

Sending a file via SWITCHfilesender

Products

	Name	Version
System	All	
Application	Web Browser	Google Chrome, Firefox, Safari, etc

Description

SWITCHfilesender allows you to share a large file during a **maximum of 20 days** with other UNIL or external users using the Cloud of SWITCH. You can access SWITCHfileSender on the UNIL network but also on your private home network.

With SWITCHfileSender you can :

- Send a large file up to 50 GB at a time (a ZIP file archive is equivalent to one file)
- Send a file to a maximum of 100 e-mail recipients
- [Allow an external user to send a file to other people](#) on SWITCHfilesender (single use)
- Set the validity period storage on the Cloud for a file up to 20 days (every file is deleted after 20 days)



FileSender is not a storage service.

If you can't share files more than 2 GB, please update your browser.

Sending a file

Video tutorial

🖱 (Double-click video to enlarge)

Video tutorial

- Go to <https://filesender.switch.ch/> and click on **Connexion**.



- Select **Université de Lausanne** in the list. Enter your UNIL **username** and **password** and log in.



The image shows the SWITCHHaai login page. At the top, there's a header with 'SWITCHHaai' and the 'SWITCH' logo. Below the header, there are links for 'À propos de l'AAI', 'FAQ', 'Aide', and 'Protection des données'. The main section is titled 'Sélectionnez votre établissement' (Select your institution). It contains a text box with the placeholder 'Université de Lausanne' and a 'Sélection' button. Below the text box, there's a checkbox labeled 'Se souvenir de mon choix pour cette session.' At the bottom, there's a small paragraph about SWITCH services.

- In the new window, enter the following informations:
 1. The **E-mail address of your recipient** (if you want to send your file to more than one user, separate the addresses by commas or semicolons).
Tip - Sending your file to a distribution list
If you want to send a file to a distribution list, we recommend you to send the automatic SWITCHfilesender message to yourself by entering your personal e-mail address in this field. Then **get the download link and copy/paste it in the original message you want to send to the distribution list.**
 2. The **subject of the e-mail**,
 3. A **description of the file**,
 4. The **expiration date** (the default value is 20 days, but you can change it).
 5. Select the file you want to send (to send multiple files at the same time, save them in a zip folder first).
 6. Check the **terms and condition**,
 7. Click on **Envoyer**.



The image shows the SWITCHfilesender form. At the top, there's a header with 'SWITCHfilesender' and the 'SWITCH' logo. Below the header, there's a 'Menu' button and a 'Max. upload 10 GB / File' indicator. The main section is titled 'Envoyer un fichier' (Send a file). It contains a 'De:' field with the email 'Wendy.Bonvin@unil.ch'. Below this, there's a text box for the recipient's email address, containing 'wendy_bonvin@hotmail.com;wendy.bonvin@unil.ch' and a red '1' next to it. Below the text box, there's a text box for the subject, containing 'Documents XYZ' and a red '2' next to it. Below the subject text box, there's a text box for the description, containing 'Document concernant...' and a red '3' next to it. Below the description text box, there's a 'Date d'expiration' (Expiration date) field, containing '01/10/2014' and a red '4' next to it. Below the date field, there's a 'Choisissez votre fichier.' (Choose your file.) button, containing a red '5' next to it. Below the button, there's a text box for the file name, containing 'plandpt.pdf'. Below the file name text box, there's a text box for the file size, containing 'Taille: 2.21 MB'. Below the file size text box, there's a checkbox labeled 'J'accepte les conditions générales de ce service. [Afficher/Cacher]' and a red '6' next to it. Below the checkbox, there's an 'Envoyer' (Send) button, containing a red '7' next to it. At the bottom, there's a small paragraph: 'To share files permanently, use SWITCHdrive'.

- You will get a copy of the E-mail which will be sent to every recipient. Every time the file will be downloaded by one of your recipients, you will get a second E-mail. See below :

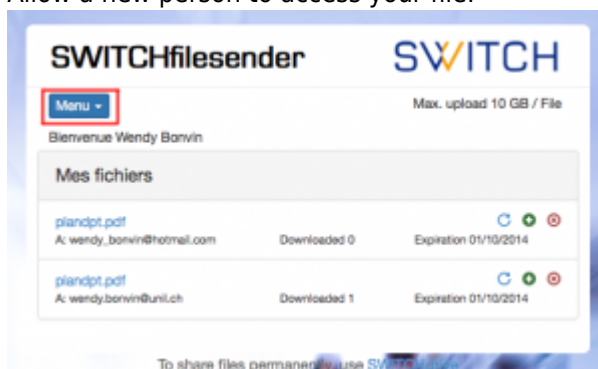


- The recipient will get an E-mail containing the download link.



Files management

- You can manage your files from SWITCHfileSender's Web interface. Click on **Menu** and then on **Mes fichiers**. From this page, you can :
 - See who has already downloaded the file.
 - Send again an E-mail to somebody if the expiration date is near.
 - Withdraw access to the file.
 - Allow a new person to access your file.



switch, email, partage, document