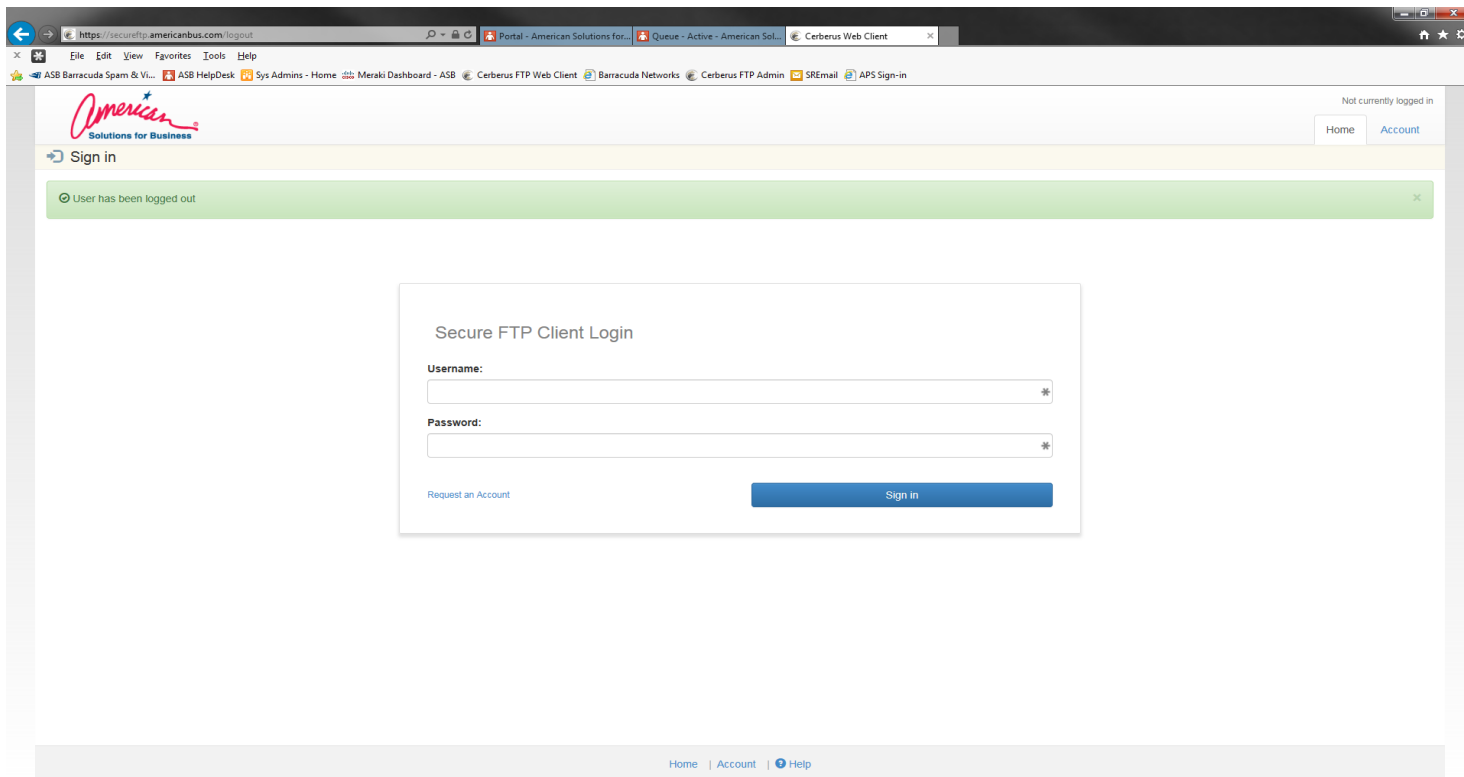# Secure FTP Instructions

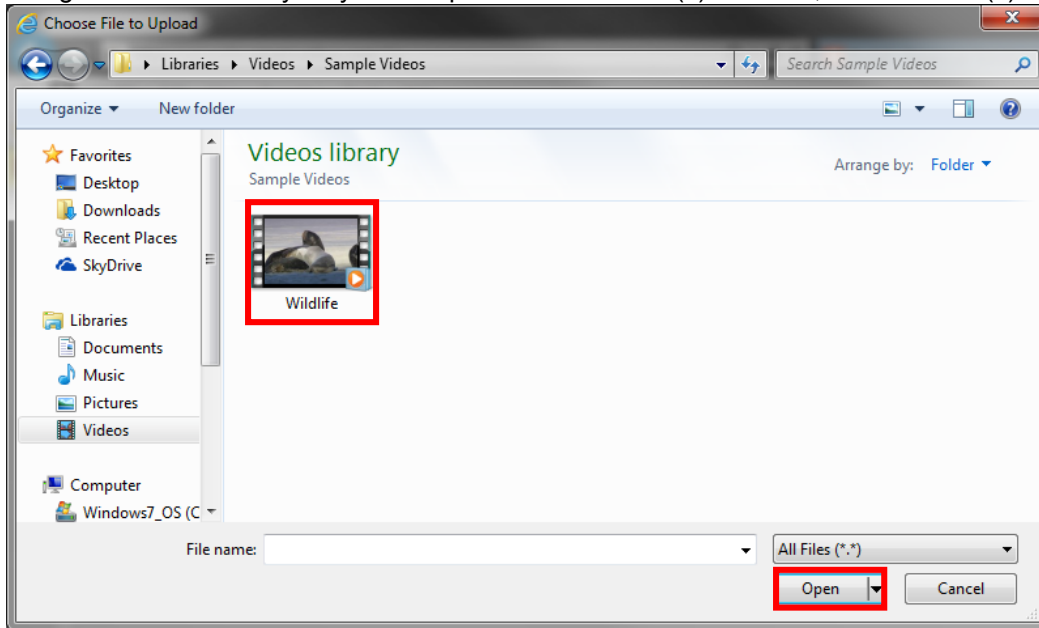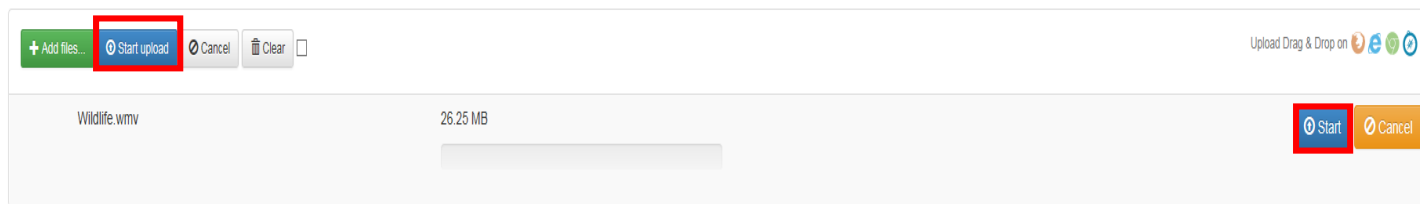- In your web browser navigate to https://secureftp.americanbus.com

- Enter in your username and password and click "Sign In"

- In the bottom bar, select "Add files…" to select files to upload
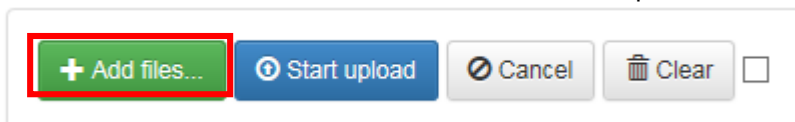
- Navigate to the directory on your computer where the file(s) is stored, select the file(s) and choose "Open"
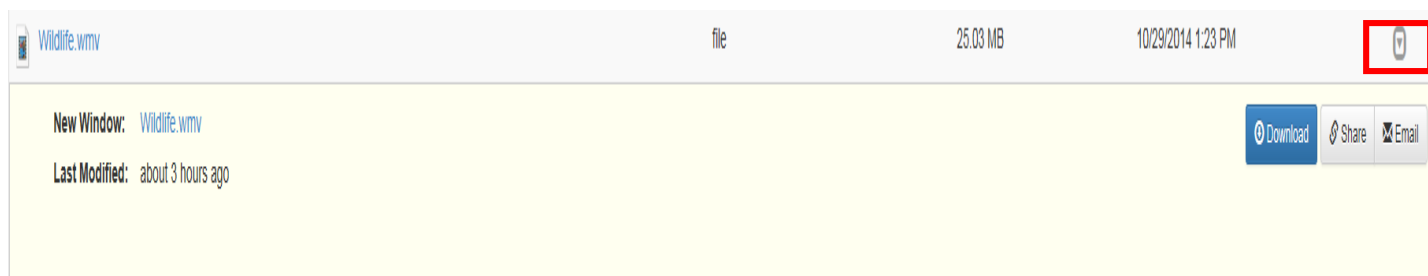

- You will see your file added to the bottom bar, to start the upload click "Start"
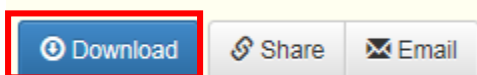

