

How do I use SendTo

About the SendTo Service

Email messages with large attachments can wreak havoc on email servers and end-users' computers. Downloading such email messages can take hours on a slow Internet connection and block any sending or receiving of messages during that time. In some cases, the download will fail repeatedly, breaking the recipient's ability to receive mail at all. Also, Internet email clients add considerably to the size of the file being sent. For example, saving an Outlook message with an attachment adds up to 40% to the file's size. To share files larger than 1MB, use the SendTo to temporarily make a file (or files) available to another user across the Internet, in a secure and efficient manner.

There are two distinct kinds of users that will be accessing the SendTo system: inside users, who are associated with the University running the service, and outside users, which encompasses the rest of the Internet.

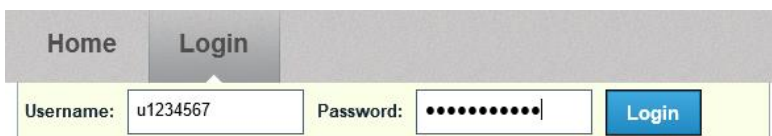
An inside user is allowed to send a drop-off to anyone, whether he or she be an inside or outside user. An outside user is only allowed to send a drop-off to an inside user. That prompts the question: what is a drop-off?

Drop-off: one or more files uploaded to the SendTo as a single item for delivery to a person or people.

So there is three types of drop-offs Inside to Inside User; Inside to Outside User and Outside to Inside User we will look at these more closely.

Inside to Inside User

You are a Teesside University user, login



The screenshot shows a login interface with a navigation bar at the top containing 'Home' and 'Login' buttons. Below the navigation bar is a form with two input fields: 'Username:' containing the text 'u1234567' and 'Password:' containing a series of dots. To the right of the password field is a blue 'Login' button.

Click Drop-off

You may perform the following activities:

Drop-off

Drop-off (*upload*) a file for someone else.

Pick-up

Pick-up (*download*) a file dropped-off for you.

Request a Drop-off

Ask another person to send you some files.

Click Next.

Information about the Sender

If you have been given a "Request Code" then just enter it here and click the button at the bottom of this form.

Request Code:

If you do not have a "Request Code" then please complete the rest of this form:


Your name: Your Name

Your organisation: (required)

Your email address: Your Name@tees.ac.uk

Next

Select the green plus and add the name and email address of the recipient or recipients. Then click Drop off Files.

Home Inbox Outbox Logout 

PLEASE NOTE

Files uploaded to SendTo are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also strongly encouraged to encrypt any files containing sensitive information (e.g. personal private information) using a tool such as "Winzip" or "Encrypt Files", before sending them via SendTo!

This web page will allow you to drop-off (upload) one or more files for anyone (either a Teesside University user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From:

Name, Your (your.name@tees.ac.uk) Teesside University

Send e-mail message to recipients
 Send an email to me when the recipient picks up the file(s).

To:

Your Recipient (Your.Recipient@tees.ac.uk)

Short note to the Recipients


Please find attached Files.

Choose the File(s) you would like to upload

File 1:	C:\SendTo.pdf	Browse...	Description:	SendTo
File 2:		Browse...	Description:	
File 3:		Browse...	Description:	
File 4:		Browse...	Description:	
File 5:		Browse...	Description:	
File 6:		Browse...	Description:	

Drop off Files

A summary box is displayed. If you need to send the files to anybody else then you can send them the Claim ID and Claim Passcode along with the website <http://sendto.tees.ac.uk> and select Pick-up.

Home Inbox Outbox Logout 

Drop-Off Summary

Filename	Type	Size	Description
SendTo .pdf	application/pdf	274.4 KB	SendTo

1 file

From:

Name, Your (your.name@tees.ac.uk) Teesside University from 152.105.63. on 08 Aug 2013 01:02:05 PM

To:

Your Recipient (your.recipient@tees.ac.uk)

Comments:

Please find attached Files.

To send the file to someone else, simply send them this Claim ID and Passcode:

Claim ID: kFxkKNDqdeSbAHUc
Claim Passcode: m37jM9fJhyHSzfMW

None of the files has been picked-up yet.

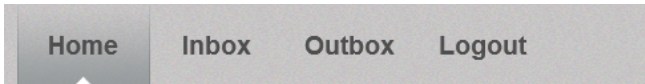
Inside to Outside User

You are a Teesside University user, login.

Home **Login**

Username: Password:

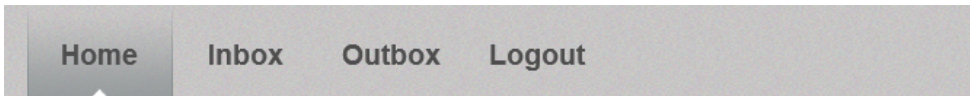
Click Drop-off.



