




File Delivery Service (FDS)

Access the FDS and Create an Express Delivery

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 =Shortcut  =Advice  =Caution

Introduction

Towson University’s File Delivery Service is an outlet for Towson University users to securely share files too large to send as attachments through conventional delivery services such as email. This service can be used by TU faculty and staff to send files to people both inside the Towson network and non Towson members. Packages in FDS are available for retrieval for seven days. This self-help document will step you through how to access the FDS and how to create an express delivery.

Process Summary

Introduction


Access the File Delivery Service

- Create an Express Delivery
- Create an Express Delivery with Options

Manage Packages

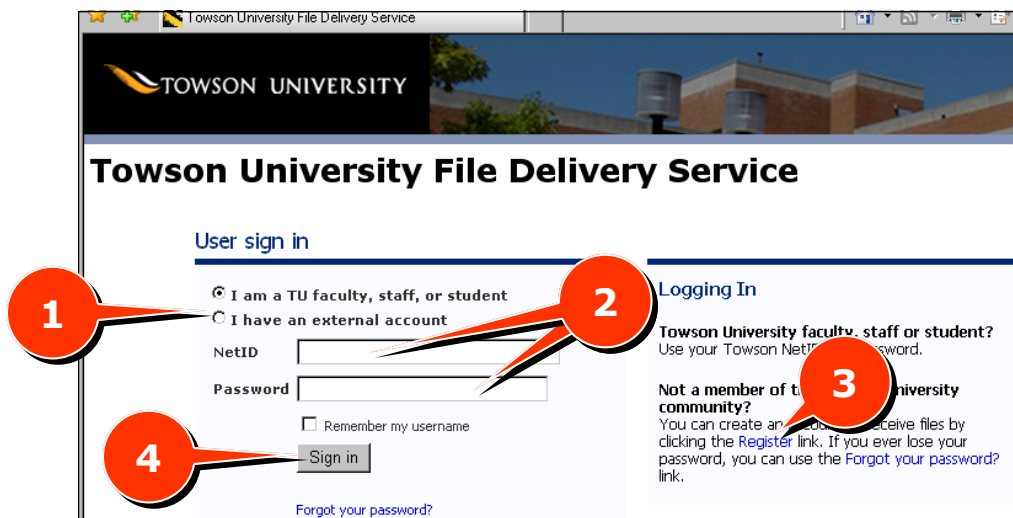
Access the File Delivery Service

1. Access the File Delivery Service by typing **fds.towson.edu** in your Internet Browser address bar or by clicking the link in your email if you are a receiver.
2. The **User sign in** page will appear. You will be asked to select your affiliation with Towson University (Fig 1, 1).
3. If you are TU faculty, staff or student, select that radio button and type your **NetID** (user name) and **Password** (Fig 1, 2).
 - If you do not have a TU Net ID, you will need to create an account by clicking the **Register** link (Fig 1, 3).
 - The **User Registration** page will appear. Fill in the required fields and click the **Register** button. You will receive an email confirming your account activation.

 **Note:** Students and external accounts only have the ability to receive files through the file delivery service. Please note that Faculty/Staff may send a **blank** package to a user outside the Towson network. Recipient non-senders will then have the ability to upload a document, modify and respond to the package.

4. Click **Sign in** (Fig 1, 4).

Figure 1



- The **File Delivery Service Home Page** will appear. From here, you have the ability to access all of the files you have sent and received, view reports and manage packages (Fig 2).
- Beside **View Your Deliveries**, click on **Received** and **Sent** to view any deliveries (Fig 2, 1).

Create an Express Delivery

As a sender, you may create Express Deliveries to quickly send files to a recipient.

- Click **Create an Express Delivery** from the home page (Fig 2, 2).

★ You may encounter a slow interface the first time you use the File Delivery Service. Allow a few moments for the page to load.

- If you receive a dialog box titled **Warning Security**, click **Run**.
- The **Express Delivery** form will appear. Enter the recipient’s TU email address or external email address in the **To** box (Fig 3, 1).
- Fill in the **Subject** line (Fig 3, 2).
- There is a default **Notification Message** (Fig 3, 3). You may modify the message by adding to or deleting the default text.

