To upload and share a file in FileLocker

1. Save Cognos report output onto one of your secured network drives ("I" or "O" drives).

2. Go to https://filelocker.purdue.edu

3. Login using your Purdue Career account information

4. Click the Upload Button

5. On the pop-up window that appears you will want to do the following:
   a. Select an expiration date – Until the date that you select is when the individual you are sharing the file with, will be able to access the uploaded document
   b. Any note that you want to write to the individual
   c. Then Click Browse and Upload to select the file that you saved on your "I" or "O" drive.

6. After you successfully upload the file, it will appear on your FileLocker page

7. To share the uploaded file, you will click the blue down arrow to the right of the expiration date:

8. A drop down will appear, and you will click "Share this file"
   a. It is also a good idea to click "notify me on download" so you will be notified when a user downloads the file you shared.
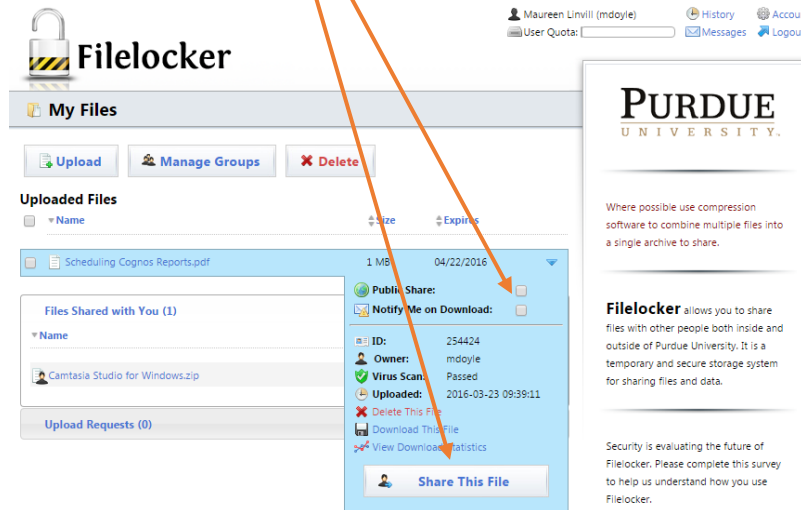

9. You click "name" on the search page and type the individuals full name, once you click on the individuals name from the list, it will list their name and have "Share" listed next to it. If you cannot find the person, click the box to Search the entire Purdue University directory.
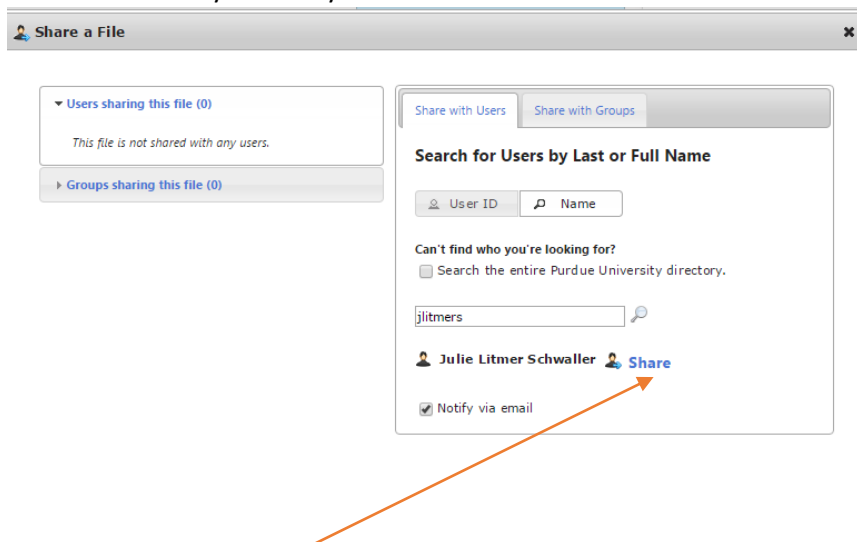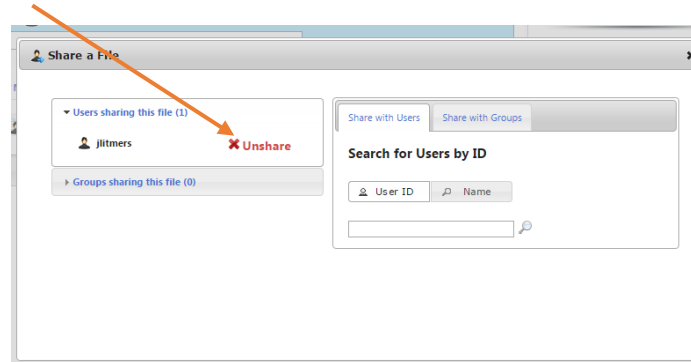

