## Sending Files through Secure Document Exchange in myOleMiss:

Log into your myOleMiss Portal and select the Student tab > Tools and Resources > Secure Document Exchange.

ny OleMas	
Home Student New Student	
Academics 9 Apps Special Academic Opportunities 3 Apps	Course Registration Prepare early for registration to avoid delays in building your class schedule. 10 Apps Directories 3 Apps
Student Housing Housing Maintenance Request Housing Application	Technology
Teacher Evaluation More Information	Tools and Resources
	Ole Miss ACS Portal Request/Manage Account
	Secure Document Exchange Service Administration
	Telecommunications Reports

## Accept the terms on the next page.

## Secure Document Exchange Overview

## Welcome Hannah Rogers.

The purpose of this application is to give UM students and employees a secure method to exchange private documents. Note that the use of email without encryption methods IS NOT SECURE. The following restrictions apply:

- Only the following file types are supported: zip, xls, pdf, doc, txt, jpg, tif, gif, png, ppt, wpd, docx, pptx, xlsx, mp3.
   (Please use lowercase letters as the file extension, such as 'myFile.doc' instead of 'myFile.DOC').
- The maximum size of one single file you can upload is 175 Mbytes.
- Your file name only can have alphabetic letters, digits, underscore ('\_') and dot ('.').
- The description of each file to be uploaded only can have no more than 300 characters. Do not include private information in the description.
- You can specify users who can access the file you are going to upload. These users will be notified by email once the file is successfully uploaded. You will receive another notifying email related to uploading this file.
- Once the file is uploaded, the only change you can make is to authorize more users to access that file.
- The uploaded file will be removed from the system at the beginning of the Expiration Date.
- In order to acknowledge understanding of the following polices and to continue, you must select the "I accept" button below.
  - IT Appropriate Use
  - Privacy in the Electronic Environment
  - Information Confidentiality/Security

I accept

Select "Go to Upload File Page" at the bottom left corner.

my					
Home Student	New Student				
Secure Doc Go To Overview Page Welcome Hannah Roge	ument Exch	nange Main Menu			
Download Your File					
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Your Downloaded Files	5				
File Name Your Uploaded Files	File Type	File Size (Bytes)	Descriptic No data available.		
Action	File Name	File Type	File Size (Bytes)		
Upload File					
Go To Upload File Pag	e				

Write a description of the file in the 'Description' box. In the 'WebIDs of Authorized Users to Download the File' box, enter the Web ID of the recipient. It is the email address without the @olemiss.edu or @go.olemiss.edu on the end. Click Continue.

my	
Home Student New Student	
File Upload Input Information for the File to Upload	
Description **	
WebIDs of Authorized Users to Download the File **	Do not include private information in this description.
	Please separate each WebiD with a comma or a space.
Expiration Date	08/26/2020 ~ (MM/DD/YYYY)
Continue Cancel Reset	
** Required field.	

Click Choose File to select the file to send from your device. Verify the information and select Submit.

\*\*\*The file name must not include spaces or special characters\*\*\*

my		
Home Student New Student	Search	Ţ
	Options	1
File Upload		
Upload Your File		
File to Upload ** Choose File No file chosen Please use one of the following file type only: zip, xls, pdf, doc, txt	, jpg, tif, gif, png,	
ppt, wpd, docx, pptx, xlsx, mp3. And use lowercase letters in file extension.		
WebIDs of Authorized Users to Download the File ** (		
Expiration Date 08/26/2020 (MM/DD/YYYY)		
Submit Cancel Back Reset		
**Required field.		

Once you have uploaded a file, it will appear in your Secure Document Exchange Main Menu under the 'Your Uploaded Files' section, and will be available for you to view or send to other users until the Expiration Date.

Home Administrator	Employee Call Cente	r Financial Aid				
Secure Docum	ent Exchang	e Main Menu				
Go To Overview Page	, c	,				
so to overview rage						
Welcome Janet Rogers.						
Download Your File						
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