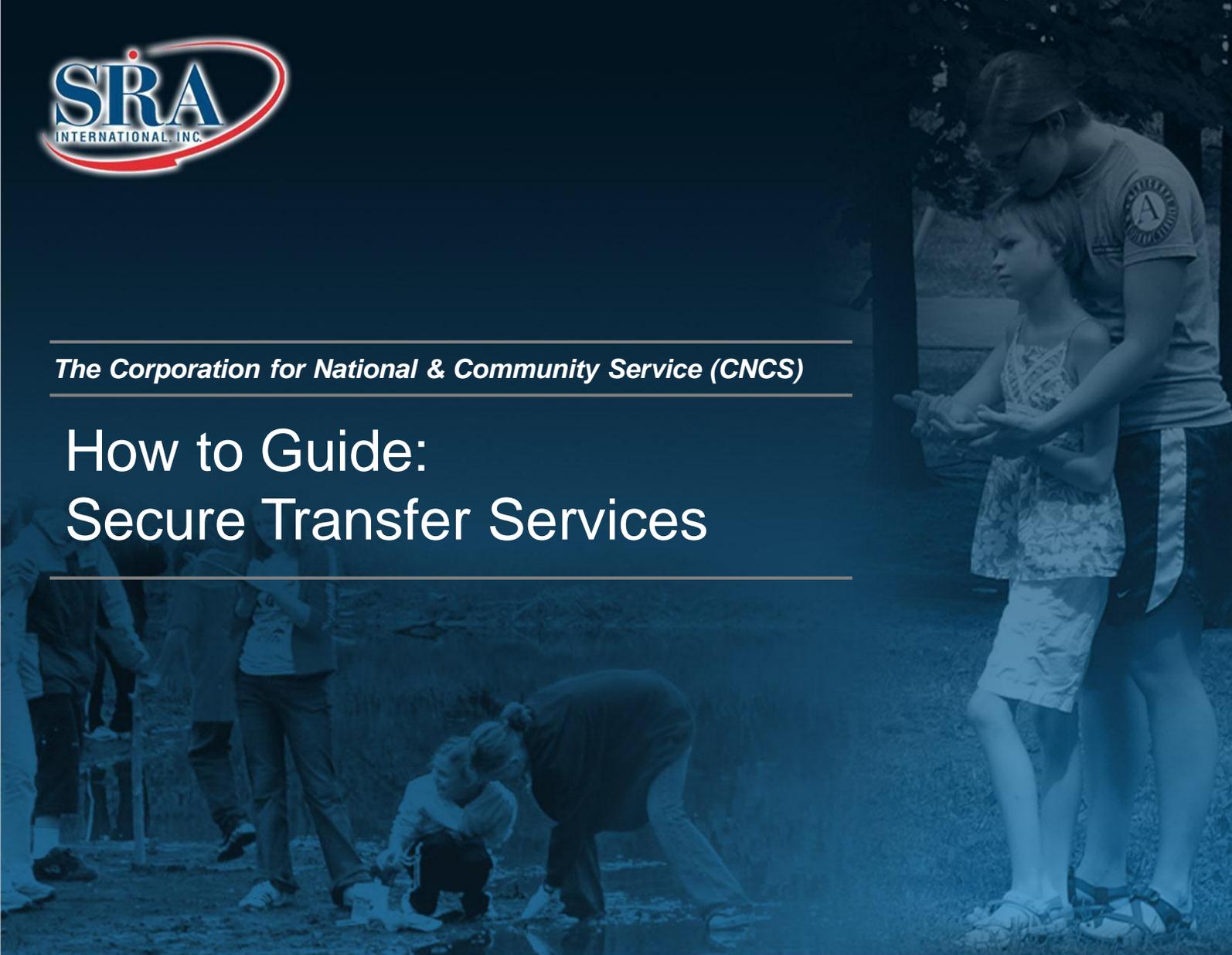




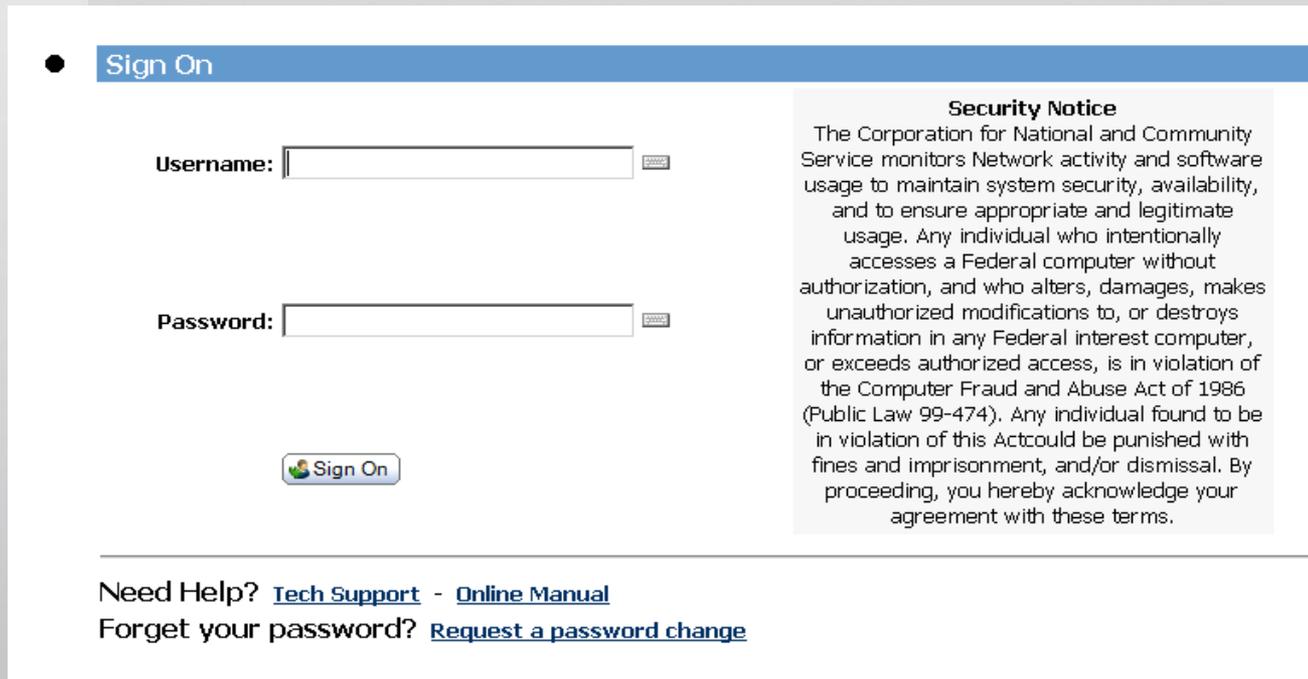
The Corporation for National & Community Service (CNCS)

How to Guide: Secure Transfer Services



- The CNCS Secure Transfer Service is available as a website, it will require you to log in using your CNCS user name and password after installation
- The CNCS Secure Transfer Service website can be accessed at <https://securetransfer.cns.gov/>
- Items to Note
 - The Secure Transfer Website log in and password are the same as your CNCS user name and password
 - To reply to an email sent with a secure file attachment using the CNCS Secure Transfer Website, you are required you to log onto the website and reply through your mailbox
 - The Secure Transfer wizard for uploading and downloading allows dragging and dropping of files
 - You will also receive the authorization failure alert whenever you change your CNCS password. The process of manual authentication will have to be used then as well.

- The address for the Secure Transfer Service Website that will store your uploaded files is <https://securetransfer.cns.gov/>
- There you will be greeted with the sign on page below:



Sign On

Username:

Password:

 Sign On

Security Notice
The Corporation for National and Community Service monitors Network activity and software usage to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any individual found to be in violation of this Act could be punished with fines and imprisonment, and/or dismissal. By proceeding, you hereby acknowledge your agreement with these terms.

