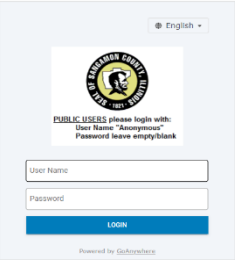
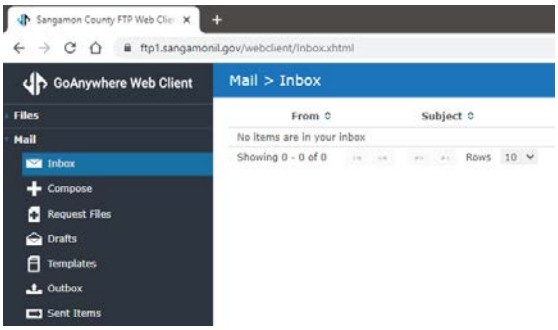
Using Secure Mail to Send and Request Files.

To Send a Secure Email with Attachments

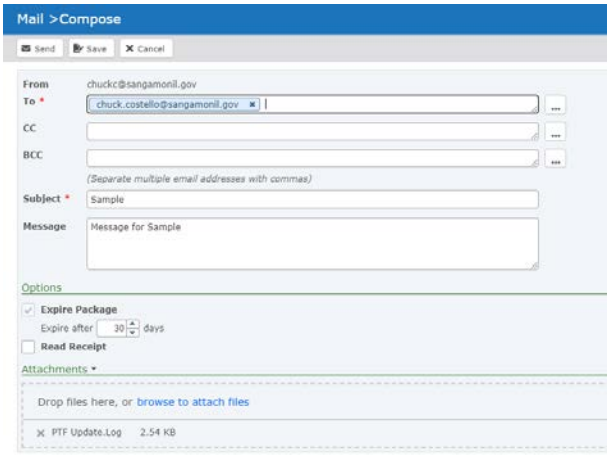
1. Use the URL https://ftp1.sangamonil.gov to login to the Secure Mail product. For Sangamon County Employees that have access, this uses your Windows Login and Password.



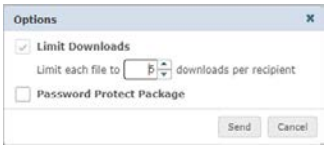
2. It should look like this screen. Next click the "Compose" button on the left.



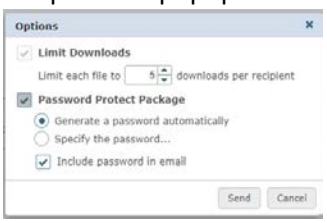
3. Fill in the "To" email address, the Subject, Message (Optional)and then add the attachments you want to send. Then click "Send" at the top left of the email.



4. Since you have at least one attachment, this popup will come up giving you the ability to limit the downloads and password protect the package.

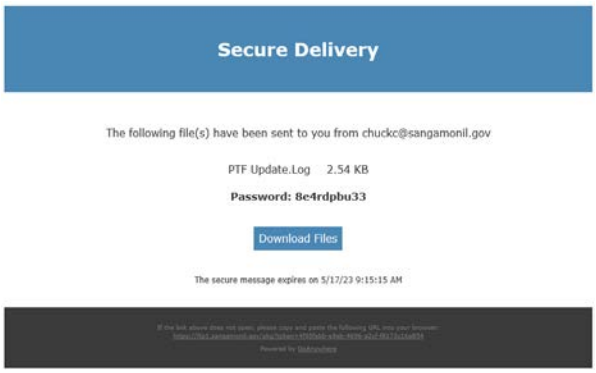


5. If you choose to "Password Protect Package" then it will give you another expanded version of the previous popup. This one allows you to specify password options.



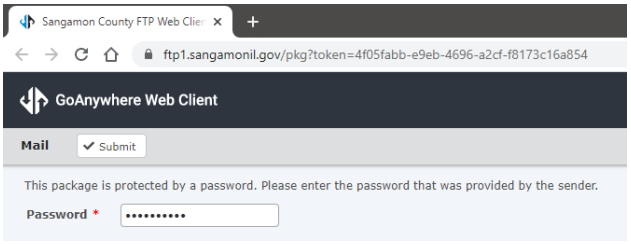
Using Secure Mail to Send and Request Files.

6. After you have pressed “Send” on the last popup, your email will be sent. In the receiver’s Inbox, they should have an email that when opened looks similar to this one.

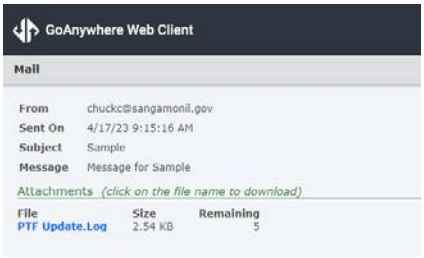


Note: I chose to have the system provide the password and include it in the email.

7. Click on the “Download Files” button and their browser should open up to the GoAnywhere Web Client. Below, I have typed in the password that was in the email.



8. After hitting the “Submit” button, a screen like the following will open up. Clicking on the files will cause them to start downloading on their computer.



To Request Files Using Secure Email

Request files to be sent to you is similar to sending except you click the “Request Files” and then compose an email to the person that will be sending you the files. They will receive an email with a link that opens up to the site and provides an area to upload the files they are sending. Once they send the files, you will receive an email like the one in Step 8 above and you can then download the files.