




File Delivery Service

Create a FDS Account to Access a Delivery

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 =Shortcut  =Advice  =Caution

Introduction

Faculty/staff and students may access the file delivery service using their NetID (User Name) and Password. However, users outside the Towson network will need to create a recipient account before they are able to access the File Delivery Service. The outside recipient will be prompted to create an account after receiving a package from a Faculty or staff member.

Process Summary

**Introduction
Create a FDS
Account to Access
a Delivery**

Students and users outside the Towson network only have the ability to receive messages. However, Faculty/staff may send a **blank** package to a student or outside user. When they reply to the blank message, they will then have the ability to upload a document, modify and respond to the package.

Create a FDS Account to Access a Delivery

1. Open the email notifying you that a delivery has been sent to your email address.
2. Click on the **link** in the email (Fig 1, 1).
3. This will take you to the **Towson University FDS User Registration** page (Fig 2). Create an account by filling in the required fields (which have a red asterisk beside them) and click the **Register** button (Fig 2, 1).

These are the files we used in class this morning.

Sender : Caravello, Cyndi K.
 Link : <https://fds.towson.edu/bds/Login.do?id=A03340808&pl=naj273zsbefbjblihih20>



Figure 1

4. A message will appear as below (Fig 3) directing you back to your email account to get additional instructions.

Figure 2

Towson University File Delivery Service

User Registration

To view your delivery, you must be a registered user. If you are not a member of the Towson University community email address will be your username.
 Already registered? Visit the [Account activation](#) page or click [here](#) to have the activation email resent to you.

If you are a Towson University faculty or staff member, click here to login using your NetID.

Email address*

Name

<small>First name</small>	<small>Middle name</small>	<small>Last name</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Display as

Password*

Confirm password*

Password strength

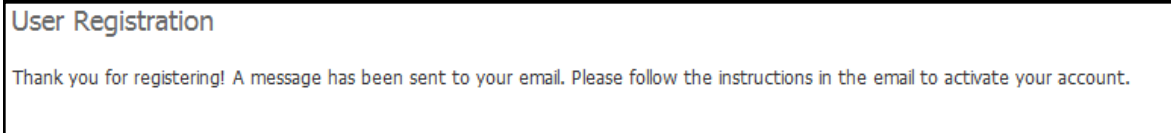
Password reset question *

Answer Hint

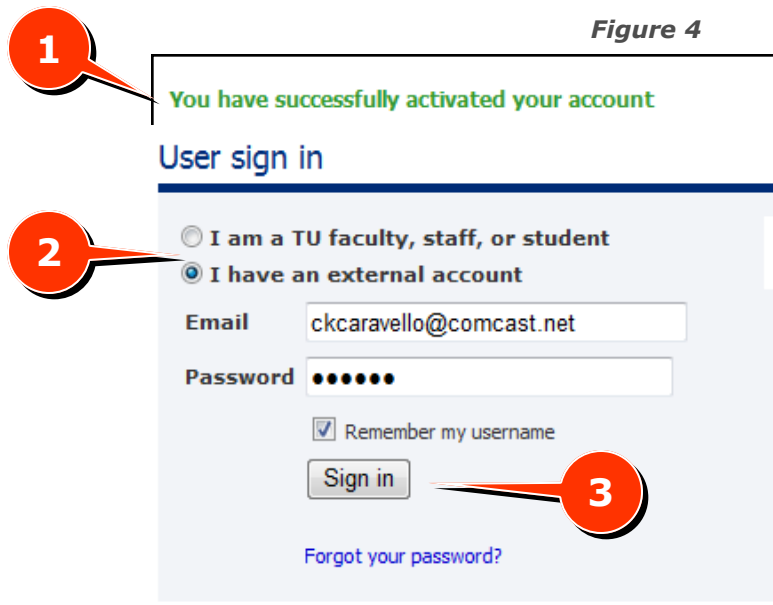
* Required fields



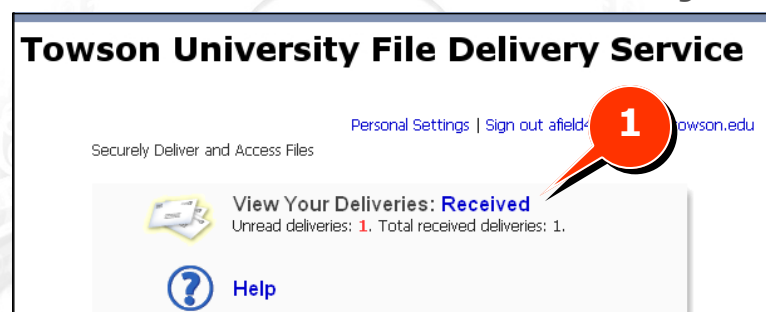
- When you return to your email account, look for a message from **fds-noreply**. Open the message and click on the link in the email to activate your account.
- You will enter the **TU File Delivery Service home page**. A message will appear at the top of the screen - **You have successfully activated your account** (Fig 4, 1).