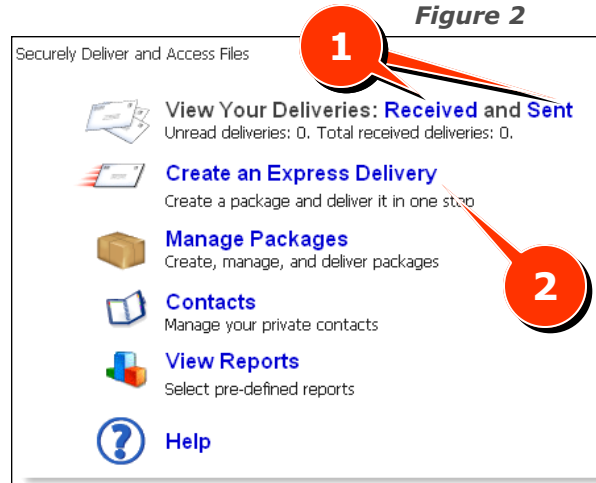


Figure 2

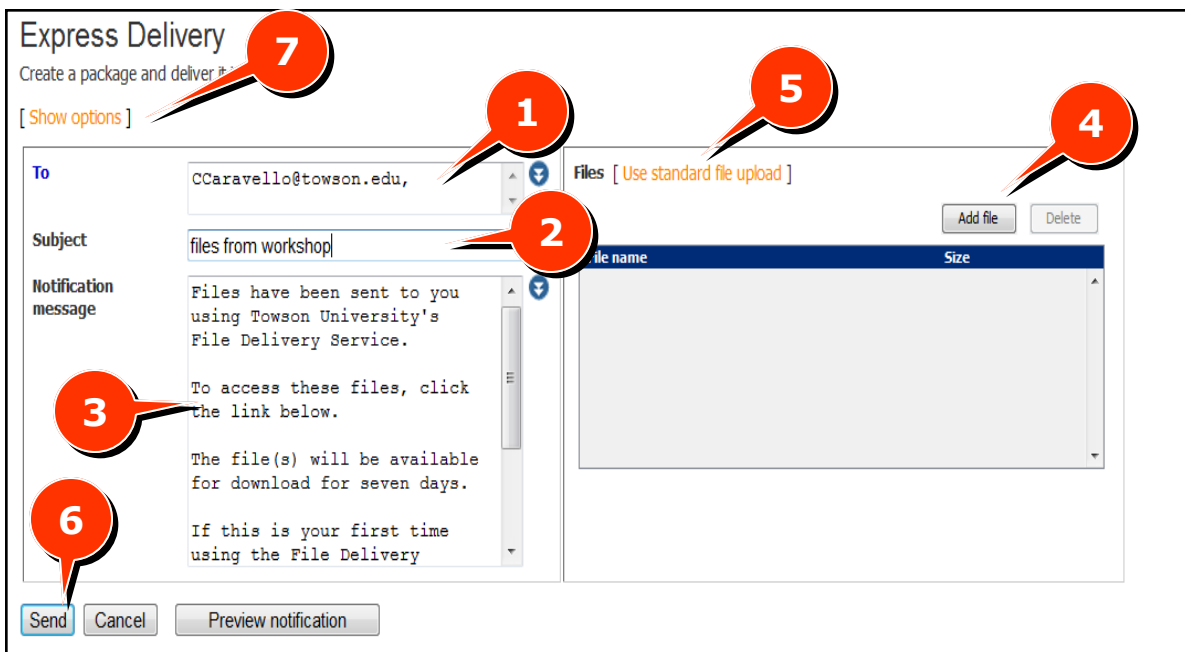
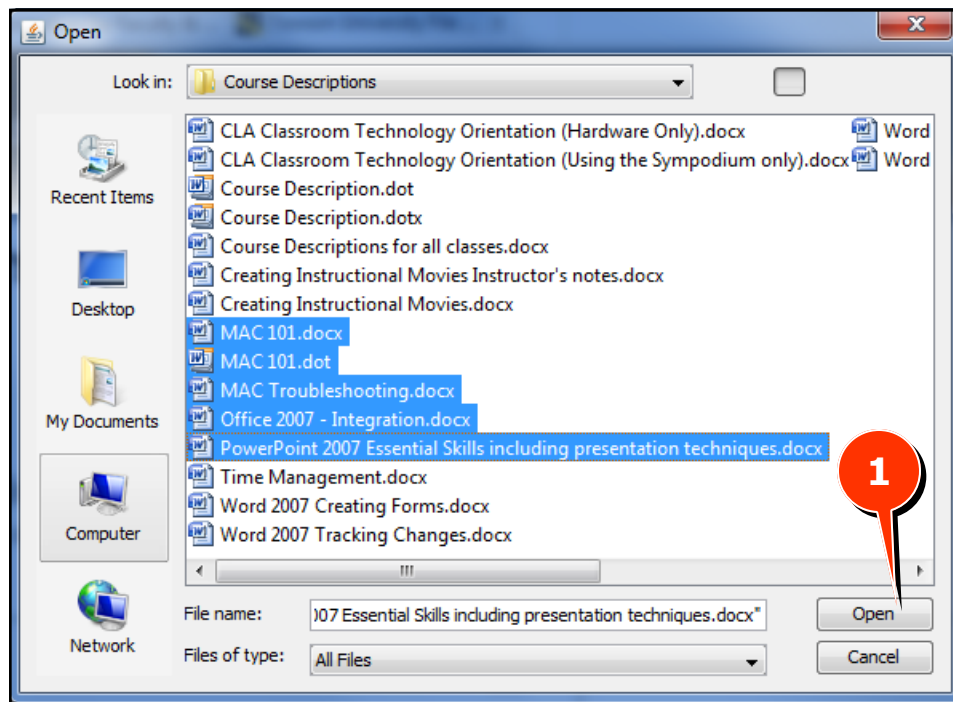


