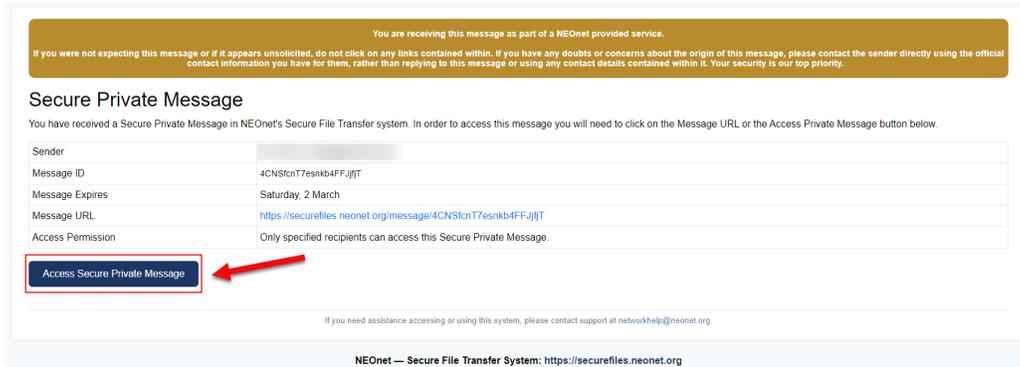


# Secure File Transfer

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

# Recipient without NEOnet Account

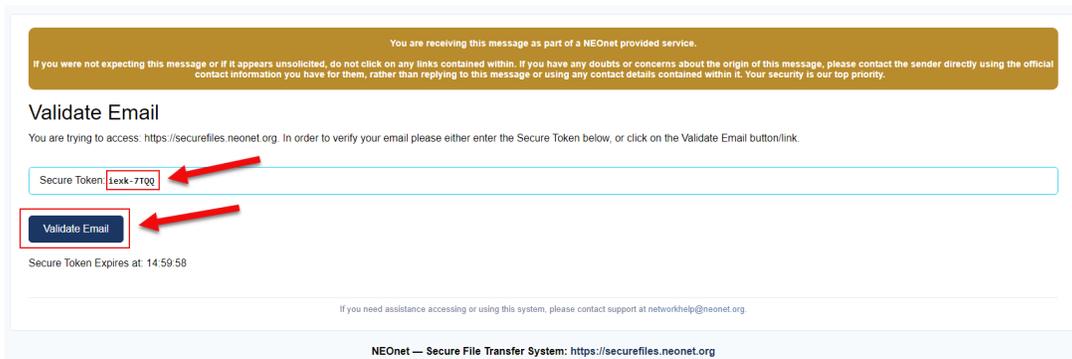
1. Recipient(s) will receive an email in their inbox that will look something like this. Click the **access secure private message** button.



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



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.



or



- 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.

The screenshot displays an Outlook email interface. At the top, the browser address bar shows "Secure File Transfer" and "Inbox". The page title is "Private Message". The "Message Header" section contains the following information:

- Message ID:** 4CISFenT7esnkb4FE3jFjT
- From:** @neonet.org
- To:** @outlook.com
- Subject:** This is a demo message with an attachment
- Authorization:** Only Specified Recipients can access
- Message Sent:** February 26, 2024 14:43
- Message Expires:** March 02, 2024
- Message Expires After:** 10 Downloads per Recipient

A "Reply" button is located below the header. The "Message" body contains the text "This is a demo message with an attachment". To the right, the "Attached Files" section shows one file: "Demo\_Signed.pdf" (100 KB). A red arrow points to the file name. Below the file name, there is a "Download" button and a "Download Attachment Details (.csv)" link. Another red arrow points to the text in the message body. At the bottom of the page, there is a link for "VivoanIQ - Service Desk".