

Using Keele's Sendfile system for the GGE social media competition

To use Keele University's sendfile system you should enter the following into a web browser.

<https://sendfile.keele.ac.uk/>

You will see a welcome page (Click next) and then the Keele University sign in page if not already logged in.

After login you will be taken to the sendfile page. Please make sure you have changed the filename of your document to contain your name before following the instructions below, failure to ensure correct details may invalidate your entry.

The screenshot shows the FileSender web interface. At the top, there are logos for aaronet, UNINETT, HEAnet, and SURF NET. Below the logos are navigation buttons: Send File, Guest Voucher, My Files, Enter Cerys' email address, Help, About, and Log Off. The email address c.jones@keele.ac.uk is entered in the 'Enter Cerys' email address' field. Below the navigation is a 'Welcome' message and 'HTML 5' with a checkmark. The main section is titled 'Send a file' and contains several fields: 'To:' with the email address c.jones@keele.ac.uk, 'From:' (empty), 'Subject: (optional)' with the text 'GGE Social media photo comp - YOUR_NAME', 'Message: (optional)' with a text area containing the instruction 'Please tell us what year you are in and the course which you are studying. Also, a brief description of the photo (eg where, what, why)', 'Expiry date:' with the text '(This is set for you)', and 'Select your file:' with a 'Browse...' button and the text 'No file selected.'. To the right of the form is a numbered list of steps: 1. Enter delivery email address(es), 2. Set expiry date, 3. Browse for a file, 4. Click Send. Red arrows point from the instructions to the corresponding fields: 'Enter Cerys' email address' points to the 'To:' field, 'Set the subject and your name' points to the 'Subject:' field, and 'Click "Browse" and choose the file you wish to upload' points to the 'Browse...' button.

In the message box you need to tell us what year you are in and the course which you are studying. Also, a brief description of the photo (eg where, what, and why). "Send" will appear:

File Name: 5.pdf
Size: 4.06 MB

A large, rectangular, light grey button with the word 'Send' in a bold, black, sans-serif font centered on it.

Click this to complete, you will be sent an automated email message to confirm upload and then download once the file has been received.