB

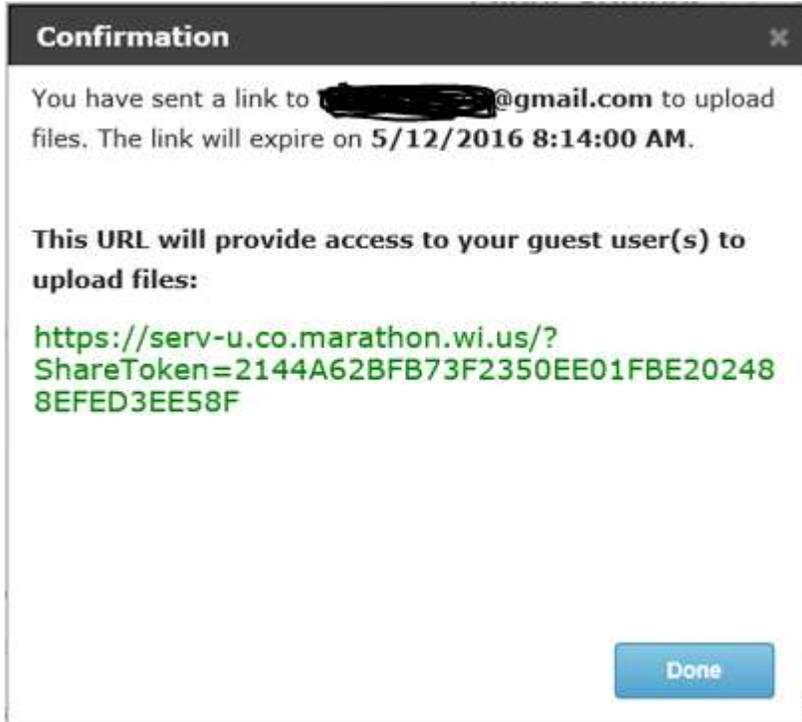
Require the guest to enter this password to access Serv-U. (To generate a password, click on the key button)

Include the password in the email (less secure)

Note: Your passwords are not recoverable. In the case of a lost password, the invitation would need to be resent with a new password.

Send Request Cancel

When you click Send Request you will see this window below and will receive a copy of the email your recipient has received.



You have received access to a Serv-U File Share from Dawn Mentink. The link to transfer your file(s) will expire on Thursday, May 12, 2016 8:14 AM.

<https://serv-u.co.marathon.wi.us/?ShareToken=2144A62BFB73F2350EE01FBE202488EFED3EE58F>

Need help? See some troubleshooting tips at <http://www.Serv-U.com/sharefiles>.

=====

Statement of Confidentiality

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient of this email, any use, dissemination, forwarding, printing, or copying of this email is prohibited. Please notify the sender of this email of the error and delete the email.

=====

The recipient will then click on the link and will be taken to a webpage to upload their file(s).

The screenshot shows the 'File Sharing' interface. At the top left is the 'MARATHON WALSAU' logo and 'File Transfer Site'. At the top right are links for 'Help' and 'About Serv-U'. The main heading is 'Welcome'. Below it, a message states: 'You have temporary access to Serv-U File Sharing to upload files. Access to upload files will expire on 5/12/2016 at 8:14:00 AM. The files you upload will be made available to Dawn Mentink.' The central area is titled 'Select your file(s) to upload' and contains five numbered input fields, each with 'No file selected' and a 'Browse...' button. At the bottom left of this area is an 'Add more files' button, and at the bottom right is an 'Upload >>' button.

You will then receive an email with the link to download the file.

The screenshot shows the 'Requested File Share Details' page. The top navigation bar includes 'Home', 'Request Files', and 'Send Files'. The main content area displays the following details:

- Date Received: 5/11/2016 8:17:59 AM
- Subject: Serv-U File Sharing Link [expires 5/12/2016 8:14:00 AM]
- Comments: No comments added
- Sender(s): tribblekisses@gmail.com
- Status: Received (Change Password)
- Password Protected: No
- Expires: 5/12/2016 8:14:00 AM
- Share Owner: Dawn Mentink (Dawn.Mentink@co.marathon.wi.us)
- File Share URL: <https://serv-u.co.marathon.wi.us/?ShareToken=2144A62BF873F2350EE01FBE202488EFED3EE58F>

A warning box on the right states: 'This file share is set to be automatically deleted 7 days from the expiration date. Learn More >' with a 'Delete File Share Now' button.

File Name	File Size	Download	Delete
Gerbera-Wallpapers.jpg	113.28 KB		

Below the table is a 'Download All' button. At the bottom, a 'Download History' section shows a table with columns for 'File Name' and 'Location', with the message: 'There is no download activity for files in this file share.'

## To Send a file...

Fill in the email address of the person you want to send a file to, add any comments, select the time for which you would like the file to be available to them and create a password if you wish. Click Next.

Subject  
Serv-U File Sharing Link [expires 5/18/2016 12:00:00 AM]

Comments (optional)

**My Contact Information**

Name  
Dawn Mentink

Notify me when the file(s) have been downloaded

Email Address  
Dawn.Mentink@co.marathon.wi.us

**Guest Email Addresses**

Automatically send the download link to the guest user(s) in an email

Send me an email copy with the download link

User emails who need access to this share (comma separated)

The link to download files should expire:

on this specific date 05/18/2016

in 24 hours

in 30 days

**Note:** Expiration dates help keep your files more secure by limiting access.

**Other Settings (optional)**

Require the guest to enter this password to access Serv-U.  
(To generate a password, click on the key button)

Include the password in the email (less secure)

**Note:** Your passwords are not recoverable. In the case of a lost password, the invitation would need to be resent with a new password.

Browse to the file(s) and select Upload. Both you and the recipient will receive an email.

## Send Files to Guest User: Upload Files (Step 2 of 2)

Upload up to 20 files in one file share. Please note that some browsers only support file uploads up to 4GB in size.

Select your file(s) to upload

- No file selected
- No file selected
- No file selected
- No file selected
- No file selected