Figure 3

- To add files to the package, select the **Add file** button (Fig 3, 4). The **Open** dialog box will appear (Fig 4). Maneuver to the correct drive and directory. Select the files you wish to add (you may select several files at one time) and click the **Open** button at the bottom right of the dialog box (Fig 4, 1).

Figure 4



7. You can also select **Use standard file upload** to manually upload files one by one (Fig 3, 5).
8. Click the **Send** button (Fig 3, 6).
9. A message will appear - **Delivery created!** (Fig 5).

★ **Note:** If you wish to set additional options, continue to the next section titled **Create an Express Delivery with Options**.

7. Click the **Sign out "your name"** link in the upper right hand corner of the screen if you have completed transactions in the file delivery system.

Figure 5

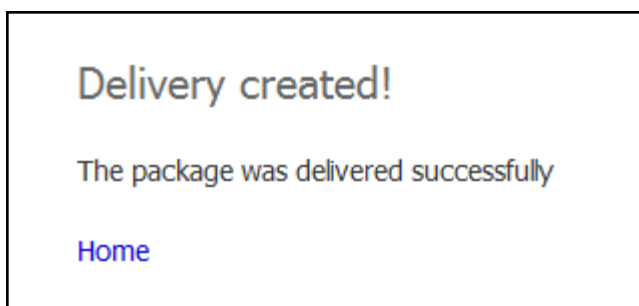



Figure 6

[Personal Settings](#) | [Sign out CCaravello@towson.edu](#)

