

FTDirect - Large File Transfer Instructions

What is FTDirect?

FTDirect is a product that can transfer large files across the Internet in a simplified manner. Most email systems enforce strict size limit on attachments. FTDirect allows you to securely bypass this limitation without losing the simplicity email provides.

What FTDirect is not:

FTDirect is not a standards based FTP Server. It cannot accept command-line instructions.

A word about usage and content:

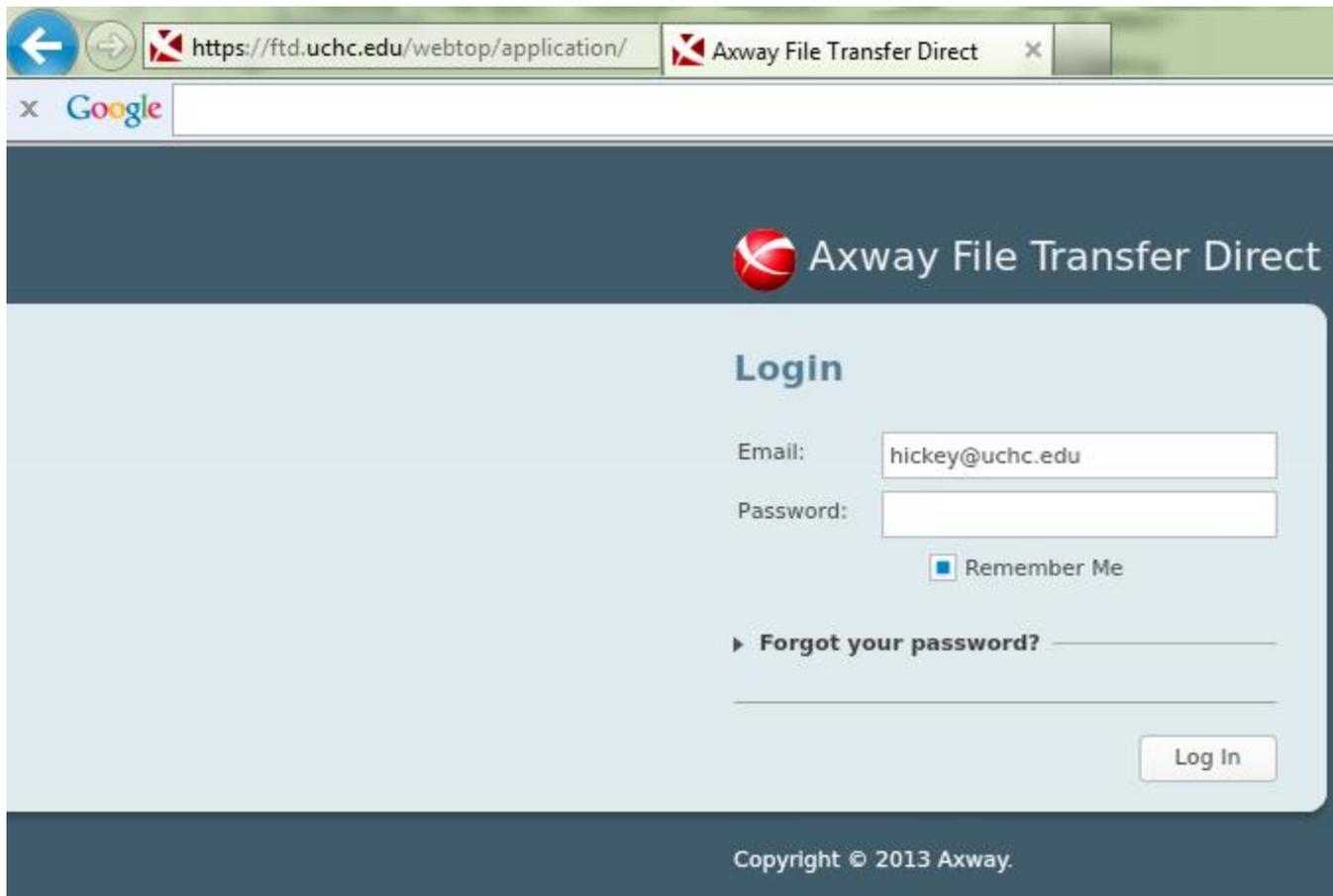
FTDirect is intended for legitimate business purposes and for authorized users only. All content transferred is subject to monitoring and misuse will lead to disciplinary action.

A word about download speeds:

When sending large files it's important to keep download speeds and delays in mind. A 4 Gigabyte file that would only take 10 minutes to send from our network could take over 6 hours to download from a standard DSL circuit. Compress files whenever possible and be sure to manage the recipient's expectations.

