

Using the Secure Inbox to Transfer Project Materials to Rho

This document explains how to securely transfer project materials, including data files and documents, to Rho through SharePoint using the Secure Inbox.

Preparing Files for Transfer

SharePoint accepts files of most types, but there are a few things to consider when preparing to upload files.

1. If you are uploading a folder that contains multiple files, *especially if the organization of the files or subfolders within the folder must be maintained*, create a ZIP archive of the folder and its contents and upload the resulting .zip file.
2. SharePoint enforces a *maximum size limit of 250GB* on files.
3. Uploading very large files or using a connection with limited upload bandwidth, like many residential connections in the U.S., can result in long upload times. After initiating an upload, *do not close the browser tab* or interrupt your Internet connection until it completes.
4. You will be able to see files you upload *but not files uploaded by others*.

Uploading Files

1. Visit the SharePoint site for the project and click the Secure Inbox link under Project Tools. The Secure Inbox page will appear:

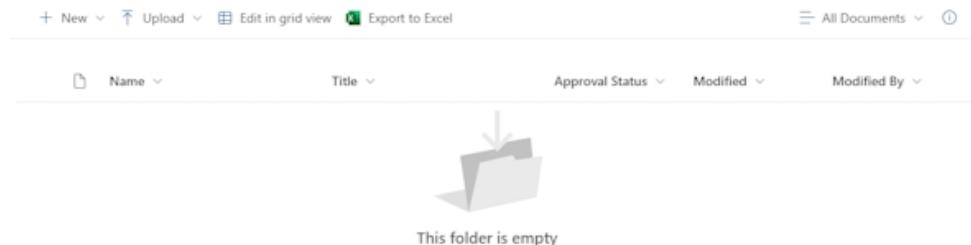
Secure Inbox

This page allows external guests to securely transfer project materials, including data files and documents, to Rho. Transfer files by dragging them into the upload area below. Only you and members of Rho's project team can see the files that you upload.

Note that large files, slow connections, or some combination of the two may result in a protracted upload period. During this time, a spinner will be displayed in the top right corner of the library. Leave the browser open until this spinner is replaced with a success message. More detailed instructions for uploading files are available in the document "[Using the Secure Inbox](#)" (PDF).

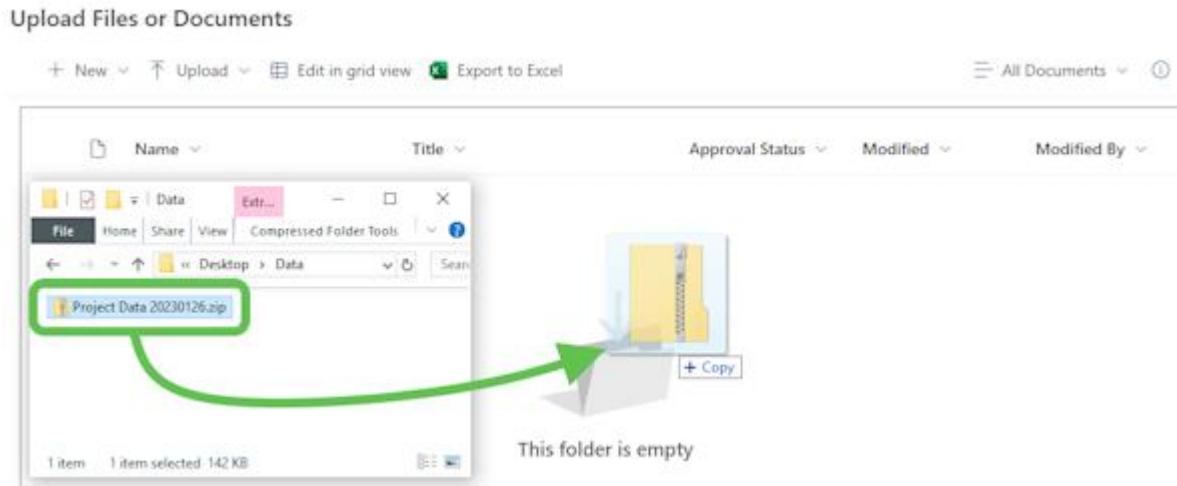
Please contact the Rho project team if you encounter problems or have questions.

Upload Files or Documents

A screenshot of a SharePoint 'Secure Inbox' page. The page has a header with 'Secure Inbox Support' and two buttons: 'Using the Secure Inbox' and 'Contact the Rho Project Team'. Below the header is a sub-header 'Upload Files or Documents'. At the top, there are buttons for '+ New', 'Upload', 'Edit in grid view', 'Export to Excel', and a dropdown for 'All Documents'. A search bar is also present. The main content area shows a table with columns: Name, Title, Approval Status, Modified, and Modified By. A large, empty folder icon is centered, with the text 'This folder is empty' below it. The entire page has a light blue background.

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2. Click the local copy of the file (or files) being transferred to grab it, and then hold down the mouse button and drag it over the “Upload Files or Documents” area. When the area activates, a border will appear and the file icon will change:



3. Let go of the mouse button to drop the file in the library. An icon will appear in the Command Bar indicating the upload is in progress:



Note that large files or slow connections can cause the upload process to take several minutes. *Do not close the browser tab while an upload is in progress.*

4. After the upload is complete, a confirmation message will appear. The file will be available in the library with a Pending status:

