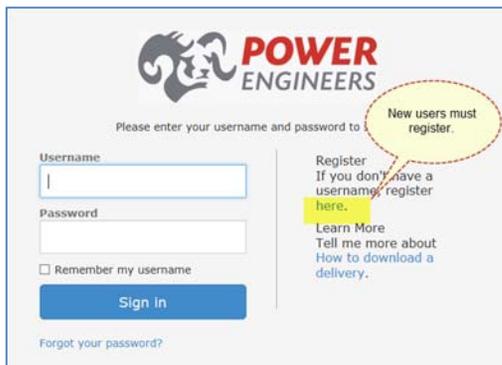


## Retrieve a Secure File Transfer

POWER Engineers, Inc. uses the Biscom “Express Delivery” service to securely send files to clients. Follow these instructions to retrieve a file sent to you by a POWER employee.

1. Open the email delivery message.
2. Click the link provided to open the fileshare.powereng.com site and retrieve the file(s) sent to you.

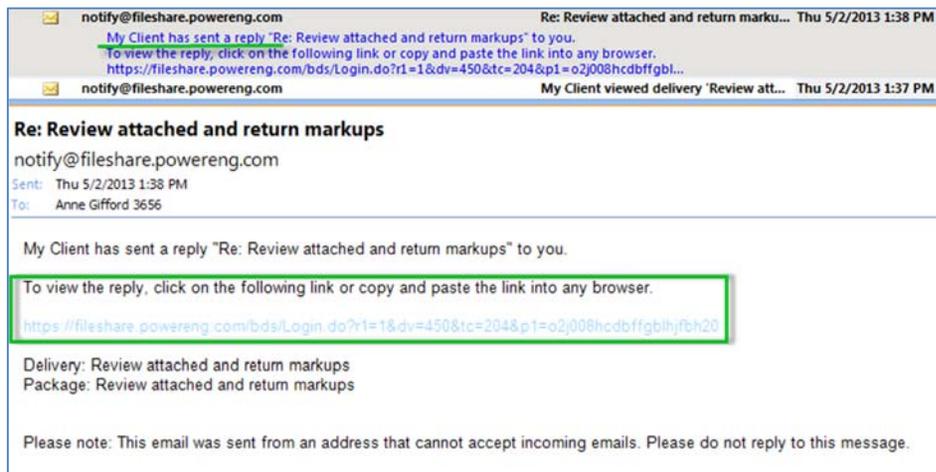


3. Sign in with your username and password.

To register, click on word “here” under Register on the right hand side of the screen. Enter a username and password. The password must be at least 6 characters and contain uppercase, lowercase, and

numbers. You will receive a confirmation email once you are registered.

4. Once logged in, click the file name to begin your download, OR...place a checkbox next to delivery item(s) and click the “Download” button.
5. Use the “Reply securely” button to send a secure message to the sender. Attachments can be included in your reply.



## Collaborate in a Secure Workspace

In addition to one-time secure deliveries, POWER uses the same service to host secure workspaces. Workspaces are also used to share large files with outside parties such as clients or subcontractors but they longer term file repositories.

The workspace allows many participants to share, comment on, and view files while working on a project.

## View a Secure Workspace

Participant in a secure workspace will receive and email notification when invited to the workspace by a POWER employee. Follow the link to open the workspace.

