

uniSHARE – Filesender of uniIT

Instructions for employees/external person
Stand: October 2019

Requirements

- Active Account in UNIGRAZonline
- Any browser (IE, Firefox, Chrome, Safari,...)
- Stable Internetconnection

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uniSHARE – Filesender of uniIT

Things to know about uniSHARE

uniSHARE is a secure way to share large files with someone. Here are the most important facts about the new uniSHARE service:

- File size: Up to 30 files
- File size: Max 100 GB
- Validity period: 10 days (max. 20)
- Create guest (valid for 20 days)
- Encryption runs in browser for 100 MB
- also suitable for mobile phones
- Number of recipients: max. 50 e-mail addresses
- Invitation link for guests (valid for 20 days)
- Send files via e-mail or link
- Shibboleth registration with your UNIGRAZonline access data

Anyone who logs in can share files at any email address. Invited guests with a different email address can also upload something, but only the inviter can pick it up. This invitation expires after 20 days!

Welcome to uniSHARE

Website and Login

1. Open any browser and enter the following URL: share.uni-graz.at. You can change the language in the right upper corner.

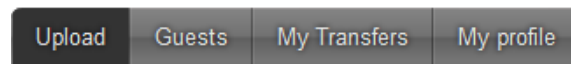


2. Login with your **UNIGRAZonline - Username** and **Password**. Accept the data transfer.

uniSHARE – Homepage

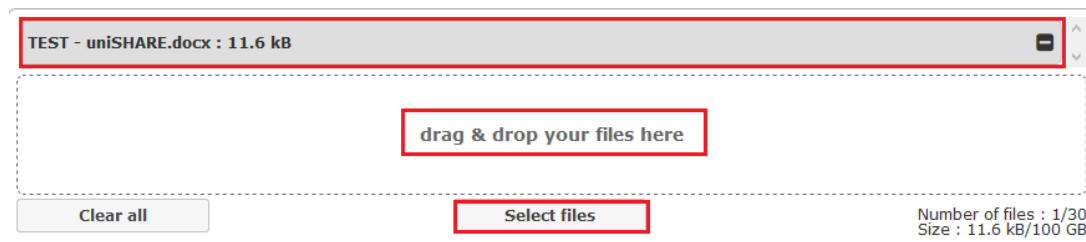
You will now be automatically redirected to the **uniSHARE homepage**. This is divided into four tabs:

- Under **Upload** you can upload and send your files.
- Under **Guests**, you can send an invitation to external persons and thus give them the opportunity to send you files.
- Under **My Transfers** you can see an overview of the files you have sent so far.
- Under **My Profile** you will find any information about the service.



Uploading files

To upload files, either click Select Files and drag and drop the desired files into the **marked field**. The "🗑" icon allows you to remove files, that have already been uploaded. Click **Submit** to send the files.



Define recipient

Under **To** you can enter **one or more recipient e-mail address(es)**. Optionally you can enter a subject and a message text. If you want to encrypt the files, check the box "**File encryption**" and define a **password**. Please note that this option is only possible up to 100MB!

From : sfb.test2@uni-graz.at
To :
Subject (optional) :
Message (optional) :
 File Encryption (for files up to 100MB)
Password :
[Generate password](#)
 Show / Hide Password

⚠ File Encryption is end to end. Your files are encrypted in your web browser. It is up to you to send the encryption password to the recipient(s) as we do not store any passwords.
⚠ File Encryption will significantly impact performance of your browser and/or device for the sender and receiver(s).
⚠ Encrypted Files equal to or greater than 4GB may not be downloadable due to the limitations of the web browser.

(Advanced) Settings

You can define special settings for the transfer, such as the validity period (max. 20 days). See **Advanced Settings** for more settings.

Expiry date:

Notify me when expired
 Notify me when upload is done
 Notify me upon downloads
 Send me a report when expired
 Include me as a recipient
 Get a link instead of sending to recipients

Advanced settings

Send me copies of all notifications
 Send me daily statistics
 Allow recipients to receive download complete emails

ⓘ Do not use this option when sending to a mailing list otherwise each download may result to an email being sent to the list.

TeraSender worker count

Disable parallel upload (Tick if you are on a slow connection)

Contact for questions or further information

servicedesk@uni-graz.at,
Ext.: 2240
