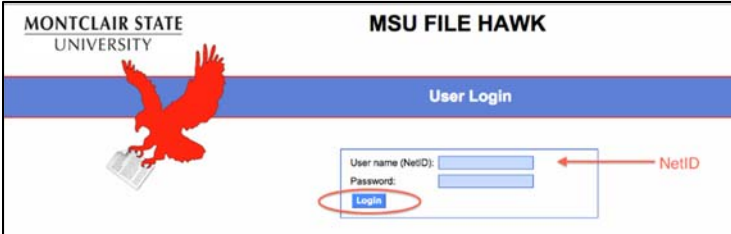# MONTCLAIR STATE UNIVERSITY

MSU File Hawk

MSU File Hawk is a web-based service which provides a secure and easy method of file exchange between MSU employees. It allows you to send one or more files (up to 10 files at once). This service can be used to transfer files that contain sensitive data such as confidential University documents or files that contain Personally Identifiable Information (PII) such as student record reports, etc.

*__Please note__ that this service is for faculty and staff – it is not accessible by students, *including students employed by the University.*
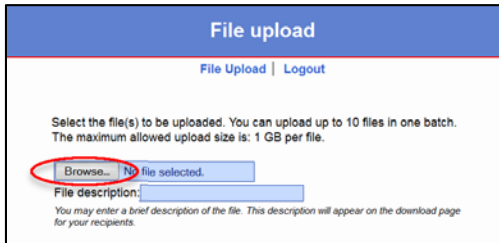
Accessing MSU File Hawk
1) Navigate to https://msufilehawk.montclair.edu/
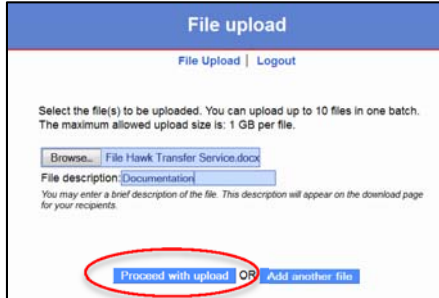2) Log in with your NetID and Password

Uploading File(s)
1) Click **Browse** to launch your file browser and select the desired file

2) Once the file has been selected you may enter a file description (optional)

3) Click **Proceed with upload**

Uploading Multiple Files *OPTIONAL*
1) Click **Add another file** to generate more blank fields
2) Click **Browse** to launch your file browser and select the desired file
3) Repeat steps until all files have been added. You can upload up to 10 files in one batch.
   (Please note that *No file can exceed 1 GB in size*)
4) Click **Proceed with upload**

5) To remove an additional file, click the **red remove button** ⊘ on the right

Sending File(s)
1) Type the recipient's NetID in the **File recipient(s) (NetID)** field
2) As you begin typing the NetID, a drop down menu of matching names will appear. Select the desired recipient from this list.
3) Repeat steps until all recipients are added to the **Recipients list**

4) To remove a recipient from the list, click the **small "x" icon** next to the recipient name

Recipients list:

trainingd

trainingf
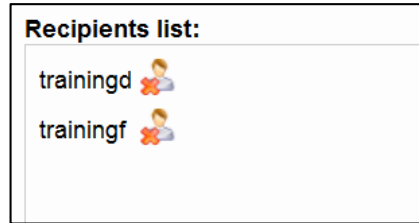
5) If you wish to add a message to the recipient, type it in the **Message to recipient(s) (Optional)** field.
6) Click **Send**

Once uploaded File Hawk will provide a download link to the file(s) just uploaded. You will also receive a confirmation email. The recipient(s) will receive the email with the subject **MSU File Hawk: You received a file.** After receiving the email, recipents will follow the link to the File Hawk service where they are prompted to enter their NetID and password. This will open the download.

Please note that uploaded file(s) reside on the server for retrieval by your recipients(s) for ten days, after which the link expires and the files are removed.