

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.



- 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**.



- 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 :

Programme informatique de la FBM Sending a file via SWITCHfilesender

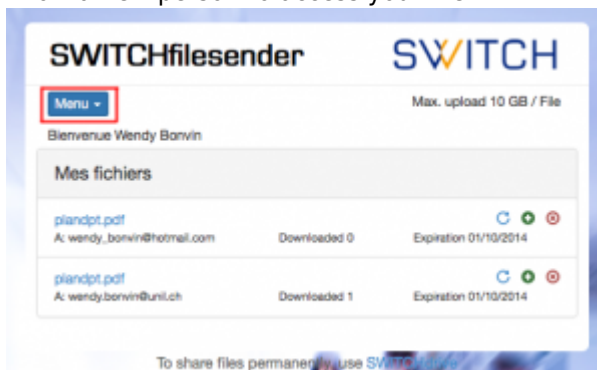


- The recipient will get an E-mail containing the download link.



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.



References

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