


## SENDING A FILE VIA USO-FX 2

\*\*\*\*ONLY FIREFOX AND GOOGLE CHROME BROWSER MUST BE USED TO SEND/RECEIVE FILES



1. Go To <https://my.uso.im/home> and use your lgfl username to login (ie: name.211)

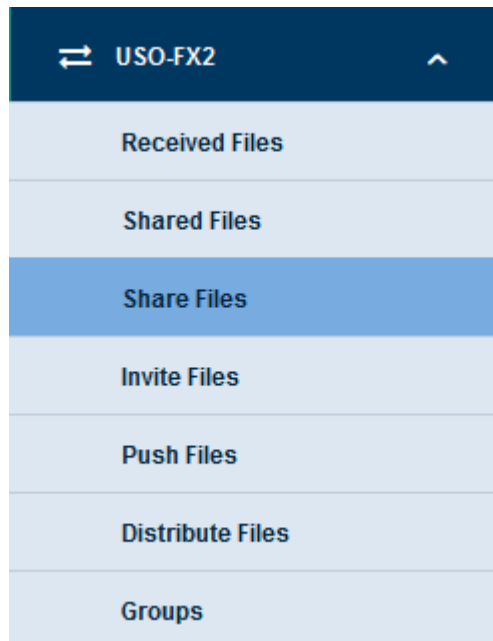
 Please enter your USO username and password, then click the Login button.

name.211

.....

Login

2. Click on **USO-FX2** (left menu) then **Share Files** to bring the files sharing interface. You can share files with specific people: if you know their username, enter it in the recipient box, or search by name by selecting **Specific Users**. Click **Next** once done.



Enter username here if known (name.211)

To look for users when username unknown (it will open a pop up window)

1 Specify recipient

2 Add description

3 Select file(s)

Action completed

Please use the options below to select recipients.

name.211 | × Find & add

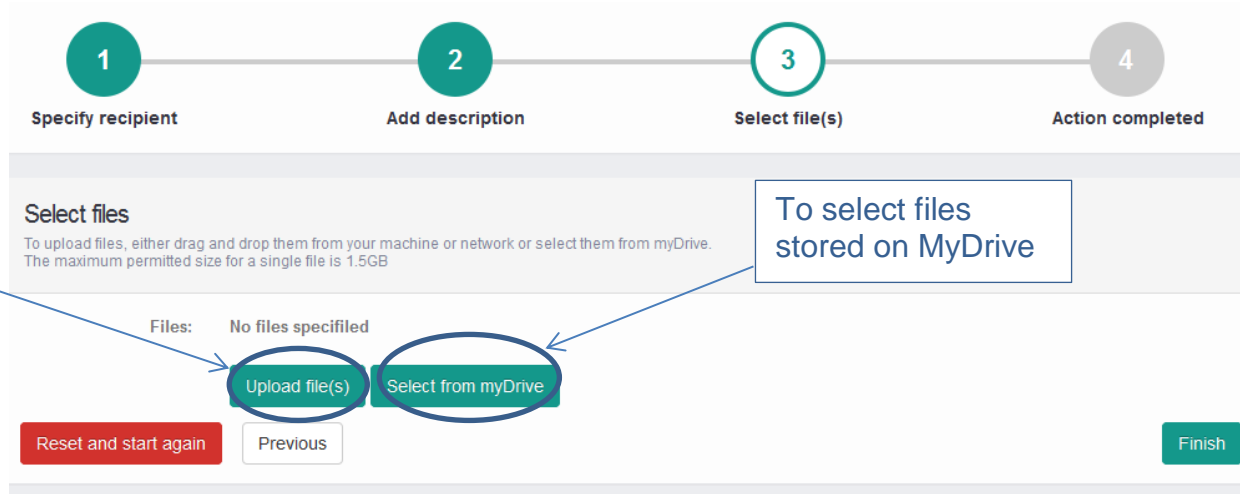
Specific Users Existing Groups School / Profile

Quickly add recipients by entering the full USO username, including LA code or the full name of an existing group:

The following users will receive your file(s).

Name	USO username	Email	Establishment	OTP? Profile filter	Remove
Armand Pers	apers.211	apers.211@lgflmail.org	Tower Hamlets - Tower Hamlets Children's Info Systems		User

3. You can enter a title and comment on the next screen (optional), click **Next** once done.
4. You can select files which are either stored on My Drive, but you will most commonly **Upload file(s)** from your computer. Browse for the file you need and click **Finish**.



