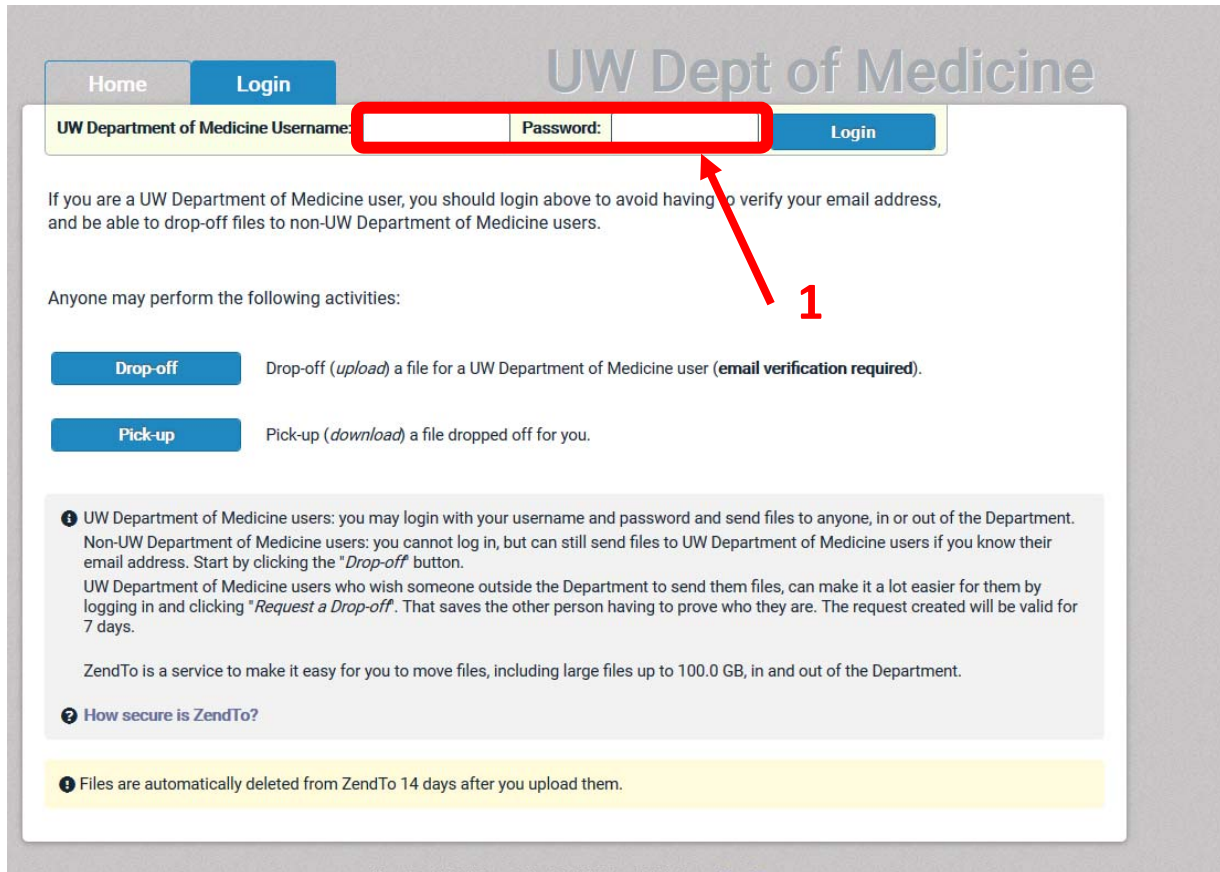


## DROP-OFF

1. Login with Department of Medicine provided credentials.



UW Dept of Medicine

Home Login

UW Department of Medicine Username:  Password:  Login

If you are a UW Department of Medicine user, you should login above to avoid having to verify your email address, and be able to drop-off files to non-UW Department of Medicine users.

