

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.

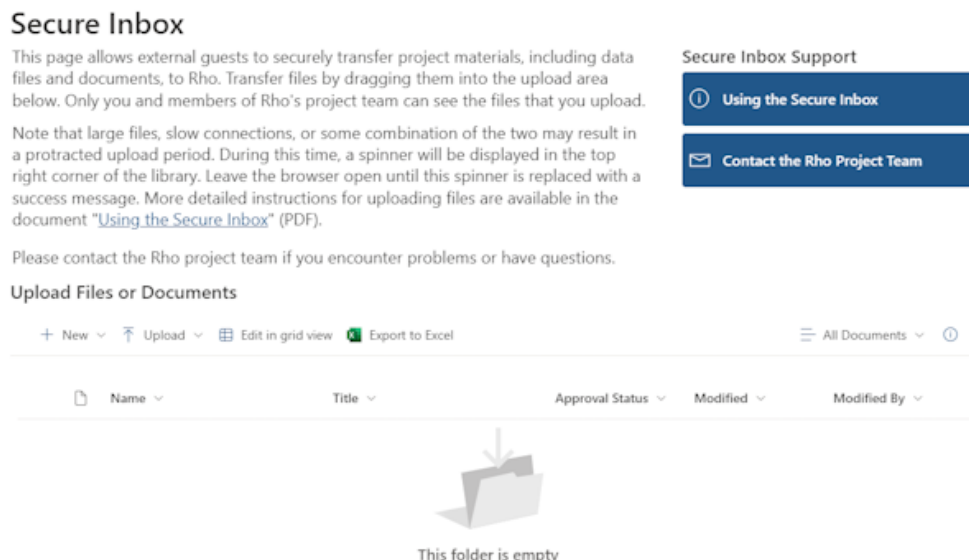
Preparing Files for Transfer

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:

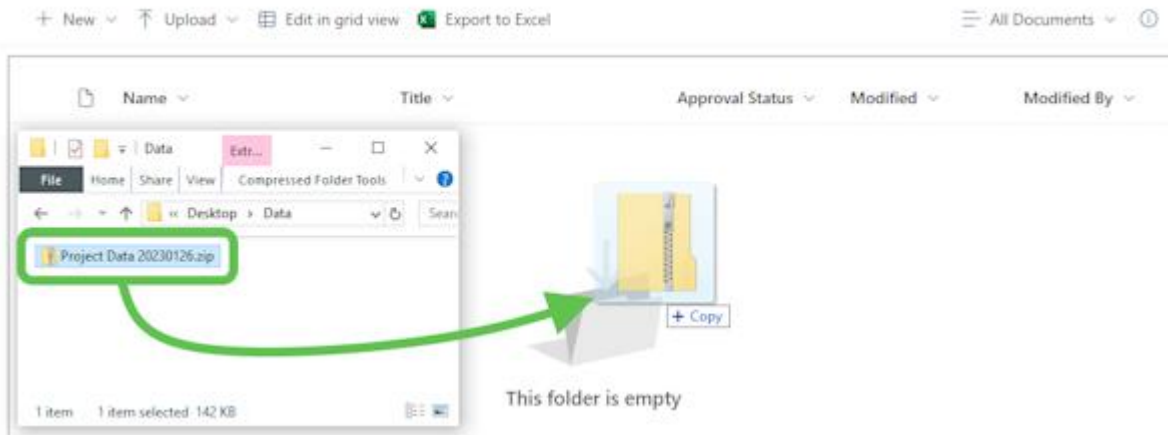


The screenshot shows the 'Secure Inbox' page in a SharePoint environment. The page title is 'Secure Inbox'. Below the title, there is a paragraph explaining that the page allows external guests to securely transfer project materials, including data files and documents, to Rho. It instructs users to transfer files by dragging them into the upload area below, noting that only they and members of Rho's project team can see the files. A note mentions that large files, slow connections, or a combination of the two may result in a protracted upload period, during which a spinner will be displayed in the top right corner of the library. It advises leaving the browser open until the spinner is replaced with a success message and provides a link to a PDF document titled 'Using the Secure Inbox'. Below this, it says 'Please contact the Rho project team if you encounter problems or have questions.' On the right side, there is a 'Secure Inbox Support' section with two buttons: 'Using the Secure Inbox' (with an information icon) and 'Contact the Rho Project Team' (with an envelope icon). Below the text, there is a section titled 'Upload Files or Documents' with a toolbar containing '+ New', 'Upload', 'Edit in grid view', and 'Export to Excel'. To the right of the toolbar are 'All Documents' and a help icon. Below the toolbar is a table header with columns: 'Name', 'Title', 'Approval Status', 'Modified', and 'Modified By'. The table body is empty, and a large folder icon with a downward arrow is centered in the table area, with the text 'This folder is empty' below it.

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- 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:

Upload Files or Documents



- 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:

Upload Files or Documents



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.*

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

Upload Files or Documents

