# Move It Securely File Transfer

MoveItSecurely (Also known as MoveitTransfer) is an application licensed through the Minnesota State System that allows you to transfer confidential and large files securely to another person via a secure server. This service is available to faculty, staff, and students with a StarID. This service should be used for any documents that include private data (see Minnesota State Board policies 5.22 and 5.23).

Logging in to MoveItSecurely
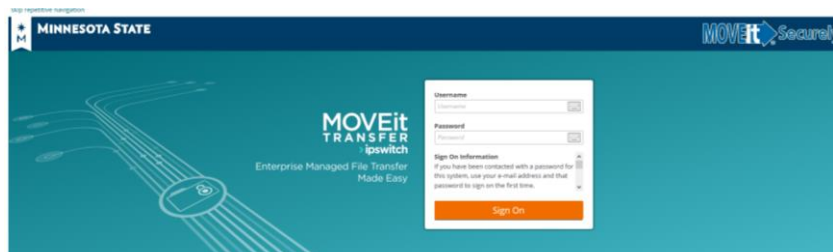
1. Go to the MoveItSecurely login page (https://securefileshare.minnstate.edu/).

2. Enter your StarID and password.

3. Click **Login**.

You will see the following screen:
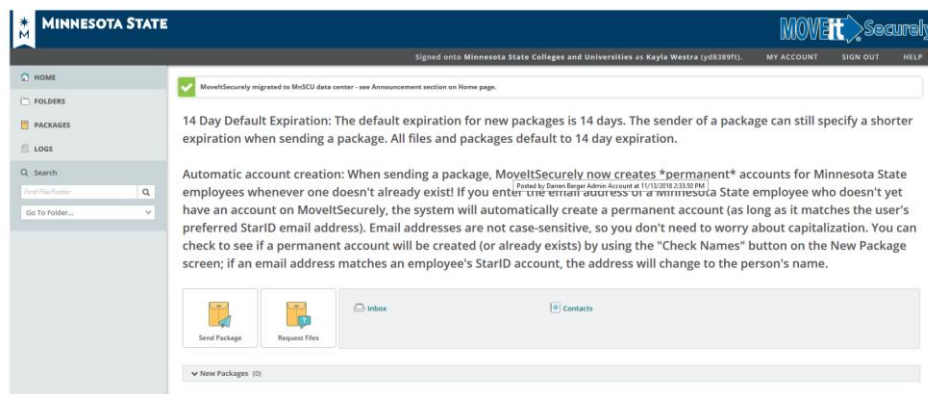
To Send A File (Package)

1. Click **Send a new package**.

2. Complete the **New Package** page to send your file(s).

3. **To:** Enter the recipient's e-mail address in the "To" field. Use a semicolon between each recipient if more than one.

4. **Subject:** Enter a descriptive subject for your message to the recipient(s).

5. **Note:** Enter the body of your message to the recipients.

6. **Files**: Click [**Upload Files**] dialog to add files for uploading, click **Browse** and select your file. To add more files, click **Browse** again.

7. Once you have selected all files that you wish to send to the recipient(s), click [**Upload**].

8. **Options:** Indicate whether you wish to receive a delivery receipt from your recipient(s) and/or prevent your recipients to 'reply all' to you message.

9. Note that the default expiration period for your package is 14 days. Change the expiration period if you want a longer time frame.

10. Click [**Send**] to send the package immediately, or click [**Save As Draft**] to send it later.

To Access A File (Package)

1. Log in to Move It Securely.

2. Click on **Inbox.**

3. Open the message from the sender.

4. Open the files or save the files to your computer.

Note: packages expire after 14 days. If you did not retrieve within that time frame, you can ask the sender to resend the materials.

To Forward a File (Package)

1. Log in to Move It Securely.

2. Click on **Inbox.**

3. Open the message from the sender.

4. Click **Forward**.

5. Enter the email address for the recipient.

6. Click Send.

Assistance

If you need assistance, please contact your campus IT support / complete an AskIT ticket: https://mnwest.custhelp.com/app/ask_its

*Directions adapted from Minnesota State Moorhead web page.