FileShare

ⓘ FileShare allows the App State 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.**
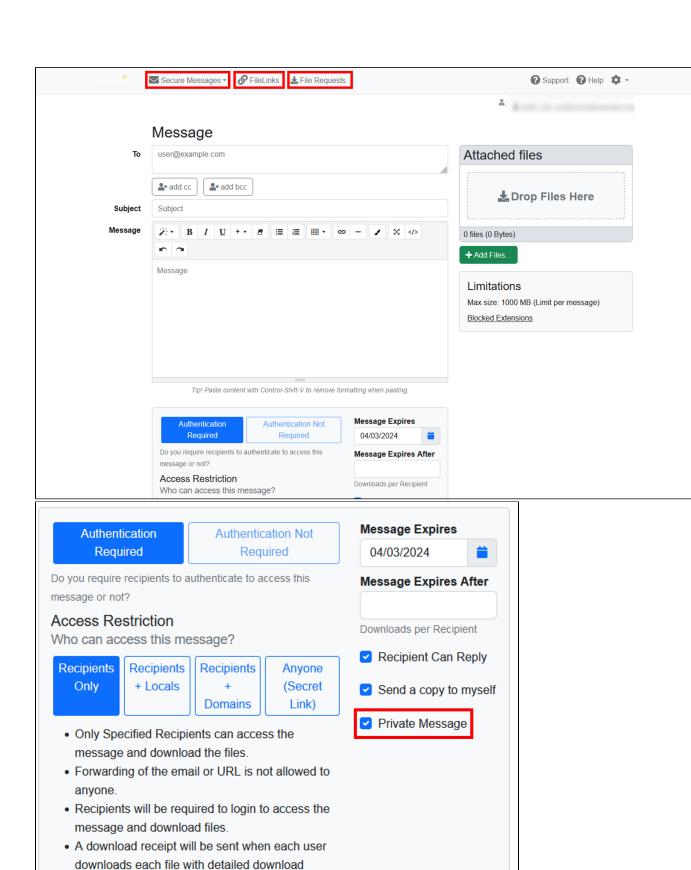
Log in with your App State username and password.

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 a 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 (per message) 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.

Note: Use a comma to separate multiple email addresses in the to, cc, and bcc lines. Toggling the private message option will prevent the message body from being sent in the email.

👤

Message

To   user@example.com

       👤+ add cc   👤+ add bcc

Subject   Subject

Message

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Message

Tip! Paste content with Control-Shift-V to remove formatting when pasting.

Attached files

⬇ **Drop Files Here**

0 files (0 Bytes)

➕ Add Files…

Limitations

Max size: 1000 MB (Limit per message)

Blocked Extensions

Authentication Required	Authentication Not Required

Message Expires

04/03/2024   📅

Do you require recipients to authenticate to access this message or not?

Message Expires After

Access Restriction
Who can access this message?

Downloads per Recipient

Authentication Required	Authentication Not Required

Message Expires

04/03/2024   📅

Do you require recipients to authenticate to access this message or not?

Message Expires After

Access Restriction
Who can access this message?

Downloads per Recipient

Recipients Only	Recipients + Locals	Recipients + Domains	Anyone (Secret Link)

☑ Recipient Can Reply

☑ Send a copy to myself

☑ **Private Message**

- Only Specified Recipients can access the message and download the files.
- Forwarding of the email or URL is not allowed to anyone.
- Recipients will be required to login to access the message and download files.
- A download receipt will be sent when each user downloads each file with detailed download information.

✈ **Send**

For full user guide documentation please visit: 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.

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