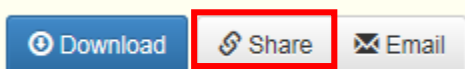- Once the file has uploaded you will see it in the file view

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

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

- To share the file, click the "Share" button

- 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?

⚠ 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 file directly from the web interface, click on the "Email" button

⊕ Download   𝒮 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

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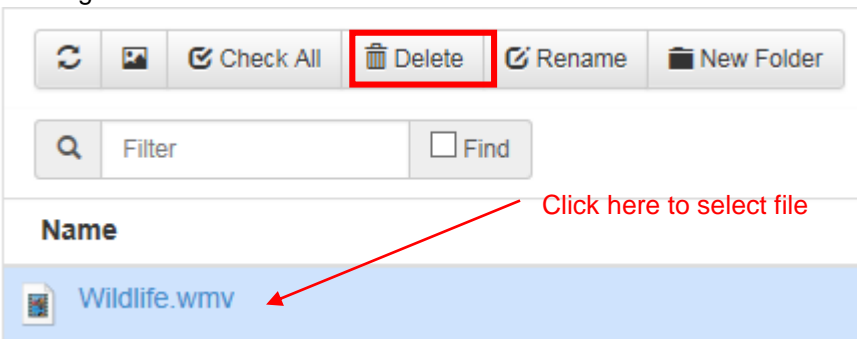
If you have any questions please contact our Help Desk at 877-210-9184 or helpticket@americanbus.com