Need Help? [Tech Support](#) - [Online Manual](#)
Forgot your password? [Request a password change](#)

- Enter your CNCS username and password to authenticate to the website
- If you forgot your credentials, click on the “Tech Support” link, below the “Sign On” button, to contact the Help Desk.

- After successfully logging in, the screen below will appear. This is referred to as the “Home” page. From here you can access Files/Folder(s), Logs, Online Manual, Tech Support links and Account Options.

skip repetitive navigation
Corporation for
NATIONAL & COMMUNITY SERVICE ★★☆☆

Signed onto Corporation for National and Community Service as Cadden, Ryan (Guest) (rcadden).

- Home
- Folders
- Packages
- Logs

Find File/Folder:

Find File

Go To Folder:
/
Go To

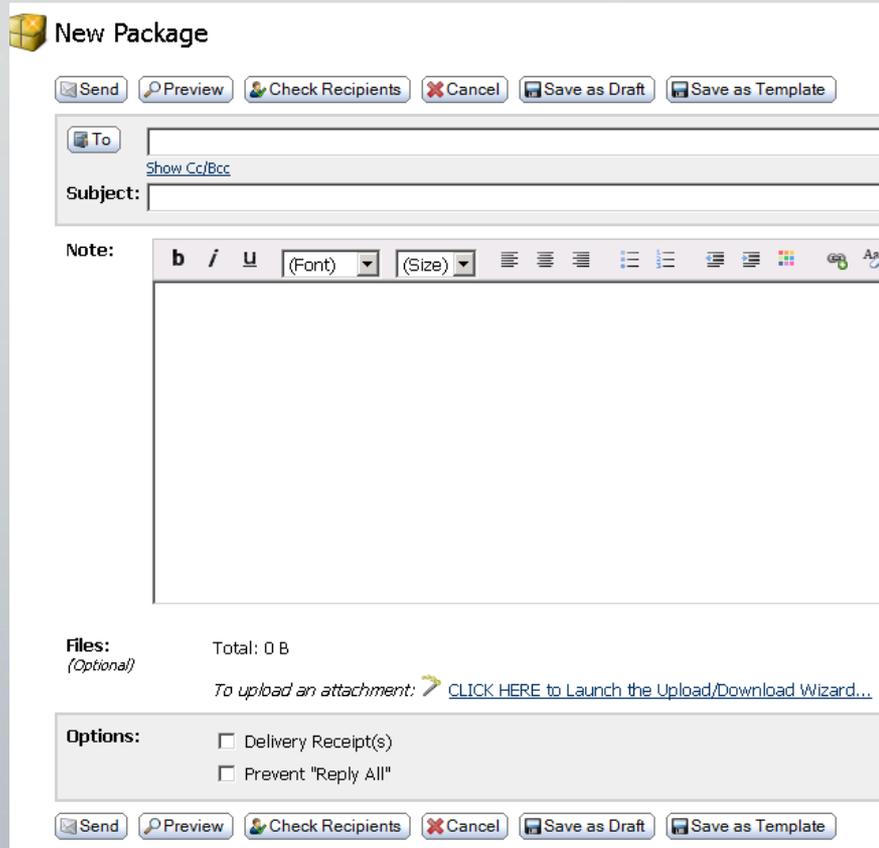
Need Help?
[? Online Manual](#)
[? Tech Support](#)

Welcome to Corporation for National and Community Service! Please watch this area for important messages.

Home

- Browse Files and Folders...**
To **search for a particular file**, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.
[Go To Your Home Folder](#) - [Browse Other Folders](#)
- New Packages**
 - [Testing2](#) (1 file) (from [Phifer, David \(Guest\)](#) at 2/17/2012 10:33:06 AM) **To receive secure email click here**
 - [Testing moveit](#) (1 file) (from [Phifer, David \(Guest\)](#) at 2/17/2012 10:33:03 AM)
 - [Mark All Packages Not New](#)
- Upload Files Now...**
Select a folder:
[CLICK HERE to Launch the Upload/Download Wizard...](#) **To send secure email click here**
- Package Actions**
 - [Send a new package...](#) - [Manage your address book...](#)

- To upload a file, click “Send a new package...”; The page below will appear...



