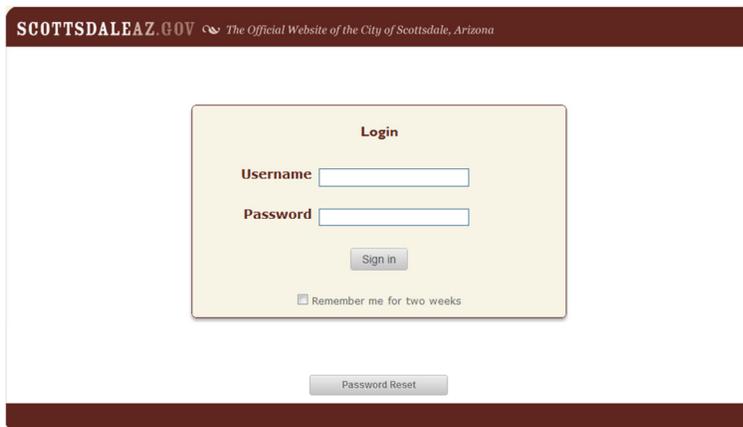


City of Scottsdale Secure Mail System

Sending Mail With Large Attachments

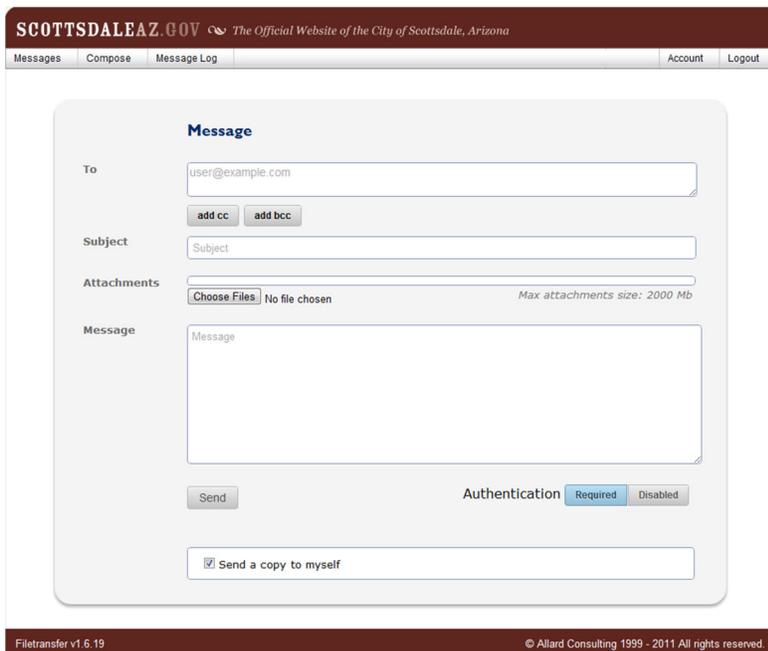
Browse to <https://securemail.scottsdaleaz.gov>

Log in with your normal AD credentials (regular username and password):



The screenshot shows the login page for the City of Scottsdale Secure Mail System. At the top, there is a dark red header with the text "SCOTTSDALEAZ.GOV" and "The Official Website of the City of Scottsdale, Arizona". Below the header is a white box with a yellow background containing the "Login" form. The form has two input fields: "Username" and "Password". Below these fields is a "Sign in" button. There is also a checkbox labeled "Remember me for two weeks". Below the "Sign in" button is a "Password Reset" button.

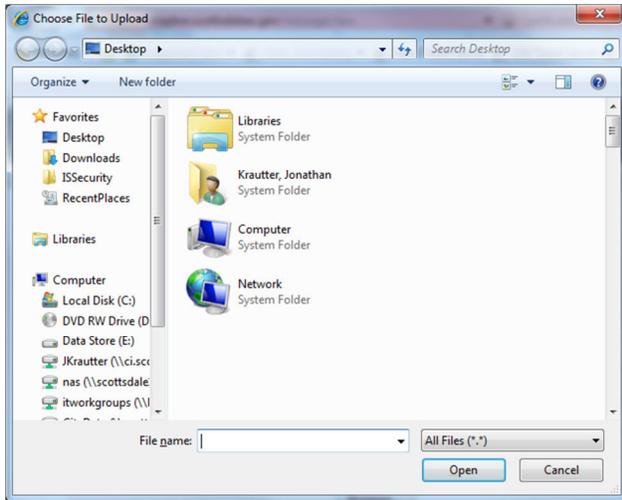
From there you'll see the following screen below:



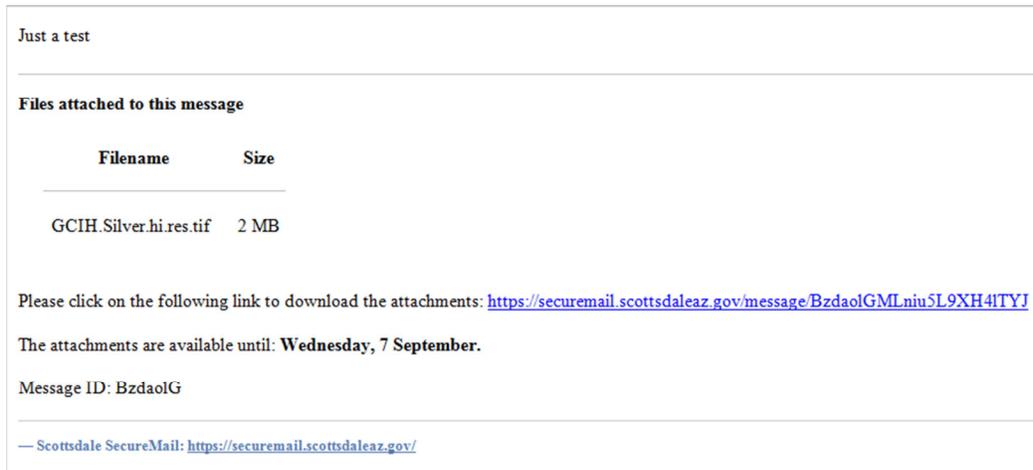
The screenshot shows the "Message" composition screen. At the top, there is a dark red header with the text "SCOTTSDALEAZ.GOV" and "The Official Website of the City of Scottsdale, Arizona". Below the header is a navigation bar with "Messages", "Compose", "Message Log", "Account", and "Logout". The main content area is a white box with a light gray background. It has a "Message" title and a "To" field with the value "user@example.com". There are "add cc" and "add bcc" buttons. Below the "To" field is a "Subject" field with the value "Subject". There is an "Attachments" section with a "Choose Files" button and the text "No file chosen" and "Max attachments size: 2000 Mb". Below the "Attachments" section is a "Message" text area with the value "Message". There is a "Send" button. Below the "Send" button is an "Authentication" section with "Required" and "Disabled" buttons. At the bottom, there is a checkbox labeled "Send a copy to myself".

In the **"To"** field you may enter as many email addresses as you like, comma then space separated.

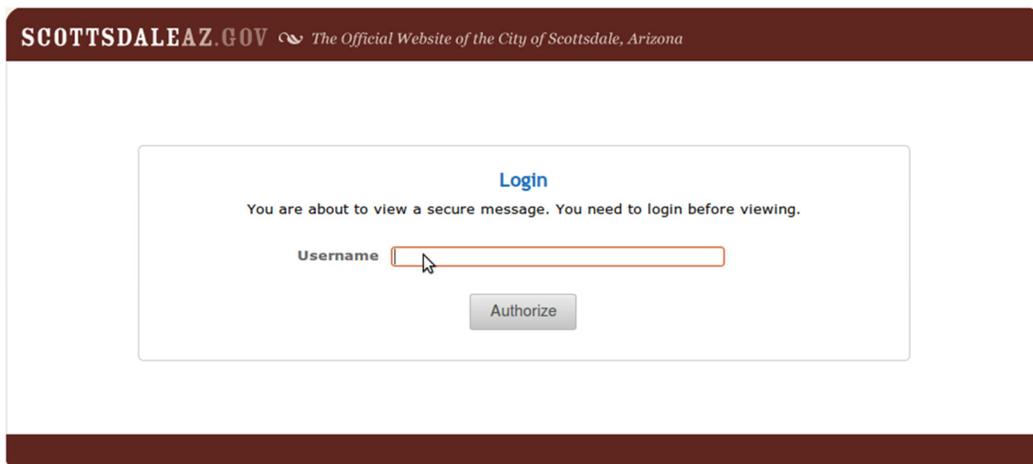
To add your attachments click the **"Choose Files"** button which will bring up the following window. Select your files then click the **"Open"** button. **Files must be attached in order to send anything!** Total file size must not exceed **2GB**. (If a larger total size is needed please contact the Network Security Team)



