

## Secure Data Transfer - Using MOVEit to Send and Receive Files

The Secure Data Transfer project utilizes MOVEit as the managed file transfer software solution used by the California State University (CSU) to securely transmit files with sensitive data, e.g., exchange applications, passport copies, transcripts, etc. In order to get access to MOVEit, it will be necessary for CSU staff to create a profile on MOVEit. To log in and create your profile, click on the [link](#) and follow the instructions.

For messages not containing sensitive information or documents, continue to email [CSUexchange@calstate.edu](mailto:CSUexchange@calstate.edu) for inbound exchange matters or [IPacademics@calstate.edu](mailto:IPacademics@calstate.edu) for matters pertaining to CSU IP participants.

For more information about MOVEit, refer to the [video](#).

### Log in to MOVEit

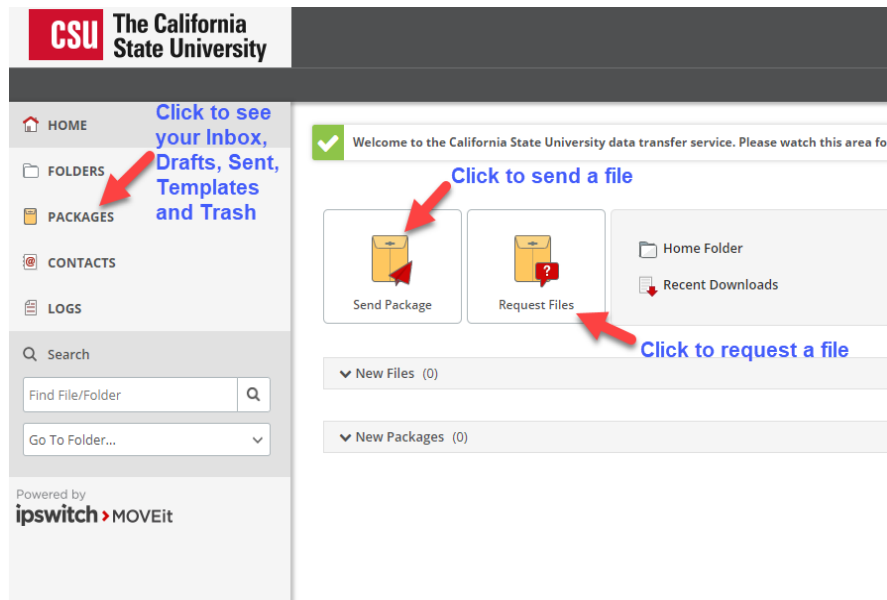
In order to get access to MOVEit, it will be necessary for CSU campus staff to create a profile on MOVEit. To log in and create your profile, click on the [link](#) and follow the instructions.

If you experience any issues, contact your IT Department at your campus for assistance.

Image 1

### MOVEit Landing Page

- After you have successfully logged on, you'll be able to access MOVEit to receive exchange applications and submit enrollment verifications and other documents/attachments.
- MOVEit identifies your message as a "Package". The process to send a "Package" is very similar to sending an email.
- Click on "PACKAGES" to view the inbox, sent box, drafts, templates and trash.



## Sending a Package

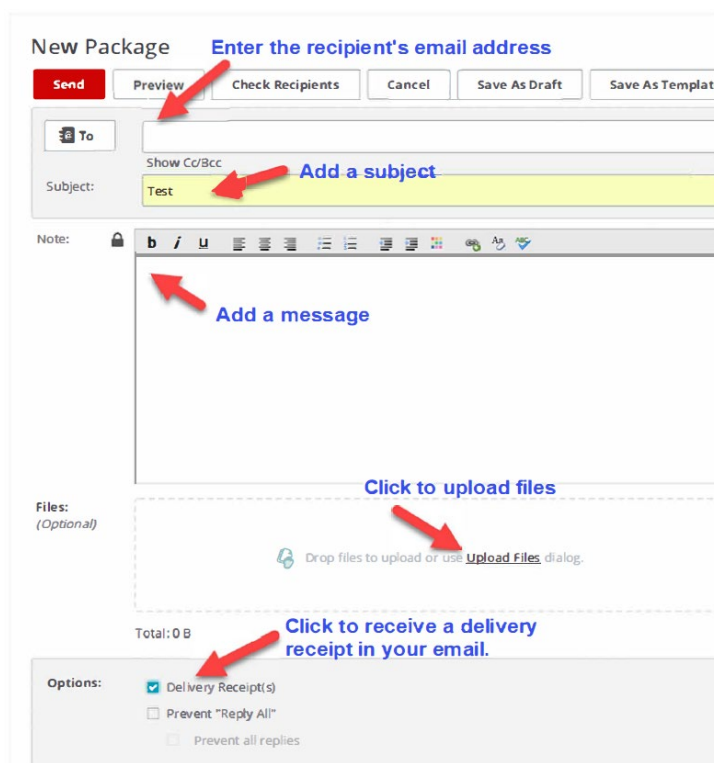
- Start by clicking the “Send Package” icon. (Image 3)



