



Citrix ShareFile for Computer

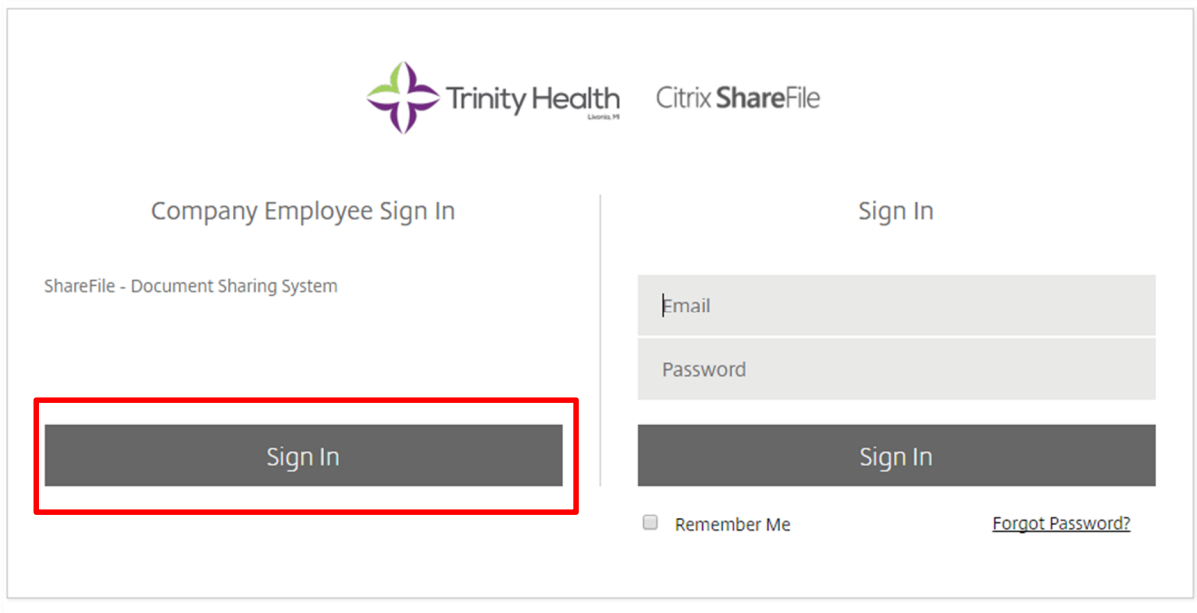
January 20, 2017

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ShareFile Web

- Browse to <https://www.sjhsyr.org/sicloud>
- Under the Company Employee Sign In section click the "Sign In" button.



Trinity Health Citrix ShareFile

Company Employee Sign In

ShareFile - Document Sharing System

Sign In

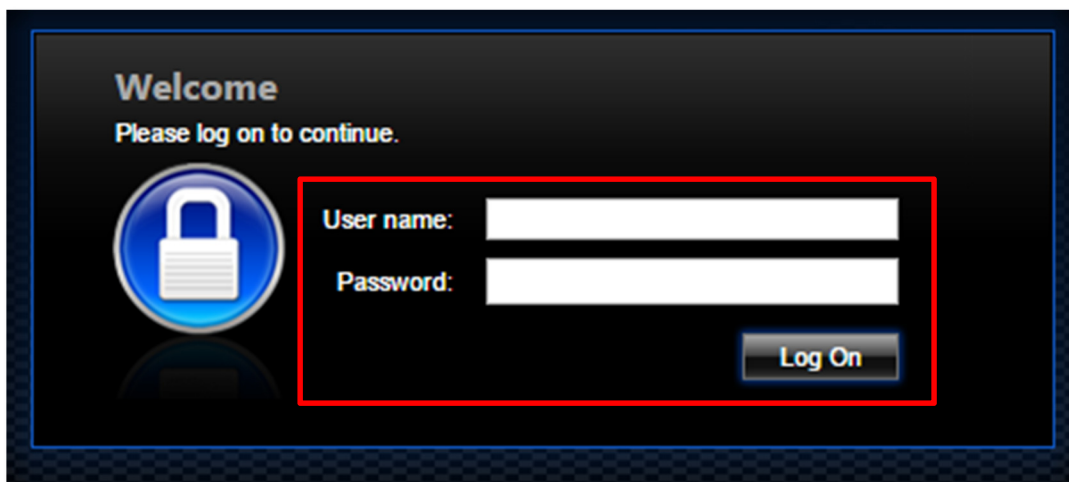
Email

Password

Sign In

Remember Me [Forgot Password?](#)

- Enter your network credentials Click "Login".



Welcome

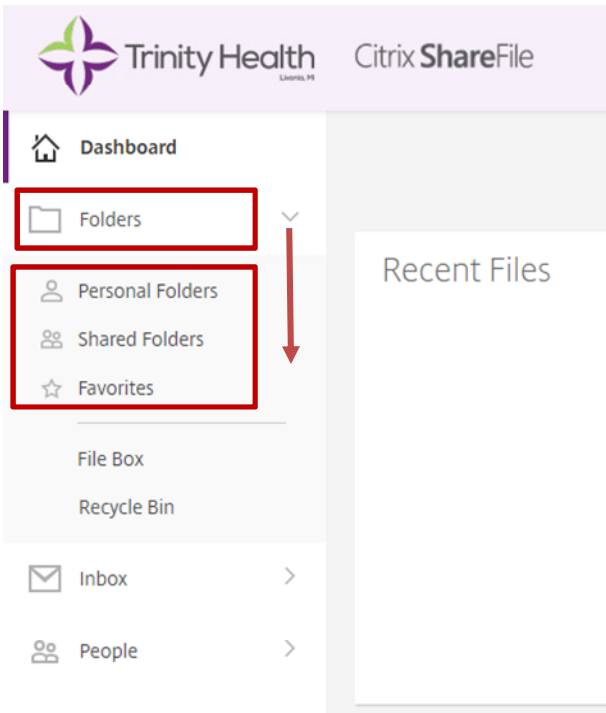
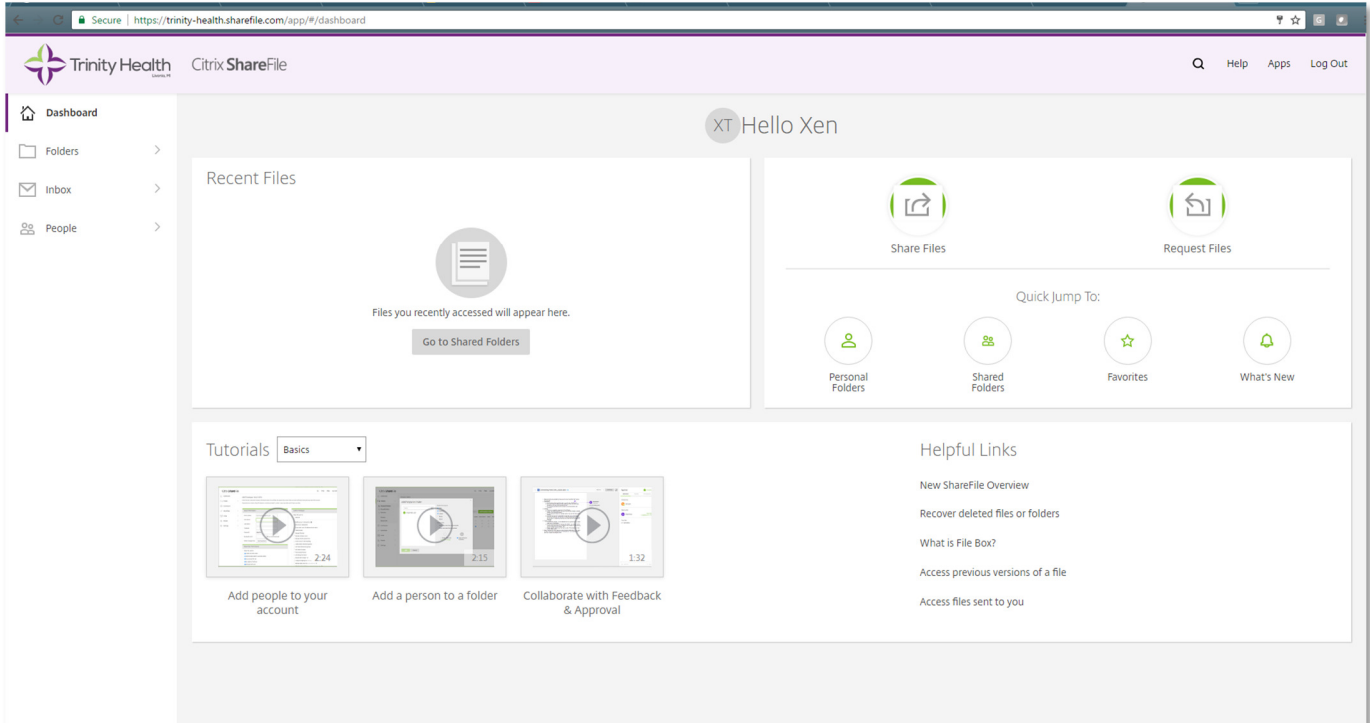
Please log on to continue.

User name:

Password:

Log On

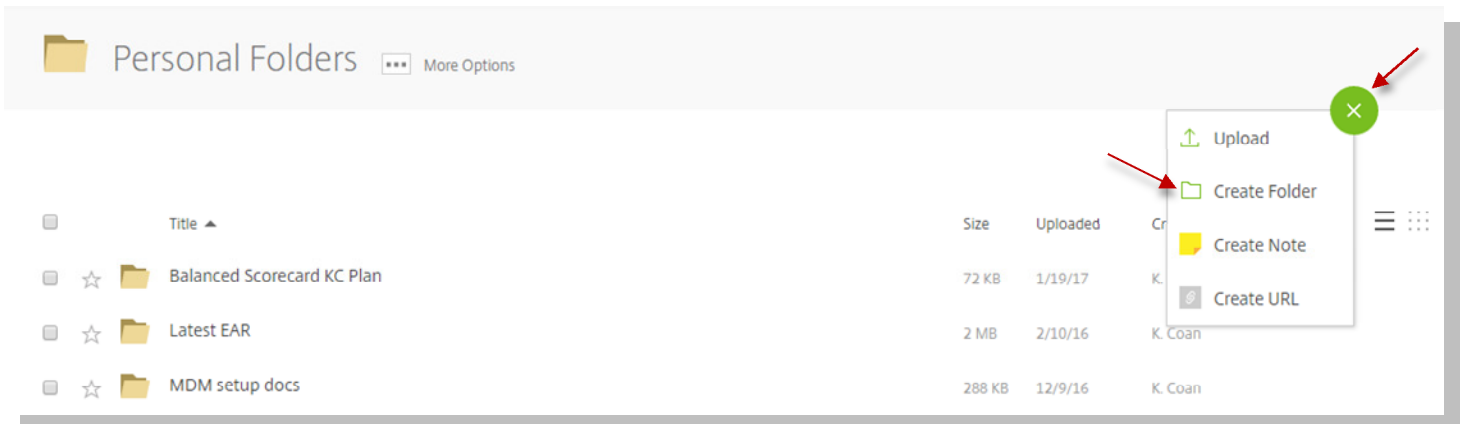
- This is the home screen. From here you can view your files, create folders, upload and download files, share and request files.



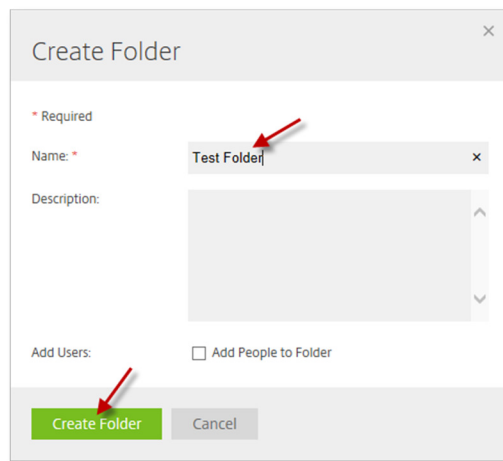
- You can click on the "Folders" on the left side of the page to expand it and show Personal Folders , Shared Folders, and Favorites

- Click on Personal Folders to see your documents and folders.

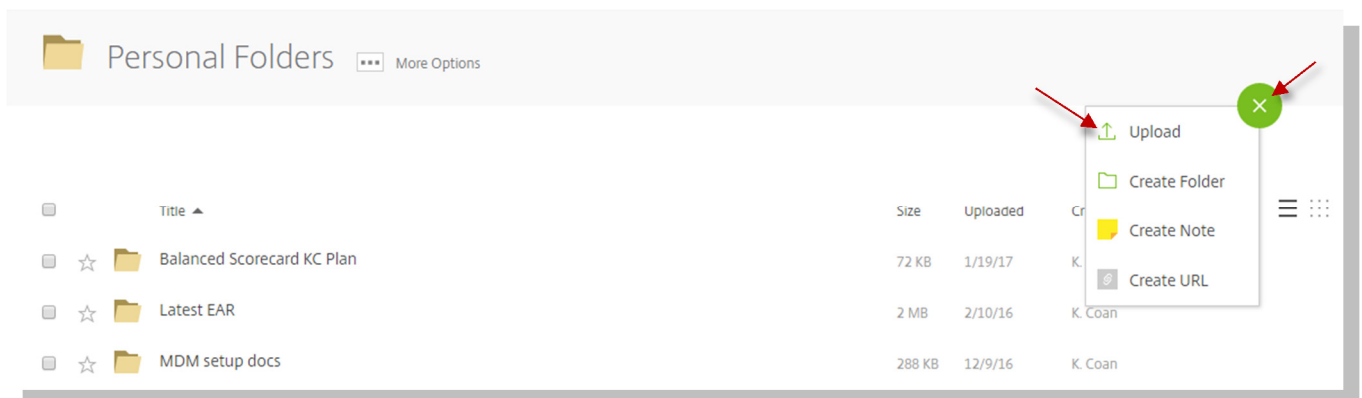
- Keep your files organized in folders. To create a new folder click the “Green Plus Sign” button and then click "Create Folder".



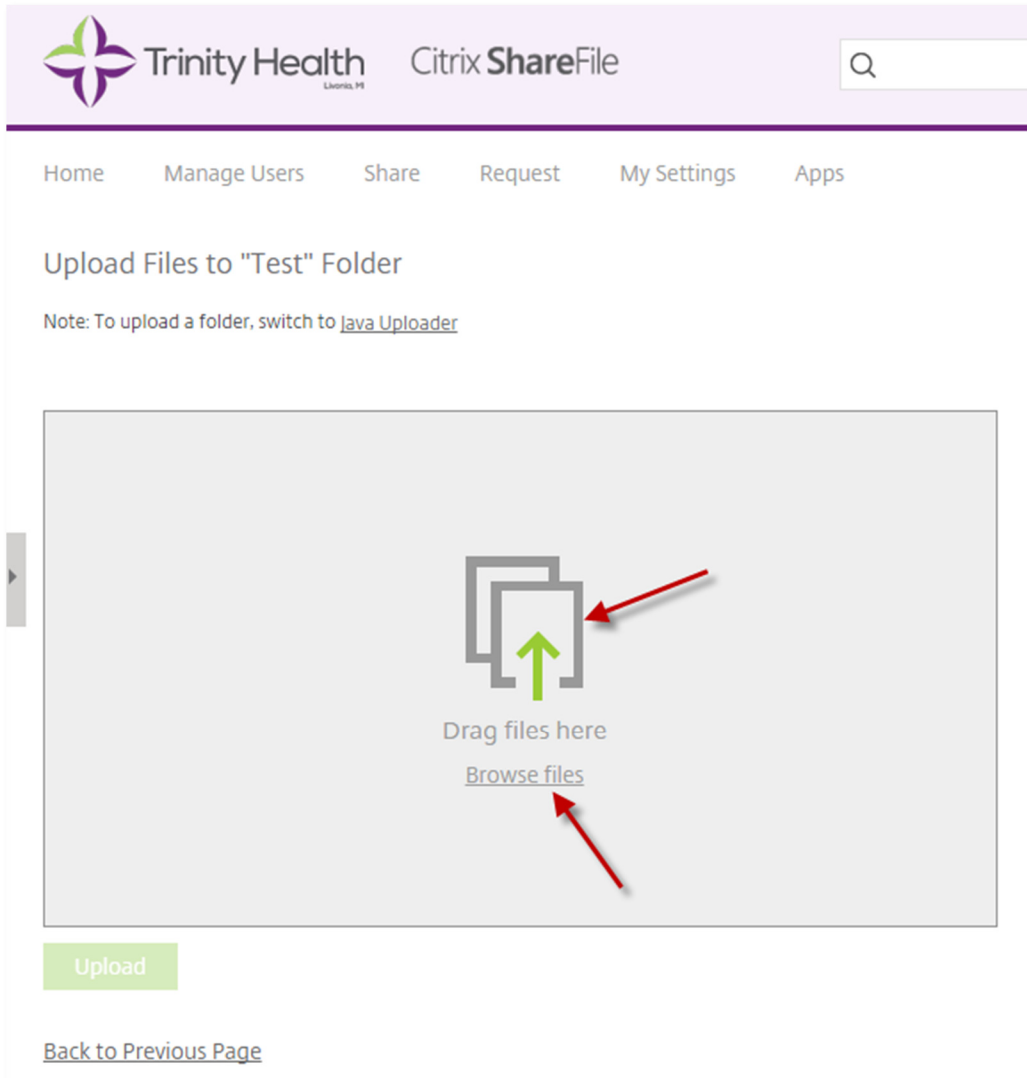
- In the Create Folder dialog box enter a folder name and click “Create Folder”.
- If you wish to share this folder with other people check the “Add People” box to select users from the address book.



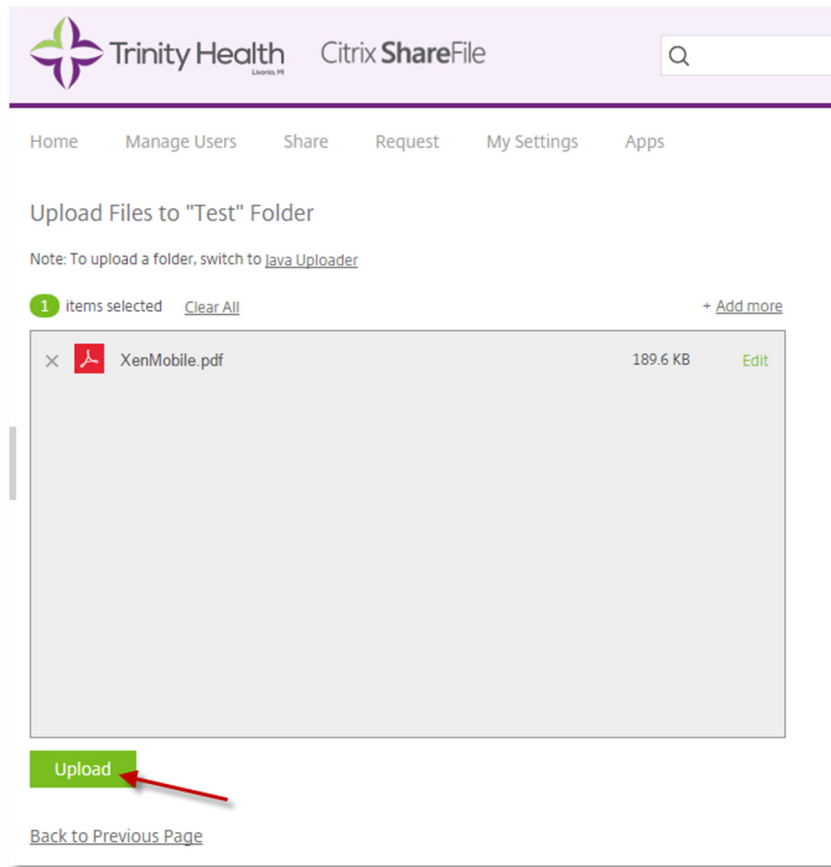
- To upload files to ShareFile browse to the folder where you want the file to be then click the “Green Plus Sign” button and then click "Upload".



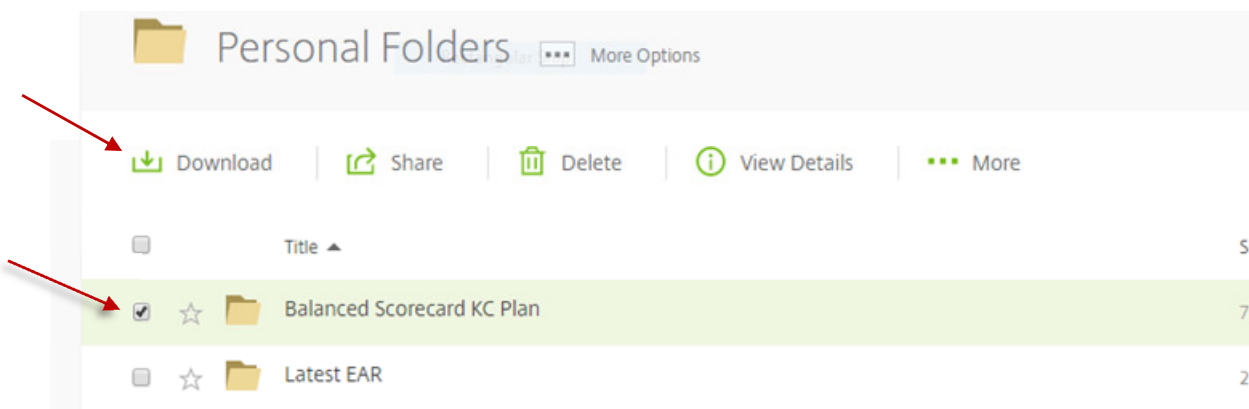
- Drag and drop files or click “Browse Files”. Once



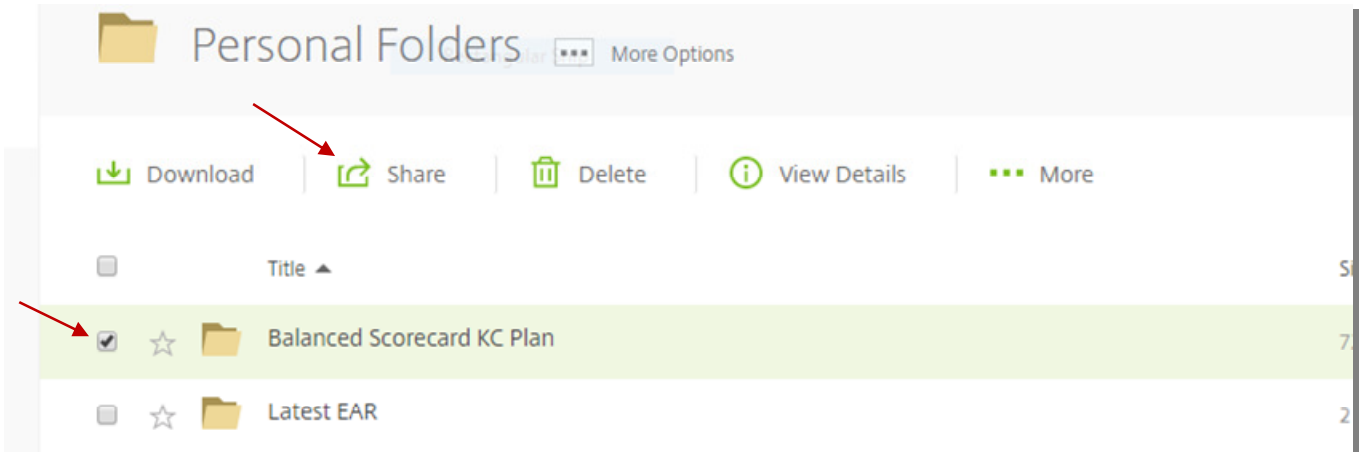
- Once you have selected the file(s) to upload, click the “Upload” button.



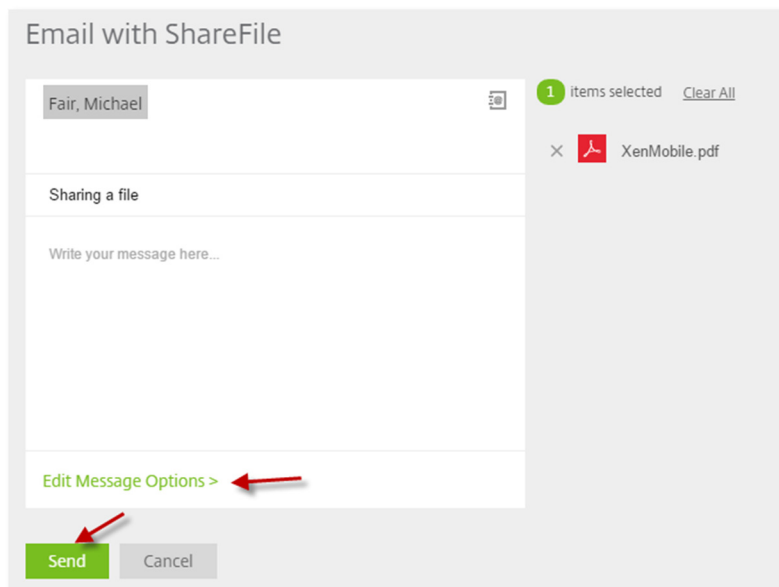
- To download a file from ShareFile check the box next to the file that you want and click “Download” or right click on the file and select “Download” from the context menu.



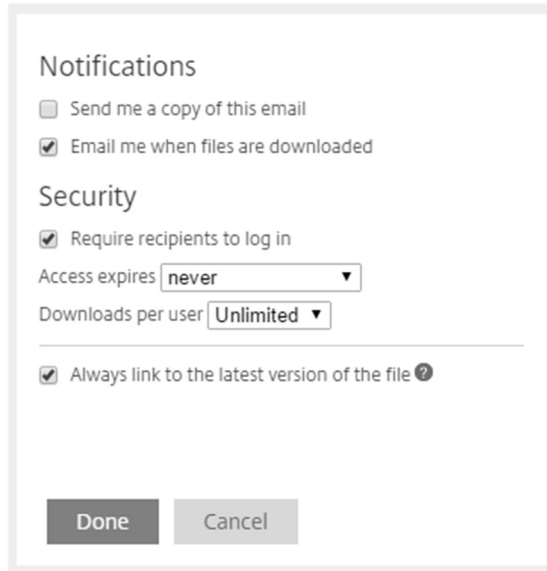
- Sharing a file with ShareFile
 - o If the file is already uploaded to ShareFile, select the file and hover over “Share” and select “Email with ShareFile” to send the link with an email from ShareFile. Select “Get a Link” to copy a link that you can paste into your Outlook email.



- o If you choose “Email with ShareFile”, fill in the “To”, “Subject” and “Message” fields.
- o Click “Edit Message Options” This allows you to set security and notification options.

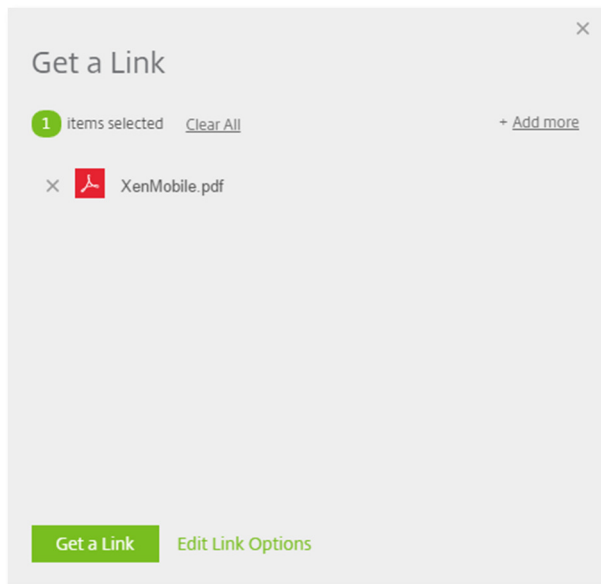


- Next, set the desired options and click “Send Files”.
- “Require recipients to log in” ensures you have an audit trail. This is very important if you are sharing sensitive information or PHI. If you entered a recipient that does not have a ShareFile account one will be created and sent to the recipient. You can also choose to be notified when the file is downloaded and set expiration on the link.
- Click “Done” then “Send”.



The screenshot shows a dialog box with two sections: 'Notifications' and 'Security'. Under 'Notifications', there are two checkboxes: 'Send me a copy of this email' (unchecked) and 'Email me when files are downloaded' (checked). Under 'Security', there are three options: 'Require recipients to log in' (checked), 'Access expires' (set to 'never' in a dropdown menu), and 'Downloads per user' (set to 'Unlimited' in a dropdown menu). At the bottom, there is a checkbox for 'Always link to the latest version of the file' (checked) with a help icon. Two buttons, 'Done' and 'Cancel', are at the bottom.

- If you chose “Get a Link” you can click “Edit Link Options” to set the same security and notifications options.
- Once you have set your desired options click the “Get a Link” button.



The screenshot shows a 'Get a Link' dialog box. At the top right is a close button (X). Below the title, it says '1 items selected' with a green circle around the '1', followed by a 'Clear All' link and a '+ Add more' link. Below this is a list of items, showing one item: 'XenMobile.pdf' with a red PDF icon and a close button (X) to its left. At the bottom, there are two buttons: 'Get a Link' (highlighted in green) and 'Edit Link Options'.

- The “Copy a Link” box will appear. You can manually copy the text or click the “Copy Link” button to copy the link to your clipboard.



- To request a file from someone click the three dots next to "More Options". Then click on request files and follow the same steps to generate the email. They will be provided with a ShareFile link where they can upload files to you.

