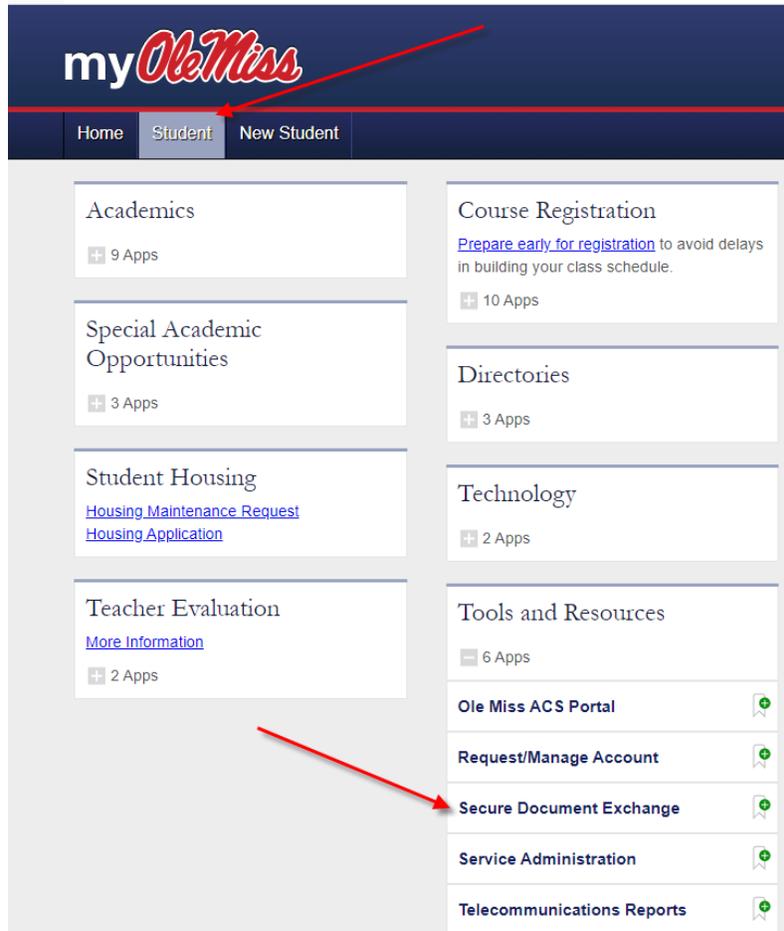


Sending Files through Secure Document Exchange in myOleMiss:

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



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.

myOleMiss

Home Student New Student

Secure Document Exchange Main Menu

[Go To Overview Page](#)

Welcome Hannah Rogers.

[Download Your File](#)

File Name	File Type	File Size (Bytes)	Description
No data available.			

[Your Downloaded Files](#)

File Name	File Type	File Size (Bytes)	Description
No data available.			

[Your Uploaded Files](#)

Action	File Name	File Type	File Size (Bytes)
No data available.			

[Upload File](#)

[Go To Upload File Page](#)

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.

myOleMiss

Home Student New Student

File Upload

[Input Information for the File to Upload](#)

Description **

Do not include private information in this description.

WebIDs of Authorized Users to Download the File **

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

myOleMiss

Home Student New Student Search

File Upload

Upload Your File

File to Upload ** 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.*

Description ** test

WebIDs of Authorized Users to Download the File ** ()

Expiration Date 08/26/2020 (MM/DD/YYYY)

***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.

myOleMiss

Home Administrator Employee Call Center Financial Aid

Secure Document Exchange Main Menu

Go To Overview Page

Welcome Janet Rogers.

Download Your File

File Name	File Type	File Size (Bytes)	Description	Expiration Date	Uploaded Time
No data available.					

Your Downloaded Files

File Name	File Type	File Size (Bytes)	Description	Expiration Date	Uploaded Time
No data available.					

Your Uploaded Files

Action	File Name	File Type	File Size (Bytes)	Description	Expiration Date
View/Add Users	BusMajorWithNeed.XLSX	xlsx	16,229	View	08/17/2020
View/Add Users	BusPontotoc.xlsx	xlsx	12,279	View	08/17/2020
View/Add Users	McKinstry.pdf	pdf	2,504,029	View	08/18/2020
View/Add Users	McKinstr.pdf	pdf	2,505,429	View	08/19/2020
View/Add Users	METP.pdf	pdf	2,480,022	View	08/18/2020
View/Add Users	ReportforKristi.xlsx	xlsx	36,058	View	08/26/2020

Upload File

Go To Upload File Page