

How to Send Large Files (+10MB) Using

Accellion[^] Kiteworks

VERSION: 2.0

Thursday, May 8, 2025

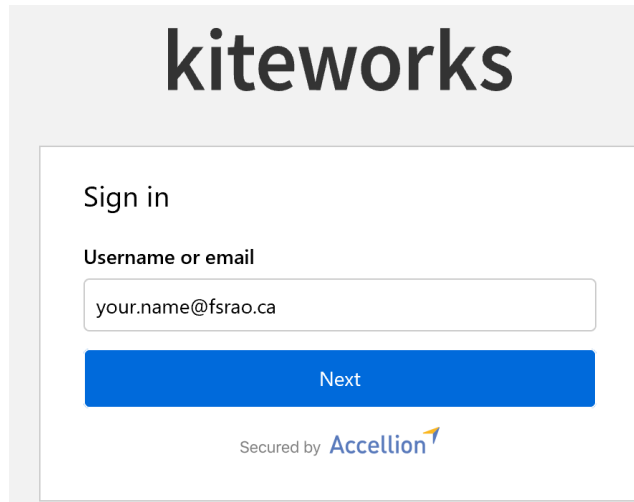
Purpose:

This guide will show you how to send large files from Kiteworks, FSRA's file transfer Service. Sending a large file (to internal or external contacts) using Kiteworks is just like sending an email.

Procedure:

Sign on to Kiteworks to send or receive a file

1. From your browser go to Kiteworks at <https://kiteworks.fsrao.ca>
2. Type your FRSA email address and then click **Next**
3. Type your network password, and then click **Sign In**



4. To sign out:
 - In the upper right corner of the screen, click your user name, and then click **Sign Out**

Send files

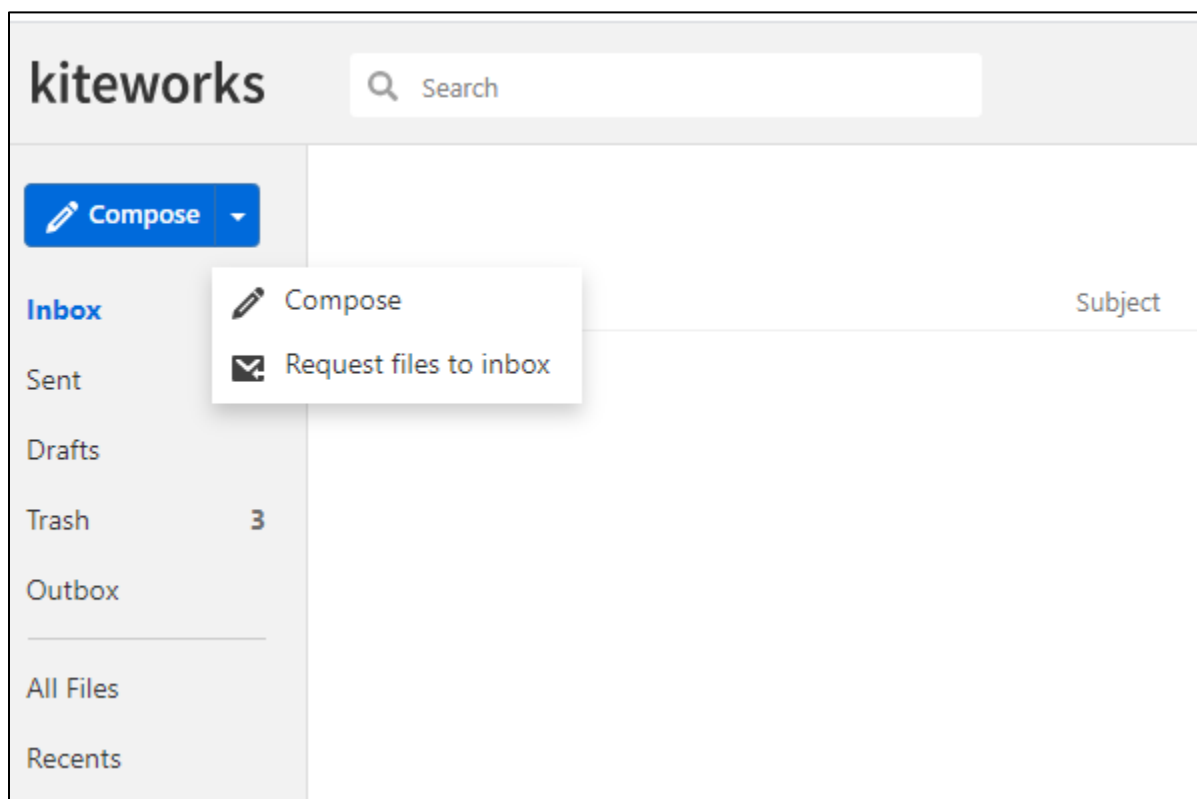
You can email files securely using Kiteworks. The files get uploaded to the Kiteworks server and a link is sent to recipients for accessing the files. After the link expires, the files are deleted from the server.

If a recipient doesn't have a user account on the server, they receive instructions on how to create one.

The screenshot shows the Kiteworks email interface. On the left is a sidebar with navigation links: Compose, Inbox (1), Sent, Drafts (3), Trash, Outbox, All Files, Recents, Shared with me, Favorites, and Contacts. The main area shows an email titled 'Latest > Rock Creek Project' with two selected items. One item is 'Annual Report.docx' (218.9 KB) sent on Jun 30, 2020 by Athena Manager. A 'Send file' button is visible above the email list. Below the email list, a 'Message body protected' dialog box is open, showing the email body with two file attachments: 'Annual Report.docx' (218.9 KB) and 'Expense Spreadsheet.xlsx' (64.3 KB). The attachments expire on Oct 24, 2020. Below the attachments is a 'Message options' dialog box. The 'Message options' dialog has the following settings: 'Secure access' is checked with a dropdown set to 'Recipients only'; 'Protect message body' is checked; 'Allow SMS passcode to access the message' is checked; 'File attachments expire' is set to 'Mar 23, 2021'; 'Notify me when file attachments expire' is checked; 'Add digital fingerprint' is unchecked; 'Notify me when files are downloaded' is checked with a dropdown set to 'Optional'; and 'Send me a copy' is unchecked. 'Cancel' and 'Save' buttons are at the bottom right of the 'Message options' dialog.

Request files

You can also request someone to send you a file. Just select the down arrow on the right side of the Compose button and select Request files to inbox.



Additional Troubleshooting Information

If you have any questions or concerns, please call the IT Service Desk at 416-590-7111 or email us at ServiceDesk@fsrao.ca.

Document Revision History and Version:

Version	Date	Name	Revision
2.0	2/16/2021	Rose Papandrea	Procedure Updated
1.0	2/3/2020	Rose Papandrea	Procedure Created