New Package

Send Preview Check Recipients Cancel Save as Draft Save as Template

To: _____

Show Cc/Bcc

Subject: _____

Note:

b / *i* / u (Font) (Size) [List Icons] [Color Picker] [Link Icon] [Undo]

Files: Total: 0 B
(Optional)
To upload an attachment: [CLICK HERE to Launch the Upload/Download Wizard...](#)

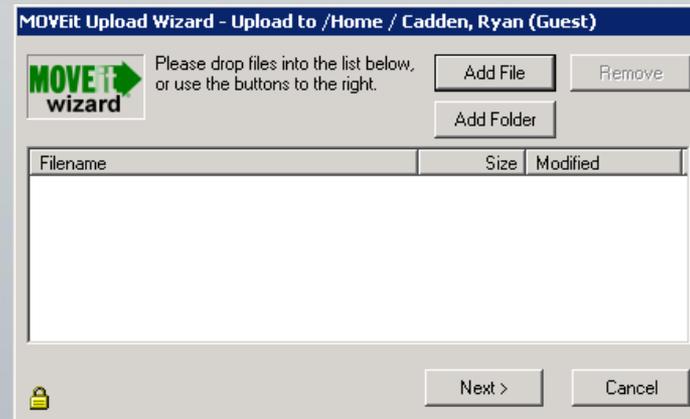
Options:

Delivery Receipt(s)

Prevent "Reply All"

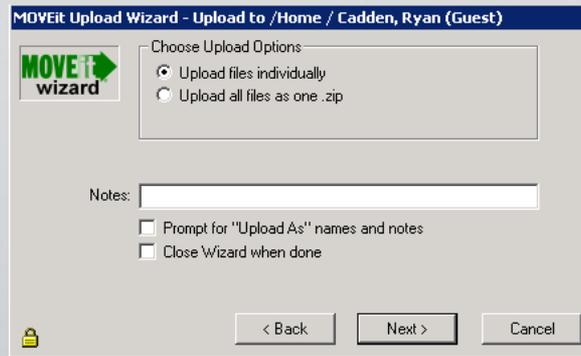
Send Preview Check Recipients Cancel Save as Draft Save as Template

- The “To” button allows you to enter any email address you wish in the “To” field. It will also have e-mail address for anyone that previously sent you secure packages.
- After you have filled out the “Subject” field and the body of the email you are ready to upload your file. You may also compose your full message and upload the attachment when you are ready to send.
- Click on the link “Click HERE to Launch the Upload/Download Wizard.”
- The wizard will launch and present you with the window below:

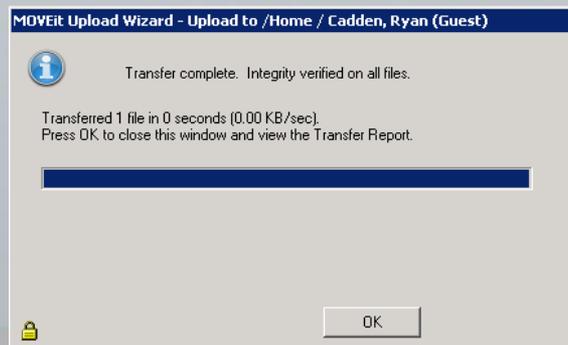


- Once the wizard opens, click on “Add File” or “Add Folder” to browse for a file or folder to upload. Click on “Next >” after selecting the files/folders to upload. The wizard also allows you to drag and drop your files into the window instead of navigating and selecting them.

- After you click “Next”, the wizard will display this window. Check the upload options you would like to follow, and then click “Next>” to upload the document.



- Once the file has been uploaded successfully, the wizard will show the following window...



- Now that you have uploaded your file/files select what options you would like a “Delivery Receipt(s)” or “Prevent the recipient from responding “Reply All”.