Create an Express Delivery with Options

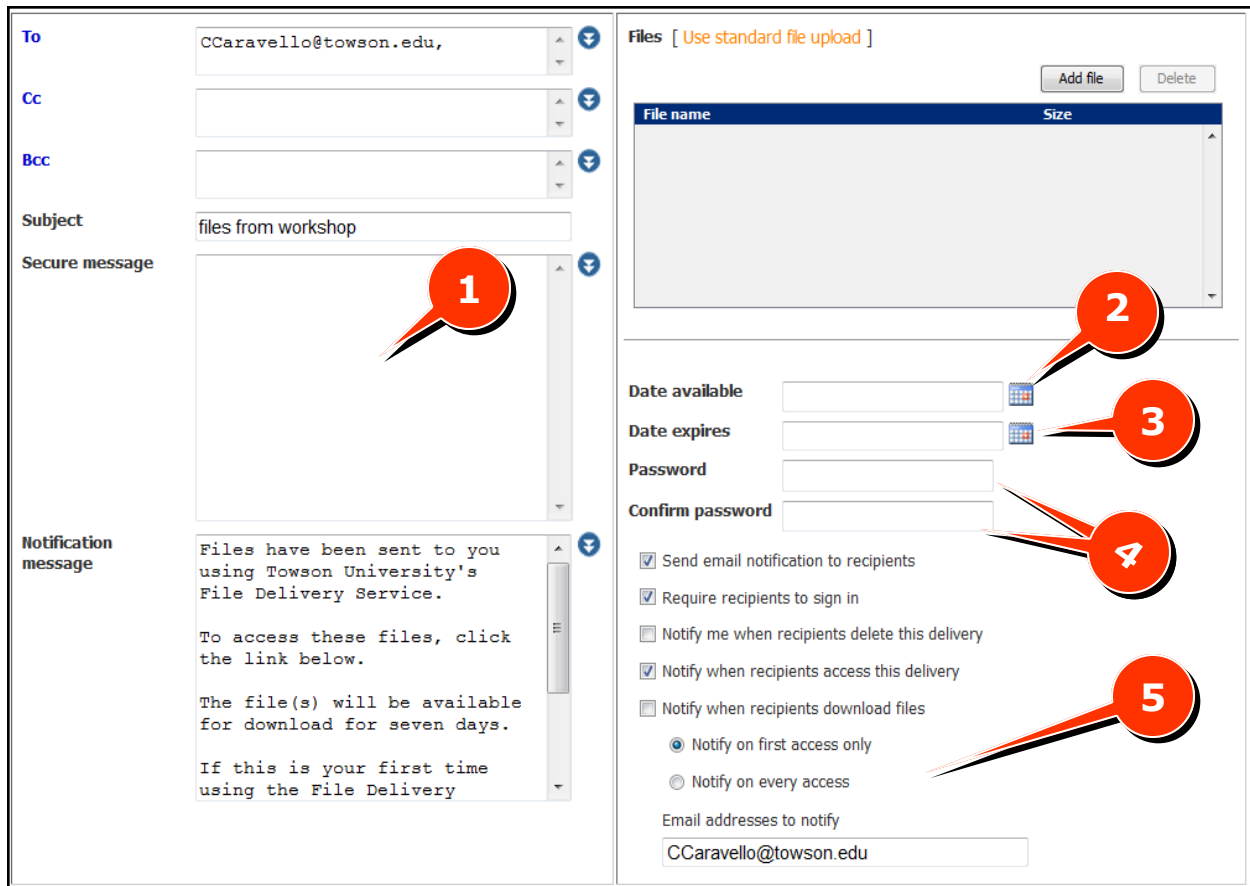
Before sending your message, you may apply advanced options. These options include setting a password, setting a delivery and expiration date, and more.

1. Follow the steps on pages 1 and 2 of this self-help document to sign in and create an express delivery. However, do not click on the Send button.
2. From the **Express Delivery form**, click **Show options** in the upper left hand corner of the screen (Fig 3, 7 located on page 2 of this self-help document). Additional fields will appear (Fig 7).
3. Notice the **Secure message** field. Any message typed in this area can only be viewed from within the File Delivery Service (Fig 7, 1).
4. Enter a date in the **Date available** field to schedule a specific delivery date (Fig 7, 2).
5. Enter a date in the **Date expires** field to remove the message on a specific date (Fig 7, 3).
6. To make the delivery more secure, enter and confirm a **Password** (Fig 7, 4).
7. Note the additional options available (Fig 7, 5). Click the checkbox beside an option to choose it.

 Note that the delivery expiration date may be changed to be sooner than the seven day expiration. However, the default deletion timeline will automatically delete a delivery package seven days after its original creation.

6. When you have made all your selections, click the **Send** button (Fig 3, 6 located on page 2 of this self-help document).

Figure 7



The screenshot shows the 'Express Delivery' form interface. On the left, there are fields for 'To' (CCaravello@towson.edu), 'Cc', 'Bcc', 'Subject' (files from workshop), and 'Secure message' (highlighted with callout 1). Below these is a 'Notification message' section containing text about file access and a seven-day availability period. On the right, the 'Files' section includes an 'Add file' button and a table with columns for 'File name' and 'Size' (highlighted with callout 2). Below the files section are fields for 'Date available' (callout 2), 'Date expires' (callout 3), 'Password' (callout 4), and 'Confirm password' (callout 4). A list of checkboxes for notification options is shown below, with callout 5 pointing to the 'Notify on first access only' radio button. At the bottom, there is a field for 'Email addresses to notify' containing CCaravello@towson.edu.

