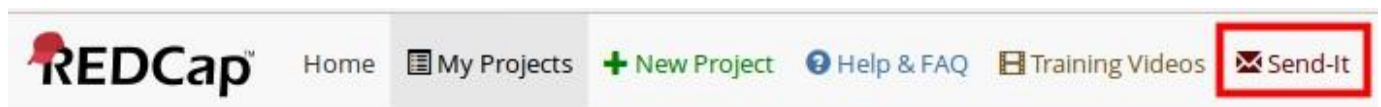


Sent-It- REDCap – How-To Guide

Send-It

Send-It is a secure data transfer application that allows you to upload a file (up to 32 MB in size) and then allow multiple recipients to download the file in a secure manner. Each recipient will receive an email containing a unique download URL, along with a second follow-up email with the password (for greater security) for downloading the file. The file will be stored securely and then later removed from the server after the specified expiration date. Send-It is the perfect solution for anyone wanting to send files that are too large for email attachments or that contain sensitive data.



Fill out the form to specify to whom you wish to send the file, as well as other custom information and settings. Each email address you enter below will receive a message stating that a file is available for download. The email will include a unique link and password, which the recipient will use to navigate to the webpage for downloading the file to their computer.

From:

To:

(recipient emails)

Separate email addresses with commas, semi-colons, or line breaks

Email subject:

(optional)

Email message:

(optional)

Expiration:

3 days

Specify the time after which the file will no longer be accessible for download

Select a file:

Browse...

No file selected.

(Max file size: 32 MB)

☐

Receive confirmation?
 Get an email notification informing you when your file has been downloaded by each recipient.

Send It!