Options:

Delivery Receipt(s)

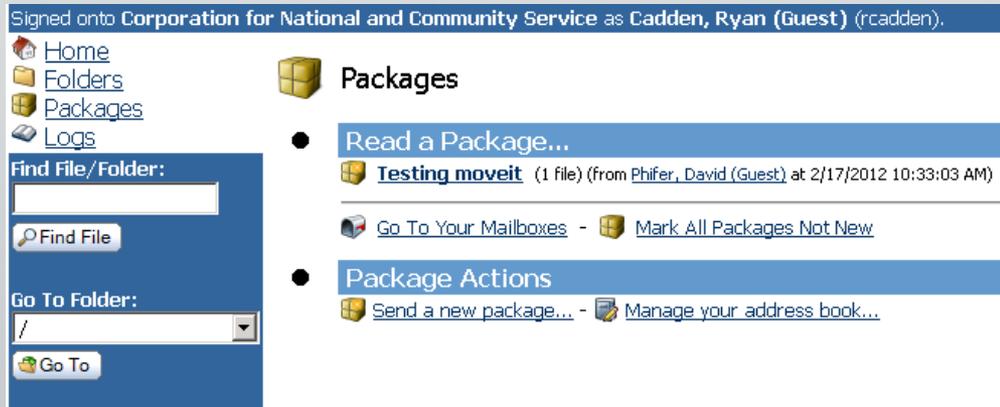
Prevent "Reply All"

- Before you send the email/package you may preview the completed email by clicking on “Preview”, this will show the finalized formatting of the email and attached files.
- Clicking “Check Recipients” will check to see if the people listed in your “To” field are in your address book. This can be used if you have listed recipients names in your “To” field rather than actual email addresses. This will only work for personnel listed in your address book **not in the Outlook GAL.**
- Once you click “Send” the package will be sent and you will be redirected to your mailbox within the Secure Transfer Service Website, with a notice at the top that your package was successfully sent.



- To navigate to your MOVEit DMZ mailbox from the home page, you must first click the “Packages” link on the left side of your page. Here you will find any unopened packages as well as a link to your mailbox.



Signed onto Corporation for National and Community Service as Cadden, Ryan (Guest) (rcadden).

- Home
- Folders
- Packages**
- Logs

Find File/Folder:

Go To Folder:

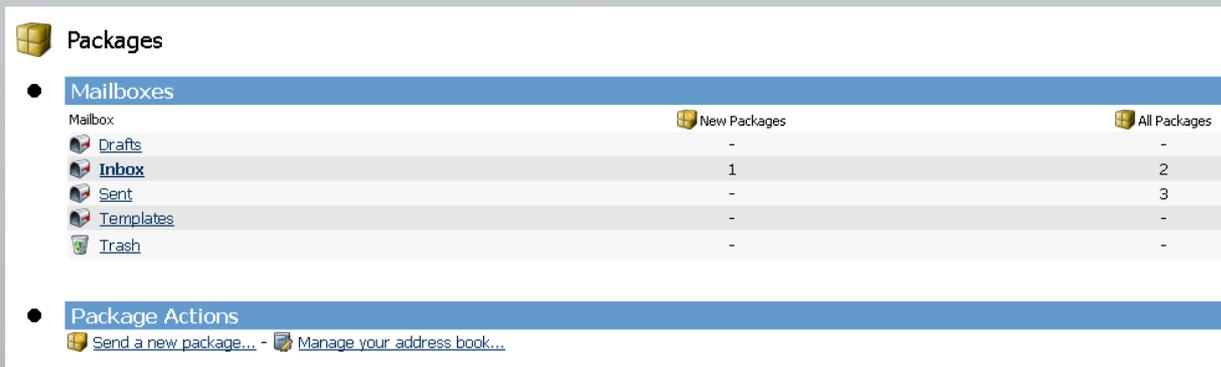
Packages

- Read a Package...
 -  [Testing moveit](#) (1 file) (from [Phifer, David \(Guest\)](#) at 2/17/2012 10:33:03 AM)
- Go To Your Mailboxes -  Mark All Packages Not New

Package Actions

-  Send a new package... -  Manage your address book...

