Using File Safe to Receive Messages

Getting Started
Outlook has an attachment size limit of 25 MB. File Safe is a program used to send emails with attachments up to 2 GB. It is possible for anyone to receive messages with File Safe.

How to Use File Safe to Receive Messages
If someone sends you a file safe file, you will receive an email with a download link. Click on the link, you will be taken to FileSafe. Log in with your Westminster username and password if prompted. You will then be able to view the message that was sent to you.

Message

Message ID  F1Zh4G6d
From     @westminstercollege.edu
To       @westminstercollege.edu
Bcc      @westminstercollege.edu (BCCs will not be shown to recipients)
Subject  File Safe Attachment
Permission Anyone can download
Message Expires January 01, 2014
Public URL  https://filesafe.westminstercollege.edu/message/F1Zh4G6d
Public URL  Anyone can download

Attached files  BIG FILE.docx (5.6 MB) Checksum (SHA1): 8c0bde85701d2f6cb1da9dbaf8cd05c54abb05da

If there are many files attached, it is in your best interest to Download the Zipped Archive of the files at once. Otherwise, you can click on the individual files to download them one at a time.

If you are logged in, you can view a history of messages that have been sent to you by selecting the “Inbox” on the top toolbar of File Safe. If the attachments have not expired, you can download them from this list of messages as well.