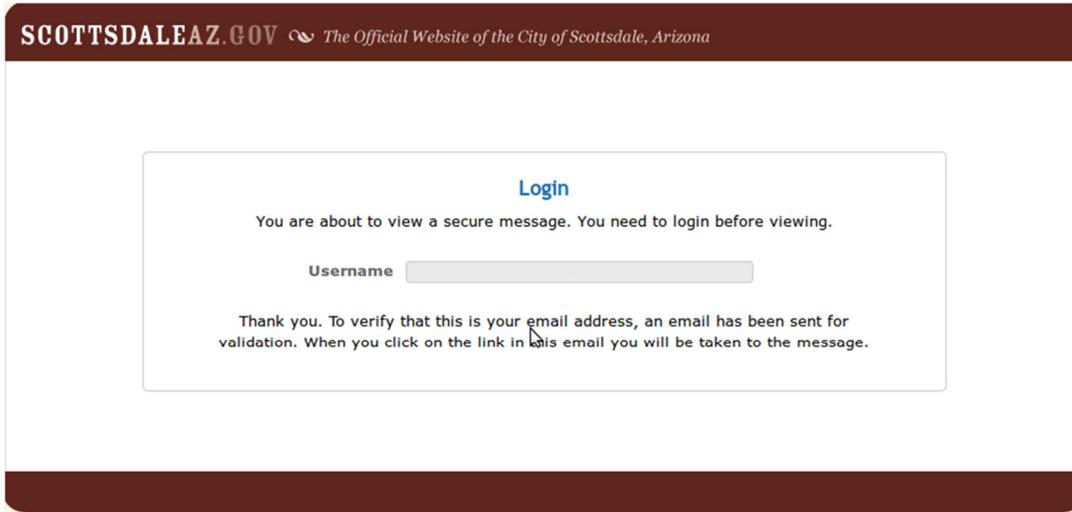
Once you've attached all your files and filled in all the fields and click **"Send"** you will receive a copy of what will be sent to the recipients listed which will look like the following:



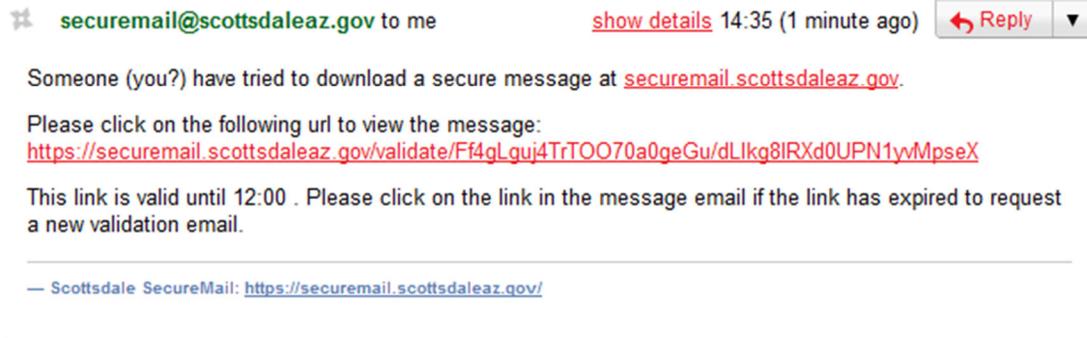
If your **Authentication** selection was **Required** the recipient will see the following page when they click on the link:



They will have to enter the email address that the original email was sent to in the **Username** field. Once they click **Authorize** they will see the following page:



Then they will receive the following email:



Once they click on the link in the verifying email they will see the following page and may then download the file:



They may then download the file.

If your **Authentication** selection was **Disabled** then the recipient will receive the following email:

Just a test.

Files attached to this message

Filename	Size
footer.png	759.0 B
header.png	9 KB

Please click on the following link to download the attachments: <https://securemail.scottsdaleaz.gov/message/V40eroELYptbkqx4L3noF>

The attachments are available until: **Wednesday, 3 August.**

Message ID: V40eroE

— Secure Filetransfer Appliance: <https://securemail.scottsdaleaz.gov/>

Once the recipient clicks on the link they will see the following page:

The screenshot shows the Scottsdale.gov website interface. At the top, it says "SCOTTSDALEAZ.GOV The Official Website of the City of Scottsdale, Arizona". Below this is a navigation bar with "Messages", "Compose", "Message Log", "Admin", "Account", and "Logout". The main content area displays an email message with the following details:

- From:** (blank)
- To:** (blank)
- Subject:** This is a test
- Message Expires:** September 07, 2011
- Attached files:** GCIH.Silver.hi.res.tif (1.62 MB)

The body of the message contains the text "Just a test". At the bottom of the interface, it says "Filetransfer v1.6.19" and "© Allard Consulting 1999 - 2011 All rights reserved."

They may then download the attachment.

No matter which method you choose to send a file, once it is downloaded you will receive a notification to that effect as shown below:

Download Receipt

A file you've sent has been downloaded. Please keep this as a record of the download.

- Recipient:
- Filename: GCIH.Silver.hi.res.tif
- Time of download: Wednesday, 24 August 14:41:38
- Downloaded from: 72.166.72.140 (72.166.72.140)

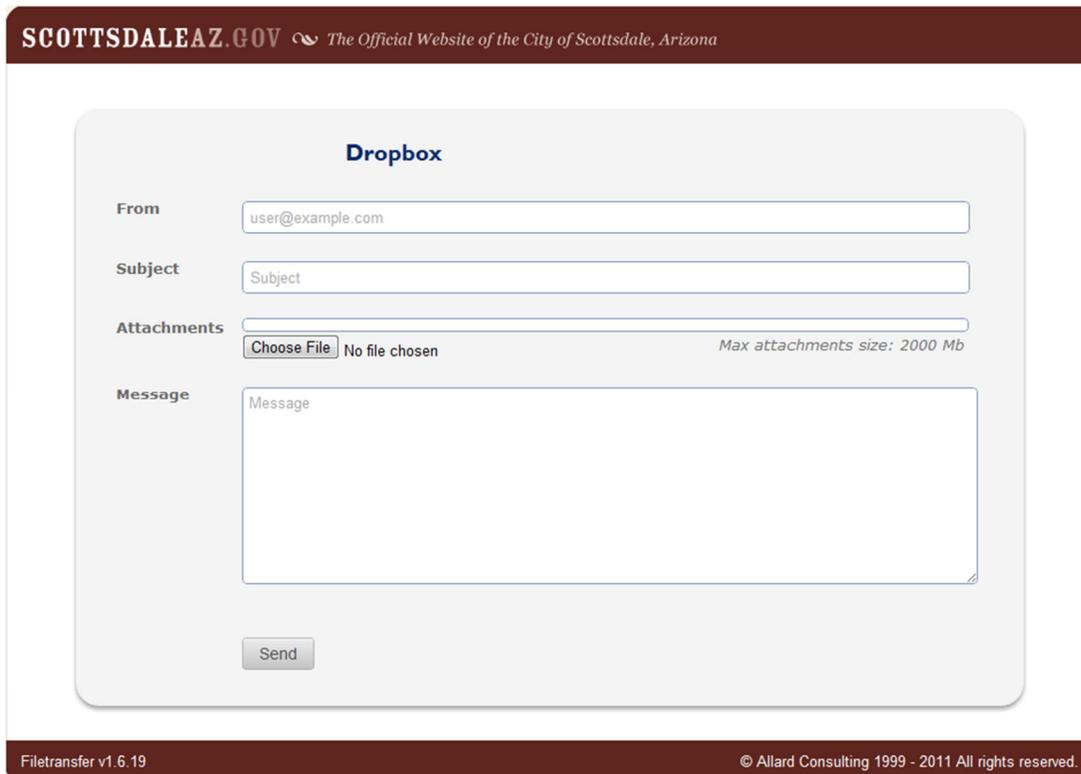
— Scottsdale SecureMail: <https://securemail.scottsdaleaz.gov/>

If **Authentication** was **Required** then the email will contain which recipient downloaded the file, the time the attachment was downloaded as well as the IP it was downloaded from. If **Authentication** was **Disabled** it will just display the time the attachment was downloaded and where the file was downloaded from.

Receiving Files

Should someone outside the city wish to send you large files they may go to the following address and attach them:

<https://securemail.scottsdaleaz.gov/dropbox/<your email address>>



The screenshot shows a web interface for sending files via email. At the top, there is a dark red header with the text "SCOTTSDALEAZ.GOV" and "The Official Website of the City of Scottsdale, Arizona". Below this is a light gray box titled "Dropbox" containing the following fields:

- From:** A text input field containing "user@example.com".
- Subject:** A text input field containing "Subject".
- Attachments:** A section with a "Choose File" button, the text "No file chosen", and "Max attachments size: 2000 Mb".
- Message:** A large text area containing the word "Message".

At the bottom of the gray box is a "Send" button. Below the gray box, there is a dark red footer with the text "Filetransfer v1.6.19" on the left and "© Allard Consulting 1999 - 2011 All rights reserved." on the right.

Sender will need to put their email address in the **“From”** field, give it a subject, attach their files (except for the following file extensions: exe, vbs, pif, scr, bat, cmd, com, cpl and other potentially dangerous extensions), add a message and then click the **“Send”** button. For ease of use it is recommended that multiple files be combined into a single large ZIP file prior to sending. You will receive the following email notifying you that someone has sent you a file:

Just a test

Files attached to this message

Filename	Size
GCIH.Silver.hi.res.tif	2 MB

Please click on the following link to download the attachments: <https://securemail.scottsdaleaz.gov/message/7jn6R43KKqcZZmhZIavvc3>

The attachments are available until: **Wednesday, 7 September.**

Message ID: 7jn6R43

—Scottsdale SecureMail: <https://securemail.scottsdaleaz.gov/>

Simply click on the link to download the file to your computer.

Slow Upload Speeds?

Just click on the following link, save the file, then double click on the file to install.

<https://www.scottsdaleaz.gov/extcustdata/iefix.reg>