Anyone may perform the following activities:

**Drop-off** Drop-off (*upload*) a file for a UW Department of Medicine user (**email verification required**).

**Pick-up** Pick-up (*download*) a file dropped off for you.

**i** UW Department of Medicine users: you may login with your username and password and send files to anyone, in or out of the Department.  
Non-UW Department of Medicine users: you cannot log in, but can still send files to UW Department of Medicine users if you know their email address. Start by clicking the "Drop-off" button.  
UW Department of Medicine users who wish someone outside the Department to send them files, can make it a lot easier for them by logging in and clicking "Request a Drop-off". That saves the other person having to prove who they are. The request created will be valid for 7 days.

ZendTo is a service to make it easy for you to move files, including large files up to 100.0 GB, in and out of the Department.

**? How secure is ZendTo?**

**i** Files are automatically deleted from ZendTo 14 days after you upload them.

## 2. Select Drop-off

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Home | Inbox | Outbox | Logout

You may perform the following activities:

- Drop-off** Drop-off (*upload*) a file for someone else.
- Request a Drop-off** Ask another person to send you some files.
- Pick-up** Pick-up (*download*) a file dropped-off for you.

**i** UW Department of Medicine users: you may login with your username and password and send files to anyone, in or out of the Department.  
Non-UW Department of Medicine users: you cannot log in, but can still send files to UW Department of Medicine users if you know their email address. Start by clicking the "Drop-off" button.  
UW Department of Medicine users who wish someone outside the Department to send them files, can make it a lot easier for them by logging in and clicking "Request a Drop-off". That saves the other person having to prove who they are. The request created will be valid for 7 days.

ZendTo is a service to make it easy for you to move files, including large files up to 100.0 GB, in and out of the Department.

**i** How secure is ZendTo?

**i** Files are automatically deleted from ZendTo 14 days after you upload them.

## 3. At the next screen, click on Next. "Your Name" and "Your email address" remain as is.

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Information about the Sender

Have you been given a "Request Code"?  Yes  No

Your name: ██████████

Your organization:

Your email address: ██████████@medicine.wisc.edu

**Next**

4. Select the “+” under “To:” to add recipients (leave the default check boxes checked)

Add name/email, select add recipient (system allows one or many)

5. Add note to recipient (optional)

6. Select “Click to Add Files or Drag Them Here”. Browse to file location and select desired file. One or multiple files can be uploaded. The maximum capacity for drop off is 100GB.

The screenshot shows the 'UW Dept of Medicine' ZendTo interface. At the top, there are navigation tabs for 'Home', 'Inbox', 'Outbox', and 'Logout'. Below this is a 'PLEASE NOTE' box with a warning about virus scanning and encryption. A paragraph explains the drop-off process. The 'From:' field is populated with a redacted email address and 'Dept of Medicine'. There are four checked options: 'Calculate SHA-256 checksum of each file', 'Send an email to me when each recipient picks up the file(s)', 'Send e-mail message to recipients', and 'which includes Passcode as well as Claim ID'. The 'To:' field has a green plus icon. Below it is a text area for a 'Short note to the Recipients:' with a '1000 / 1000 left' character count. At the bottom is a blue button labeled 'Click to Add Files or Drag Them Here'. Red annotations include: a '4' with an arrow pointing to the plus icon in the 'To:' field; a '5' with an arrow pointing to the note text area; and a '6' with an arrow pointing to the upload button.

UW Dept of Medicine

Home    Inbox    Outbox    Logout

**PLEASE NOTE**  
Files uploaded to ZendTo are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt every file if any contain sensitive information (e.g. personal private information)!

This web page will allow you to drop-off (upload) one or more files for anyone (either a UW Department of Medicine user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

**From:**  
[redacted]@medicine.wisc.edu > Dept of Medicine

Calculate SHA-256 checksum of each file       Send e-mail message to recipients  
 Send an email to me when each recipient picks up the file(s)       which includes Passcode as well as Claim ID

**To:**  
+

**Short note to the Recipients:**  
[text area]  
1000 / 1000 left

**Click to Add Files or Drag Them Here**

4

5

6

7. Select "Drop-off Files" once all files are added

# UW Dept of Medicine

HomeInboxOutboxLogout

**PLEASE NOTE**

Files uploaded to ZendTo are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt every file if any contain sensitive information (e.g. personal private information)!

