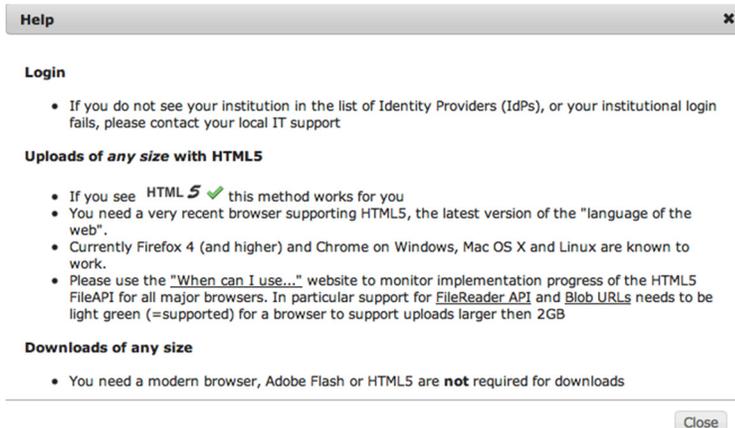
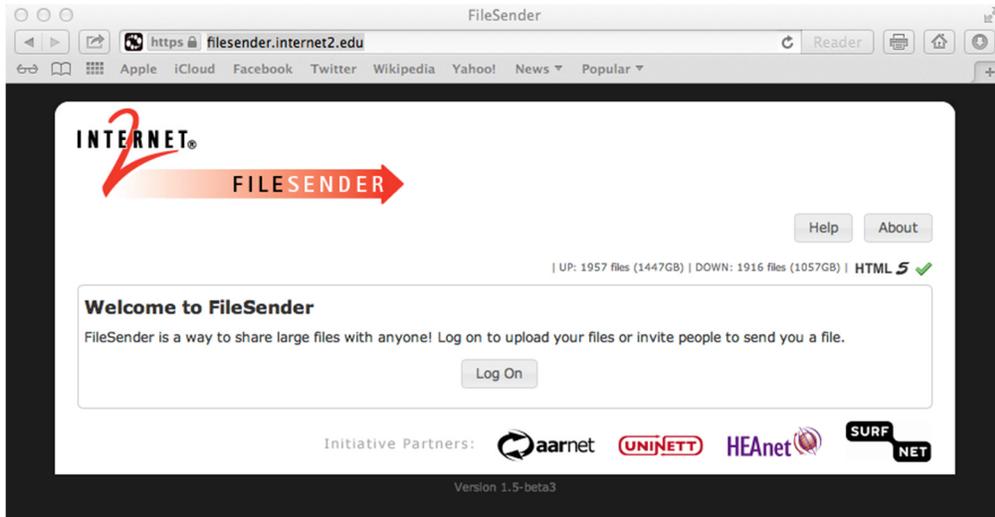


# Internet2 FileSender File Transfer Utility - Instructions

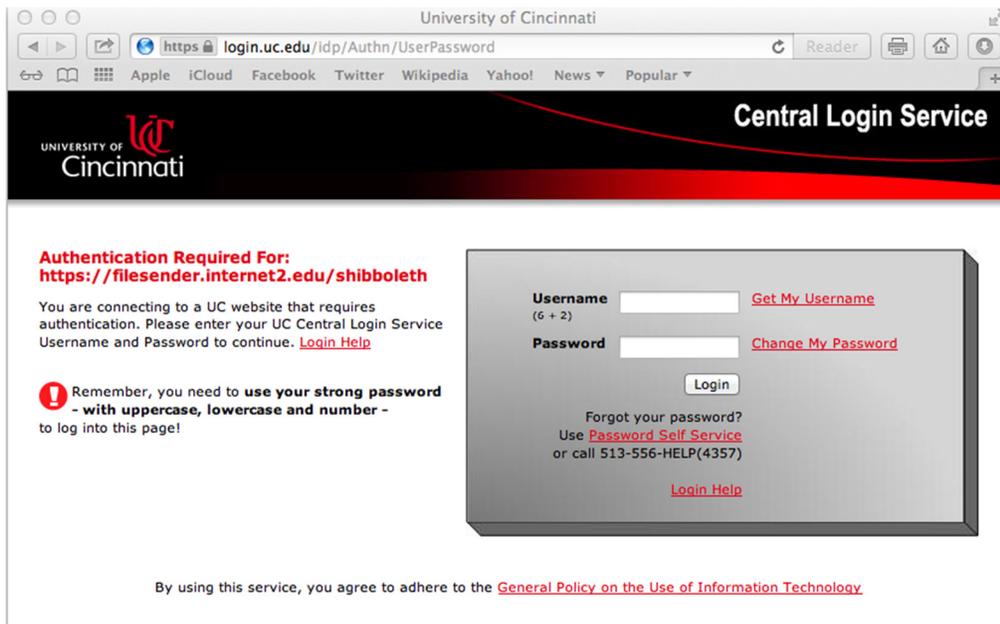
1. File Transfer – Use the following website for file transfer: <https://filesender.internet2.edu>
2. Click the Log On button. Note: Browsers supporting HTML5 allows for large file transfers – in the TBs.



3. You will be prompted to select an organization. Select "University of Cincinnati".



4. Login using your CLS credentials.



5. Once logged in, there are two options:

- a. A file can be sent to internal and external recipients. Fill out the "Send a File" form and select the Send File button.
- b. A Guest Voucher can be sent to a non-UC user. Select the Guest Voucher button and fill out the applicable information. The external user will receive an email, allowing them to send a file.

