



Document Description: How to send and receive files using the Large File Transfer Utility (LFTS).

For use by: All University for Sydney Email users

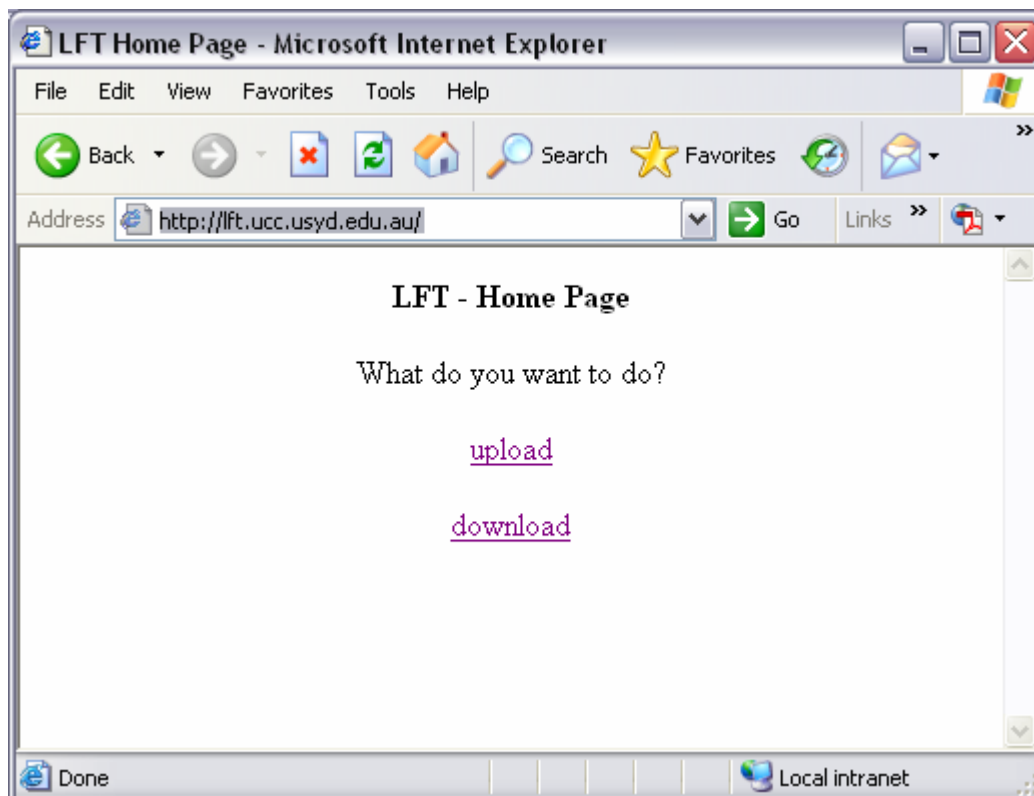
Quick Start:

<http://itassist.usyd.edu.au/staff/support/setup/email/lft.shtml>

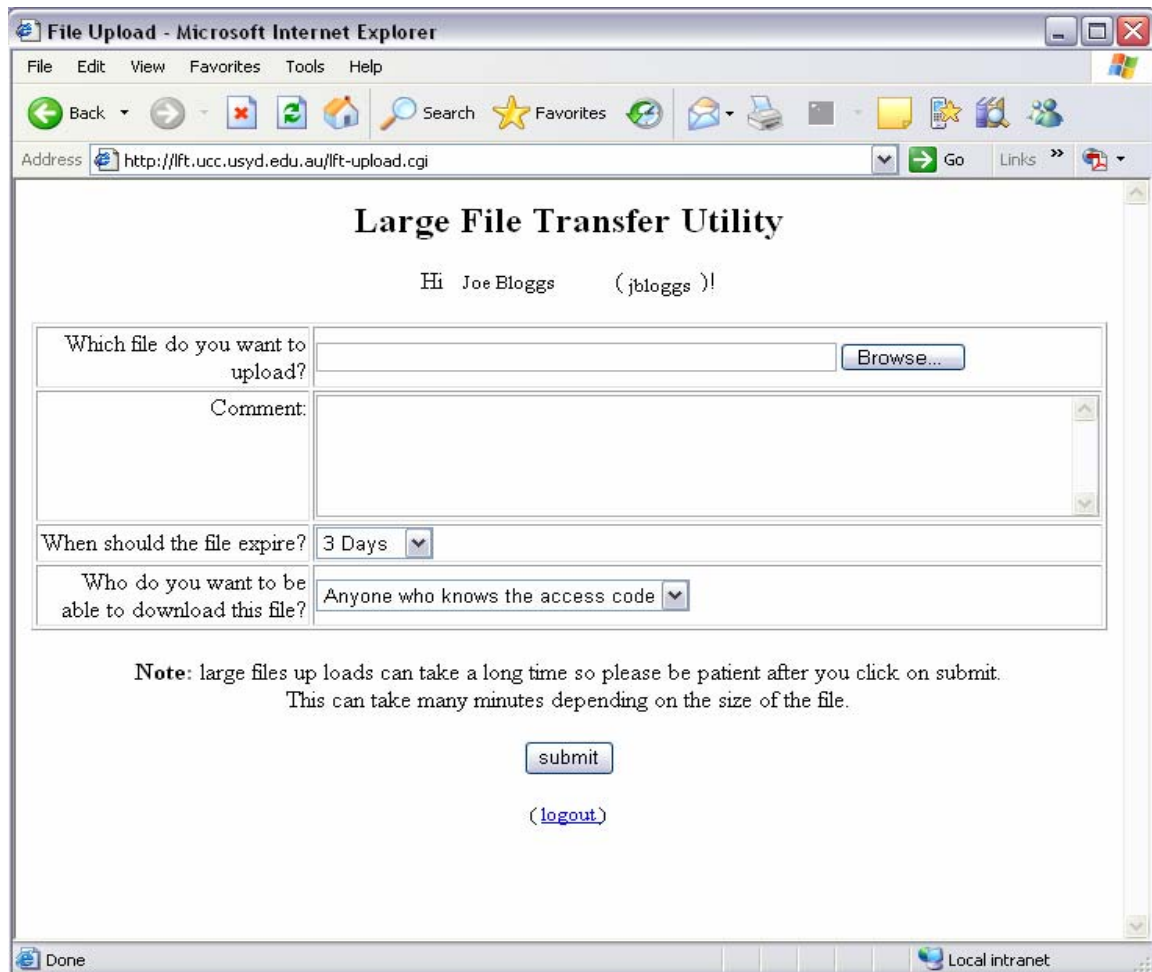
Background

Email is not a good method for sending large files to people. Several issues may occur: the transfer may be slow due to connection speed; your email account may exceed its' quota; Large files sent to multiple recipients multiply these issues.

To overcome these issues ICT have implemented a LFTS for downloading large attachments from email.



Click on the upload link. Log into LFTS using your UniKey account username and password and you will then be presented with the following screen.



The File Upload Screen has a number field which need to be completed:

1. To upload a single file click on the "Browse" button and select the file you want to upload. If you have many files then either send them one at a time or combine them into a single file using an archiving program. The location of the file will be displayed in the "Which file do you want to upload?" field.
Please remember that the file limit is 1 GB.
2. The "Comment" field is for information that you would like to note with the file.
3. The "When should the file expire?" field determines when the file will be automatically removed from the system. The field has a default of 3 days but can be changed from 1 day through to 14 days.
4. The "Who do you want to be able to download this file?"
The default is – Anyone who knows the access code - but this can be changed to
Anyone on Sydnnet
USyd People
USyd Staff only
USyd Students only



Large File Transfer Utility

EML060

Note: large file uploads can take a long time so please be patient after you click on submit. The upload may take many minutes depending on the size of the file and the speed of your connection.

File Upload - Success - Microsoft Internet Explorer

Address <http://lft.ucc.usyd.edu.au/lft-upload.cgi>

Large File Transfer Utility

Hi Joe Bloggs jbloggs ,

File **Filename** was uploaded successfully.