This web page will allow you to drop-off (upload) one or more files for anyone (either a UW Department of Medicine user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

**From:** [Redacted]

Kevin Mathews <kmathews@medicine.wisc.edu> Dept of Medicine

Calculate SHA-256 checksum of each file Send e-mail message to recipients

Send an email to me when each recipient picks up the file(s) which includes Passcode as well as Claim ID

**To:** [Redacted]

kevin <mathews.kevin@hotmail.com>

Short note to the Recipients:

1000 / 1000 left

Click to Add Files or Drag Them Here

Filename	Size	Description
1: bracket.pdf	989.9 KB	<input style="width: 100%;" type="text" value=""/> <span style="float: right; color: red;">✕</span>

989.9 KB / 102400 M

Drop-off Files

8. Add a passphrase to secure the document. Minimum of 10 characters required. Select OK. Filesend submits an email notification to the recipient informing a file has been dropped off. If the recipient does not receive the notification within a few minutes, it is possible the email went into a junk filter.

UW Dept of Medicine

Home Inbox

**PLEASE NOTE**  
Files uploaded to ZendTo are scanned for... Users are also **strongly encouraged** to enc...  
This web page will allow you to drop-off (up... will receive an automated email containing... logged and sent to the recipient for identity...

**8**

From: [redacted]@medicine.wisc.edu

Calculate SHA-256 checksum of each file  
 Send an email to me when each recipient picks up the file(s)