Manage Packages

After you have created an express delivery package, you may need to go back and revise that package. You may add, delete or reorder files and more.

1. From the **FDS** home page, click **Manage Packages** (Fig 1).
The **Manage Packages** screen will appear (Fig 2).
2. All packages you have created will appear. Click directly on the name of the package you wish to edit (Fig 2, 1).

Figure 1

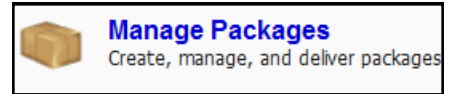
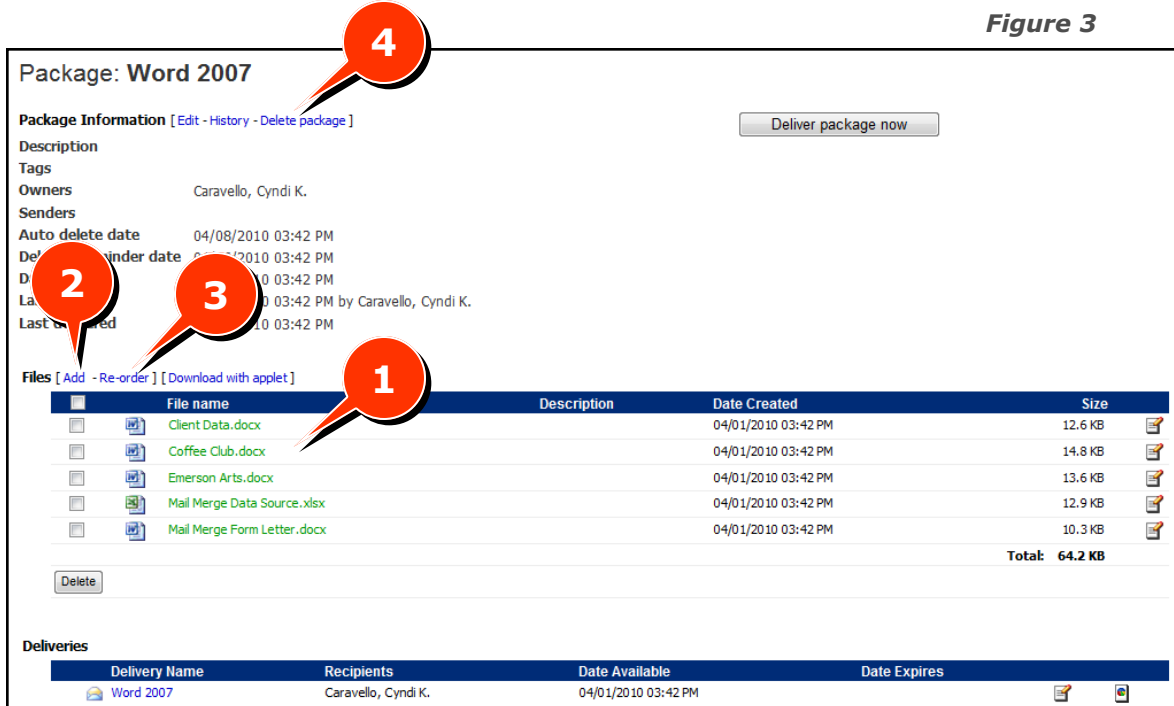