Details:

Access ID	3e56aaf3aa3935f06b3a728a
File Name	Filename
File Size	11.1 MB
Content Type	application/octet-stream
Upload Date	Tue Jun 26 15:45:10 2007
Expiry Date	Wed Jun 27 15:45:10 2007
Available to	Anyone who has the access ID
Comment	

To access the file go to:

<http://lft.ucc.usyd.edu.au/lft-download.cgi?id=3e56aaf3aa3935f06b3a728a>

Local intranet

Once the file has uploaded you will receive an email to your email account with a subject line:

File "Filename" uploaded successfully.

The email body will contain the details of the file uploaded and will read like this:



Large File Transfer Utility

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Hi Joe Bloggs,

Your file "Filename" was uploaded successfully.

Details:

ACCESS ID: 3e56aaf3aa3935f06b3a728a
File Name: Filename
File Size: 11.1 MB
Content Type: application/octet-stream
Upload time: Tue Jun 26 15:45:10 2007
Expiry time: Wed Jun 27 15:45:10 2007
Downloaders: Anyone who has the access ID

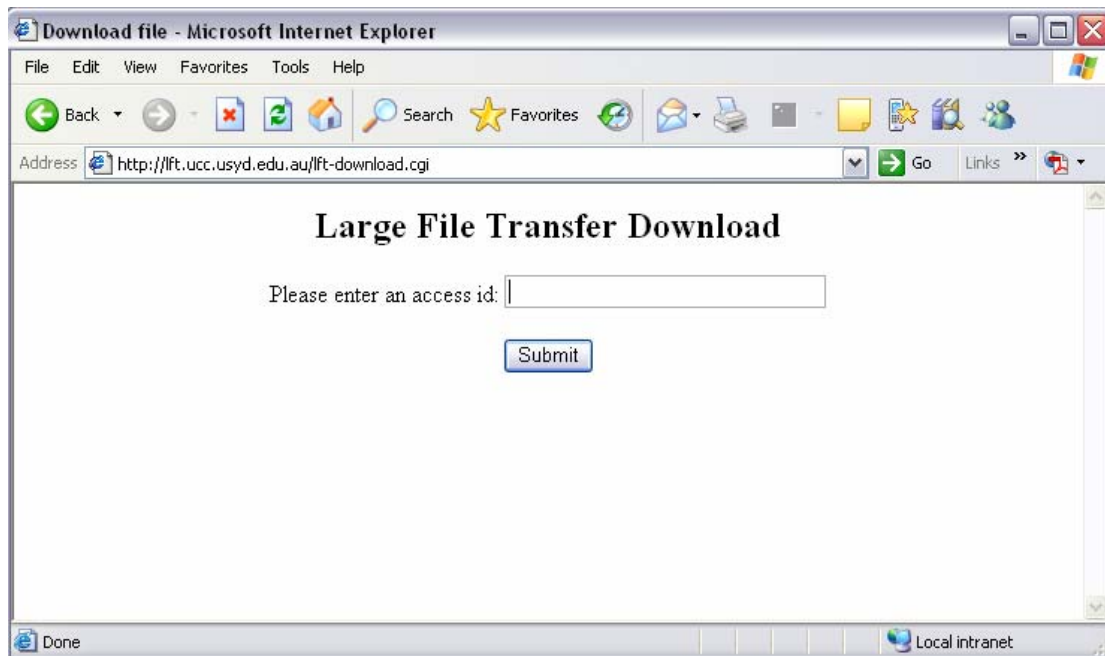
It can be accessed at the following URL:

<http://lft.ucc.usyd.edu.au/lft-download.cgi?id=3e56aaf3aa3935f06b3a728a>

Regards,

Support

To allow other users to access the file that you have uploaded then all you need to do is forward the email to anyone whom you would like access to the file to be given,





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EML060

Note:

1. External people are able to download files but currently don't have upload access.
2. If someone uploads a file and chooses 'staff only' for being able to download, then contractors will not be able to access the file as it will be locked down to 'staff only'.