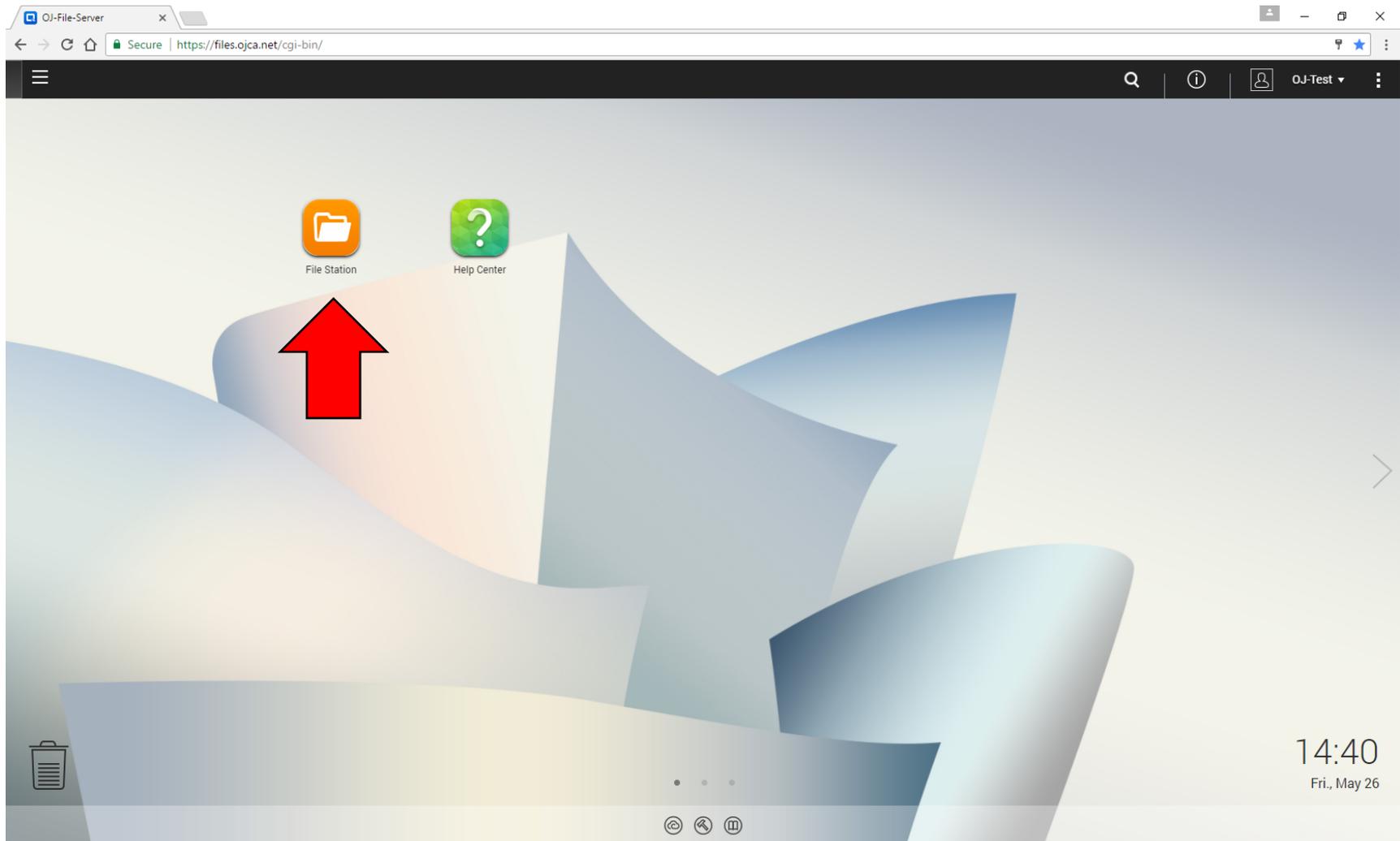


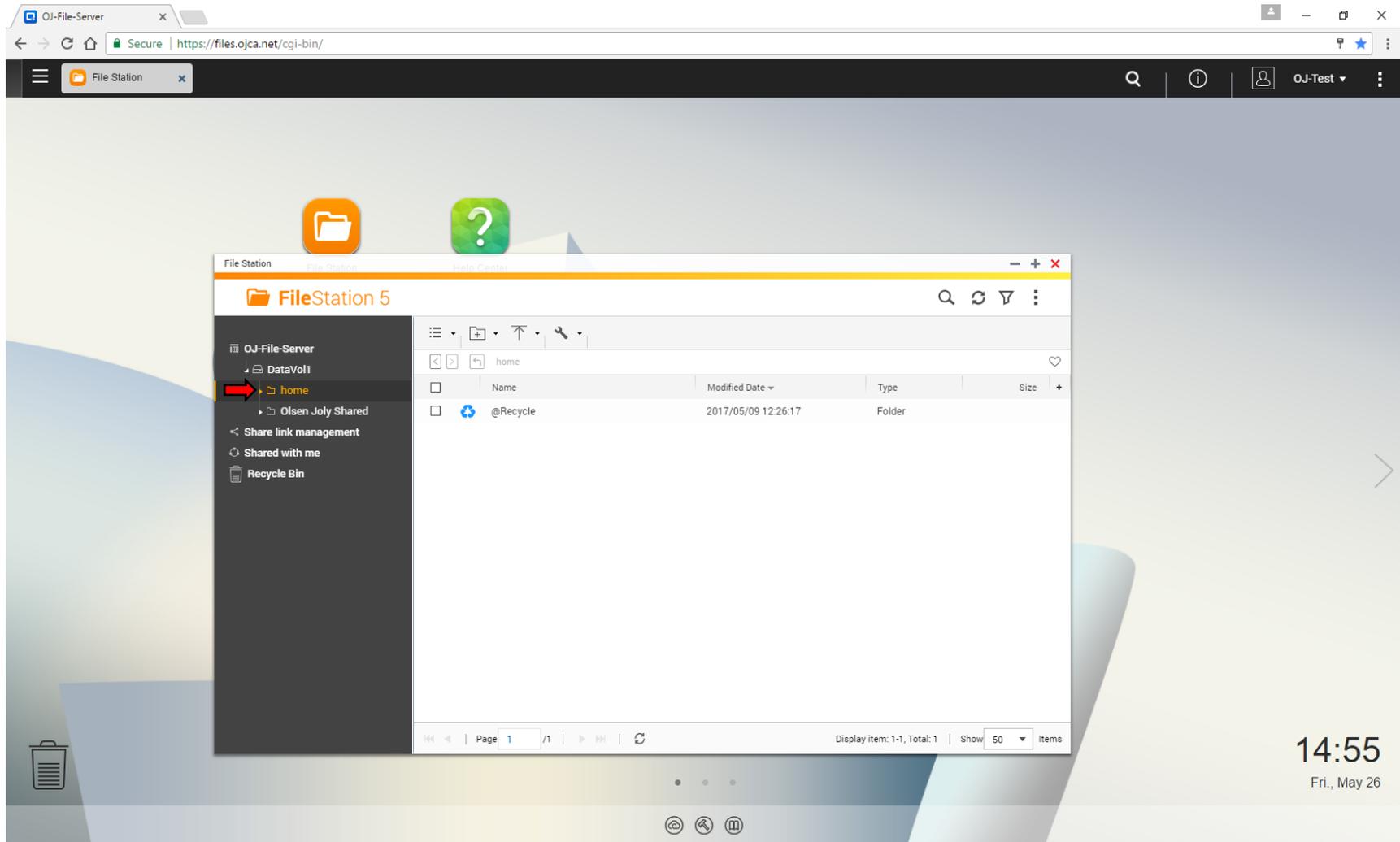
After accessing our file sharing site, you should be taken to the following page where you will need to click on the button labelled “Login” in the bottom left corner of the screen:



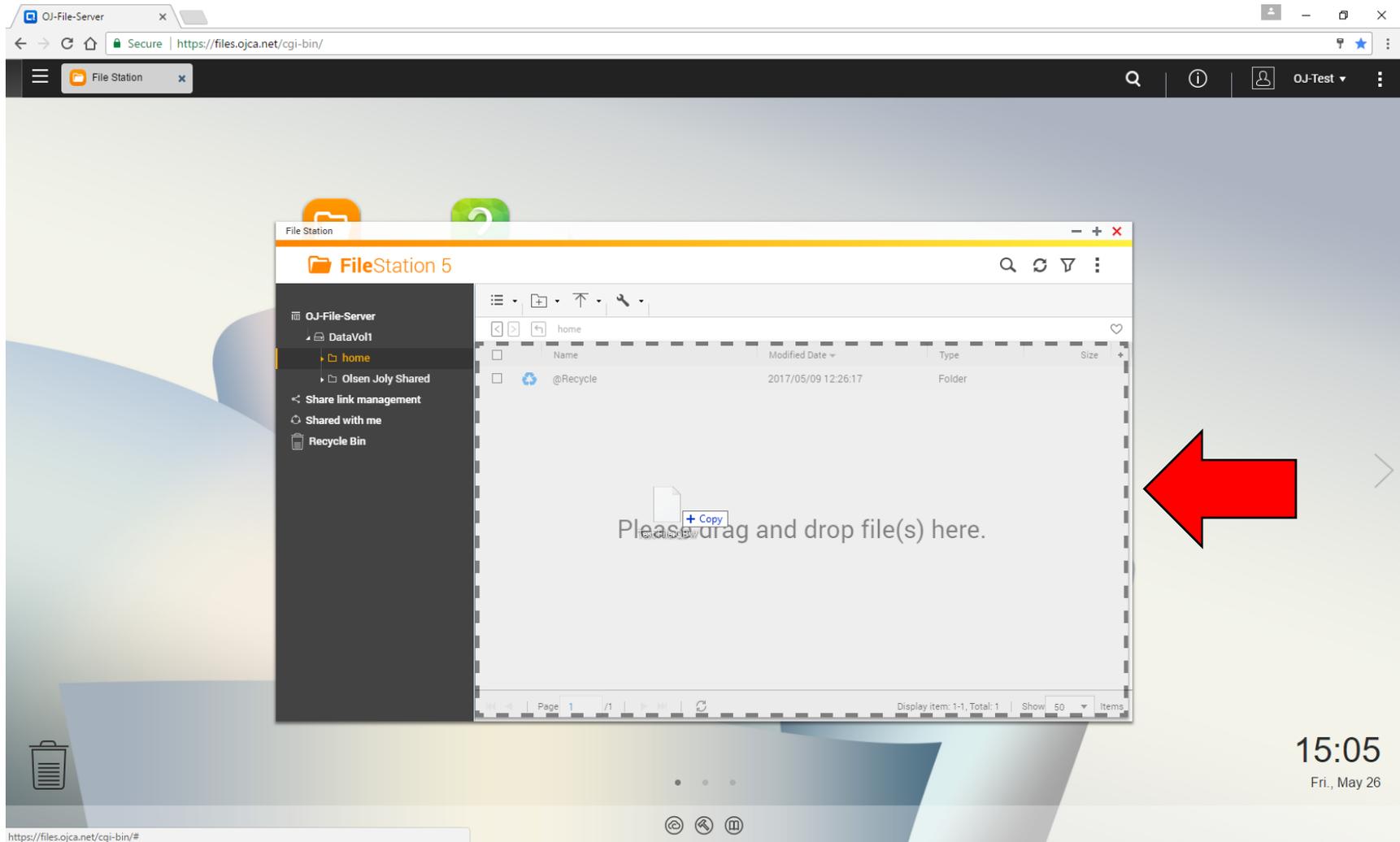
After entering your user name and password, you will see a virtual desktop where you will need to click on the “File Station” icon:



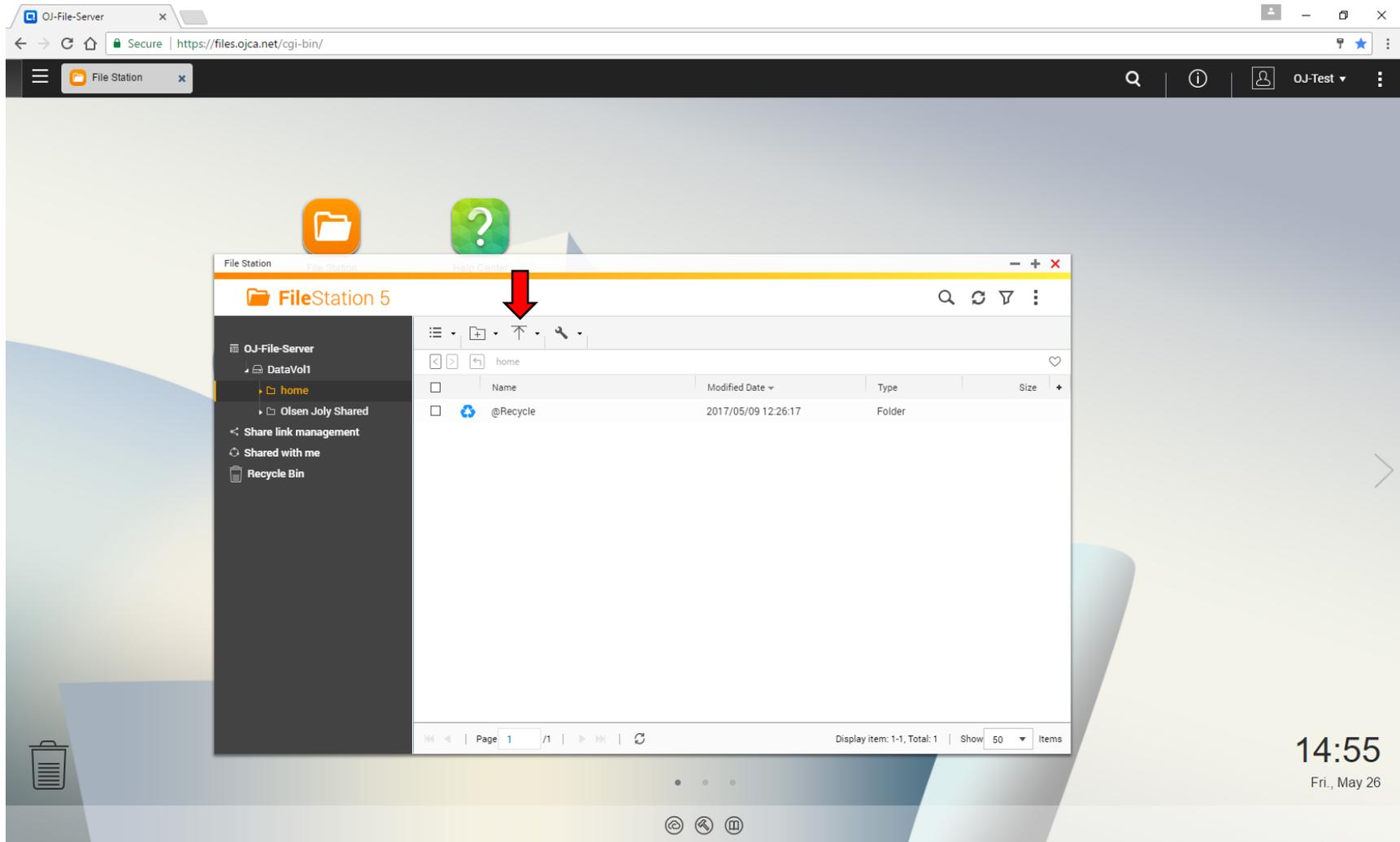
This will open a window that can be used to send and receive files. By default the “home” folder should be selected (the text will be orange) on the left hand side; however, if it is not selected click on the word “home”



From here you can simply drag the files you would like to send to us over and drop them in the large white space of the File Station window as shown below (ensure that the white space has turned grey with the dotted outline):



If you are having trouble dragging and dropping and the file is not uploading, click on the “Upload” button instead and choose “File” and then select the file you want to upload from the window that opens:



You will then be asked how you would like the system to handle files with the same name. Choose “Rename if a file exists with the same name” and click “OK”:

The screenshot shows a web browser window displaying the File Station interface. A 'System message' dialog box is open, asking for handling instructions for files with the same name. The 'Rename if a file exists with the same name' option is selected and highlighted with a red arrow. The background shows a 'Background Task' window with a table of tasks.

Task	Mode	File
<input checked="" type="checkbox"/>	Skip	/f/...
<input checked="" type="checkbox"/>	Skip	/f/...
<input checked="" type="checkbox"/>	Skip	/f/...
<input checked="" type="checkbox"/>	Renam...	/f/...
<input checked="" type="checkbox"/>	-	/f/...

System message
For files with the same name, how do you want to handle them?

