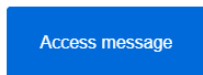


Accellion Kiteworks

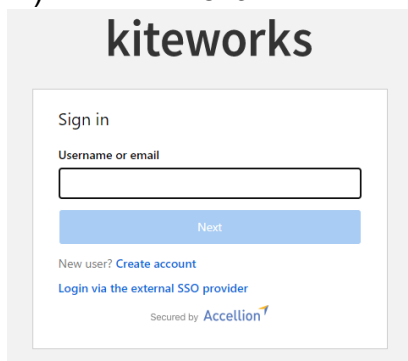
Guide to Receiving and Sending Secure Files

RECEIVING FILES

1. Click on the **Access Message** button in the email you have received.



2. Enter your email address (this must be the same email address that the above email was sent to) and click **Next**.



kiteworks


Sign in

Username or email

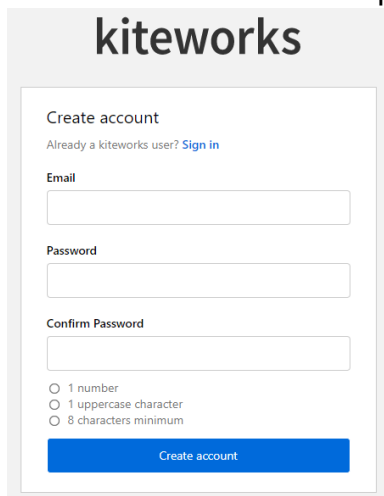
Next

New user? [Create account](#)

[Login via the external SSO provider](#)

Secured by 

3. If you have not already registered this email address you will be prompted to set a password. Please ensure it meets the password requirements. Then click **Create Account**.



kiteworks

Create account

Already a kiteworks user? [Sign in](#)

Email

Password

Confirm Password

1 number
 1 uppercase character
 8 characters minimum

Create account

If you are already registered, you will be prompted for your password. Enter your password and proceed to step 5.

If you do not remember your password, click the **Forgot Password** link and follow the prompts to reset it.

[Forgot password?](#)



4. After registering you will receive another email to confirm your email address. In that email click the **Activate Account** button.

Activate account

5. Once you have activated your account you will be able to access your Kiteworks Inbox which will contain a link to download the file that was sent to you.

Download



SENDING FILES

1. Click on the **Upload Files** button in the email you have received.

Upload files

2. Click the Add Files button.

Add Files

3. Choose the **Upload local files** option or **Upload local folders** option if you are uploading more than one file.
4. Browse to and select the file or folder you are sending.
5. When you have finished adding the files click the Upload button.

Upload