Serv-U
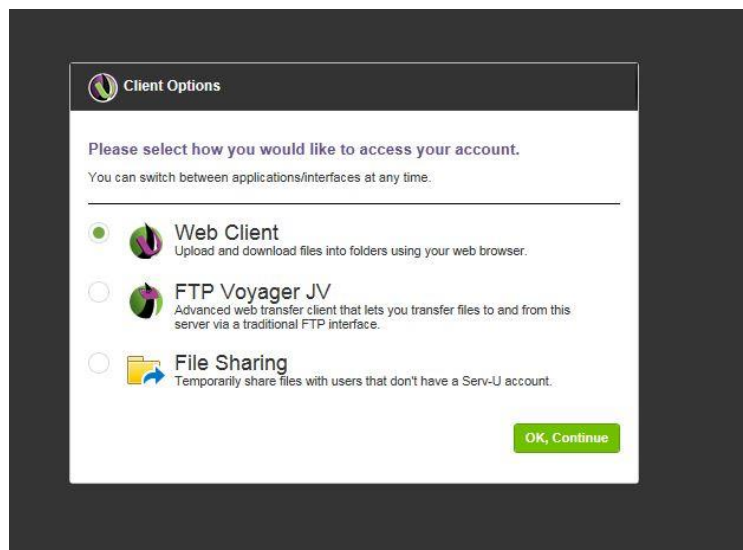
Guide for Serv-U Web Client

Web Client: The Web Client transfers files between two registered users. When using the Web Client you can see your folder and its contents. You can also see other users' folders, but NOT the folder's contents.

Log into your Secure Share account using your existing AD or Novell username and password
https://secureshare.moric.org

Choose the ● Web Client Radio Button then click "OK, Continue"

TO SEND A FILE:

Locate the user that you wish to share a file(s) with by using the file folder tree that is located at the top of the screen labeled Repositories → then District or MORIC
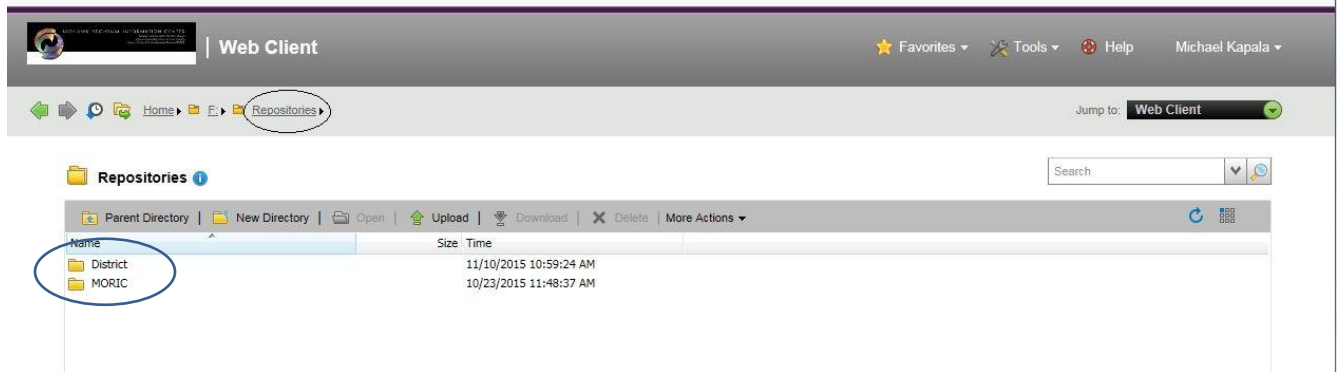
If you chose District, you will then see a listing of all of our Serv-U districts that you are able to send files to.
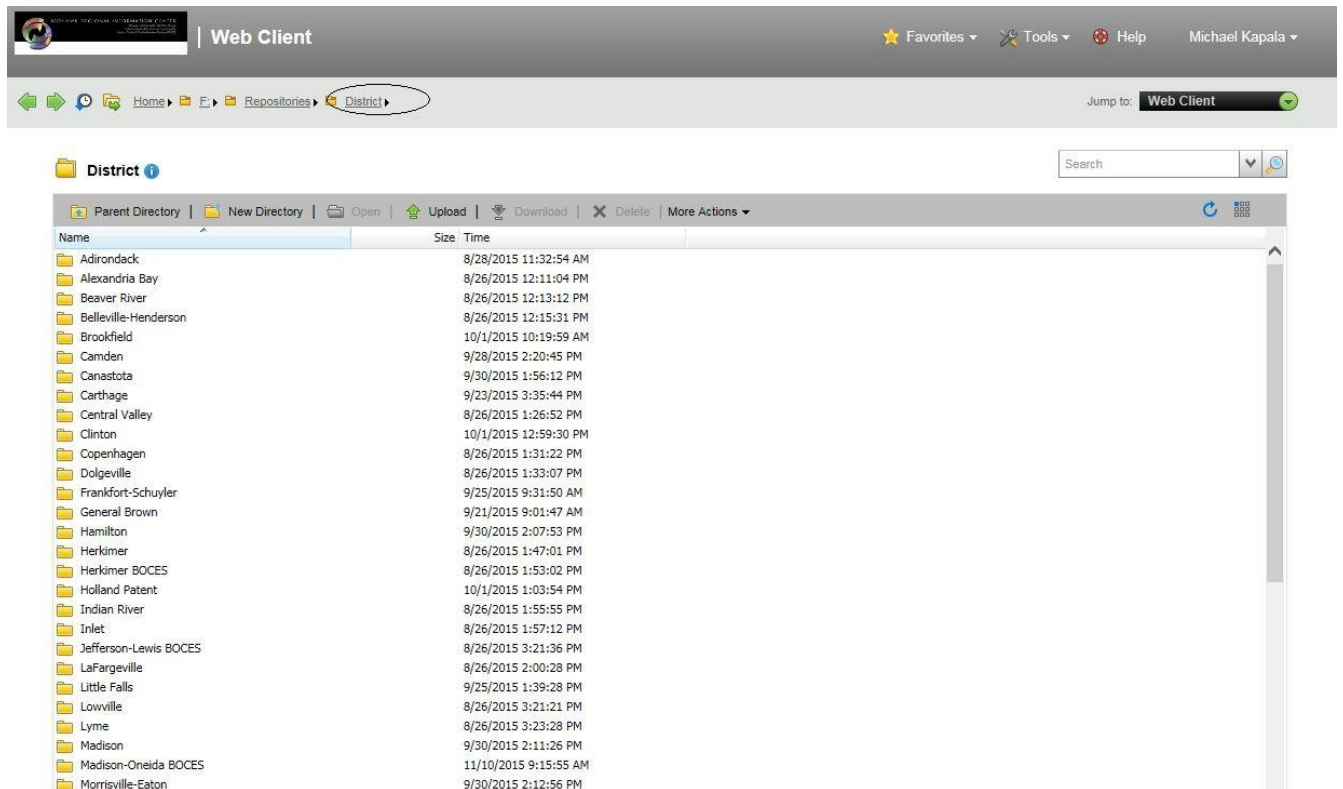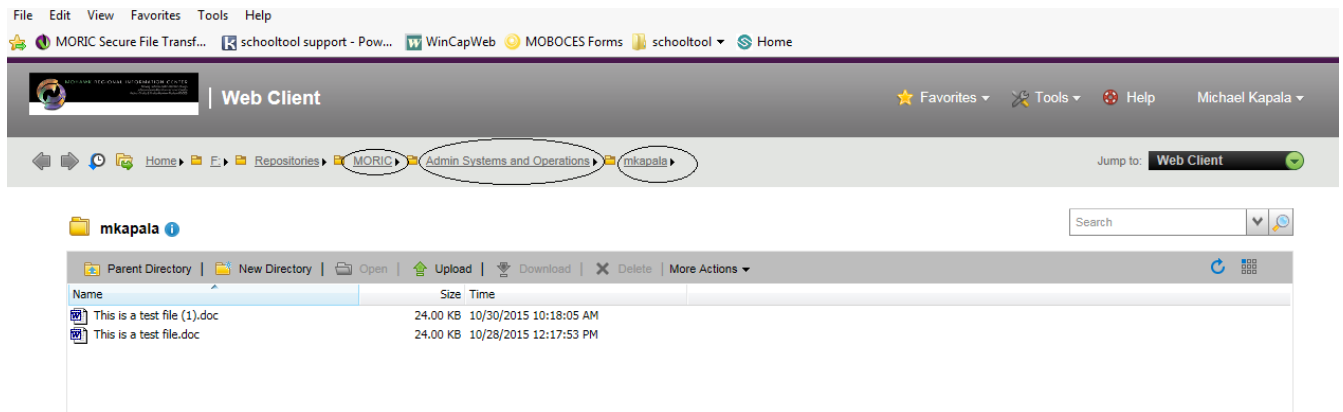

If you have any questions or would like assistance using Serv-U, please contact: Mike Kapala @ 315-361-2700 option 2; email Mkapala@moric.org or Faye Hughes at 315-361-2828; email: fhughes@moric.org

If you chose MORIC, you will then choose the recipient's department followed by their name.

