**TEXAS A&M UNIVERSITY – COMMERCE**

**FileX for Secure File Transfer**

***STEP 01***

* **In your web browser, go to this page:**
	+ - [**https://filex.tamu.edu**](https://filex.tamu.edu)
	+ **Click on “Get Started with FileX”**

**## If this is your first time using Filex, you must create a NetID ##**

**Login with your NetID and password, continue with STEP 02.**

* **To Create A New NETID**
1. Click on “Activate Your NetID”
2. Enter your UIN and birth date.
3. Click “Login”
4. Enter a new NetID, password, and your email address.
5. Click “Activate Account”
6. Click on “Set up Self-Service Passowrd Reset”
7. Click “Continue”
8. Check “Allow Self-Service Password reset to send temporary access code”
9. Enter either an alternative email address or mobile phone #.
10. Click “Save”
11. Confirm email by logging in to alternate email address, or seeing the text message on mobile phone.
12. Go to <https://filex.tamu.edu>

***STEP 02***

* **Click on “Start Sending with Filex”**
* **Create a Folder**
* Enter the title and description for the new folder -> Next
* **Add a File** -> Browse -> Select the file to upload
	+ - * Choose whether the file should be encrypted or not.
			* Note: If the file will be encrypted, Filex will automatically email you a passcode, which you will need to email to file recipient.
* **Add recipients ->** Enter email address for recipients and select whether they can download, download &upload, only upload, or has complete access to the file.
	+ **Choose “Add another” if more recipients are needed**
	+ **Click “Complete”**

***Note:***

A link will automatically be emailed to the recipient(s) so they can access the file. The link is good for week. If the file was encrypted, you must email the passcode to the recipient in order for them to be able to decrypt the file.