Send e-mail message to recipients  
 which includes Passcode as well as Claim ID

To: [redacted]@hotmail.com

Short note to the Recipients:  
[text area]  
1000 / 1000 left

Click to Add Files or Drag Them Here

Filename	Size	Description
1: bracket.pdf	989.9 KB	[redacted] ✖

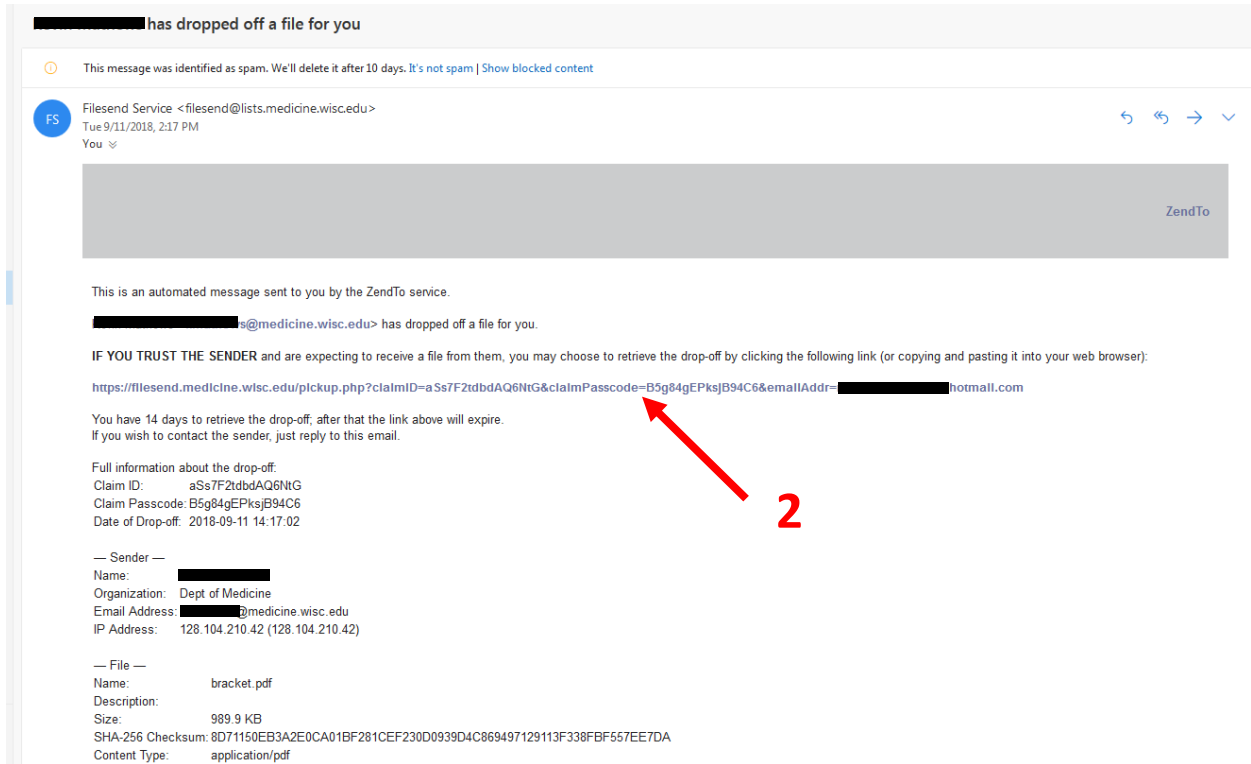
989.9 KB / 102400 MB

Drop-off Files

9. Provide the recipient with the passphrase provided in step 8. To ensure required security measures are followed, provide the passphrase over the phone.

# PICK-UP

1. The recipient will receive an automated email from [filesend@medicine.wisc.edu](mailto:filesend@medicine.wisc.edu) with the senders email address "[xxx@medicine.wisc.edu](mailto:xxx@medicine.wisc.edu) has dropped off a file for you"
2. The recipient will need to open the email, select the link in the email, example provided below:  
<https://filesend.medicine.wisc.edu/pickup.php#####>)



3. Once the link is selected the recipient will be navigated to the dropped off file location.

4. Select "Download All Files"


**UW Dept of Medicine**

[Home](#) [Inbox](#) [Outbox](#) [Logout](#)

### Drop-Off Summary

[Delete Dropoff](#) [Resend Dropoff](#)

Click on a filename to download that file.

Filename	Size	SHA-256 Checksum	Description
 <a href="#">bracket .pdf</a>	989.9 KB	8D71150EB3A2E0CA01BF281CEF230D09 39D4C869497129113F338FBF557EE7DA	

1 file

[Download All Files](#) ← 4

**From:** Kevin Mathews <kmathews@medicine.wisc.edu> Dept of Medicine from 128.104.210.42 on 2018-09-11 14:17

**To:** kevin <mathews.kevin@hotmail.com>

**Comments:**

**Claim ID:** aSs7F2tbdAQ6NtG  
**Claim Passcode:** B5gB4gEPksjB94C6

None of the files has been picked-up yet.

5. Enter passphrase provided by the sender. Select OK.

The screenshot shows a web interface for a 'Drop-Off Summary' from the UW Dept of Medicine. A modal dialog box titled 'Decryption Passphrase' is open, prompting the user to enter a passphrase. The input field is highlighted with a red box, and a red arrow points to it with the number '5'. The dialog box also includes a 'Hide characters' checkbox and 'OK' and 'Cancel' buttons. The background interface shows a file named 'bracket.pdf' (989.9 KB) and a 'Download All Files' button. The email header shows the sender as 'Dept of Medicine' and the recipient as '@hotmail.com'. A blue box at the bottom contains the 'Claim ID' and 'Claim Passcode'.

UW Dept of Medicine

Home Inbox

### Drop-Off Summary

Click on a filename to download that file.

Filename	Size	
bracket.pdf	989.9 KB	8D7113E6B9A2E60A1E2010E7258B93 39D4C869497129113F338FBF557EE7DA

1 file

[Download All Files](#)

[Delete Dropoff](#) [Resend Dropoff](#)

**Decryption Passphrase**

Passphrase:

Hide characters

[OK](#) [Cancel](#)

5

**From:** [redacted]@medicine.wisc.edu > Dept of Medicine from 128.104.210.42 on 2018-09-11 14:17

**To:** [redacted]@hotmail.com >

**Comments:**

**Claim ID:** aSs7F2tdbAQ6NtG  
**Claim Passcode:** B5g84gEPksjB94C6

None of the files has been picked-up yet.

6. Save the files to a secure location.