

NWOCA File Transfer

What is NWOCA File Transfer

NWOCA File Transfer is a website which allows users to securely send very large file attachments. Email system typically limit the size of attachments to somewhere between 10MB - 25MB. The File Transfer website allows you to send files up to 30,000MB (30GB) in size. This is done by uploading your attachment to a secure website and then send a link to that attachment to the recipients. The File Transfer system is hosted in NWOCA's Data Center and powered by a software call Liquid Files.

Who can use NWOCA File Transfer

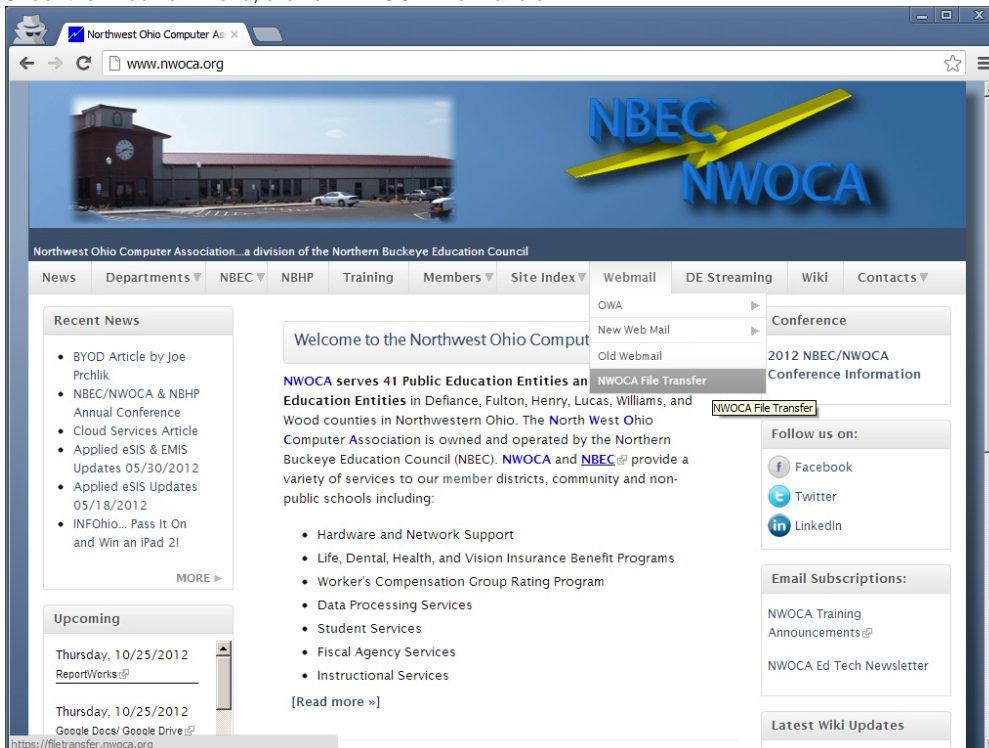
The website is already setup for all districts that use NWOCA's Exchange email system. Users can login with their email address and Exchange email password. If you are a member district, but do not use the Exchange email system, send an email to the [Hardware Group](#) and they will create you an account.

Other Features

- **Outlook Plugin** - You can install an Outlook plugin on your local computer that will allow you send large attachments directly in your Outlook application.
- **Dropbox** - The first time you login to File Transfer, you are assigned a Dropbox URL. The Dropbox allows users outside of the NWOCA system to send you a large attachment. Once you login, click on your name in the upper right, and you will see your Dropbox URL at the bottom. Send this URL to the person that you would like to received the file from.
- **Security** - Even if you do not need to send an attachment, the File Transfer will allow you to send a secure message to another user. The message is hosted on a secure website and the recipient is sent a password (in a separate email) that will only allow that user to access the message.

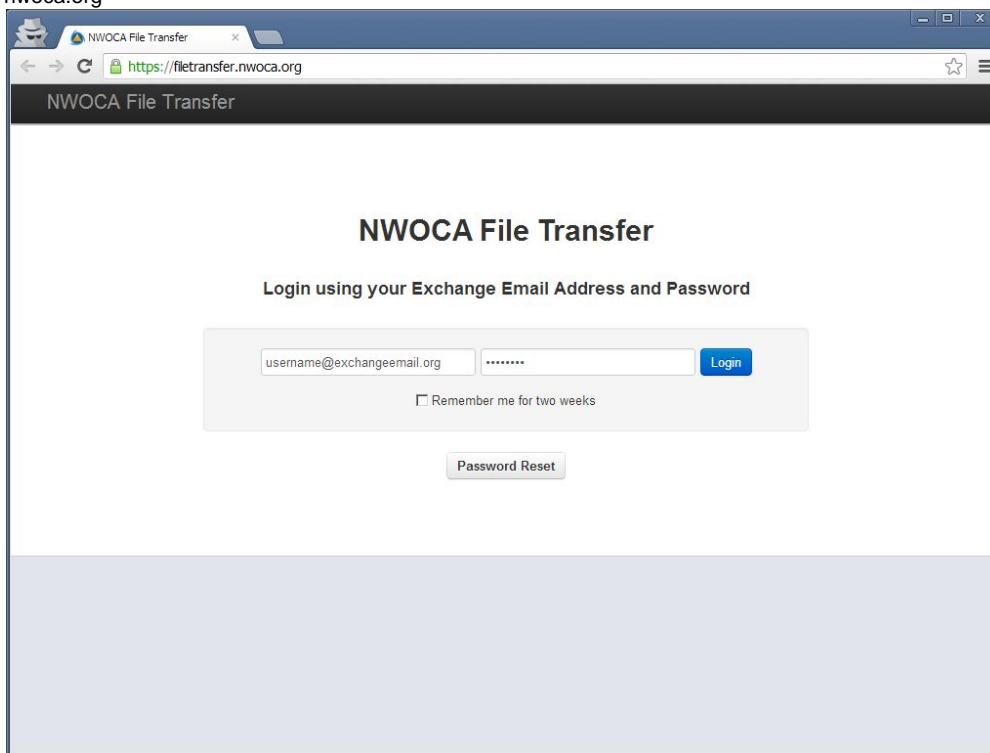
How to access and send an email

1. Open your web browser and navigate to: <http://www.nwoca.org>
2. Under the 'Webmail' menu, click on 'NWOCA File Transfer'



