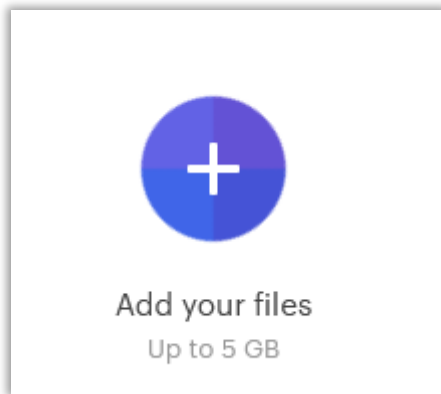
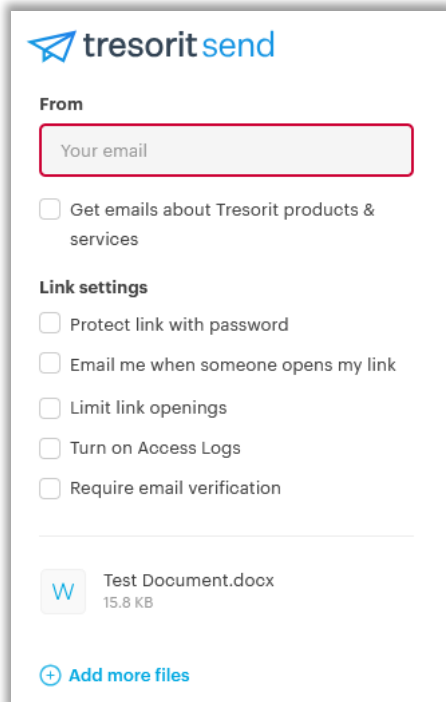


Tresorit Send

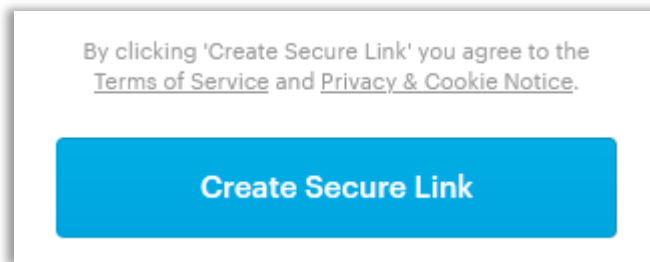
1. Go to <https://send.tresorit.com>
2. Click on “Add your files” and select the file(s) that you want to upload.



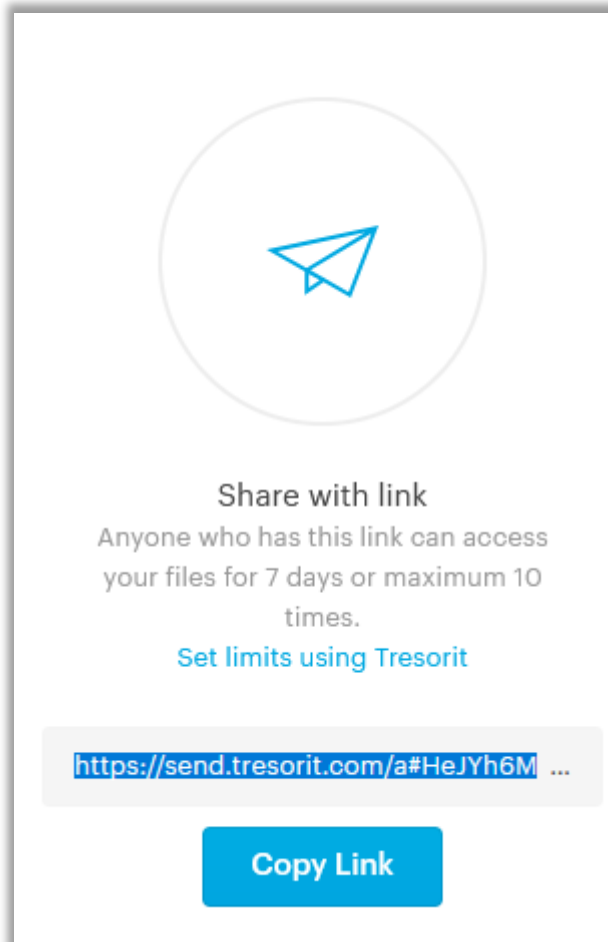
3. Enter your email and select additional options, if desired:
 - a. Protect link with a password allows additional protection. Recipient will have to use this password before being able to access the contents. This protects from accidental access to the data by guessing/obtaining the link.
 - b. You can be notified when the link is accessed with a message to the above email address.
 - c. The other three options are limited to paid version.
4. You can also add additional file(s), if needed by clicking on “Add more files” below.

A screenshot of the Tresorit Send web interface. At the top is the Tresorit Send logo. Below it is a "From" section with a text input field containing "Your email". Underneath is a checkbox labeled "Get emails about Tresorit products & services". A "Link settings" section follows, containing five checkboxes: "Protect link with password", "Email me when someone opens my link", "Limit link openings", "Turn on Access Logs", and "Require email verification". Below these is a horizontal line. Under the line is a file preview for "Test Document.docx" (15.8 KB) with a Word document icon. At the bottom is a blue button with a plus icon and the text "Add more files".

5. Once you upload the desired files and set the options, click on “Create Secure Link” button.



6. The site will upload the document(s) and generate the link. Couple of things will happen:
- You will receive an email to the address entered in point 4. Following the link included in that message will allow you to revoke the share.
 - The site will show you the link which you share with the Committee.
 - If you have protected the files with the password, it should be shared preferably over a different channel or at least via a different email message.
 - Please also note the **limitations**: files can be accessed only 10 times or within 7 days before they are securely deleted.



7. If you need to upload multiple batches of files, you can use “Create New Secure Link” to repeat the process.