Web Browser Interface:

System Requirements: Java RE 6 update 13 or higher, Adobe Flash Player 10, and IE 7/8 in compatibility mode or Firefox 3.6.3 or later on Windows, Linux or Mac. From your web browser, go to <https://ftd.uchc.edu> and log in with your email address and your Windows password.



The screenshot shows a web browser window with the address bar displaying <https://ftd.uchc.edu/webtop/application/>. The page title is "Axway File Transfer Direct". The main content area features the Axway logo and the text "Axway File Transfer Direct". Below this is a "Login" section with the following elements:

- Email:
- Password:
- Remember Me
- [▶ Forgot your password?](#)
-

At the bottom of the page, there is a copyright notice: "Copyright © 2013 Axway."

Click Send Files

 Send Files

FILES

 **Received**

 Sent

 Folders

 **Received**

 Reply

 Delete

Expiration Date



Address the message, add text, attach the file and send it like you would any regular email.

Send Files ✕

Selected Files

1 File (17.9 MB)

Name	Size	Actions
1.xlsx	17.9 MB	

  click here to add file(s)

Destination

Send to People Add to Folder

To:  address message here

Send to Entire UCONN Health Community, 18902 People

Subject:  add email subject here

Description:  add any message or description here

Expiration Date:   Never Expires

A note about Bulk Mail Filters:

If the recipient does not receive the messages in a reasonable amount of time, have them check their Bulk Mail folders.

If this is the first time the recipient has used the service they will receive two emails. One message will ask them to self-register and the other will contain a link to the large file. If they've already registered they'll only receive the one email with the link to the file.

To self-register, have the user click the link provided in the email, fill out the form, and click 'Register here'.

This message contains the following attachment:

[1.xlsx](#) 17 MB

This attachment will expire on Fri 07/19/13 3:59 AM GMT+00:00.

In order to download this attachment, you must be registered with the file sharing service.

If you do not have an account, [register here.](#)



This link is private and only available to the recipients of this email.

Now, you'll be asked to confirm your email address. Enter the address and click submit.

Registering a new account: step 1

Welcome to the registration process.

This wizard will guide you through the steps needed to register a new account.

Step 1: confirm your email address

For security reasons, we first need to confirm your email address.

An email with an account creation link will be sent to the address you provided.

Step 2: create your account

You will be asked to provide some information about yourself.

You will be asked to provide a password to protect your account.

When the process is complete your account will be created and ready for use.

You will be able to download your files.

Confirm your email address here:

Email:



You'll see this window:

Registering a new account: step 1

Thank you for providing your email.

Please check your inbox for your account creation email.

Click the link in the email to continue the self-enrollment process and provide your account details.

You will then receive a new email asking you to create your FTD account:



File Transfer Direct <ftdirect@uchc.edu>

9:34 AM (35 minutes ago) ☆



to me ▾

Hello,

This email is part of the account creation process for the file sharing service.

Click the link below to continue your registration process.

[Create my account](#)



You are receiving this email because an account creation request has been received for your email address.

If you did not request an account, you can ignore this email.

You'll then be brought to this page to complete your registration:



Registering a new account: step 2

Thank you for confirming your email address.

To create your account, please provide your account details (asterisk indicates required information):

Email: testuser@gmail.com

First Name * :

Last Name * :

Phone Number:

Password * : 

Password confirmation * :

Terms and Conditions * : I accept the [Terms and Conditions for community "UConn Health"](#)



You will then see this:



Registering a new account: step 2

Congratulations!

Your account is now created.

Access the web client [here](#).

Save this link by adding it to your bookmarks.

You can download your files:

[1.xlsx](#)

18 MB

You can either click the link to open the web client or click the link to download the file.

Below is what the web client looks like. Your external customers can always access the web client at <https://ftd.uchc.edu>.

FILES MONITOR UCONN

Send Files

FILES

- Received
- Sent
- Folders

Received

Reply Delete View: Current Community

Expiration...	From	Commu...	Received	Files
18 Jul 2013	lo...	UCONN Health	18 Jun 2013 09...	1 File

logs for you [click here to download the file](#)

Received: 18 Jun 2013 09:27
 From: lo...
 To: lo...
 Expiration Date: 18 Jul 2013 23:59

here you go

Total 1 File, 17.9 MB

17.9 MB

The external use can use this interface to send file back to the author.

Now that you are registered future emails will only have a link to download the file. The external user can just click the link to download the file, or they can log into the web client to retrieve, edit, and upload changes.

If you have any questions or problems please contact the IT Helpdesk at x-4400