- Skip the files
- Overwrite the files
- Rename if a file exists with the same name

OK Cancel

Background Task
Task Upload

Task	Mode	File
<input checked="" type="checkbox"/>	Skip	/f/...
<input checked="" type="checkbox"/>	Skip	/f/...
<input checked="" type="checkbox"/>	Skip	/f/...
<input checked="" type="checkbox"/>	Renam...	/f/...
<input checked="" type="checkbox"/>	-	/f/...

Remove All Complete Tasks Delete All

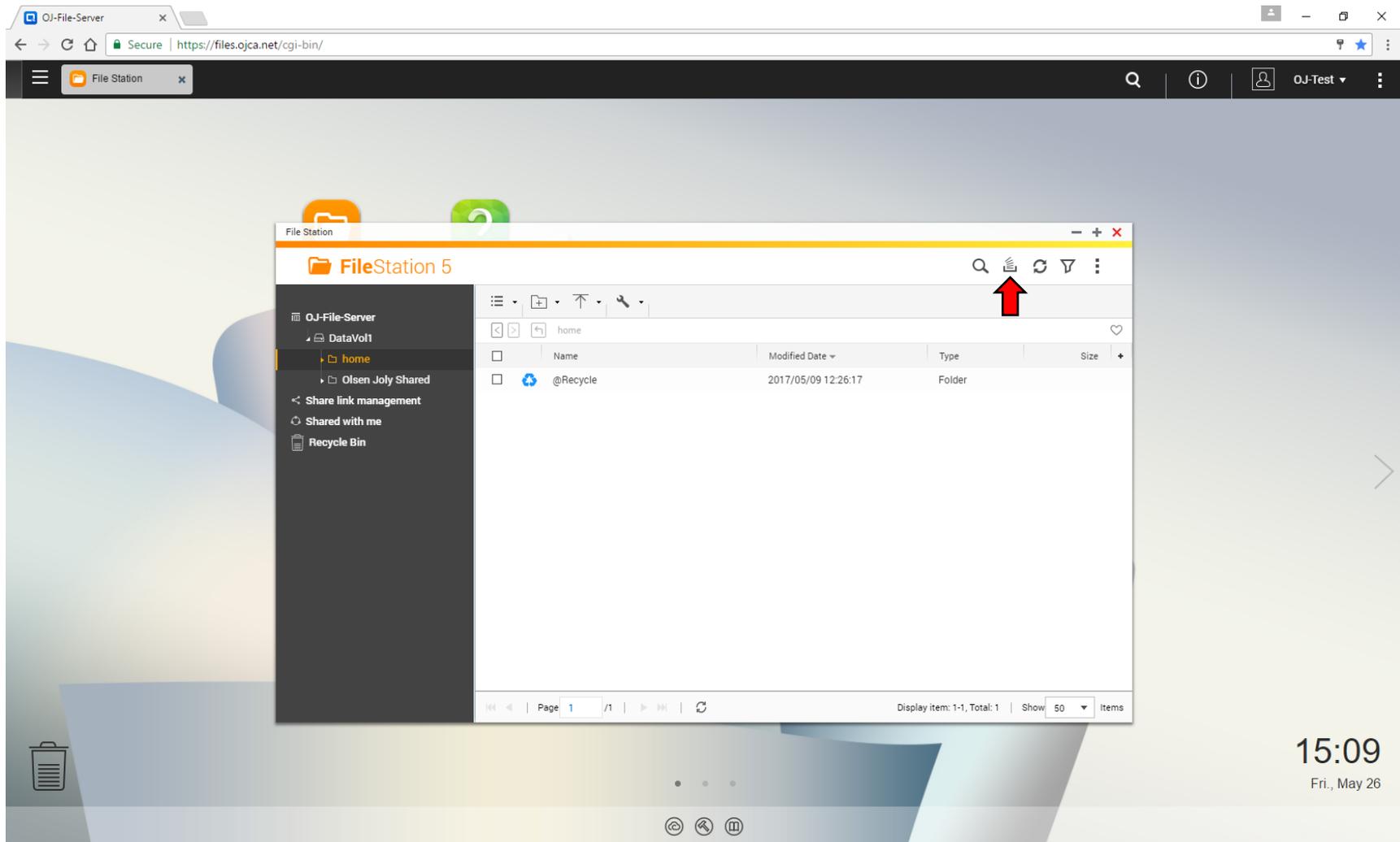
Task	Transfer Rate	Time Remaining
-	~/Sec.	-
Calculating	Calculating	Calculating

