



1. Open Internet Explorer and navigate to <https://mysend.ny.gov>
2. You may be prompted for a login. If so, enter your email address in the Username textbox and your password and click Log in.

Authentication required

https://fs.svc.ny.gov

Username

Password

Log in

Cancel

Received Packages [View Full History](#) [Invitations](#)

| Sender | Title | Date Sent | Size | Files | Status | Action |
|--------|-------|-----------|------|-------|--------|--------|
|--------|-------|-----------|------|-------|--------|--------|

Archive All

3. Click "New Package"

New Package

OMH User Dropbox

| Sender | Title |
|--------|-------|
|--------|-------|

Archive All

4. Fill out the To and Title fields then click "Browse for Files".

To*: +

[Show Private Recipients](#) [Hide Cc](#)

Cc

Upload: +

Download: +

Receipt: +



Notifications are sent after first upload or download

Title*:
Maximum length: 245 characters

Note:
optional
Maximum length: 8000 characters

Release Policy: ▾




Encryption: Use encryption-at-rest

Contents*:  OR 

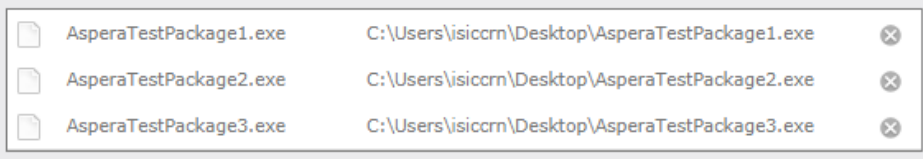
Terms of Service: I accept the [Terms of Service](#)

If you choose to use the “Encryption at rest” option the passphrase **must be at least 8 characters long and contain letters and numbers.**



- Select the file or files you want to transfer.

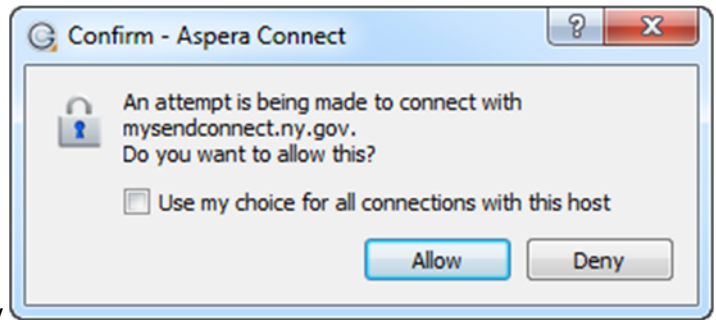
| Name | Size | Item type | Date modified |
|--|------------|-------------|----------------------|
|  AsperaTestPackage1.exe | 234,959 KB | Application | 12/11/2017 10:36 ... |
|  AsperaTestPackage2.exe | 234,959 KB | Application | 12/11/2017 10:36 ... |
|  AsperaTestPackage3.exe | 234,959 KB | Application | 12/11/2017 10:36 ... |

- Agree or Disagree to the Terms of Service

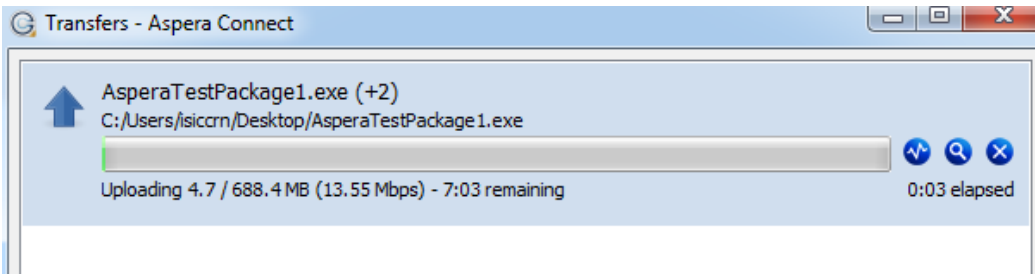
 [Remove All](#)

Terms of Service: I accept the [Terms of Service](#)

