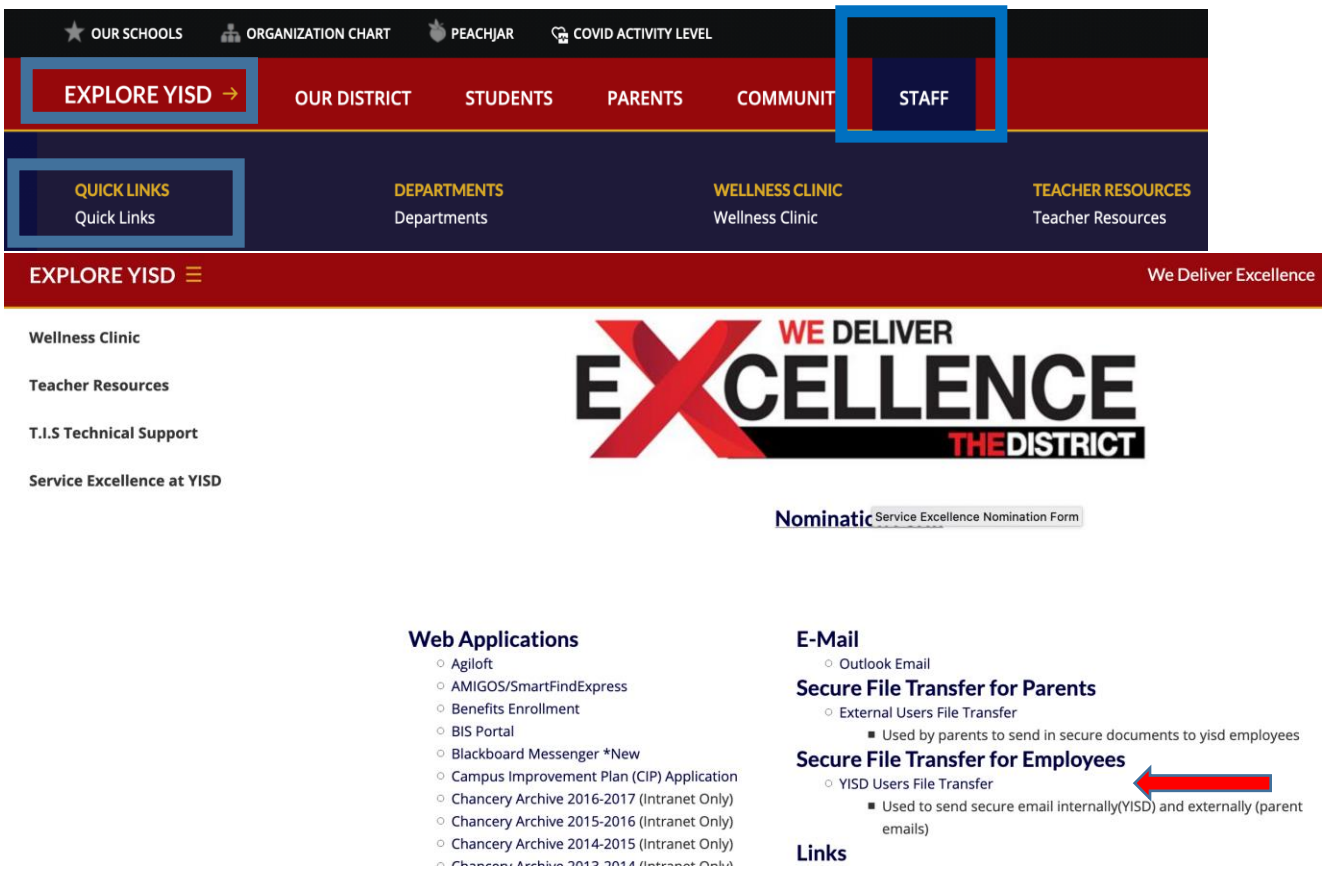
SENDING FILES BY YISD USERS TO ANY EMAIL ADDRESS

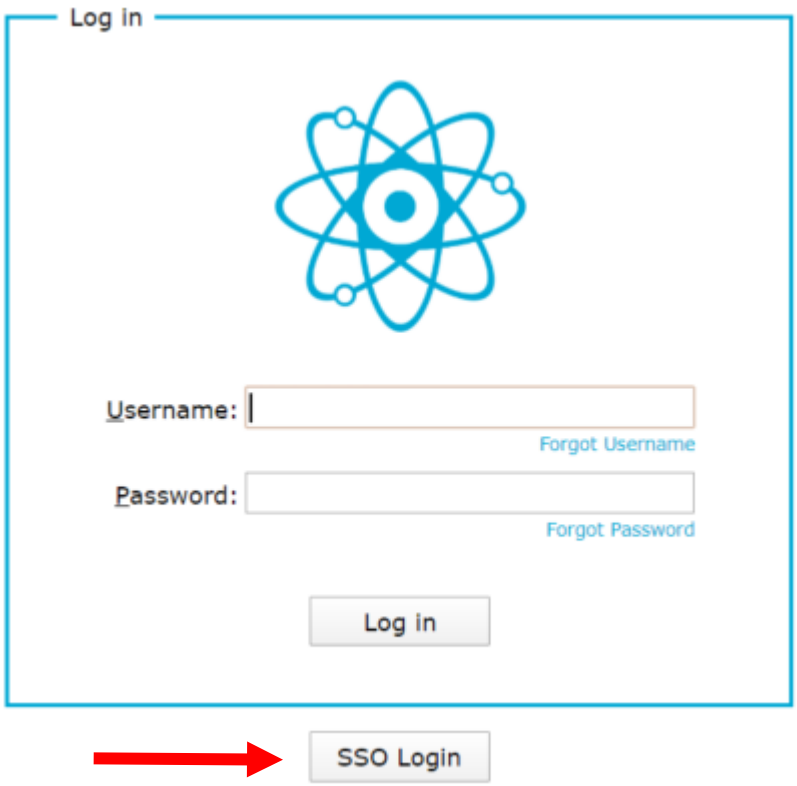
These groups will include YISD personnel.