The screenshot shows a web browser window displaying the NWOCA website. The browser's address bar shows 'www.nwoca.org'. The website header features a large image of a building and the NBOCA/NWOCA logo. Below the header is a navigation menu with items like 'News', 'Departments', 'NBOCA', 'NBHP', 'Training', 'Members', 'Site Index', 'Webmail', 'DE Streaming', 'Wiki', and 'Contacts'. The 'Webmail' menu is expanded, showing options like 'OWA', 'New Web Mail', 'Old Webmail', and 'NWOCA File Transfer', which is highlighted with a red box. The main content area includes a 'Welcome to the Northwest Ohio Computer Association' message, a list of services, and social media links.

3. Enter your NWOCA Exchange email address and password. This is the same username and password that you use at: <https://dwa.nwoca.org>



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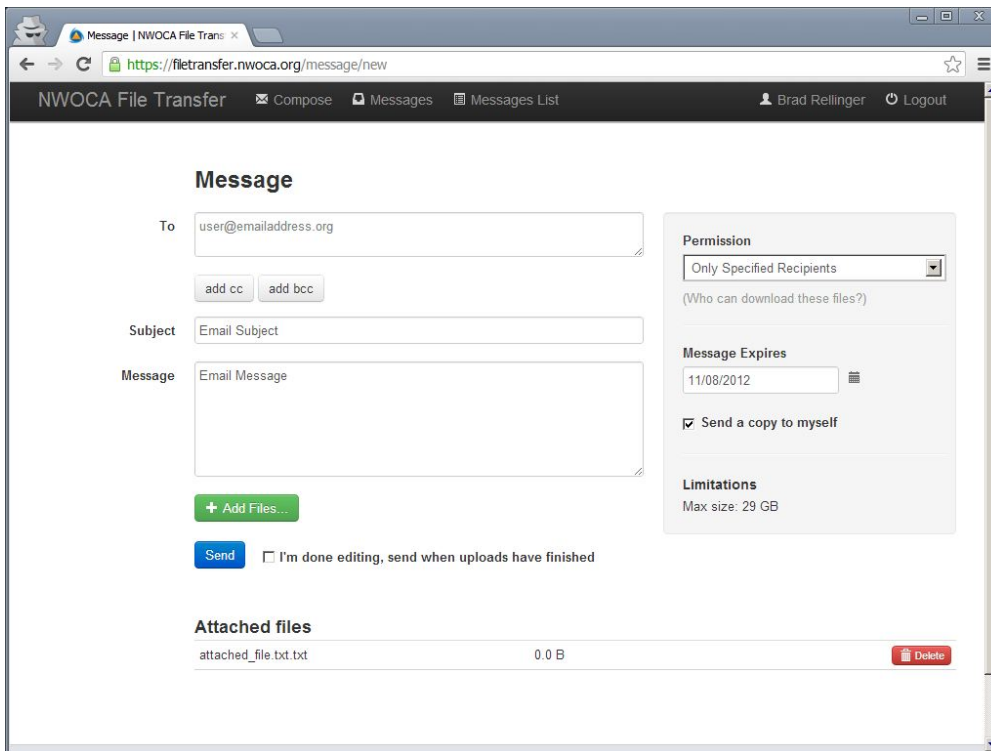
Login using your Exchange Email Address and Password

username@exchangeemail.org

Remember me for two weeks

Password Reset

4. Fill in the fields just like a normal email.
1. To: Email address of the person that you would like to send the email to. (Optionally add CC or BCC)
 2. Subject: Subject of the email.
 3. Message: Body of the email.
 4. Add Files: Click 'Browse' and add the files that you would like to attach. You can add multiple files up to 2GB (Firefox, Internet Explorer) or 32GB (Safari, Chrome).
 5. Permission: (more information about these options [here](#))
 1. Anyone: Anyone with the link to the message will be able to download the attachment. The person you send it to could forward the message to another user, and that user will also be able to download the file. (least secure option, but easiest to use)
 2. Only Specified Recipients: When the person you send the email to clicks on the link, they will be required to enter their email address. Once they enter their address, it will send them a confirmation email where they will need to click another link to verify their email address. Once they have done that, they will be able to download the attachment.
 3. Only Specified Recipients and Local Users: Same as above, but will also allow user NWOCA Exchange users download the attachment, if they have the link.
 4. Anyone after authentication: For our setup, this option is the same as "Only Specified Recipients and Local Users".
 6. Message Expires: This allows you to limit the time frame in which the attachment can be downloaded.
 7. Send a copy to myself: This is the same as CC/BCC yourself, so that you will receive a copy of this email.
 8. Send: When you are done making your changes, click the 'Send' button to send the message. If you are uploading a very large attachment, you can select the checkbox to send the message as soon as it is finished uploading.



5. Below is an example of the email the recipients will receive. You will notice that they receive a randomly generate link that is specific to your message and attachment. This is an added layer of security so that other people can not guess the URL.