You may perform the following activities:

- Drop-off** Drop-off (*upload*) a file for someone else.
- Pick-up** Pick-up (*download*) a file dropped-off for you.
- Request a Drop-off** Ask another person to send you some files.

Click Next.



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If you do not have a "Request Code" then please complete the rest of this form:


Your name: Your Name

Your organisation: (required)

Your email address: Your Name @tees.ac.uk

Next

Select the green plus and add the name and email address of the recipient or recipients. Then click Drop off Files.

Home Inbox Outbox Logout 

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From:

Name, Your (your.name@tees.ac.uk) Teesside University

Send e-mail message to recipients
 Send an email to me when the recipient picks up the file(s).

To:

Your Recipient (Your.Recipient@)

Short note to the Recipients


Please find attached Files.

Choose the File(s) you would like to upload

File 1:	C:\SendTo.pdf	Browse...	Description:	SendTo
File 2:		Browse...	Description:	
File 3:		Browse...	Description:	
File 4:		Browse...	Description:	
File 5:		Browse...	Description:	
File 6:		Browse...	Description:	

Drop off Files

A summary box is displayed. If you need to send the files to anybody else then you can send them the Claim ID and Claim Passcode along with the website <http://sendto.tees.ac.uk> and select Pick-up.

Home Inbox Outbox Logout 

Drop-Off Summary

Filename	Type	Size	Description
SendTo.pdf	application/pdf	274.4 KB	SendTo

1 file

From:

Name, Your (your.name@tees.ac.uk) Teesside University from 152.105.63. on 08 Aug 2013 01:02:05 PM

To:

Your Recipient ()

Comments:

Please find attached Files.

To send the file to someone else, simply send them this Claim ID and Passcode:

Claim ID: XFxKkNDqdeSbAHUc
Claim Passcode: m37jM9fJhyHSzfMw

None of the files has been picked-up yet.

Outside to Inside User

Type in your browser address bar <http://sendto.tees.ac.uk>, then select Drop-off.

Username: Password: [Login](#)

If you are a Teesside University user, you may login here:

[Login](#)

Avoid having to verify your email address, and drop-off files to non-Teesside University users.

Anyone may perform the following activities:

[Drop-off](#)

Drop-off (*upload*) a file for a Teesside University user (email verification required).

[Pick-up](#)

Pick-up (*download*) a file dropped-off for you.

Unless you have been given a request code. Fill out the details and prove you are human by playing the game, click Send Confirmation you will then get an email with a link.

Information about the Sender

If you have been given a "Request Code" then just enter it here and click the button at the bottom of this form.

Request Code:

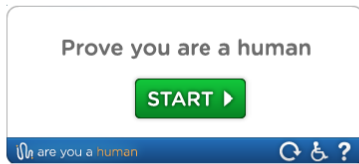
If you do not have a "Request Code" then please complete the rest of this form:

Your name: (required)

Your organisation: (required)

Your email address: (required)


To confirm that you are a real person (and not a computer), please play the quick game below:



I now need to send you a confirmation email. When you get it in a minute or two, click on the link in it.

[Send confirmation](#)

Click on the link in the email and click Brower to upload the file and then click Drop off Files.

Home Inbox Outbox Logout 

PLEASE NOTE

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This web page will allow you to drop-off (upload) one or more files for anyone (either a Teesside University user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

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Name, Your (your.name@tees.ac.uk) Teesside University

Send e-mail message to recipients
 Send an email to me when the recipient picks up the file(s).

To:

Your Recipient (Your.Recipient@)

Short note to the Recipients


Please find attached Files.

Choose the File(s) you would like to upload


File 1:	C:\SendTo.pdf	Browse...	Description:	SendTo
File 2:		Browse...	Description:	
File 3:		Browse...	Description:	
File 4:		Browse...	Description:	
File 5:		Browse...	Description:	
File 6:		Browse...	Description:	

Drop off Files

A summary box is displayed. If you need to send the files to anybody else then you can send them the Claim ID and Claim Passcode along with the website <http://sendto.tees.ac.uk> and select Pick-up.

Home Inbox Outbox Logout 

Drop-Off Summary

Filename	Type	Size	Description
 SendTo.pdf	application/pdf	274.4 KB	SendTo

1 file

From:

Name, Your (Your.Name@domain.ac.uk) Teesside University from 152.105.63. on 08 Aug 2013 01:02:05 PM

To:

Your Recipient (your.recipient@tees.ac.uk)

Comments:

Please find attached Files.