MAKE SURE TO USE A YISD EMAIL ACCOUNT!!!

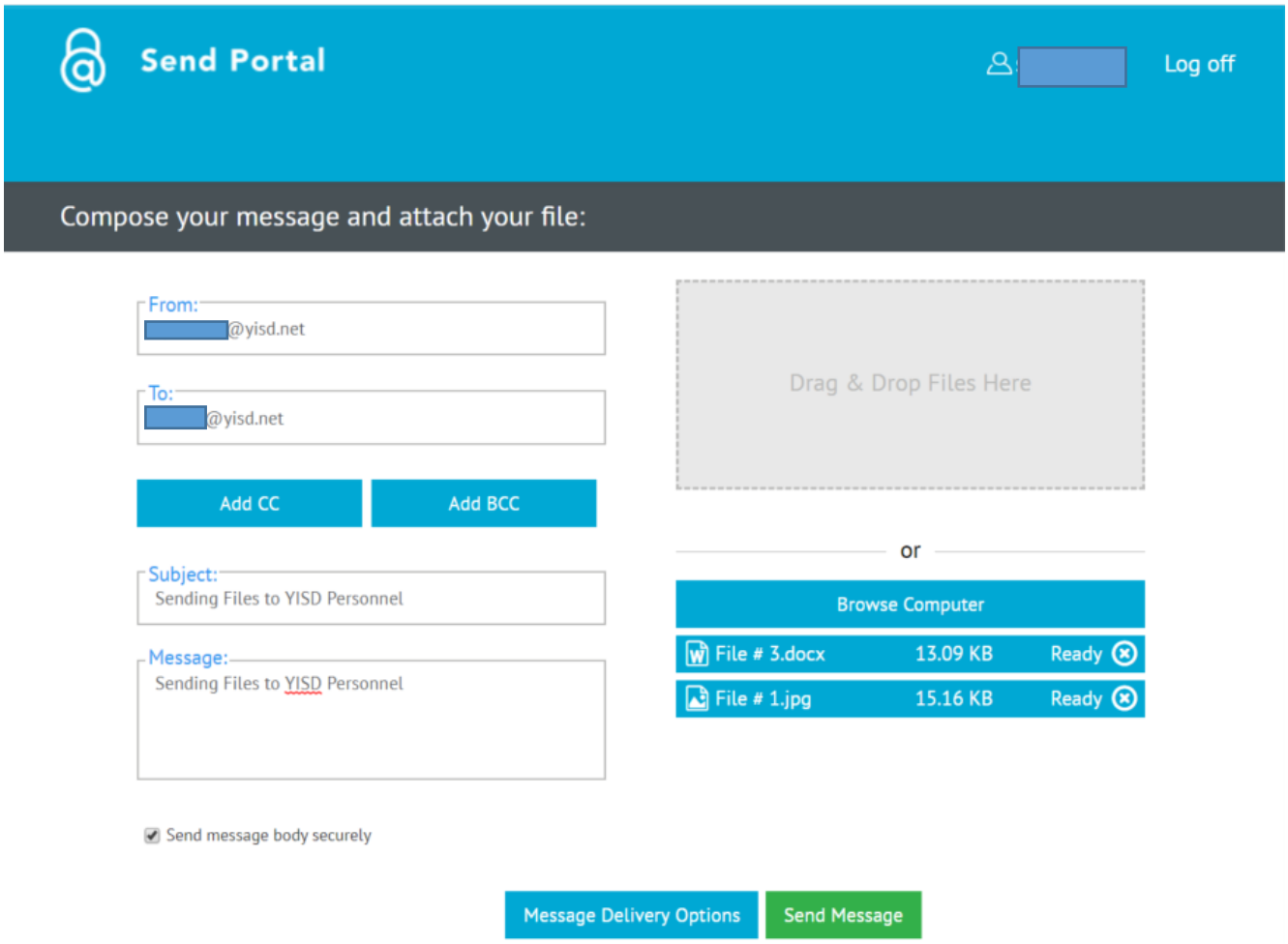
1. From the YISD webpage, Go to Explore YISD, Staff, Quick Links
2. Locate the Secure File Transfer Area
3. Click on the **YISD Users File Transfer** link



4. The following screen will appear, click on the "**SSO Login"** button



5. The following screen will appear. Populate the From ,To, Subject, and Message fields
6. Click on the **Send message body securely** checkbox
7. Drag and drop files into the **Drag & Drop Files Here** box or click on the **Browse Computer** to search for files in your computer
8. Click on the "**Send Message**" button



Sent (2) files

Total file size: 94.85 KB

To: sopadillajj@yahoo.com

Send Another