



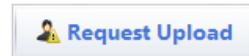
## Quick Steps: How to obtain a file(s) from a Non-Yale person

If you are a Yale person who needs a file from someone outside of Yale, you will need to send a Request Upload. This is the only way a Non-Yale person can transfer files to you. Please follow the steps below.

1. Click the "Request Upload" button on the right side of the home page.

### Need a file from someone?

If you need to get a file from someone outside of the University, you can send an Upload Request to their e-mail address.



2. Fill in the information in the "Request Upload to Yale Secure File Transfer" window.

3. Click the "Create Request" button.

A system-generated email will be sent to your Non-Yale collaborator granting him/her access with instructions to upload (transfer) the file(s).

*Note: Click, "Other options:" checkboxes if you would like to grant this person the ability to perform multiple file uploads over a period of time. A password is needed for this functionality and should be one that is used solely for the purpose of transferring files. (Do NOT Use your Yale NetID password.)*

*Remember, it is best to keep the URL and password separate from each other.*

This completes the process.