

## Secure Data Transfer - Using MOVEit to Send and Receive Files

The Secure Data Transfer project utilizes MOVEit as the managed file transfer software solution used by the California State University (CSU) to securely transmit files with sensitive data, e.g. exchange applications, passport copies, etc.

For messages not containing sensitive information or documents, continue to email

Image 1

**Note: Both the sender and the receiver must be registered users of Moveit.**

### Log in to MOVEit

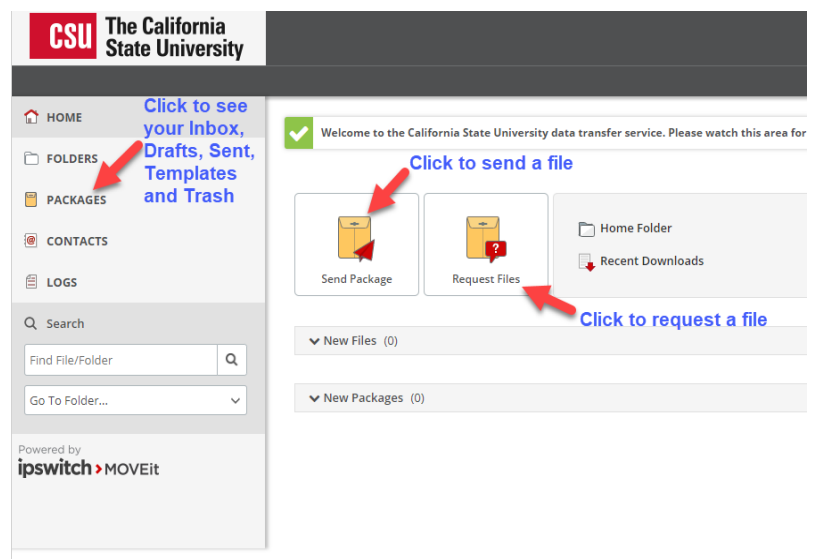
- To log in, go to <https://transfer.data.calstate.edu/secure/human.aspx>  
For best results, use Edge or Chrome and click on SSO login button.
- Your username will be your CSU Chico email address. Then enter your password.

Have CSU Campus Credentials?  
**> Click to Login Using SSO**

Image 2

### MOVEit Landing Page

- After you have successfully logged on, you'll be able to access MOVEit to send exchange applications and related documents/attachments.
- MOVEit identifies your message as a "Package". The process to send a "Package" is very similar to sending an email. For DDT forms send your completed forms to (package) to [kheuton@csuchico.edu](mailto:kheuton@csuchico.edu)
- Click on "PACKAGES" to view the inbox, sent box, drafts, templates and trash.



## Sending a Package

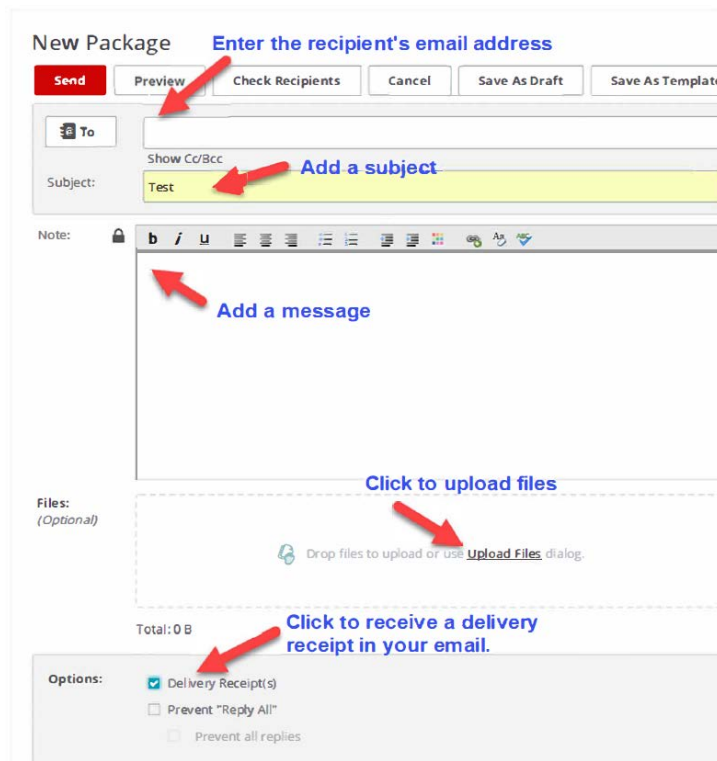
Image 3

- Start by clicking the “Send Package” icon.



- Fill in the information as you would an email.
- If you want to attach a file, click on “Upload Files” and select the files.
- As an option, you can choose to click on “Delivery Receipts” if you want to know when the recipient opens the package.

Tip: If sending a package to more than one person, you can click on “Prevent Reply All” if you don’t want a recipient to respond to the group.

A screenshot of the "New Package" form. At the top, there are buttons for "Send", "Preview", "Check Recipients", "Cancel", "Save As Draft", and "Save As Template". Below these is a "To" field with a red arrow pointing to it and the text "Enter the recipient's email address". Below that is a "Subject:" field with the text "Test" and a red arrow pointing to it with the text "Add a subject". Below the subject field is a "Note:" field with a rich text editor toolbar and a red arrow pointing to it with the text "Add a message". Below the note field is a "Files:" section with a dashed border and a red arrow pointing to it with the text "Click to upload files". Below the files section is a "Total: 0 B" label and a red arrow pointing to it with the text "Click to receive a delivery receipt in your email.". At the bottom, there is an "Options:" section with three checkboxes: "Delivery Receipt(s)" (checked), "Prevent 'Reply All'", and "Prevent all replies".

## Delivery Receipt

Image 4

- You will receive a delivery receipt if indicated in your package.
- To the right is an example of what you, as a sender of a package, will see when the recipient opens the package.

**From:** Calstate Data Transfer Service [mailto:datatransferservice@calstate.edu]  
**Sent:** Wednesday, September 19, 2018 10:24 AM  
**To:** Trullinger, Michael <mtrullinger@calstate.edu>  
**Subject:** Delivery Receipt for package 'Testing package and receipt'

### **Package Delivery Receipt**

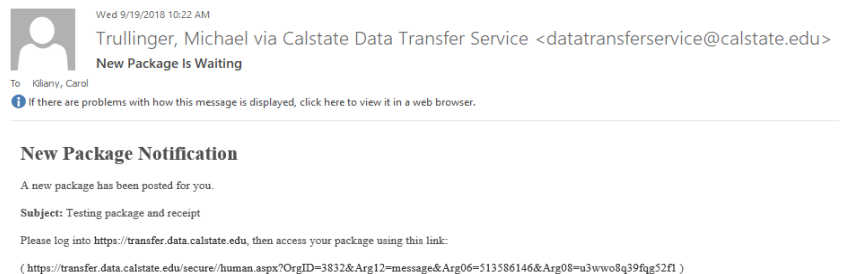
Kiliany, Carol viewed package "Testing package and receipt" at 9/19/2018 10:23:49 AM. (Original package posted at 9/19/2018 10:21:55 AM.)

You are receiving this email because our records show you posted package "Testing package and receipt" and requested delivery receipts for the package.

## Receiving and Viewing a Package

Image 5

- The recipient receives the message to the right prompting them to log into MOVEit to view the package they have received.



## Responding to a Package

- To respond to a package, you can use the link in a package notification email or log in to the service and go to the inbox.

If you experience any issues, please take a screenshot of your error and report the issue to: CSUexchange@calstate.edu.