

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

The screenshot shows the top navigation bar of the YISD website. The 'EXPLORE YISD' link is highlighted with a blue box, and the 'STAFF' link is also highlighted with a blue box. Below the navigation bar, there is a list of links including Wellness Clinic, Teacher Resources, T.I.S Technical Support, and Service Excellence at YISD. The 'EXCELLENCE THE DISTRICT' logo is prominently displayed in the center. Below the logo, there is a section for 'Nominatic Service Excellence Nomination Form'. To the left of the logo, there is a list of 'Web Applications' and 'E-Mail' links. The 'E-Mail' section includes 'Secure File Transfer for Parents' and 'Secure File Transfer for Employees', with a red arrow pointing to the 'YISD Users File Transfer' link under the latter.

Web Applications

- Agiloft
- AMIGOS/SmartFindExpress
- Benefits Enrollment
- BIS Portal
- Blackboard Messenger *New
- Campus Improvement Plan (CIP) Application
- Chancery Archive 2016-2017 (Intranet Only)
- Chancery Archive 2015-2016 (Intranet Only)
- Chancery Archive 2014-2015 (Intranet Only)
- Chancery Archive 2013-2014 (Intranet Only)

E-Mail


- Outlook Email
- Secure File Transfer for Parents**
 - External Users File Transfer
 - Used by parents to send in secure documents to yisd employees
- Secure File Transfer for Employees**
 - YISD Users File Transfer
 - Used to send secure email internally(YISD) and externally (parent emails)

Links

YISD Secure File Transfer

4. The following screen will appear, click on the “SSO Login” button

Log in



Username: [Forgot Username](#)

Password: [Forgot Password](#)



YISD Secure File Transfer

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

The screenshot shows the 'Send Portal' interface. At the top, there is a blue header with the '@ Send Portal' logo on the left and a user profile icon with a 'Log off' link on the right. Below the header is a dark grey bar with the text 'Compose your message and attach your file:'. The main content area is white and contains several form fields and buttons. On the left, there are 'From:' and 'To:' fields, both containing a blue placeholder and '@yisd.net'. Below these are 'Add CC' and 'Add BCC' buttons. The 'Subject:' field contains 'Sending Files to YISD Personnel'. The 'Message:' field contains 'Sending Files to YISD Personnel'. At the bottom left, there is a checked checkbox labeled 'Send message body securely'. On the right side, there is a large dashed box with the text 'Drag & Drop Files Here'. Below this box is an 'or' separator, followed by a 'Browse Computer' button. Underneath, a list of files is shown: 'File # 3.docx' (13.09 KB, Ready) and 'File # 1.jpg' (15.16 KB, Ready). At the bottom center, there are two buttons: 'Message Delivery Options' and 'Send Message'.

From: [redacted]@yisd.net

To: [redacted]@yisd.net

Add CC **Add BCC**

Subject: Sending Files to YISD Personnel

Message: Sending Files to YISD Personnel

Send message body securely

Drag & Drop Files Here

or

Browse Computer

File # 3.docx	13.09 KB	Ready
File # 1.jpg	15.16 KB	Ready

Message Delivery Options **Send Message**



Sent (2) files

Total file size: 94.85 KB

To [redacted]@yahoo.com

Send Another