


FileShare

 FileShare allows the Appalachian State University community to share files with colleagues both inside and outside of the University. It is a temporary and secure storage system for sharing files and data.

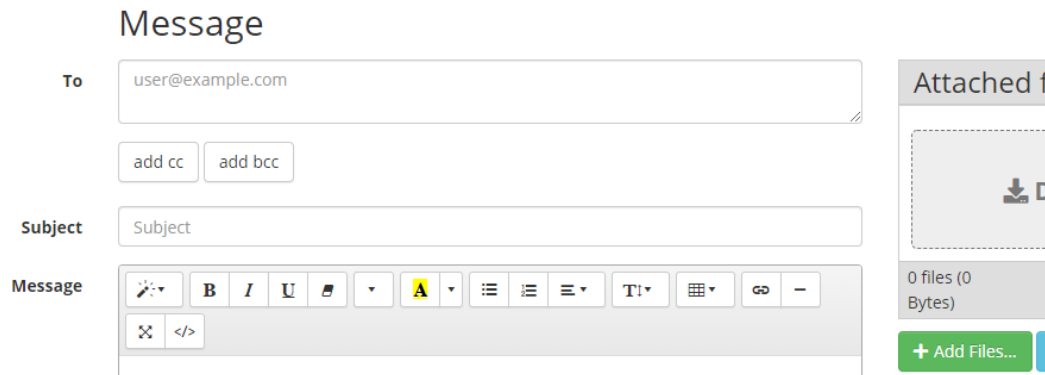
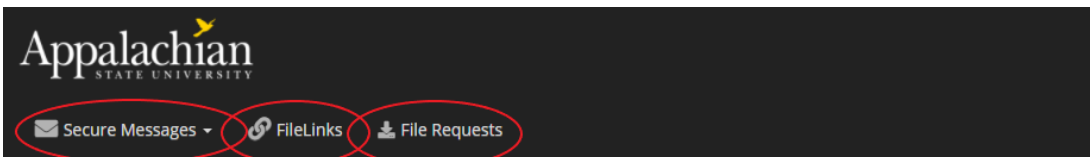
To use FileShare open a web browser and navigate to fileshare.appstate.edu

Log in with your App State username and password. You will need to provide DUO verification in one of the following ways:

1. Users will receive an auto-push to their primary/default device if push notifications are enabled.
2. Users can add a comma to the end of their password followed by a passcode (from token or emergency bypass code)
3. Users can add a comma to the end of their password followed by the word 'phone' to receive a DUO phone call to a registered phone number.

FileShare gives users the ability to **send secure messages**, **receive files** and **directly link** to secure files.

- Send up to 1000 MB files to internal and external customers.
- Receive up to 1000 MB sized files from anywhere.
- Request files with a simple link for the receiver to use when responding to the request.
- Send secure email messages with file download tracking.

The image is a screenshot of the 'Message' form in the FileShare application. The form includes a 'To' field with the placeholder 'user@example.com', 'add cc' and 'add bcc' buttons, a 'Subject' field with the placeholder 'Subject', and a rich text editor with various formatting options like bold, italic, underline, text color, background color, bulleted list, numbered list, indent, link, unlink, and code. On the right side, there is an 'Attached files' section showing '0 files (0 Bytes)' and a green '+ Add Files...' button.

For full user guide documentation please visit: <https://man.liquidfiles.com/userguide.html>

For additional assistance, please contact the Help Desk at 828-262-6266, Monday through Friday, 8 a.m. to 5 p.m., or by entering a support request at <https://tech.appstate.edu>

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