➢ Open the folder of the person you wish to transfer the file to

➢ Choose upload

Choose "Browse" to select the file you wish to send

➢ Locate the file that you wish to transfer, then choose "Upload."
➢ Please note: Clicking on "Upload" will immediately send the file.
➢ If there are multiple files, repeat the "Browse" process for each file.
➢ Both the sender and the receiver will get a confirmation email once it has been sent.

TO RECEIVE A FILE:

➢ When a file is sent to you, it will appear in your folder
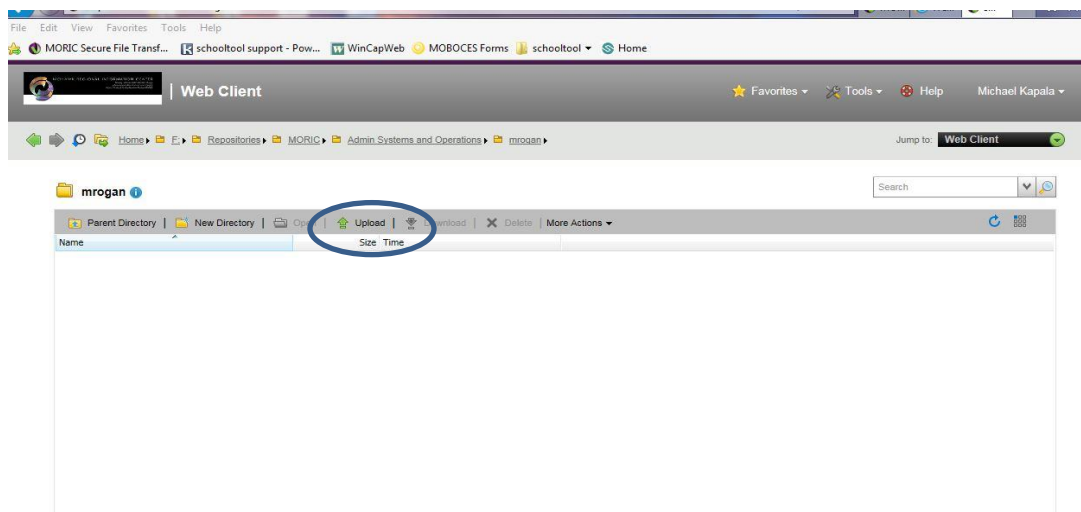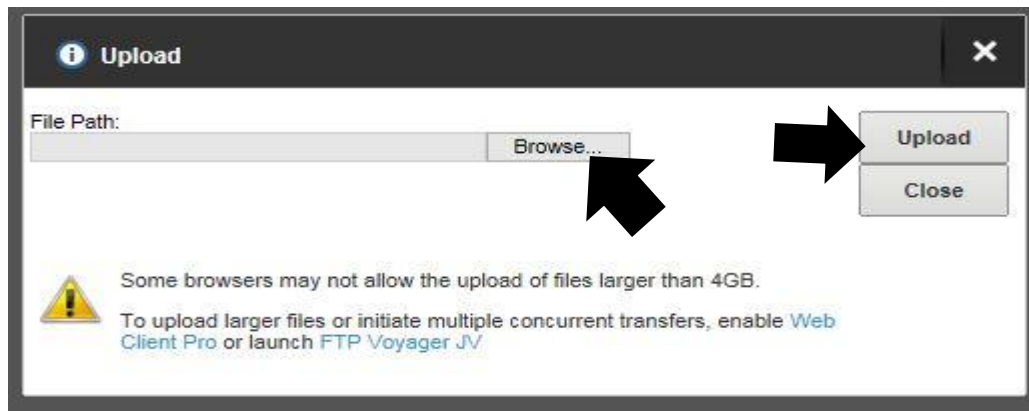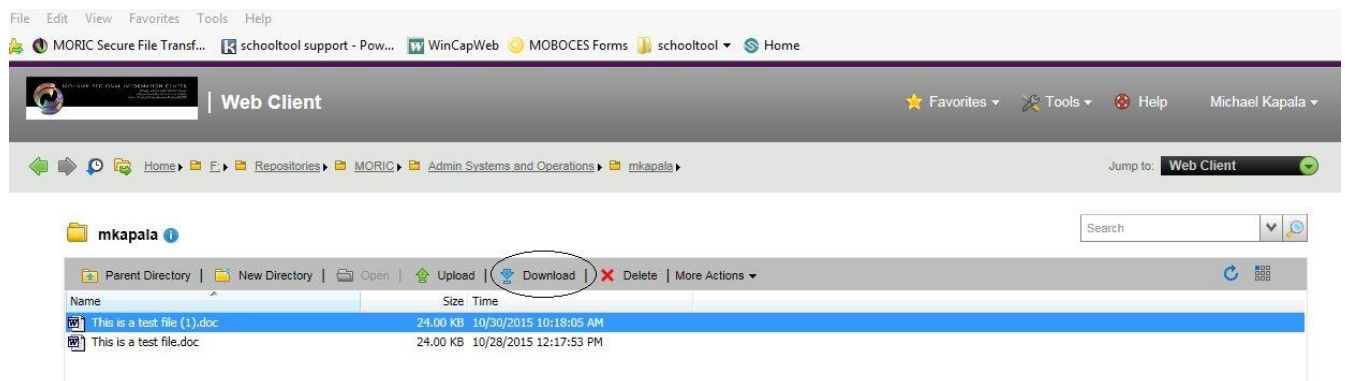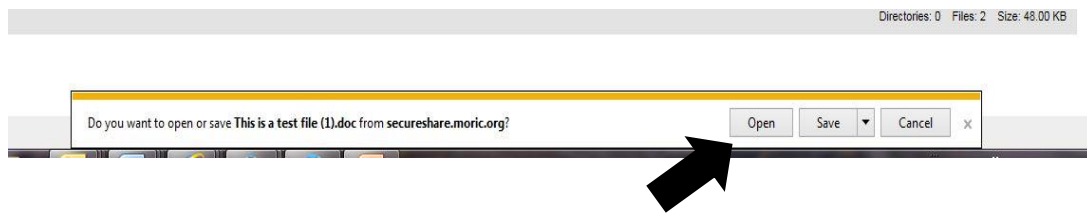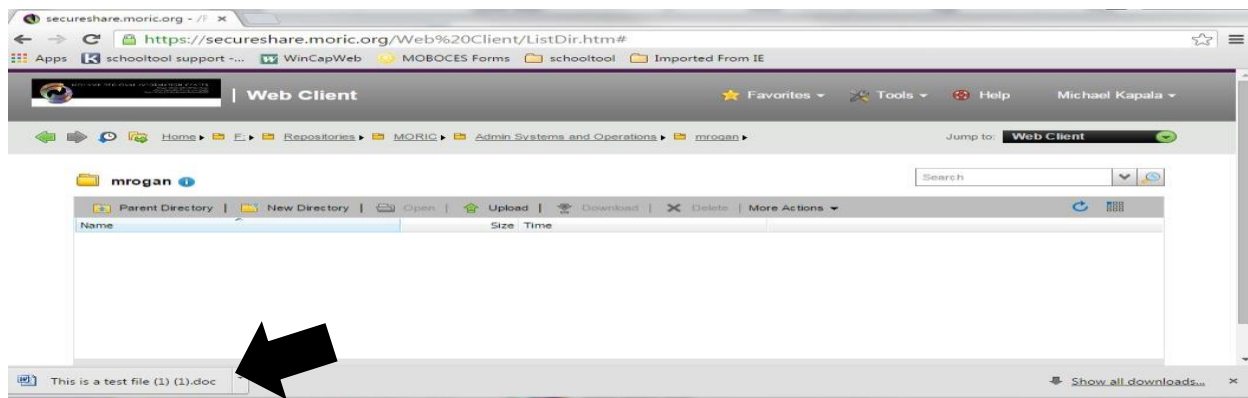➢ Highlight the file you wish to put onto your computer and choose "Download"

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email Mkapala@moric.org or Faye Hughes at 315-361-2828; email: fhughes@moric.org

If you are using Internet Explorer, you will get the following:

I recommend choosing Open. This way, you can view the file and choose where you'd like to save it on your computer.

If you are using Google Chrome, your file will download to the lower left- click to open file