FileDepot Directions

Several years ago, to save storage space, we decided to put all student recitals on a special drive in our server. Recording Services put them on the server when they recorded them, and, they downloaded student-submitted AUDIO CDs as needed.

Since so many students now record their own recitals, we're using a FREE, on-line service through MSU. Students upload their recitals (as mp3 or mp4s) and then the Graduate Studies Office downloads straight to the server.
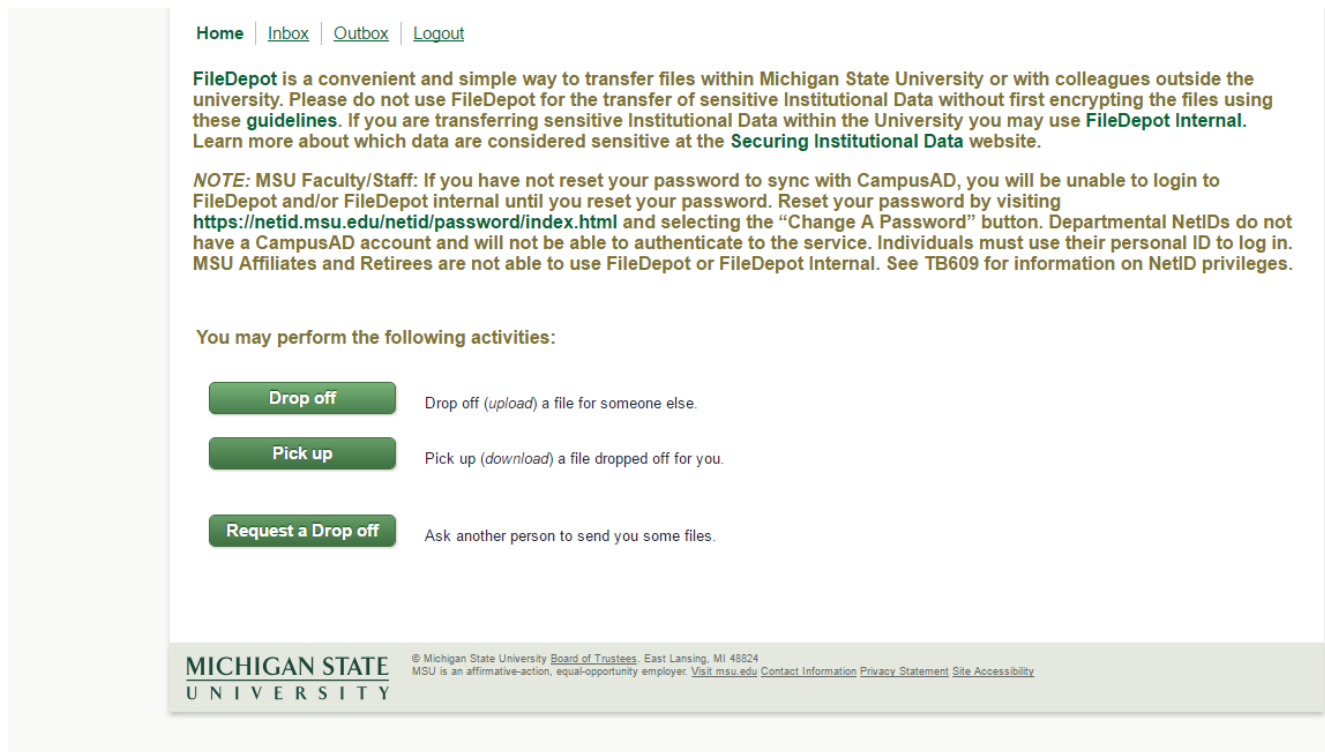<u>You no longer submit CDs to the Grad Office</u>.   ** We prefer audio CD vs. DVD, for storage reasons.

Details are at: **https://filedepot.msu.edu/**

FileDepot is a convenient and simple way to transfer files within Michigan State University or with colleagues outside the university. Please do not use FileDepot for the transfer of sensitive Institutional Data without first encrypting the files using these <u>guidelines</u>.

- File sizes **up to 2 GB** are allowable and are automatically deleted from FileDepot 14 days after you upload them.
- You should always keep a copy of each recital in your personal records as well.

Login.
Click on 'Drop Off'.

Home | Inbox | Outbox | Logout

FileDepot is a convenient and simple way to transfer files within Michigan State University or with colleagues outside the university. Please do not use FileDepot for the transfer of sensitive Institutional Data without first encrypting the files using these **guidelines**. If you are transferring sensitive Institutional Data within the University you may use **FileDepot Internal**. Learn more about which data are considered sensitive at the **Securing Institutional Data** website.

NOTE: MSU Faculty/Staff: If you have not reset your password to sync with CampusAD, you will be unable to login to FileDepot and/or FileDepot internal until you reset your password. Reset your password by visiting https://netid.msu.edu/netid/password/index.html and selecting the "Change A Password" button. Departmental NetIDs do not have a CampusAD account and will not be able to authenticate to the service. Individuals must use their personal ID to log in. MSU Affiliates and Retirees are not able to use FileDepot or FileDepot Internal. See TB609 for information on NetID privileges.