- You can either read the new package, including the email and attachment, or open your mailbox by clicking “Go to Your Mailboxes”

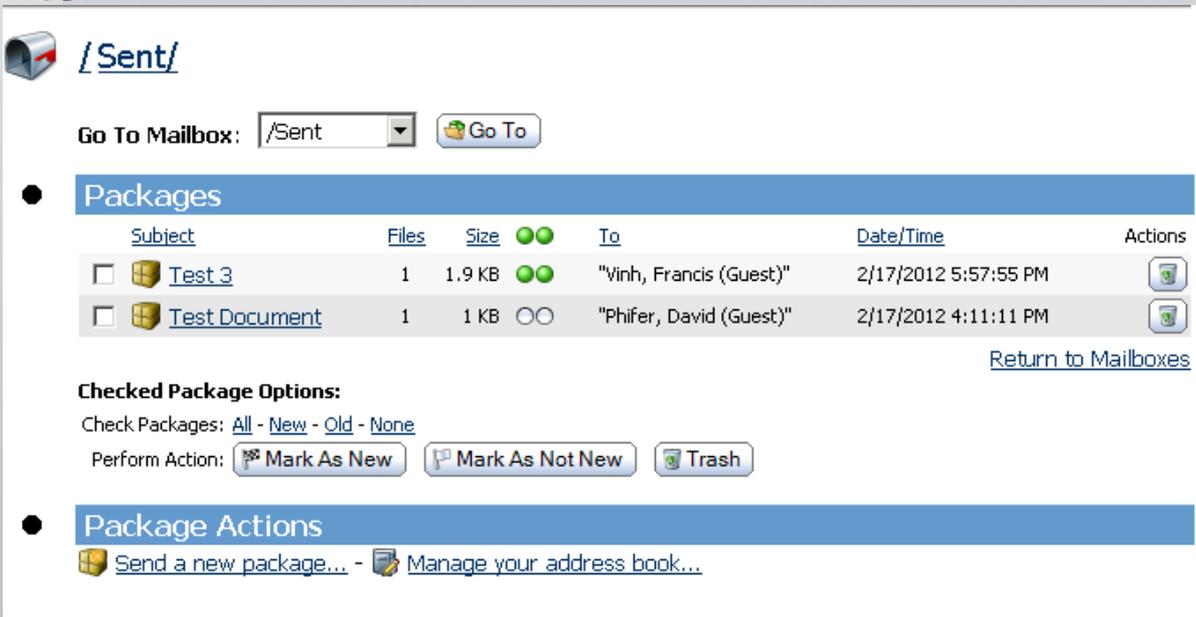


Packages

- Mailboxes

Mailbox	 New Packages	 All Packages
 Drafts	-	-
 Inbox	1	2
 Sent	-	3
 Templates	-	-
 Trash	-	-
- Package Actions
 -  Send a new package... -  Manage your address book...

- To find out if packages/files you sent from either Outlook or the Secure Transfer Services Website have been read, select “/Sent” from the list next to “Go To Mailbox” and click the “Go To” button. You will see the view below listing all the packages you have sent.
 - The two bubbles next to the “Size” column indicate if a message has been read. One green bubble indicates the message has been read by some of the recipients and two green bubbles indicates it has been read by all of the recipients.



 [/Sent/](#)

Go To Mailbox:

Packages

<input type="checkbox"/>	Subject	Files	Size		To	Date/Time	Actions
<input type="checkbox"/>	 Test 3	1	1.9 KB		"Vinh, Francis (Guest)"	2/17/2012 5:57:55 PM	
<input type="checkbox"/>	 Test Document	1	1 KB		"Phifer, David (Guest)"	2/17/2012 4:11:11 PM	

[Return to Mailboxes](#)

Checked Package Options:
 Check Packages: [All](#) - [New](#) - [Old](#) - [None](#)
 Perform Action:

Package Actions
[Send a new package...](#) - [Manage your address book...](#)

Any questions? Please direct them to the OIT Helpdesk at
OITHD@CNS.gov