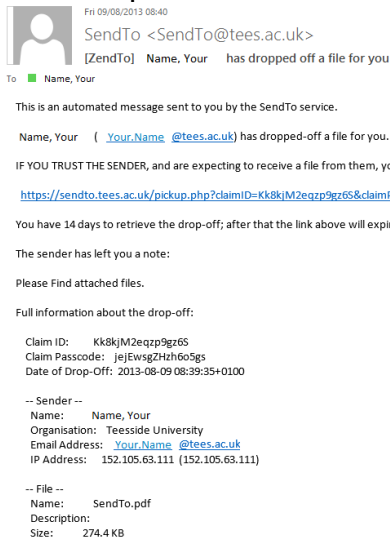
To send the file to someone else, simply send them this Claim ID and Passcode:

Claim ID: kFxkKNDqdeSbAHUc
Claim Passcode: m37jM9fJhyHSzfmW

None of the files has been picked-up yet.

Making a Pick-up

Your recipient will receive an email with a link to the files. Click on the link.



Click on the filename and save. The user that send the file will then receive an email saying the files have been picked up.

Home Login

Drop-Off Summary [Delete Dropoff](#)

Click on a filename or icon to download that file.

Filename	Type	Size	Description
SendTo.pdf	application/pdf	274.4 KB	

1 file

From: Name, Your (Your.Name @tees.ac.uk) Teesside University from 152.105.63.111 on 09 Aug 2013 09:01:41 AM

To: Your Recipient ([redacted])

Comments:

Claim ID: 2nhiXEqVKwsEjouj Claim Passcode: mscU3fWotSaBJwym
None of the files has been picked-up yet.

There are two ways to pick-up files that have been dropped-off:

- All users can click on the link provided in the notification email they were sent.
- An inside user, once logged-in to the system, can display their "Inbox" which is a list of all drop-offs waiting for them. Once logged-in, an inside user is able to access drop-offs without needing the email message.

When viewing a drop-off, the user will see quite a few things:

- The list of files that were uploaded
- The sender and recipient information that the sender entered when the drop-off was created
- The computer name and/or address from which the drop-off was created
- Optionally a list of pick-ups that have been made

The recipient has 14 days to pick-up the files. Each night, drop-offs that are older than 14 days are removed from the system.

Please note that the uploaded files are scanned for viruses, but the recipient should still exercise as much caution in downloading and opening them as is appropriate. This can be as easy as verifying with the sender mentioned in the notification email that he or she indeed made the drop-off. One can also check the computer name/address that was logged when the drop-off was created, to be sure that it is appropriate to the sender's Internet domain; IP addresses can be faked, though, so the former identity verification is really the most reliable.

Drop-off Multiple Files at Once

There are two ways in which a user can drop-off multiple files at once:

- Attach each file individually on the drop-off page
- Archive and compress the files into a single package and attach the resulting archive file on the drop-off page. There are many ways to archive and compress files:
 - Mac users can select the files in the Finder and Compress (see the File menu)
 - Windows users can create a "compressed folder" or use WinZip
 - Linux/Unix users, give the zip utility a try

Resumable Downloading of Files

Most web browsers support *resumable downloads*. Imagine this scenario: you're sitting at your local coffee shop, downloading a 100 MByte PDF that a student uploaded to SendTo for you. Suddenly, someone a few tables away starts watching the latest movie trailer (well, attempting to, anyway) and your wireless connection drops — you were 95MB into the download, and now you have to start over! Not so, if your browser supports *resumable downloads*; in which case, the browser requests only the remaining 5MB of the file.

SendTo features support for the server-side components of *resumable download* technology under the HTTP 1.1 standard.

Size Limitations on Uploads

Being able to upload files larger than 2 GB depends on the browser being used. The following major browsers have been tested:

	Browser	Uploads > 2 GB?
M A C	Safari 5.x	YES
	Chrome	YES
	Firefox 5.x	YES
	Opera 10.x	YES
P C	Internet Explorer 6	NO
	Internet Explorer 7	NO

Internet Explorer 9 64-bit	YES
Firefox 5.x	YES
Opera 10	YES

The SendTo software itself has limits on the amount of data that can be uploaded in a single drop-off. Even for browsers that support uploads larger than 2 GB, drop-offs may not exceed 5.0 GB per file, or 20.0 GB total for the entire drop-off.

If you have a larger file to transfer, please contact the Teesside University ITaCS Information Assurance here and we will alter the quota to allow you to send larger files safely and securely.

If you are having the following issues when dropping-off or picking-up a large file:

- Your browser reports a bad or broken connection after downloading a significant portion of the file
- An error page is displayed that indicates you dropped-off no files

Then you are most likely connected to the Internet via a connection too slow to move the amount of data in a timely fashion. Your computer has approximately 2 hours to fully send or receive a drop-off.