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.

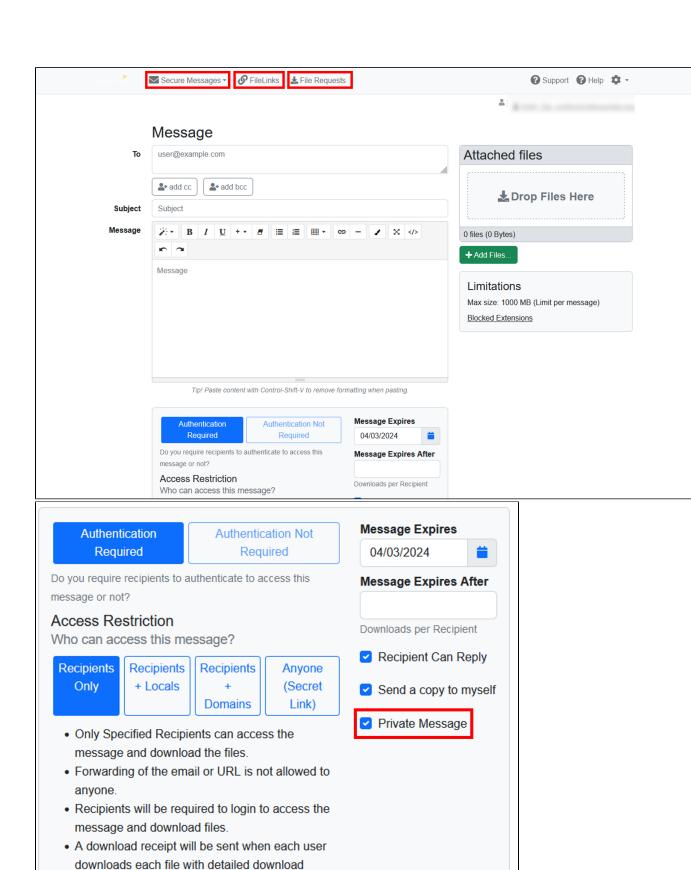
You will need to provide DUO verification in one of the following ways:

- 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.



✓ Send

information.

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 <u>Support Request</u>.

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