

MOVEIT

USER GUIDE

Client Relations and Communications

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Overview

MOVEit is a service available to Southern Illinois University students, faculty, and staff that securely allows exchange of electronic data between individuals using an encrypted connection. Using MOVEit minimizes the likelihood that information could potentially be compromised. In addition, students, faculty, and staff can send non SIU individuals data securely via MOVEit. When sending the data, a temporary account will be made on behalf of the individual.

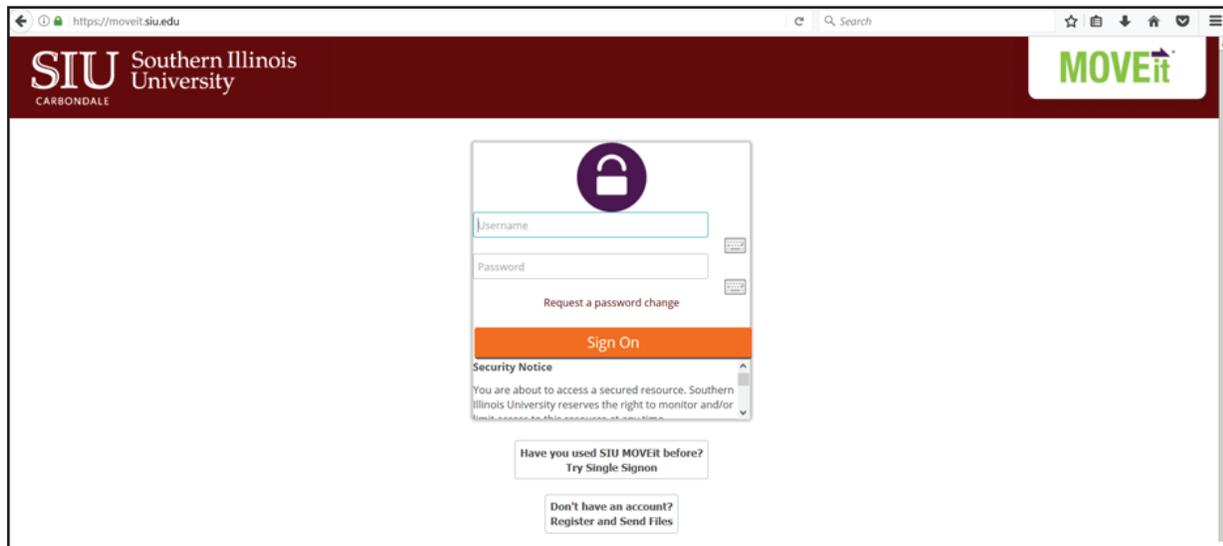
The URL to access MOVEit is <https://moveit.siu.edu>. The built-in web interface provides access to anyone with a web browser to submit files securely. The MOVEit Wizard supports file integrity checking. Regardless of the method you choose to use, faculty/staff will be given 10GB of storage space while students will be allowed 5 GB of space to use with MOVEit.

MOVEit
FILE TRANSFER

Accessing MoveIT

SIU Faculty, Staff, and Student Access

1. In your browser, go to <https://moveit.siu.edu>. The MOVEit Sign On web page opens, as shown below.



2. Enter your **SIU Network ID** (SIU85XXXXXXXX) in the **Username** field and the **corresponding password** in the **Password** field.

- OR -

Click on '**Have you used SIU MOVEit before? Try Single Sign On.**' This will sign you into MOVEit without having to type your credentials, if you have accessed it before.

A Security Notice appears beneath the Sign On button. Read it before you sign in. A copy is provided below.



You are about to access a secured resource. Southern Illinois University reserves the right to monitor and/or limit access to this resource at any time.

This service should only be used for University business. Users are required to comply with all applicable policies and procedures including, but not limited to, the University's Acceptable Use Policy and Information Security Program.

Accessing MoveIT

Non-SIU User Access

Temporary users are created when an individual sends a MOVEit package. The temporary user account will be created with the username being the email address that was provided. The temporary user will then receive two emails.

The first email the user receives will have the username and a temporary password. The user will be required to change the password the next time they sign in. Click on the URL found in the email to change the password.



The URL will redirect the user to the account Settings within MOVEit. The user will be requested to change the password. The password must:

- be at least 16 characters
- not contain or resemble Username
- contain at least one letter and one number
- not match any of the previous 10 passwords

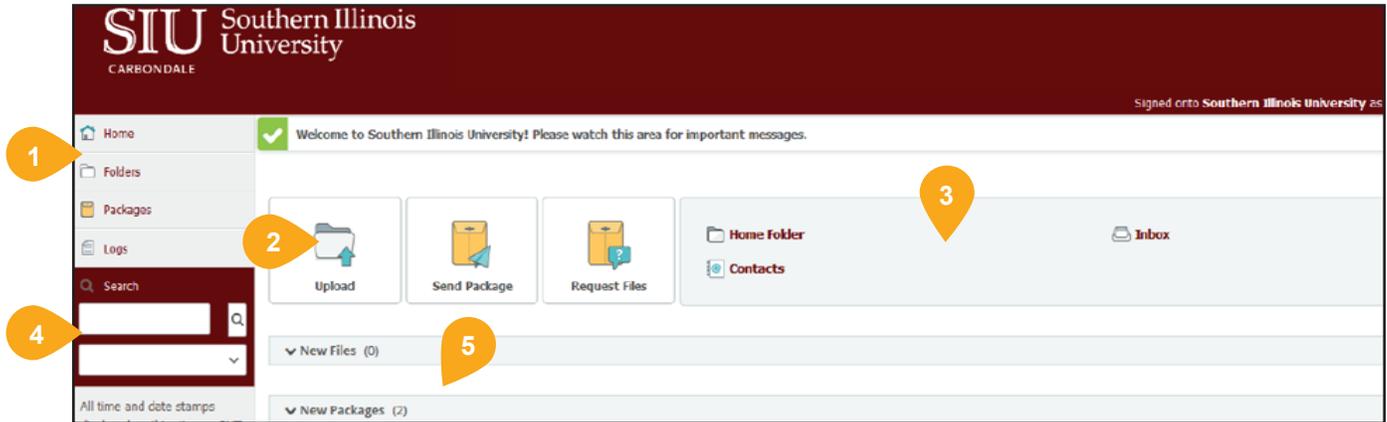
The user will have to enter the password twice and click Change Password.

The second email is notification stating a package was delivered. To learn more about this follow Step 6.

Once an account is created, users can use their username and password that is created on the logon screen. To access MOVEit, go to: <https://moveit.siu.edu>. The User Name and Password for signing in to MOVEit will be the email address the account was setup with and the password created.

Navigating through MoveIT

Upon logging into MOVEit, you will notice navigation links on the top and left hand side of your screen.



1. **Navigation Pane:** Areas to which you have access are listed. Click an item to go to the page.
2. **Upload Files:** Launches a configured upload wizard.
Send Files: Opens the New Package page.
Request Files: Send a secure message to enable users to upload/transfer files to MOVEit.
3. **Quick Links Pane:** Links to some commonly used areas.
4. **Search:**
Find File: Search for files within shared and accessible folders.
Go to Folder: Jump to folders.
5. **New Files/New Packages:** Lists secure messages or files you have received but not viewed.



There is a 30 minute timeout for MOVEit. You will be logged out after 30 minutes of idle time.

Sending Files/Packages

Sending a package is like sending an email with attachments.

1. On your **Home** page, or on the **Packages** page, click **Send Package**. The New Package page opens.
2. Fill in the fields and make selections. Click **Send**.

The screenshot shows 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 are input fields for 'To' (with a callout 1), 'Subject' (with a callout 3), and a 'Show Cc/Bcc' link (with a callout 2). A rich text editor for the note is present (with a callout 4). At the bottom, there is a dashed box for file uploads (with a callout 5) and a status bar showing 'Total: 0 B of 2 GB used. (0%)'.

The screenshot shows the 'Options' section of the form. It includes several checkboxes: 'Delivery Receipt(s)', 'Prevent "Reply All"', and 'Prevent all replies'. There are also two checked options: 'Limit downloads to 10 per file' and 'Expire package after 14 days (maximum value: 180 days)'. At the bottom, there are buttons for 'Send', 'Preview', 'Check Recipients', 'Cancel', 'Save As Draft', and 'Save As Template', each with a numbered callout (7 through 11).

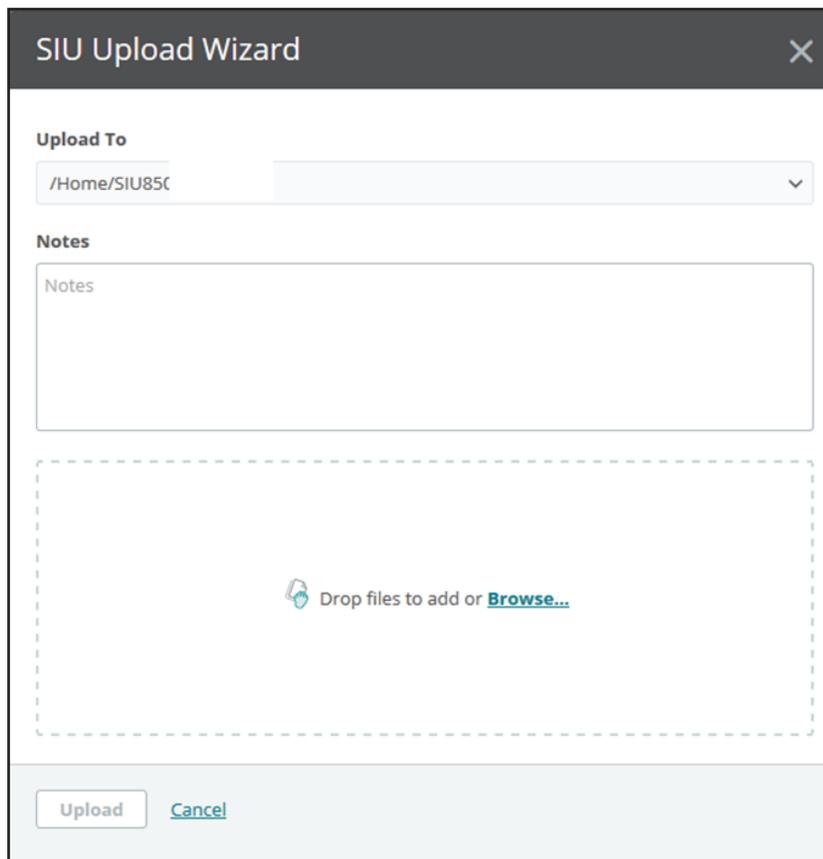
Sending Files/Packages

1	To: Email Addresses of recipients. Separate multiple addresses with a comma.
2	Show CC and BCC: add these fields to the page. Recipients cannot view the BCC field.
3	Subject: Description of the package. Appears in the new package notification email, and identifies the package in the package lists.
4	Message body: Depending on the organization settings, the note might be optional. The note contents will appear in the package, but not in the new package email notification email.
5	<p>Files: Two methods to upload files:</p> <ol style="list-style-type: none"> 1. Click on Upload Files and use the Upload Files Wizard to Find and upload files. 2. Drag and Drop files into the Files box.
6	<p>The options that Southern Illinois University have configured:</p> <p>If an option has been locked by the administrator, the value appears, but you cannot change it.</p> <p>Delivery Receipt(s)- You (the sender) receive a notification email when each recipient on your package reads the package for the first time, and when a recipient downloads a file.</p> <p>Prevent "Reply All" - Prevents the recipients from replying to all recipients of the package. This can be useful for individuals who want to send information to a large group, but do not group members to message each other.</p> <p>Prevent all replies - Recipients cannot reply to the package.</p> <p>Limit downloads to n per file - Maximum number (n) of times that recipients can download a transferred file. The maximum that you can specify is also shown.</p> <p>Package will expire after n days - Number (n) of days that the package is available to recipients. Southern Illinois University has set this to 14 days for all users.</p>
7	Send: Click to send the package.
8	Preview: Shows what your note will look like to recipients. On the Preview page, click Edit to make changes.
9	Check Recipients: Verifies that the email address you entered are valid.
10	Save as Draft: Saves the package as a draft. You can open it from the Drafts mailbox. Drafts can be edited or sent. After a draft is sent, it is deleted form the Drafts mailbox.
11	Save as Template: Saves the package as a template in the Templates mailbox. You can open a template, edit it, and send it. The original template remains unaltered in the Templates mailbox.

Uploading Files to MoveIT

Users in some departments across campus may have access to upload files into MOVEit for processing needs. This section provides instructions to upload files to these folders.

1. **Sign In** and navigate to your **Home** page, if not automatically directed there.
2. Locate the **Upload a File** section and complete the required fields.
3. Select a **folder**. Every user has a home folder, but other users may see multiple folders. Choose the folder where the file should be located.
- 4 Choose a **file**. This field contains a button labeled Choose File. Click this button to open a window and choose a file to upload.
5. *(Optional)* Enter **notes**. This field contains a text box to enter notes relevant to the upload.



The screenshot shows a window titled "SIU Upload Wizard" with a close button in the top right corner. The interface is divided into several sections:

- Upload To:** A dropdown menu showing the path "/Home/SIU85C".
- Notes:** A text input field with the placeholder text "Notes".
- File Upload Area:** A large dashed rectangular box containing a file icon and the text "Drop files to add or [Browse...](#)".
- Buttons:** At the bottom, there are two buttons: "Upload" and "Cancel".

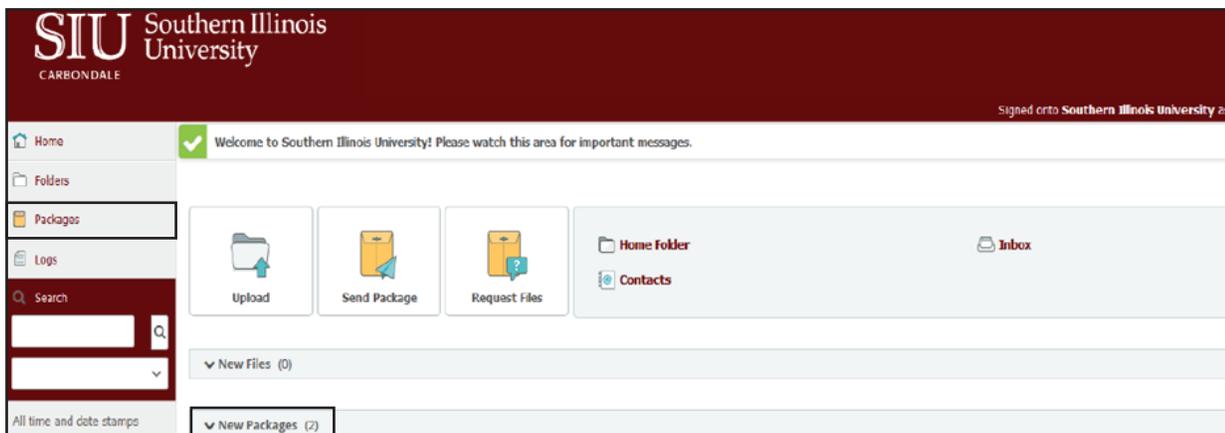
Receiving a File/Package

When an individual sends a package, a recipient will receive an email notification.



The individual can view this package in different ways.

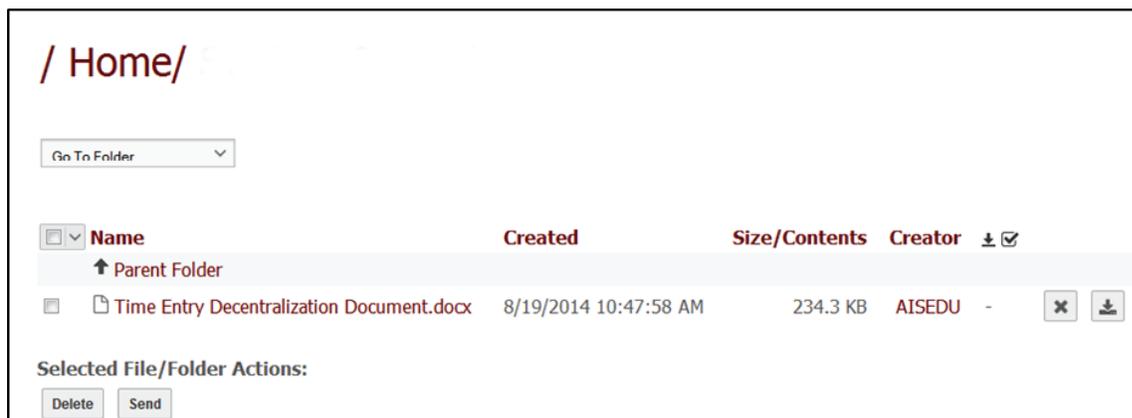
1. Click on the **link in the email** and log into MOVEit. You will go directly to the package.
2. Go to <https://moveit.siu.edu> and log into MOVEit. On your Home screen, the new package can be found under the **New Packages** heading.
3. Click on **Packages** on the left menu. It will take you to your packages.



Downloading Files from MoveIT

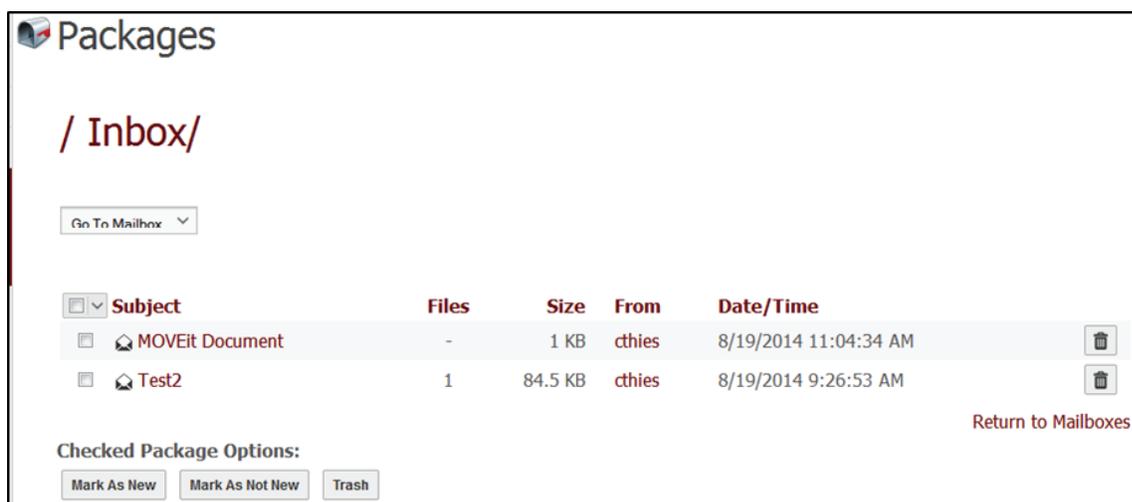
Download Files You Have Uploaded

1. Go to **Home** and click the Go to Home Folder link.
2. Click the **Download button** on the far right of the file you would like to download.



Download Files Sent By Others

1. Go to the **Home** page.
2. Select the **Packages** link from the navigation panel on the left side of the page.
3. Beneath the **Packages** heading is the **Mailbox** column. Click the **Inbox** link.
4. You will be presented with a list of all available packages that have been sent to your MOVEit account. To view a message, simply locate the **Title** in the **Subject** list and click on it.



Downloading Files from MoveIT

Download Files Sent By Others (Cont.)

5. To download any files attached to the message, locate the one you want to download under the Files: heading.

6. Click the button labeled Download to the right of the specific file you want to download.

Package from cthies

Trash Reply Reply All Forward

To: AISEDU
From: cthies at 8/19/2014 9:26:53 AM
Subject: Test2
Mailbox: /Inbox/ **Will Expire:** in 29.9 days

Files to test

Files:
📎 U35_SpplrInqry_LC1FndSpplrInfrmtn.doc (84 KB) [Download](#)

Total: 84 KB

Trash Reply Reply All Forward

