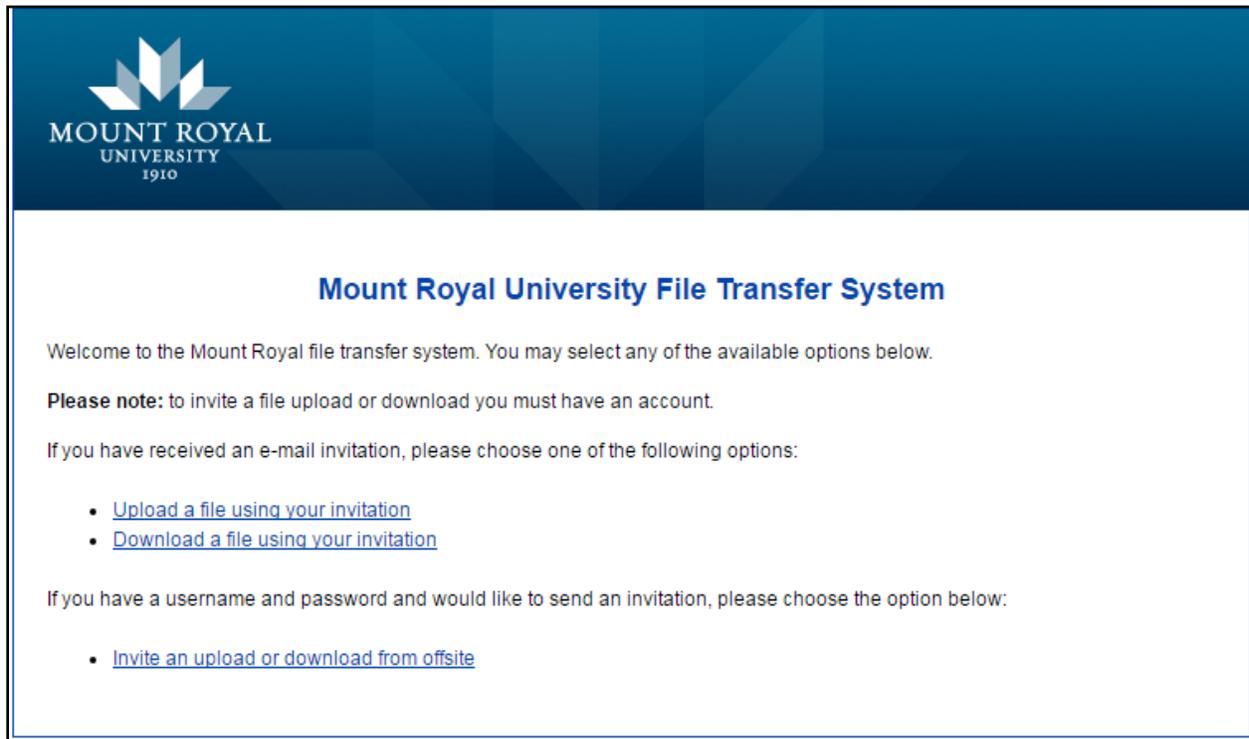


Using the Mount Royal University Adminweb File Transfer System

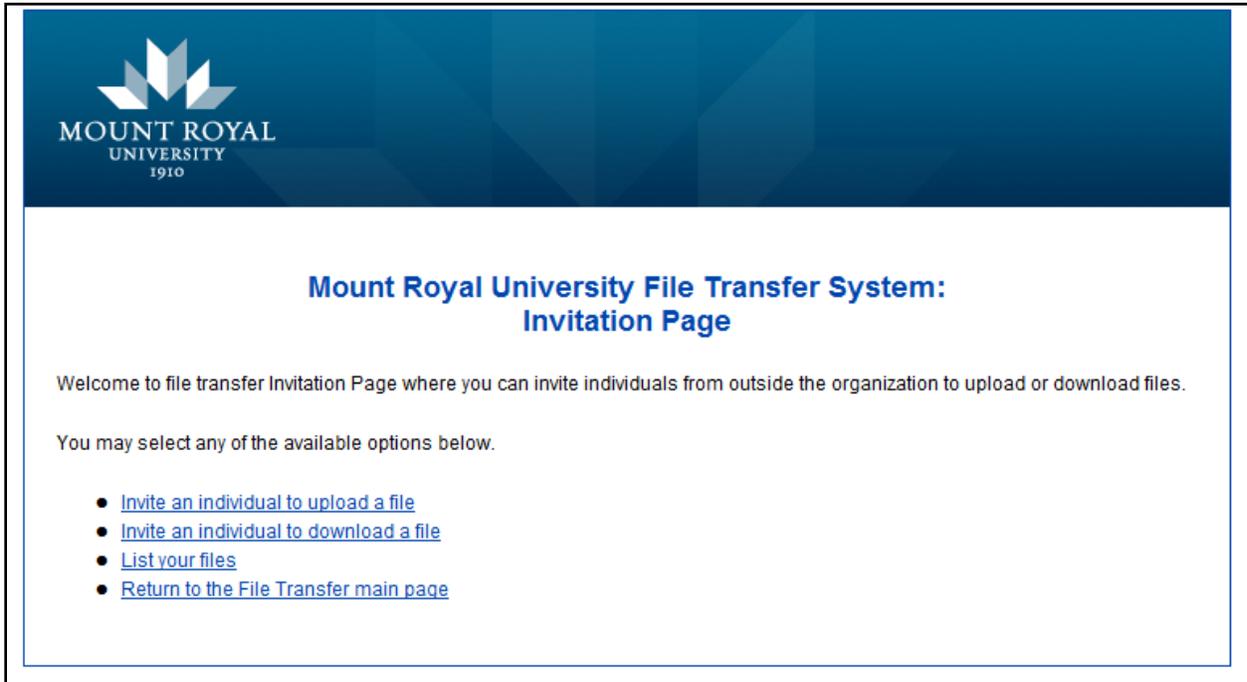
Steps

1. Open an Internet browser and navigate to adminweb.mtroyal.ca/filetrans.



2. Select the appropriate link (see screen capture above). Users who have received an email invitation to upload or download a file(s) will want to select one of the first two links. **Note:** The email invitation will contain an **authorization key** that is used to access the file server.

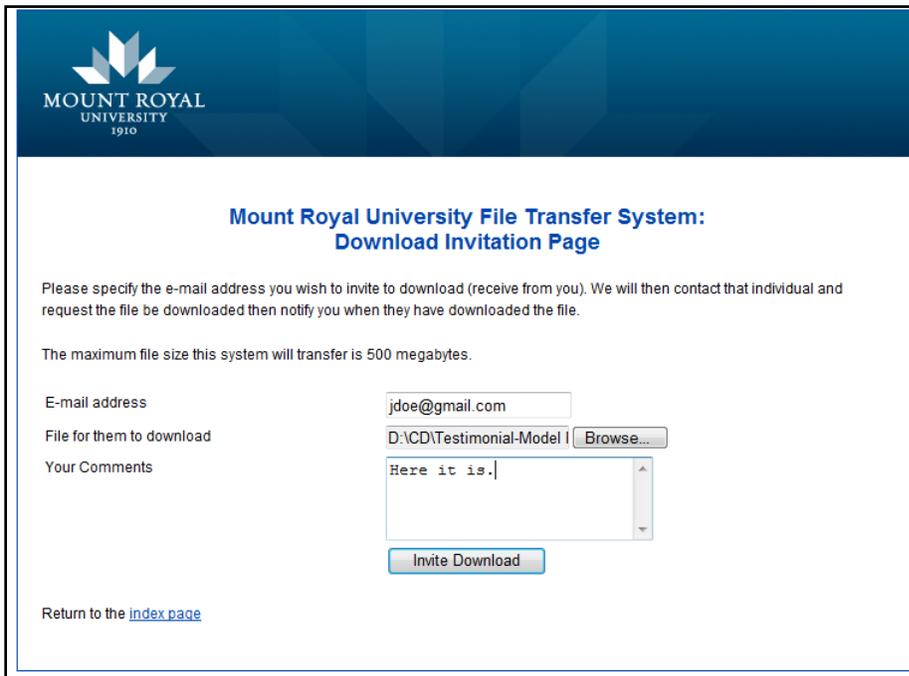
3. If you are a Mount Royal employee and want someone to upload or download a file(s) from offsite select the third link. You will see the window shown in the screen capture on the next page.



The screenshot shows the top of the invitation page. It features the Mount Royal University logo (a stylized tree) and the text "MOUNT ROYAL UNIVERSITY 1910" in the top left corner. The main heading is "Mount Royal University File Transfer System: Invitation Page". Below the heading, there is a welcome message: "Welcome to file transfer Invitation Page where you can invite individuals from outside the organization to upload or download files." This is followed by the instruction: "You may select any of the available options below." A bulleted list of links is provided: "Invite an individual to upload a file", "Invite an individual to download a file", "List your files", and "Return to the File Transfer main page".

4. Select the appropriate link. See the next two screen captures for more details.

The **Invite an individual to download a file** window.