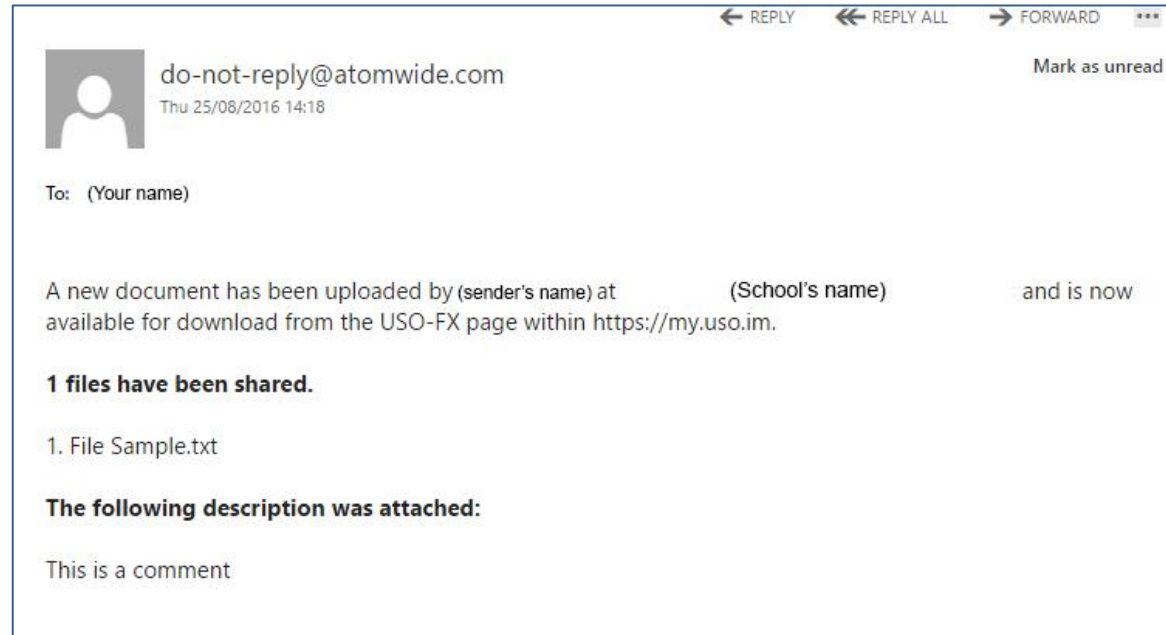
5. On the next screen, check that all details are correct and click **Yes, continue**. YOUR FILE HAS NOW BEEN SENT TO THE RECIPIENT.

## RECEIVING A FILE VIA USO-FX2

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1. You will receive a notification email from atomwide in the following format:



2. Go To <https://my.uso.im/home> and use your lgfl username to login (ie: name.211)




The login form features the USO logo (a red padlock with 'USO' in white) on the left. To its right is the instruction: 'Please enter your USO username and password, then click the Login button.' Below this are two input fields: the first contains the username 'name.211' and the second contains a masked password represented by ten dots. At the bottom of the form is a green button with the text 'Login' in white.

- Click on **USO-FX2** (left menu) and select **Received Files**. It will bring the received files interface where you can see all the files sent to you with the sender's details, the type of file, when it was sent (uploaded) and the title and comments. You can download the file to your computer, download the file to MyDrive or delete the file.

### Files shared with you

There have been shared with you via USO-FX 2 by other users. Some files may have expired and may no longer be accessible. Only a historical record remains of

Search in results...

Download	Document	Uploaded	From	Options
 	<b>Title:</b> This is a title <b>Notes:</b> This is a comment <b>File name:</b> File Sample.txt <b>File size:</b> 0.0 kB	25 Aug 2016 14:19	Armand Pers from Tower Hamlets Children's Info Systems and other establishments in Tower Hamlets	

Do not show files that have been previously deleted?

# SUMMARY

The screenshot displays the USO-FX2 interface. On the left is a dark blue sidebar with a 'Site menu' containing items like Home, Resources, myLinks, myDrive, and a section for 'USO-FX2' with sub-items: Received Files, Shared Files, Share Files, Invite Files, Push Files, Distribute Files, and Groups. Below this are School Calendar, myHomework, LetterMerge, Online Safety, and Settings. The main content area has a teal header with a home icon, 'USO-FX2', and 'Received Files'. Below the header is a section titled 'Files shared with you' with a descriptive paragraph and a search box. A table lists shared files with columns for 'Uploaded' and 'From'. One file is shown with details: Title, Notes, File name, and File size. A 'Delete' button is next to it. Below the table is a 'Share files' section with a search box and a progress indicator '77.18 MB of 25 GB used'. At the bottom is a four-step process flow for sharing files, with each step circled and accompanied by a text box explaining the step.

**Save to your Computer or MyDrive**

**Delete**

**1**  
Specify recipient  
Enter Username (if known) or search by name

**2**  
Add description  
Add title and comments (optional)

**3**  
Select file(s)  
Select File (from Computer or MyDrive)

**4**  
Action completed  
Confirm details and send