Figure 2

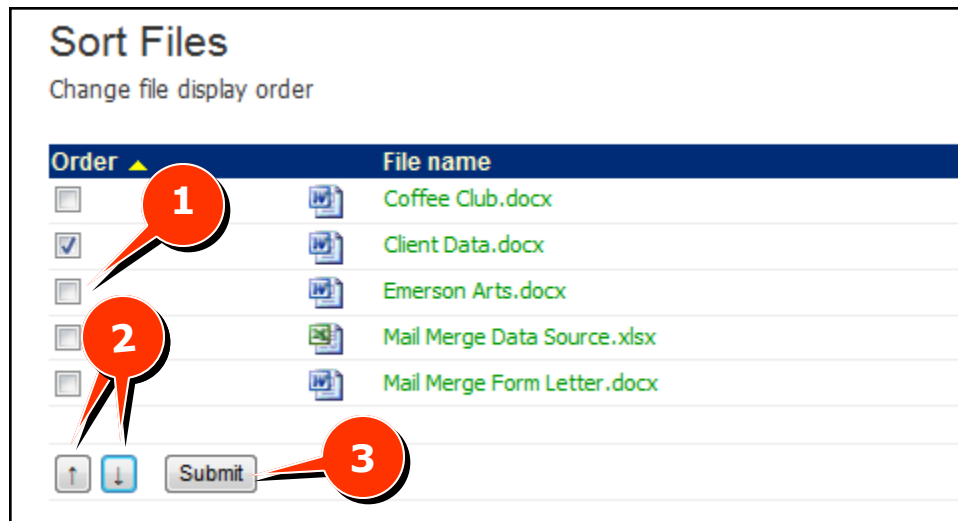


3. The **Package** page will open (Fig 3) with all files within that page listed at the bottom (Fig 3, 1).
You have a variety of options.

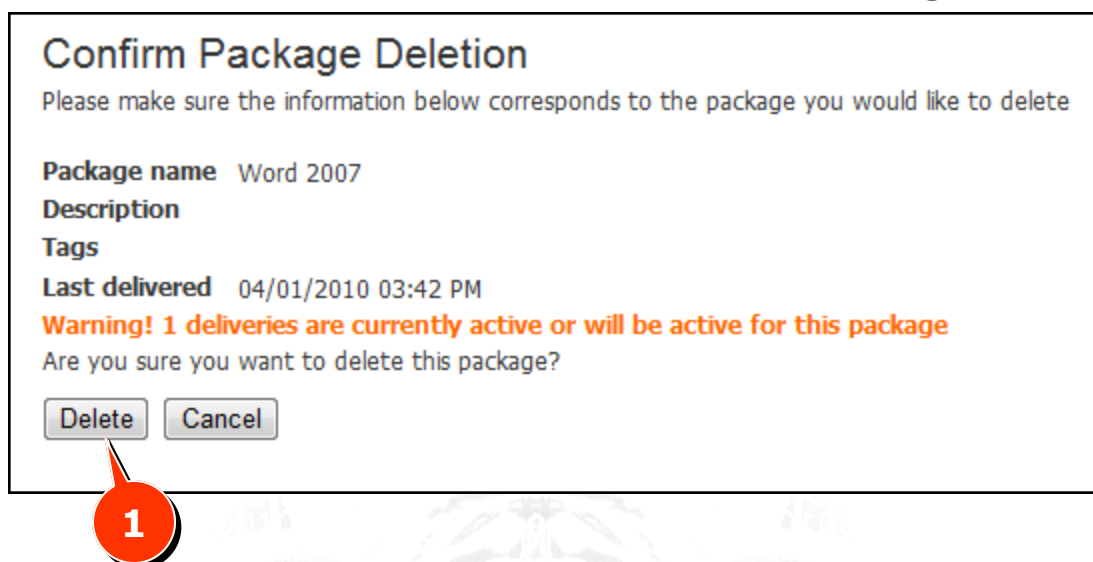
Figure 3



- **Add** - Click the **Add** link to add additional files to the package (Fig 3, 2). The **Add Files** page will appear. Add files just as you did when creating an Express Delivery (as explained on page 2 and 3 of this self-help document).
- **Reorder** - Click the **Reorder** link (Fig 3, 3). The **Sort Files** page will appear (Fig 4). Under **Order**, select a file or files by clicking in the box beside the file name (Fig 4, 1). Click the **Move Up** or **Move Down** buttons (Fig 4, 2) to move the file in the appropriate direction. Click the **Submit** button when complete (Fig 4, 3).

Figure 4

- **Delete** - Click the **Delete package** link (Fig 3, 4). The **Confirm Package Deletion** page will appear. Click the **Delete** button to permanently delete the package (Fig 5, 1). You will return to the **Manage Packages** page.

Figure 5

7. Click the **Sign out "your name"** link in the upper right hand corner of the screen if you have completed transactions in the file delivery system.