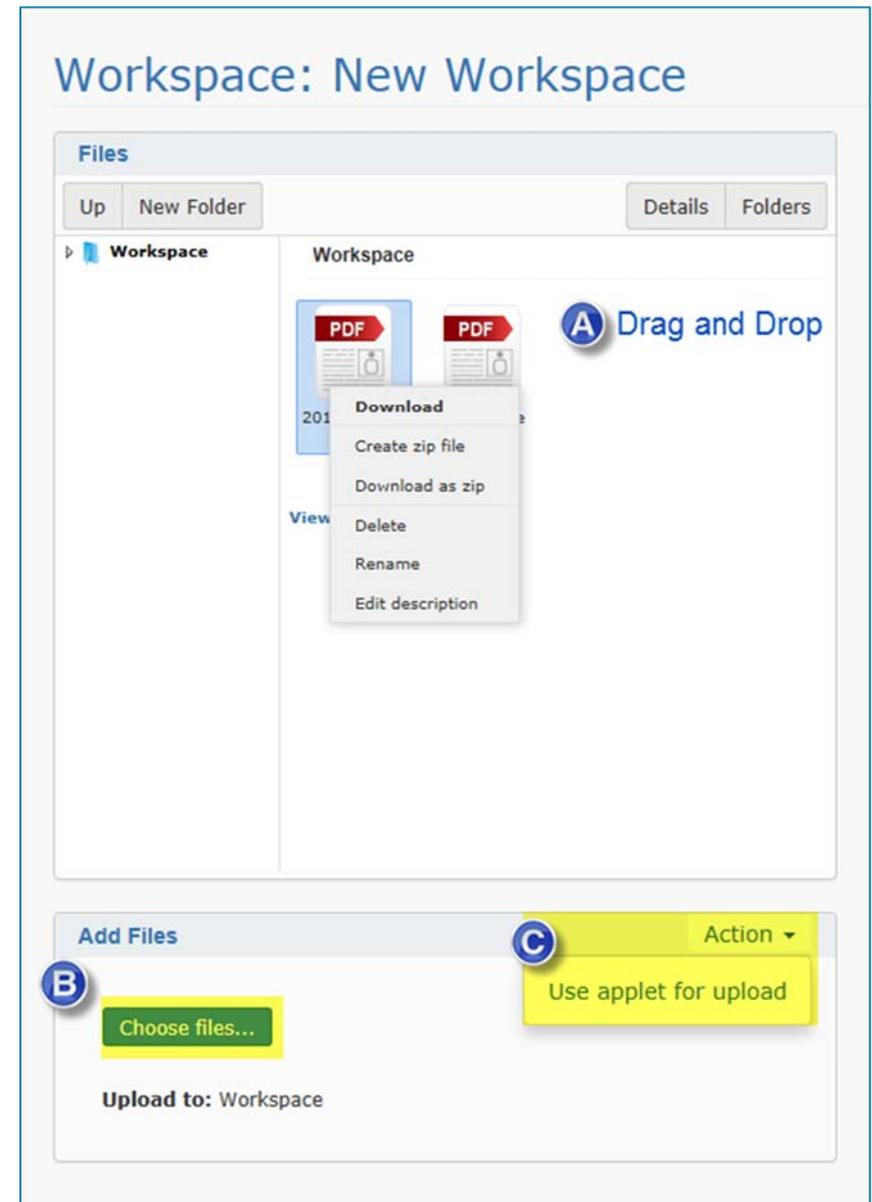
- Collaborators can upload/delete files
- Read Only users can simply view files.

## Add Files and Folders

In most instances you can simply drag and drop files/folders for uploads. If you receive an error, you may need to try using the Java Applet (Internet Explorer only) found on the action menu at the top right of the screen.

Secure Workspaces and Express Deliveries are **not backed up** and **should not contain the only copies of files**.

1. **A** Drag and drop files into the workspace > folder location.  
OR  
**B** Click the **Choose files...** button and select the file(s) to upload one at a time.  
OR



 Should you have trouble with drag and drop, add files using the Java Applet, by clicking the Action, then, select “Use applet for file upload”.

**Note:** The applet only works in Internet Explorer and will reset any previously entered values such as To or Subject.

2. Click **Save**.
3. By default, workspace participant will receive an email notification from [notify@powereng.com](mailto:notify@powereng.com). The recipient must be registered on the [files.share.powereng.com](http://files.share.powereng.com) website before they can access the workspace.

### Notification Settings

*By default, users receive these notifications: file/folder uploaded or updated, workspace comment added, workspace deleted.*

1. Change personal notification settings when logged into the workspace using **Action > My Notification Settings**