

SWITCHfilesender: sending a voucher to an external user

Product

	Name
System	Windows/Mac
Application	SWITCHfilesender

Description

SWITCHfilesender allows you to send a voucher to external user, that way he can use the service as he was an UNIL user.

This voucher is valid for a single use of the service and allows the recipient to use SWITCHfilesender to send a large file to anybody (you or somebody else). Nevertheless, you remain responsible for the contents of his message and his file (see the general conditions of use).

Here is the procedure to send the voucher.

Solution

Video tutorial

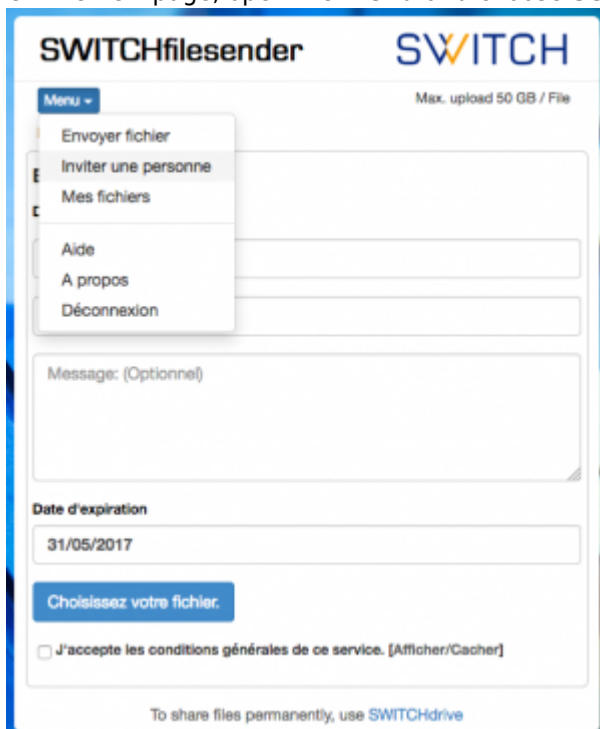
📺 (Double-click video to enlarge)

Video tutorial

- Go to <https://filesender.switch.ch/> and log in.



- Enter the UNIL credentials.
- On the new page, open the **menu** and choose **Send a voucher**.

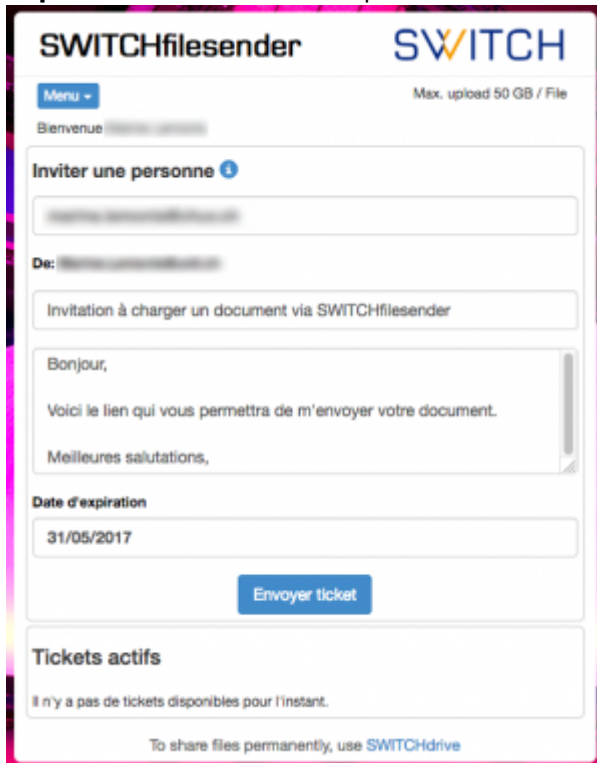


- In the new window, enter the information:

Programme informatique de la FBM

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- **To:** recipient
- **Subject:** subject of the message (optional)
- **Message:** message (optional)
- **Expiration date:** voucher expiration



The screenshot shows the SWITCHfilesender web interface. At the top, there's a 'Menu' button and 'Max. upload 50 GB / File'. Below that, a 'Bienvenue' message. The main section is titled 'Inviter une personne' with a plus icon. It contains a text input field for the recipient's email, a 'De:' field with a dropdown menu, a subject line 'Invitation à charger un document via SWITCHfilesender', and a message body with the text: 'Bonjour, Voici le lien qui vous permettra de m'envoyer votre document. Meilleures salutations,'. Below the message is a 'Date d'expiration' field set to '31/05/2017' and a blue 'Envoyer ticket' button. At the bottom, there's a 'Tickets actifs' section stating 'Il n'y a pas de tickets disponibles pour l'instant.' and a footer note 'To share files permanently, use SWITCHdrive'.

- Click on **Send the voucher.**
- Your recipient get an e-mail with a voucher link to SWITCHfilesender.

Dear Sir, Madam,

Please, find below a voucher which grants access to SWITCHfilesender.

With this voucher you can upload once one file and make it available for download to a group of people.

Issuer	Voucher link	Valid until
Marine.Lemonis@unil.ch	https://filesender.switch.ch/filesender/?vid=05ef5bc7-f1e4-2148-3a44-00063829f29	31-05-2017

Personal message from Marine.Lemonis@unil.ch:
Bonjour,
Voici le lien qui vous permettra de m'envoyer votre document.
Meilleures salutations,

Best regards,

[SWITCHfilesender](#)

SWITCH
Werdstrasse 2, P.O. Box, CH-8021 Zurich, Switzerland
www.switch.ch

To share files permanently, use [SWITCHdrive](#)

[switch](#), [email](#), [document](#)