Using File Safe to Send 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. Faculty and staff can use File Safe to send messages.

How to Use File Safe
Navigate to filesafe.westminstercollege.edu in your internet browser of choice. The first page you see will be a new mail-type message:

![Message form](image)

Fill out the message like a standard email address and attach the files you would like to send. The recipients will receive this message and a link to download the attached files. On the right, there are optional settings describing the ways you can limit the download:

Permissions
- Only Specified Recipients – only those that you send them email to can download the file.
- Only Specified Recipients and Local Users – those that you send the email to and people that are using your computer can download the file.
- Anyone After Authentication – those with the download link and a Westminster username and password can download the file.
- Anyone – Anyone with the link (Westminster user or not) can download the file.
Message Expires

Here you can set an expiration date for the download link for the files. You can also set a limit as to how many times the file can be downloaded before it expires.

Send a copy to myself

You can send an optional copy of the download link to yourself with this option.