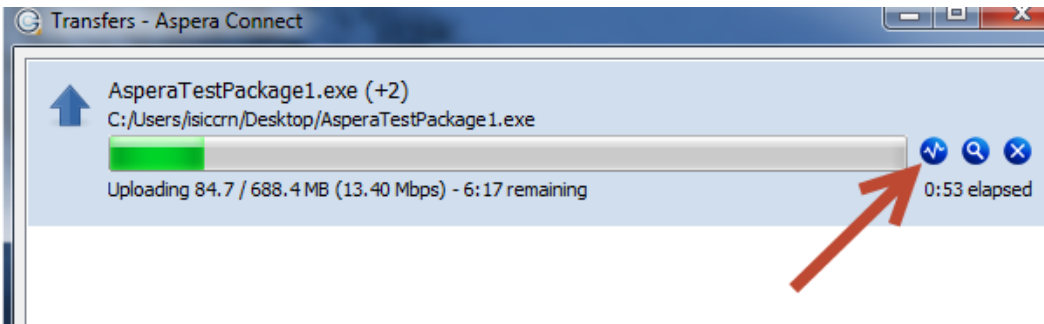
 



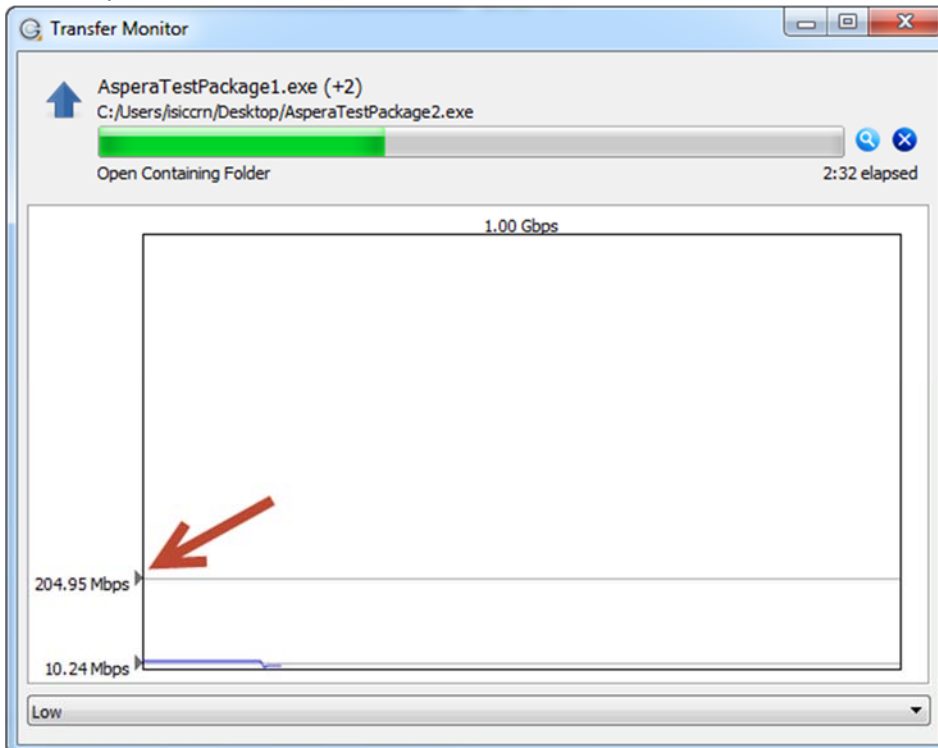
7. Click "Allow" to connect to mysendconnect.ny.gov
8. Your transfer will now start.



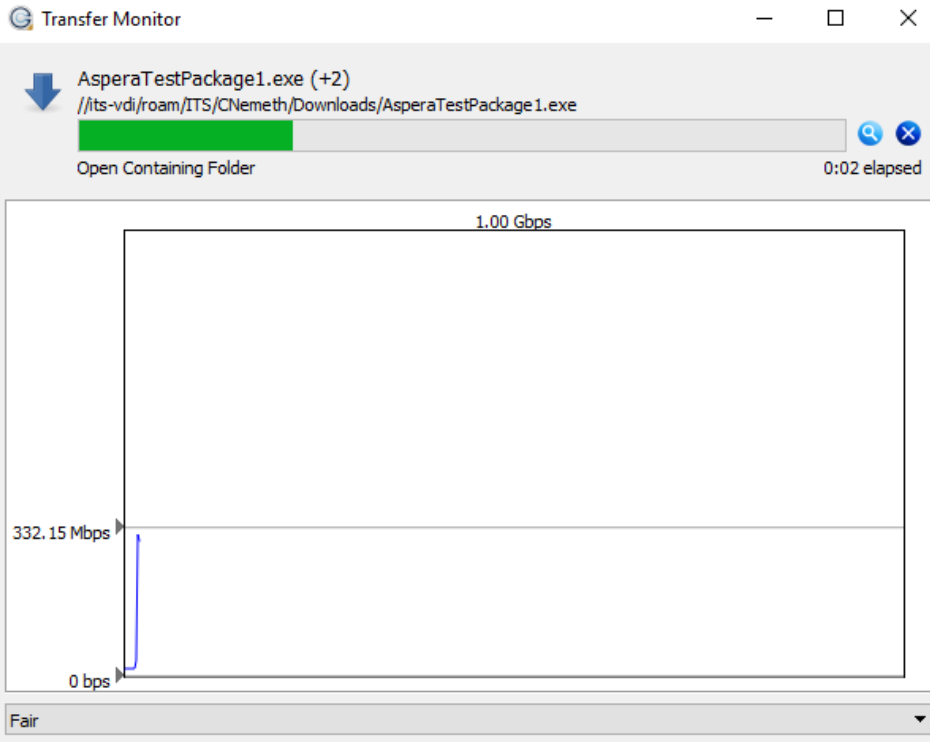
9. Click the "Show transfer Monitor Button".



