

Instructions for sharing files using Secure Share

Accessing Secure Share

1. In a web browser go to <https://seureshare.cofc.edu/>
2. Scroll to the bottom of the window and log-in using your CofC Email address and Cougars password.
3. Click **Login**.

Sharing a file

This option allows you to share a file from your computer to another person either on-campus or off-campus.

1. Once you log in you will be on the sharing page, it will look like an email message.
2. Next to **To** type in the email address(es) of the people you wish to receive the file. (notice you can CC and BCC by clicking on the appropriate buttons below To.)
URCA email address: urca@cofc.edu
3. Next to **Subject** type in the subject information below
Subject: First & Last Name - RPG/MAYS/SURF Application
4. Next to **Message** type in an email message, this is optional.
5. Add the file(s) you wish to share by either dragging and dropping them into the **Drop Files Here** area or by clicking on **Add Files** and selecting them from your computer.
Please attach the Application, Unofficial Transcript(s), and other Supplemental Information as necessary. NOTE: The Evaluation Form and Letter of Recommendation must be submitted by the faculty mentor.
6. Please select the following options (gray area below message box) before sending your email:
 - a. **Authentication Required** – this only allows the specific people listed in the To section to be able to access the file(s).
 - b. Access Restriction – select **Recipients Only**
 - c. **Message Expires** – by default the download will expire in 14 days, please do not change this time frame.
 - d. **Downloads per Recipient** – please leave blank. Adding a number will restrict the number of times the recipient can download the file(s).
 - e. Check **Send a copy to myself** so you can see what was sent and have a record for yourself.
 - f. **Private Message** means that the message you typed in the email body will not be sent in the email but will instead be viewable when they click the link to the file itself. Please leave unchecked.
7. Click **Send**.