

## Using File Vault

1. FileVault allows you to send large files (PowerPoints) to me. (This is helpful for printing purposes, sharing with other MGs, presentation reviews, etc)
2. First you need to save your presentation (or file – this could be a zipped folder of pictures) and know where it is saved at and what the name of it is
3. Go to the ANR Portal (To get to this you can go to the San Joaquin MG web-page and sign in using the “for master gardeners only”
4. Click on “File Vault” Open File Vault.
5. You may need to click “Send a File” at the top.. IF NOT...
6. Click the “Browse” button and find your file.
7. Put in your email address.
8. Select Recipient- Scroll till you get to my name under Sousa (I have requested that this be changed so the MGs can send large files to other MGs and not everything has to go through me.. but till that is changed send it to me and I can always pass it along to other MGs if needed)
9. Give the PP a name so I know what you are sending me.
10. Anything you want to add for a note?
11. Enter the security code it asks for.
12. Click upload and send file – It can take a while depending on your internet connection and how many large pictures are in the presentation.

# File Vault

UNIVERSITY OF CALIFORNIA  
AGRICULTURE AND NATURAL RESOURCES

Send A File

## Send a File

Browse to upload your file	<input type="text"/> <input type="button" value="Browse..."/>	<b>Instructions</b> <a href="#">How long will it take to upload my file?</a>  You can send a file to anyone in ANR using the File Vault. You can send multiple files by placing them in a zip file first. The maximum size accepted is <b>975 MB</b> ; however, you may not be able to send a file this large. Non-campus offices and affiliates are likely to be restricted by local internet connection speeds. We recommend saving to a smaller size when possible, preferably under 300 MB.  <b>Files will be stored in the File Vault for 30 days before automatic removal.</b>
Your e-mail address	<input type="text"/> <small>If you are in the ANR directory, <a href="#">log into the Portal</a> before sending a file! Files using ANR email addresses as sender will be rejected unless user is logged in.</small>	
Recipient e-mail address	Select ANR recipient <input type="text"/>	
Name for File	<input type="text"/>	
Notes	<input type="text"/> (optional)	
Security Code	<input type="text" value="LWVUFS"/>	
Enter Security Code	<input type="text"/> Please enter the security code to verify your request.	
<input type="button" value="Upload and Send File"/>		

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