Hide

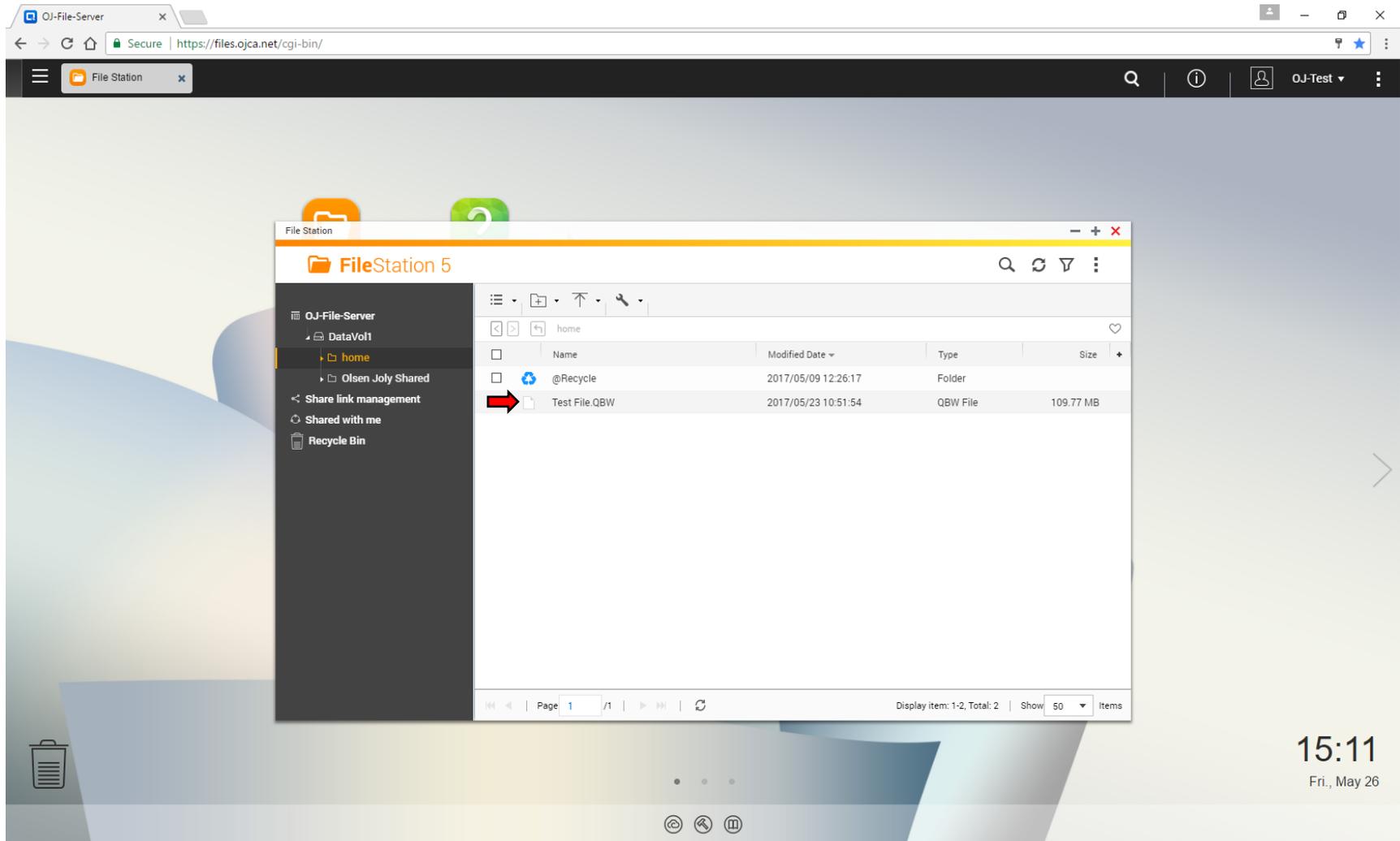
Page 1 / 1 Display item: 1-1, Total: 1 Show 50 Items

15:07
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While the file uploads, you will see a small inbox icon with paper moving up and down in the top right hand corner of the File Station window, as shown below:



After the file has been uploaded, this icon will disappear and the file will now be listed in the large white space of the File Station window along with any other files that you have sent to us:



When you are done uploading files, click on your username in the top right corner of the screen and choose “Logout”:

