

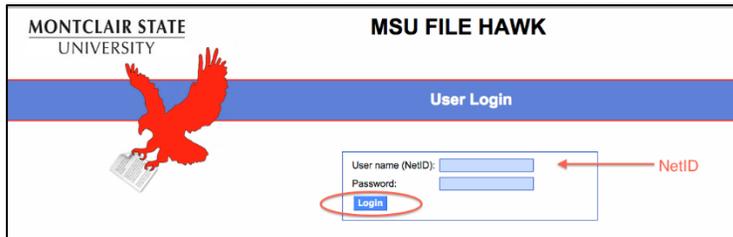
## MSU File Hawk

MSU File Hawk is a web-based service which provides a secure and easy method of file exchange between MSU employees. It allows you to send one or more files (up to 10 files at once). This service can be used to transfer files that contain sensitive data such as confidential University documents or files that contain Personally Identifiable Information (PII) such as student record reports, etc.

\***Please note** that this service is for faculty and staff – it is not accessible by students, *including students employed by the University*.

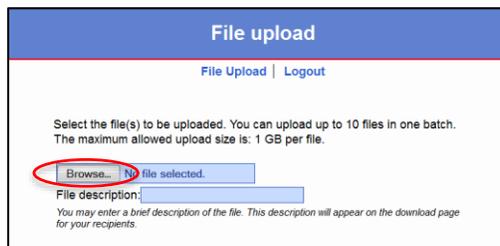
### Accessing MSU File Hawk

- 1) Navigate to <https://msufilehawk.montclair.edu/>
- 2) Log in with your NetID and Password

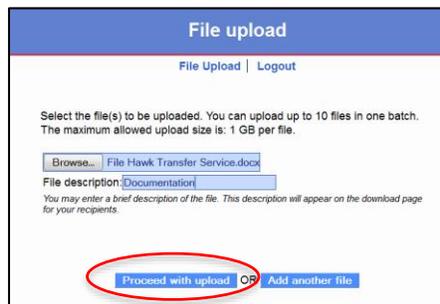


### Uploading File(s)

- 1) Click **Browse** to launch your file browser and select the desired file



- 2) Once the file has been selected you may enter a file description (optional)
- 3) Click Proceed with upload



## Uploading Multiple Files \*OPTIONAL\*

- 1) Click **Add another file** to generate more blank fields
- 2) Click **Browse** to launch your file browser and select the desired file
- 3) Repeat steps until all files have been added. You can upload up to 10 files in one batch.  
(Please note that **No file can exceed 1 GB in size**)
- 4) Click Proceed with upload

Select the file(s) to be uploaded. You can upload up to 10 files in one batch. The maximum allowed upload size is: 1 GB per file.

Browse... MSU File Hawk.docx

File description: [text input]

You may enter a brief description of the file. This description will appear on the download page for your recipients.

Browse... No file selected. 

File description: [text input]

You may enter brief description of the file. This description will appear on the download page of the file recipients.

Proceed with upload OR Add another file

- 5) To remove an additional file, click the **red remove button**  on the right

## Sending File(s)

- 1) Type the recipient's NetID in the **File recipient(s) (NetID)** field
- 2) As you begin typing the NetID, a drop down menu of matching names will appear. Select the desired recipient from this list.
- 3) Repeat steps until all recipients are added to the **Recipients list**

STATE  
TY

### MSU FILE HAWK

#### Send e-mail

File Upload | Logout

Files uploaded:  
File name: Steel Paper Ever.docx  
File size: 21.88 KB

Instructions:  
1) In the "Message to recipient(s)" field, optionally enter a message to be included in the e-mail notice to your recipients.  
2) In the "File recipient(s) NetID" field, begin to type the NetID of a recipient. Note as you type, a list of matching NetIDs will appear. Click the appropriate NetID to add it to the recipient list. You can remove recipients from the list by clicking the "X" next to it.  
3) Once your recipient list is complete, click Send to finish.

Here is my paper

Message to recipient(s) (Optional)

File recipient(s) NetID

Recipients list:

Cancel OR Send

File recipient(s) NetID: Training

- traininga<Alfa Training>
- trainingd<Delta Training>
- trainingc<Charlie Training>
- traininge<Echo Training>

4) To remove a recipient from the list, click the **small “x” icon** next to the recipient name



5) If you wish to add a message to the recipient, type it in the **Message to recipient(s) (Optional)** field.

6) Click **Send**

Once uploaded File Hawk will provide a download link to the file(s) just uploaded. You will also receive a confirmation email. The recipient(s) will receive the email with the subject **MSU File Hawk: You received a file**. After receiving the email, recipients will follow the link to the File Hawk service where they are prompted to enter their NetID and password. This will open the download.

**\*Please note** that uploaded file(s) reside on the server for retrieval by your recipients(s) for ten days, after which the link expires and the files are removed.