

## **Secure File Transfer**

User Guide on how to open a secure message as a recipient without a NEOnet Account

## **Recipient without NEOnet Account**

1. Recipient(s) will receive an email in their inbox that will look something like this. Click the **access secure private message** button.

	essage				
/ou have received a Secure Private	Message in NEOnet's Secure File Transfer system. In order to access this message you will need to click on the Message URL or the Access Private Message button below.				
Sender					
Message ID	4CNsfcnT7esnkb4FFJfJT				
Message Expires	Saturday, 2 March				
Message URL	https://securefiles.neonet.org/message/4CNSfcnT7esnkb4FFJjfjT				
Access Permission	Only specified recipients can access this Secure Private Message.				
Access Secure Private Message					

2. Type in your email address and click **authorize** button.

	Please Login to Access Secure Message You need to authenticate before viewing this Secure Message.	
	NEOnet customers - please <u>click here</u> and use your AD/PB/DASL/USxSr/VPN credentials	
@outlook.com	â Authorize	
	AD/PB/DASL/USxSr/VPN Login	

3. A secure token will be emailed to the address entered. You can choose to click **validate e-mail** *or* type the secure token manually.

You are receiving this message as part of a NEOnet provided service.								
If you were not expecting this message of if appears unsolicited, do not click on any links contained within. If you have any doubt or concerns about the origin of this message, please contact the standard directly using the official contact information you have for the inter, rather than explaining to this message or using any contact clutes insolinate within it. Your security is our top priority.								
You are trying to access: https://securefiles.neonet.org. In order to verify your email please either enter the Secure Token below, or click on the Validate Email button/link.								
Secure Token: 1exk-7700								
Validate Email								
Secure Token Expires at 14:59:58								
If you need assistance accessing or using this system, please contact support at networkhelp@neonet.org								
NEOnet — Secure File Transfer System: https://securefiles.neonet.org								
or								
Validate Your Email: @outlook.com								
v Secure Token has been sent to your email address: et lease either click on the link or enter the Secure Token here to verify your email address and continue.								
ierk-7TQQ								
C Resend Validation Email								

4. When the secure message is opened, it will show the details of the message and the attachment. The sender will receive a confirmation that the message has been opened.

Secure File Transfer				Support P Logaut @outlook.com
Private Message			Attached Files	
Message ID From To Subject Autorization Message Sprines Message Expires After Message	4CISFonTResnkbdF53f5T @renort.org @rotock.com This is a demo message with an attachment Only Specified Recipients Specified Recipient 10 Downloads per Recipient	2	Demo Signed parf 1 Re Dramload Attachment Details (cod)	100 KB 0 (k Countrol ) - 103 KB
	_	Vivantio - Service Desk		