- Fill in the information as you would an email.
- If you want to attach a file, click on “Upload Files” and select the files.
- As an option, you can choose to click on “Delivery Receipts” if you want to know when the recipient opens the package.

Tip: If sending a package to more than one person, you can click on “Prevent Reply All” if you don’t want a recipient to respond to the group.

Image 2

A screenshot of the "New Package" form. It has a title bar "New Package" and a subtitle "Enter the recipient's email address". Below the title bar are buttons: "Send", "Preview", "Check Recipients", "Cancel", "Save As Draft", and "Save As Template". The "To" field is empty. Below it is a "Show Cc/Bcc" link. The "Subject" field contains the text "Test". Below the subject field is a "Note" section with a rich text editor toolbar and a large text area. Below the note section is a "Files" section with a dashed border and a "Drop files to upload or use Upload Files dialog." link. Below the files section is a "Total: 0 B" label. At the bottom is an "Options" section with checkboxes: "Delivery Receipt(s)" (checked), "Prevent 'Reply All'" (unchecked), and "Prevent all replies" (unchecked). Red arrows point to the "Send" button, the "Subject" field, the "Add a message" text area, the "Upload Files" link, and the "Delivery Receipt(s)" checkbox. Blue text labels "Add a subject", "Add a message", "Click to upload files", and "Click to receive a delivery receipt in your email." are placed near the arrows.

## Delivery Receipt

- You will receive a delivery receipt if indicated in your package.
- To the right is an example of what you, as a sender of a package, will see when the recipient opens the package. (Image 4)

Image 3

From: Calstate Data Transfer Service [mailto:datatransferservice@calstate.edu]  
Sent: Wednesday, September 19, 2018 10:24 AM  
To: Trullinger, Michael <mtrullinger@calstate.edu>  
Subject: Delivery Receipt for package 'Testing package and receipt'

### Package Delivery Receipt

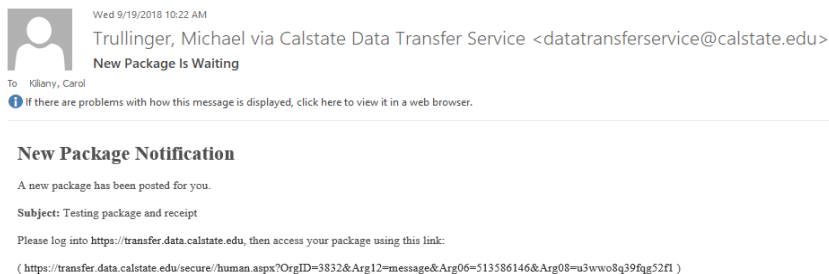
Kiliany, Carol viewed package "Testing package and receipt" at 9/19/2018 10:23:49 AM. (Original package posted at 9/19/2018 10:21:55 AM.)

You are receiving this email because our records show you posted package "Testing package and receipt" and requested delivery receipts for the package.

## Receiving and Viewing a Package

- When a package has been sent using MOVEit, the recipient receives the message in their regular inbox prompting them to log into MOVEit to view the package they have received. (Image 5)

Image 4



## Responding to a Package

- To respond to a package, you can use the link in a package notification email or log in to the service and go to the inbox.