The screenshot shows the "Download Invitation Page" form. It has the same header as the previous page. The main heading is "Mount Royal University File Transfer System: Download Invitation Page". The instructions read: "Please specify the e-mail address you wish to invite to download (receive from you). We will then contact that individual and request the file be downloaded then notify you when they have downloaded the file." Below this, it states: "The maximum file size this system will transfer is 500 megabytes." The form contains three input fields: "E-mail address" with the value "jdoe@gmail.com", "File for them to download" with the value "D:\CD\Testimonial-Model I" and a "Browse..." button, and "Your Comments" with the value "Here it is." Below the form is an "Invite Download" button. At the bottom left, there is a link: "Return to the [index page](#)".

The **Invite an individual to upload a file** window.

index page'."/>

**Mount Royal University File Transfer System:
Upload Invitation Page**

Please specify the e-mail address you wish to invite to upload (send to you). We will then contact that individual and request the file be uploaded then notify you when they have uploaded the file.

E-mail address

Your Comments

[Invite Upload](#)

Return to the [index page](#)

An example of the email the invitee receives containing the authorization key.

```
You have received a request to upload a file by vwinsor@mtroyal.ca.  
  
Comments:  
  
To upload your file, please follow  
https://adminweb.mtroyal.ca/filetrans/upload.php?authkey=35621e5b6d391c0455de5a38b699df77&remote\_email=vwinsor@mtroyal.ca  
  
If you can not follow the above link, please go to  
https://adminweb.mtroyal.ca/filetrans/upload.php  
and enter the following information in the form:  
Authentication Token: 35621e5b6d391c0455de5a38b699df77  
Remote E-mail: vwinsor@mtroyal.ca  
  
Thank You!
```