

Secure FTP Instructions

• In your web browser navigate to https://secureftp.americanbus.com

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	: 🎎 Meraki Dashboard - ASB 🍘 Cerberus FTP Web Client 🧃 Barracuda Networks 🛞 Cerberus FTP Admin 🔽 SREmail 进 APS Sign-in		
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O User has been logged out			
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	Secure FTP Client Login		
	Username:		
	*		
	Password:		
	*		
	Request an Account Sign in		

- Enter in your username and password and click "Sign In"
- In the bottom bar, select "Add files..." to select files to upload



Navigate to the directory on your computer where the file(s) is stored, select the file(s) and choose "Open"

Choose File to Upload	
← ↓ Libraries → Videos → Sample Videos	- 4 Search Sample Videos
Organize 🔻 New folder	□ - □ 0
★ Favorites ✓ Favorites ✓ Videos library Sample Videos ✓ Downloads	Arrange by: Folder 🔻
© Recent Places ▲ SkyDrive ■ Wildlife	
Libraries	
Pictures Videos	
🖳 Computer 🌯 Windows7_OS (C 👻	
File name:	

• You will see your file added to the bottom bar, to start the upload click "Start"

+ Add files O Start upload Cancel		Upload Drag & Drop on 😜 🥭 🎯 ⊘
Wildlife wmv	26.25 MB	Start O Cancel

• Once the file has uploaded you will see it in the file view

C Check All Delete CRename New Folder				🕃 Zip 🦨 Unzip
Q Filter				Show 50 🗸
Name	Туре	Size 🔶	Date	v
Wildlife.wmv	file	25.03 MB	10/29/2014 1:23 PM	Þ

Click the arrow to the left of the file name to view options for the uploaded file

Widlife.wmv	file	25.03 MB	10/29/2014 1:23 PM	Ø
New Window: Wildlife.wmv Last Modified: about 3 hours ago			O Download	Ø Share ZEmail

• To download the file, click the "Download" Button



- O Download Share ∞ Email
- Fill out the information in the form that pops up and click "Share"
 - a. File file name

- b. **Available Until** date that the file is publically available until. After this date, the link will no longer work. The default "Available Until" value is set to 30 days
- c. **File Link Password** adding a password will require password entry for anyone the link is sent to. This password will need to be communicated manually

Share the selected file?	۲
A unique public link will be created to share the selected file. Are you sure?	
File:	
background1.jpg	
Available Until:	-
2014-03-31 00:00	
File Link Password:	_
Leave blank for no password	
	_
Share Cancel	

• Once shared, you will receive a public link that you can send to anyone to access the file

Wildlife.wmv	
New Window:	Wildlife.wmv
Last Modified:	about 3 hours ago
	https://secureftp.americanbus.com/public/file/xxvV4MZQbE_d69xFDE7EQw/Wildlife.wmv
To send a link to the f	ile directly from the web interface, click on the "Email" button
Ownload Sector Secto	Share 🔀 Email

- Fill out the information in the form that pops up and click "Email"
 - a. File file name
 - b. **Available Until –** date that the file is publically available until. After this date, the link will no longer work. The default "Available Until" value is set to 24 hours
 - c. To Email email address of the recipient(s) you wish to send to
 - d. Subject subject of the email being sent
 - e. Body body of the email, you can personalize the message here
 - f. **File Link Password -** adding a password will require password entry for anyone the link is sent to. This password will need to be communicated manually

☑ Email the selected item?	×
Email Information	Access Link Information
• A unique public link will be created to share and email the selected item.	O Limit the duration the file link will be available, and optionally, password protect the link.
File:	Available Until:
Wildlife.wmv	Default is 720 hours
To Email:	File Link Password:
Recipient email	Leave blank for no password
Subject:	Other Settings (optional)
New Shared File	Notify me by email when file is downloaded
Body (optional)	Send me a copy of this email
Body	
	Cancel Zemail

** Emails will be sent using your email address **

• To delete a file, select the file by clicking in the empty space next to the name (selected files will highlight in blue) and click the "Delete" button. To delete multiple files at once, hold down your CTRL key on your keyboard while selecting files

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Q	Filte	r			🗌 Fir	nd		
Nam	e					/	Click her	e to select file
💽 V	/ildlife	.wmv						

If you have any questions please contact our Help Desk at 877-210-9184 or helpticket@americanbus.com