Figure 3

- Select **I have an external account** (Fig 4, 2).
- Enter your **Email address** and **Password** under **User sign in**.
- Click the **Sign in** button (Fig 4, 3).



- You will be taken to the **FDS home page**, click **Received** (Fig 5, 1).

Figure 5

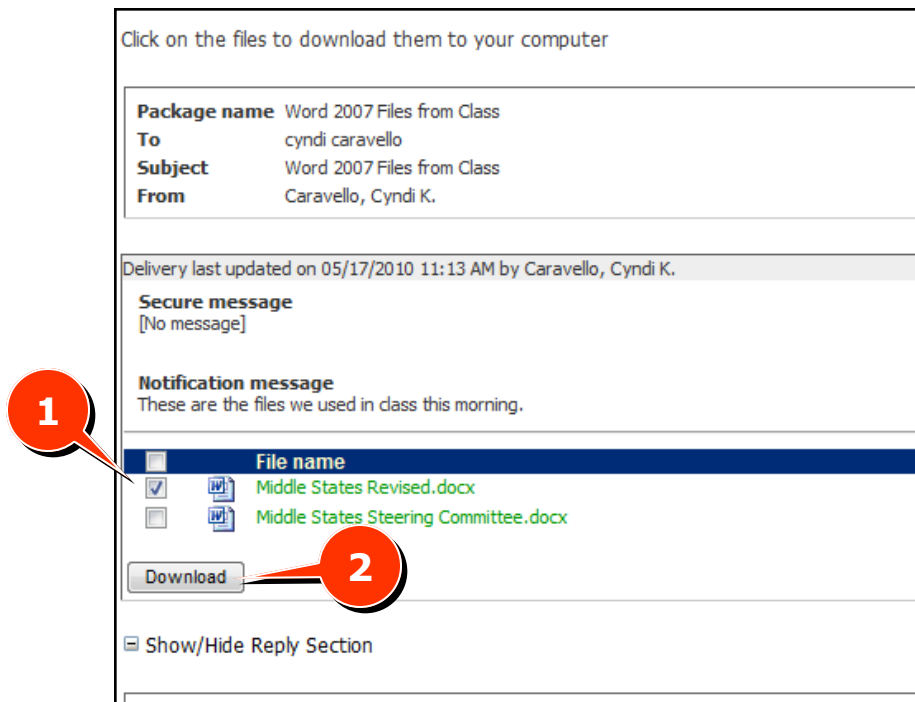
11. On the **Your Deliveries: Received** page, click the **Subject** of the delivery (Fig 6, 1).

Figure 6



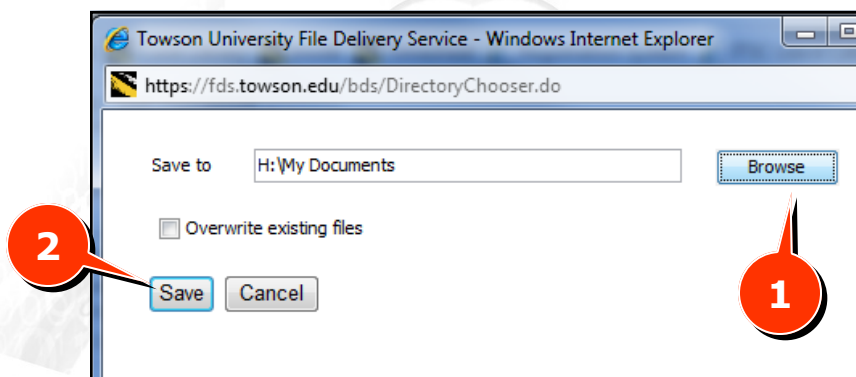
12. Select the files you wish to download from the package (Fig 7, 1) by clicking in the box beside the file name. A check will appear. Click the **Download** button (Fig 7, 2).

Figure 7



13. Click **Browse** (Fig 8, 1) to select the location you wish to save the file. Click **Save** (Fig 8, 2).

Figure 8



14. To send a reply, click the expand button (+) beside **Show/Hide Reply Section**. The form will expand.

Figure 9

The screenshot shows an email reply interface. At the top, there is a 'Show/Hide Reply Section' header. Below it is a 'Subject' field containing 'Re: Word 2007 Files from Class'. The main area is divided into two sections: 'Message' on the left and 'Files' on the right. The 'Message' section has a large text input area with a red callout '1' pointing to it. The 'Files' section has an 'Add file' button with a red callout '2' and a 'Delete' button. Below the buttons is a table with columns 'File name' and 'Size'. At the bottom left, there is a 'Reply' button with a red callout '3' pointing to it.

File name	Size
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15. Type your message in the **Message** box (Fig 9, 1). Click the **Add file** button (Fig 9, 2) if you wish to add files to the reply.
16. Click the **Reply** button (Fig 9, 3) when complete.