You may perform the following activities:

Drop off   Drop off *(upload)* a file for someone else.

Pick up   Pick up *(download)* a file dropped off for you.

Request a Drop off   Ask another person to send you some files.

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Organization should automatically enter. If it does not, enter "MSU, Michigan State University.
Click on 'Next'.

Information about the Sender

If you have been given a "**Request Code**" then just enter it here and click the button at the bottom of this form.

Request Code:

If you do not have a "**Request Code**" then please complete the rest of this form:

Your name: Simon, Anne

Your organization: MSU, Michigan State University
(required)

Your email address: simonan@msu.edu

Next

Click on the Green '+' sign.   Add the recipient Name (Anne Simon) and E-Mail address (musgrad@msu.edu).
** EFFECTIVE IMMEDIATELY: Please send to mainoffice@music.msu.edu, too! **

PLEASE NOTE

Files uploaded to FileDepot are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt any files containing sensitive information (e.g. personal private information) using a tool such as "Winzip" or "Encrypt Files", before sending them via FileDepot!

This web page will allow you to drop off (upload) one or more files for anyone (either an MSU user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From:

Simon, Anne (simonan@msu.edu) *MSU, Michigan State University*

☑ Send e-mail message to recipients
☑ Send an email to me when the recipient picks up the file(s).
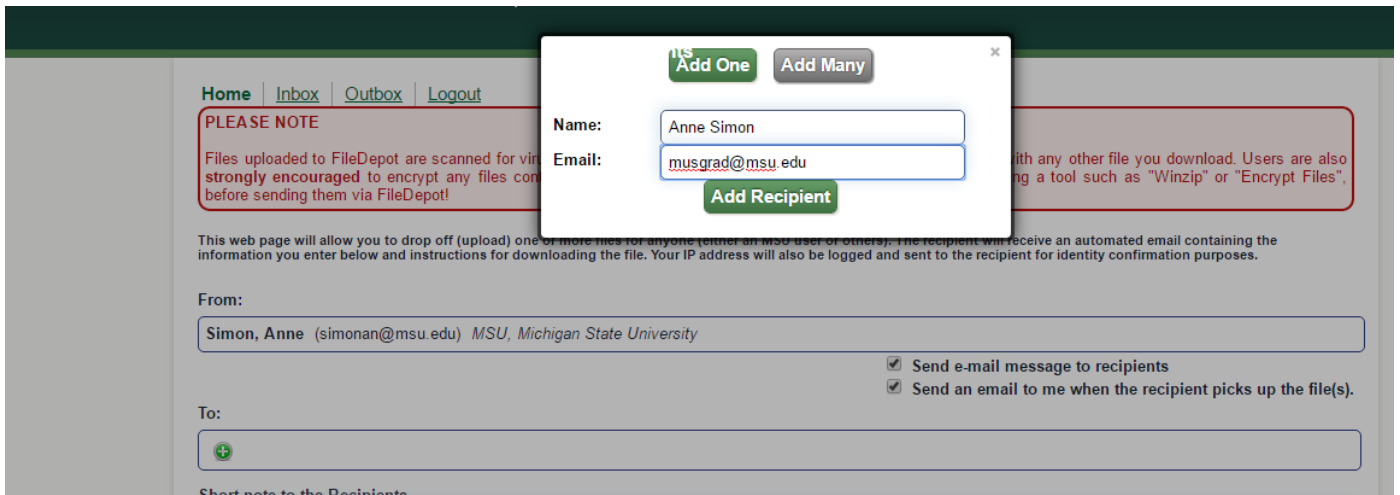
To:

➕

Short note to the Recipients

Choose the File(s) you would like to upload
File 1: Choose File No file chosen   **Description:**
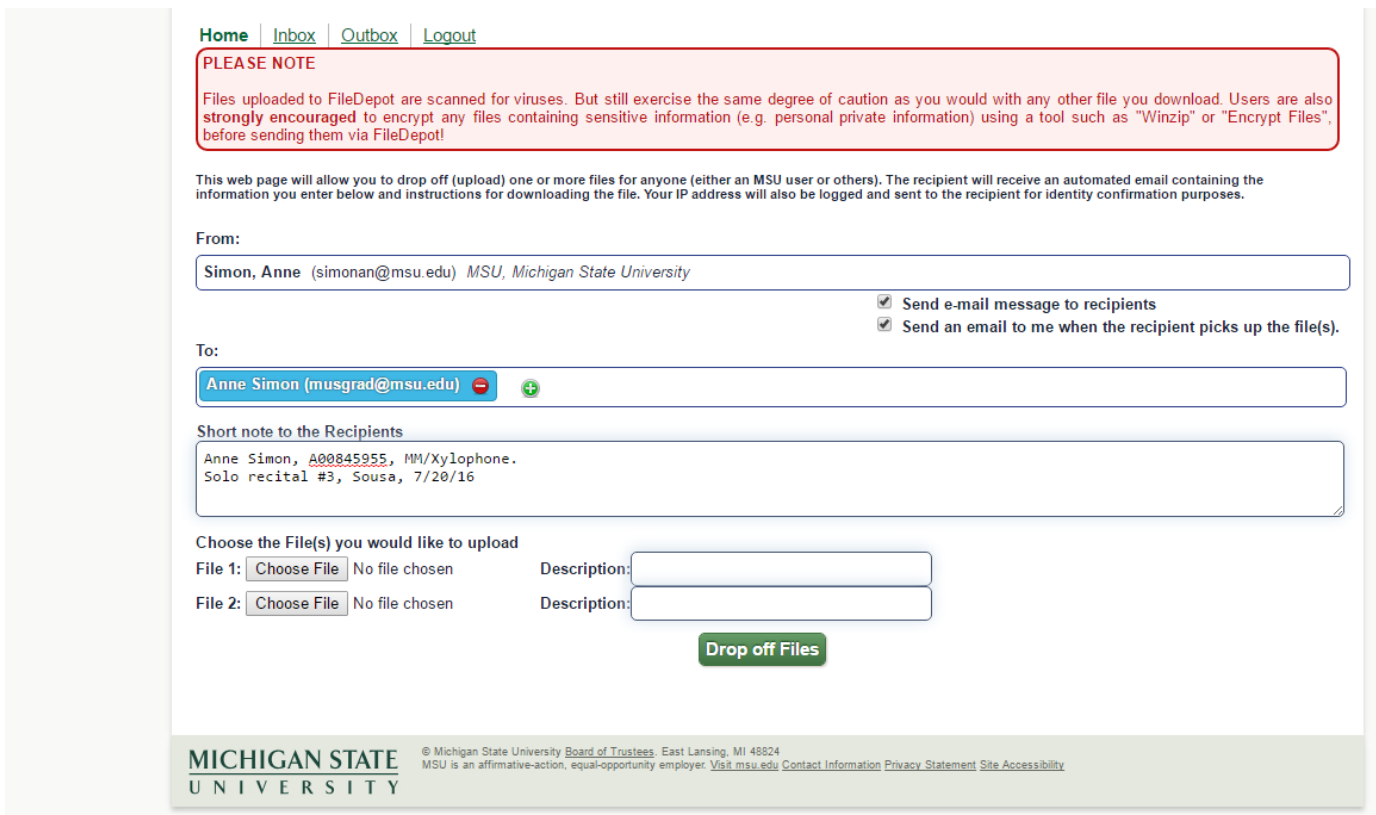**File 2:** Choose File No file chosen   **Description:**

Drop off Files

Click on 'Add Recipient' to add __BOTH__ e-mail addresses.

Add a short note. **Please include your NAME, PID#, DEGREE/LEVEL and Recital Information**.
- **For Recital Information, please include which one it is (solo or chamber), 1ˢᵗ composer, date performed.**

'Choose File' from your database. **Should be MP3, MP4 or another AUDIO version of the file.**

Enter a short description. Each item can be each composer from your recital or you can just download everything in one file.

Click 'Drop off Files'.
- You will get a notice about leaving this site, and changes may not be saved. Click on 'Leave'.
- You will get a quick note about 'uploading' and then come to a 'Drop Off Summary' page.

Logout.

You will be redirected to the main menu in a moment.

For better security, you should also exit this browser, or at least close this browser window.

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I will then receive a notice that looks like the one below. I click on the files and download them.

IF there's a problem I will notify you of what that problem is. Otherwise, I will send you a 'Thank you'.

Date: Wed, 27 Jul 2016 09:02:04 -0400
To: musgrad@msu.edu, mainoffice@music.msu.edu
Subject: [FileDepot] Simon, Anne has dropped off files for you
From: FileDepot <help@msu.edu>
Reply-to: simonan@msu.edu

This is an automated message sent to you by the FileDepot service.
Simon, Anne (simonan@msu.edu) has dropped off 2 files for you.

IF YOU TRUST THE SENDER, and are expecting to receive a file from them, you may choose to retrieve the drop off by clicking the following link (or copying and pasting it into your web browser):

https://filedepot.msu.edu/pickup.php?claimID=qSb8ctD9sQBcMx9x&claimPasscode=Zju7o7CMxGpTdyCA&emailAddr=musgrad%40msu.edu

You have 14 days to retrieve the drop off; after that the link above will expire. If you wish to contact the sender, just reply to this email.

The sender has left you a note:

Anne Simon, A00845955, MM/Xylophone.
Solo recital #3, Sousa, 7/20/16

Full information about the drop off:

* Claim ID: qSb8ctD9sQBcMx9x*
* Claim Passcode: Zju7o7CMxGpTdyCA*
* Date of Drop Off: 2016-07-27 09:02:04-0400*

* -- Sender --*
* Name: Simon, Anne*
* Organization: MSU, Michigan State University*
* Email Address: simonan@msu.edu*
* IP Address: 35.10.89.86 (user-855ea3.user.msu.edu)*

* -- Files --*
* Name: 8 Audio Track.mp3*
* Description: Solo #3 - Sousa*
* Size: 3.3 MB*
* Content Type: audio/mp3*

* Name: 6 Audio Track.mp3*
* Description: Solo #3 - Jackaroo*
* Size: 4.3 MB*
* Content Type: audio/mp3*