10. You can increase your transfer speed by dragging the slider bar. Your speed will be limited to your max network and PC speeds.

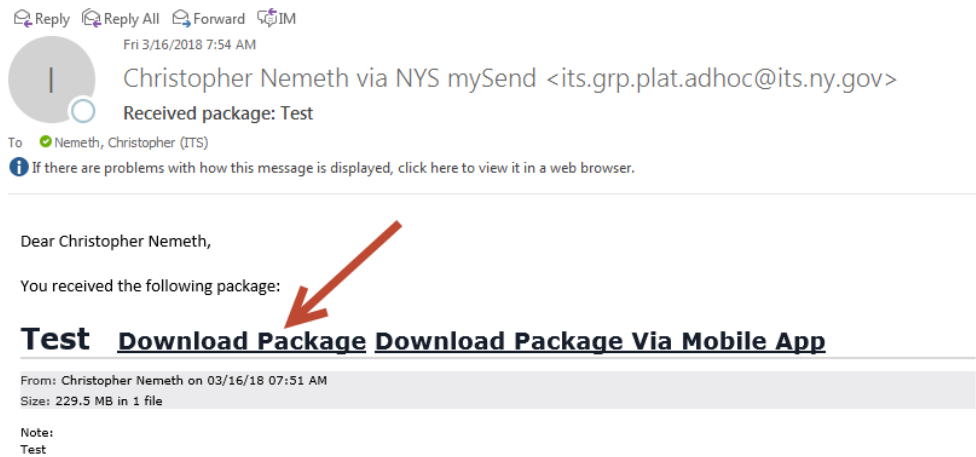


- 11.



12.

13. Once the file is uploaded the recipient will receive an e-mail:



14. Click the "Download Package" link.

15. Select the files you want to download or click “Download Entire Package” .

Package - Test [Return to List](#) [Forward](#)

From: Christopher.Nemeth@its.ny.gov
To: Christopher.Nemeth@its.ny.gov
Cc (on download): Christopher.Nemeth@its.ny.gov
Date Sent: 03/16/18 07:51 AM
Note: Test

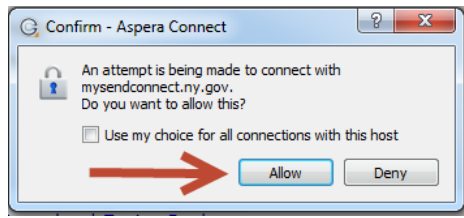
Browse and Download Contents or [Download Entire Package](#)

Path: / PKG - Test

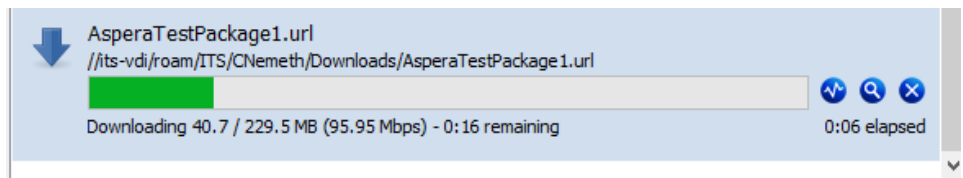
| Name | Size |
|--|----------|
| <input type="checkbox"/> <input type="checkbox"/> AsperaTestPackage1.url | 229.5 MB |

Download selected Select: [All](#) , [None](#)

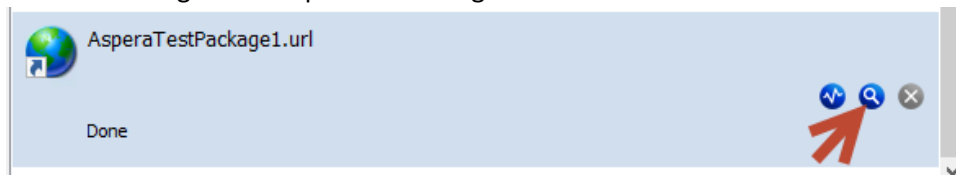
16. Allow the connection to mySend to connect.



17. Your download will now start.



18. Click the hour glass to “Open Containing Folder”.



19. From here you can access the downloaded files in your downloads folder.