

# File Transfer for Non-Technical Employees

### File Transfer Doesn't Have to be Scary

Sally is quite the office admin, managing multiple calendars, scheduling travel, and keeping the office organized. But when the HR consultant called her about sending a 3 GB training video, she was at a loss. The mail server kept blocking his attempts to send the file, and he had no way to break it up into multiple smaller files. He suggested he could send it to her using one of those new "cloud" applications. She wasn't sure what that meant, but she knew that IT blocked those sites for good reason.



In June 2008, the number of personal computers in use worldwide was one billion. That number is expected to double in 2014. Yet, many people have trouble understanding very basic computer tasks, such as transferring a file from your desktop to a remote desktop. Office employees are usually familiar with sending files to internal coworkers via email, but might not have the means—or technical knowledge—to send or receive large files to partners outside of their network. Also, sending files larger than what the mail server allows can be a challenge that leads to less-than-secure methods of file transfer.

## Eliminate the Cost of Training with Mail Express®

Globalscape Mail Express® software has no learning curve for end users. Even your most inexperienced end users will be able to email large files with no technical training.

With Mail Express, employees can send large email file attachments to recipients inside or outside of your organization quickly, reliably, and securely, while reducing the load on your mail server. Mail Express also allows authorized external users to send large email file attachments to internal users through a Web portal. When an attachment is sent via Microsoft Outlook or a Web browser, the attachment is uploaded to the Mail Express server over HTTPS instead of to the mail server. The recipient receives an email with hyperlinks to download the files. Clicking the hyperlink in the email notification opens a Web page from which the recipient can download the attachment from the Mail Express server.



### Reduce the Burden on the Mail Server

Mail Express provides the added benefit of end users not exceeding their email server's mailbox quota or attachment size limits. The attachment is stripped from the email and stored on the Mail Express server, so the resulting email itself is normally quite small. All visits to the download page and file downloads are recorded in a database, which provides a detailed history of transfers showing senders and receivers, the files that were transferred, and when they were transferred.

## No Special Training, No Delays, Just Business as Usual

With Mail Express, Sally can send the web page address to the consultant, the consultant can upload his 3GB training video to Sally via the Mail Express Drop-Off Portal in his web browser, and Sally can download and save the training video from the Mail Express Pickup Portal to a shared network location. No special training, no delays, just business as usual.

Stop the security leak with Globaslcape's enterprise file sharing solution, Mail Express, the easiest and most secure way to send, receive, and respond to email with large files of any size.