10. Click Share and the document will be shared with the individual until the expiration date that you selected.

11. If you selected an individual in error, you can cancel the share by clicking "Share this File" again:
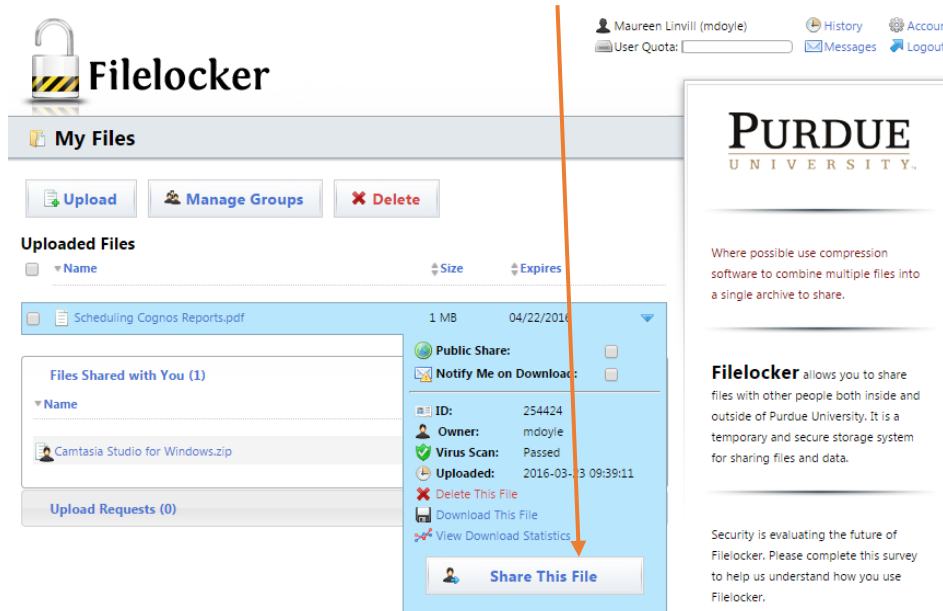
12. And then click "Unshare" next the individuals Purdue Career account name:

To Access a file that has been shared with you:

1. You will receive an email letting you know that a file has been shared with you (see example of email below):

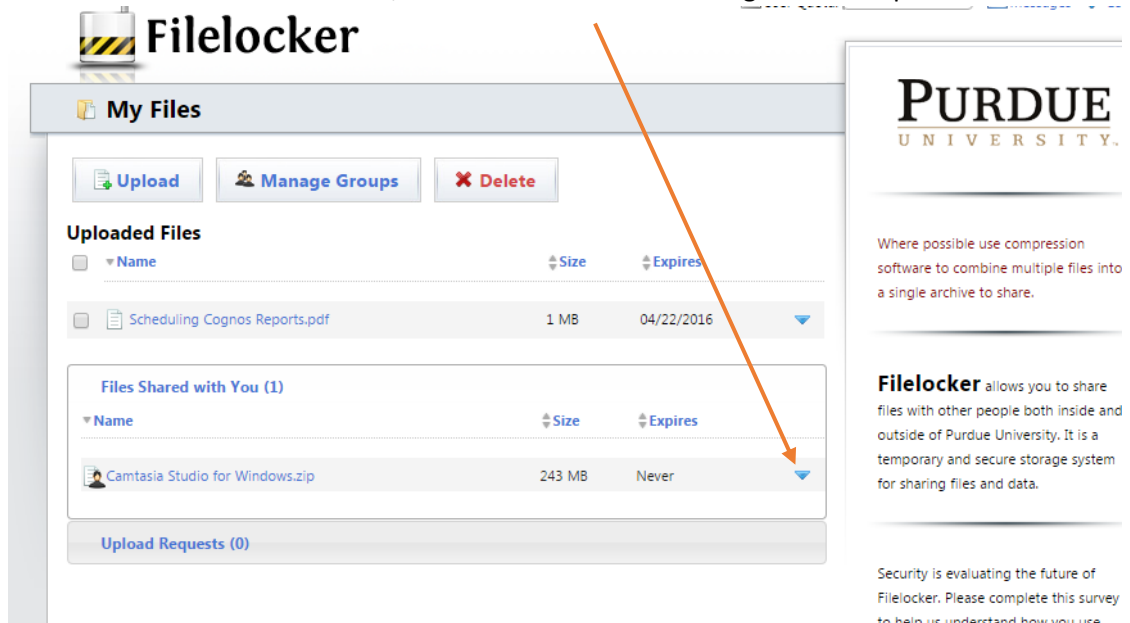   Maureen Linvill (mdoyle) has shared the following files with you on Filelocker:

   Scheduling Cognos Reports.pdf

   To view and download these files, please log in to Filelocker.

   To access Filelocker, please copy the following link and paste it into your browser's URL bar, removing any spaces:
   filelocker.purdue.edu

2. Go to https://filelocker.purdue.edu

3. Under the section "Files Shared with You", click the Blue arrow to the right of the expiration:

4. The Click the "Download this File" button:

5. Document will either open or will show down at the left hand corner of your computer screen when it downloaded.