USING DATAMOTION SECUREMAIL FOR FILE TRANSFERS VIA SFTP

In addition to sending secure emails, a DataMotion SecureMail account can be used for sending large files. Many users though, do not want to have to upload and download large files through a web browser and would prefer to use tools more common to file transfer. To support this usage, the DataMotion portal provides an SFTP server which can be used to access your SecureMail account for transferring files.

Connecting to the DataMotion SFTP Server

To connect to the DataMotion SFTP server, the following steps and configuration must be followed. These steps will be the same whether you are sending or receiving a file.

NOTE: The WinSCP client is shown here as an example of an interactive SFTP client. It is possible to use scripts with this and other clients to upload your files.

1. Open your SFTP client program.

2. Enter the following information to connect to the DataMotion SFTP server:
   » Host name: ssl.datamotion.com
   » Port number: 22
   » User name: UserID or email address
   » Password: SecureMail account password
   » Protocol: SFTP
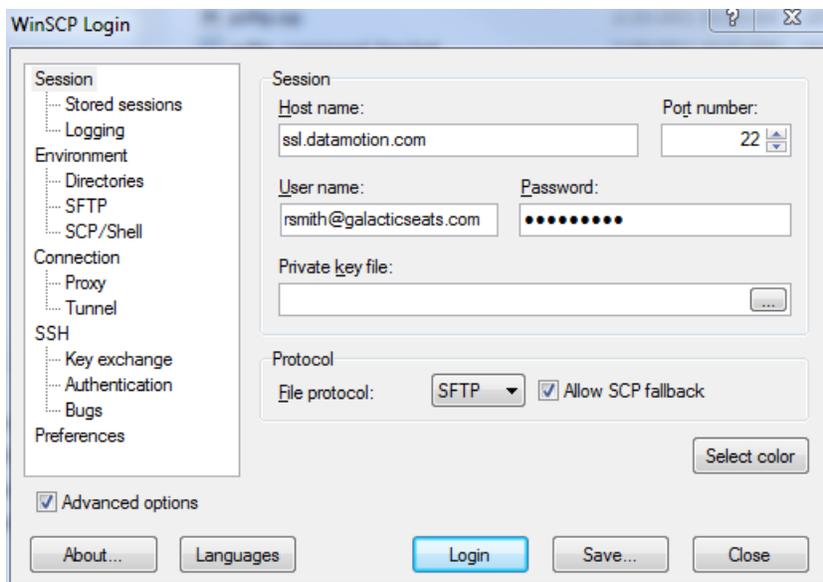
3. Click **Login** to start the SFTP session.
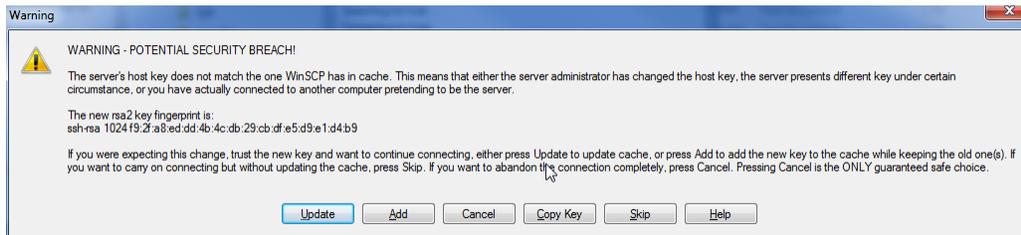
4. Click **Add** to accept the server host key since this is the first time you are connecting. You will not be prompted again if you add this key.

SENDING FILES USING THE DATAMOTION SFTP SERVER

To submit a file for delivery using the DataMotion SFTP server:

1. Open your SFTP client program to ssl.datamotion.com.
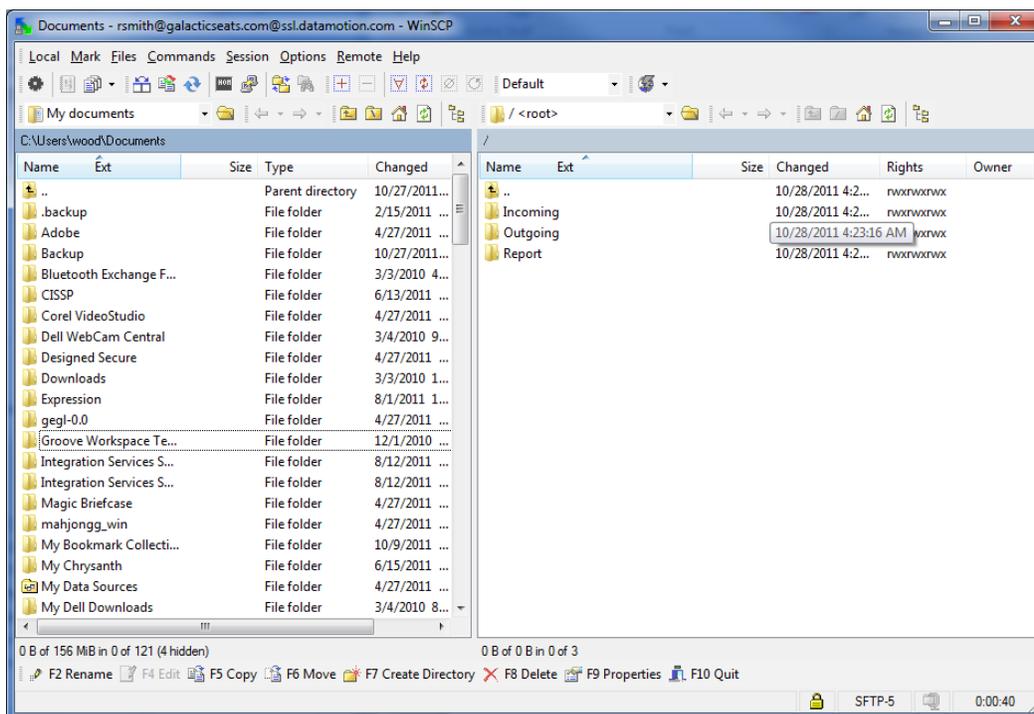
2. Open the **Outgoing** folder on the DataMotion SFTP Server.
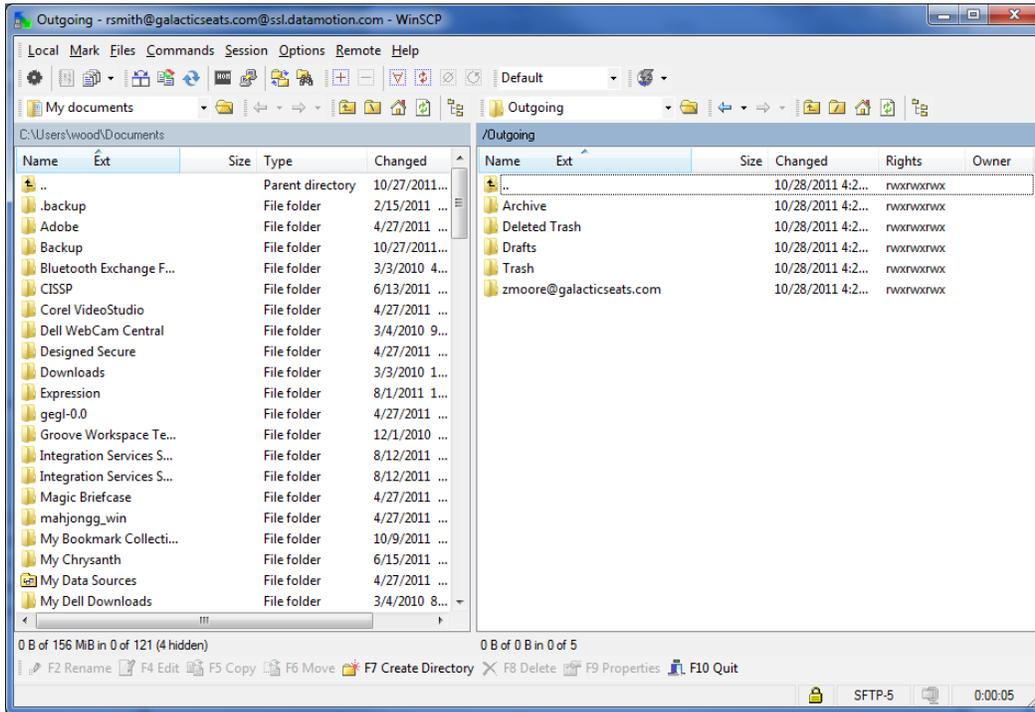
Inside the **Outgoing** folder each email address that you have sent a message to is shown. If you are sending a file to a new user, create a new folder (directory) with the email address you are sending to.

3. Open the folder with the Business File Name you are uploading a file for.
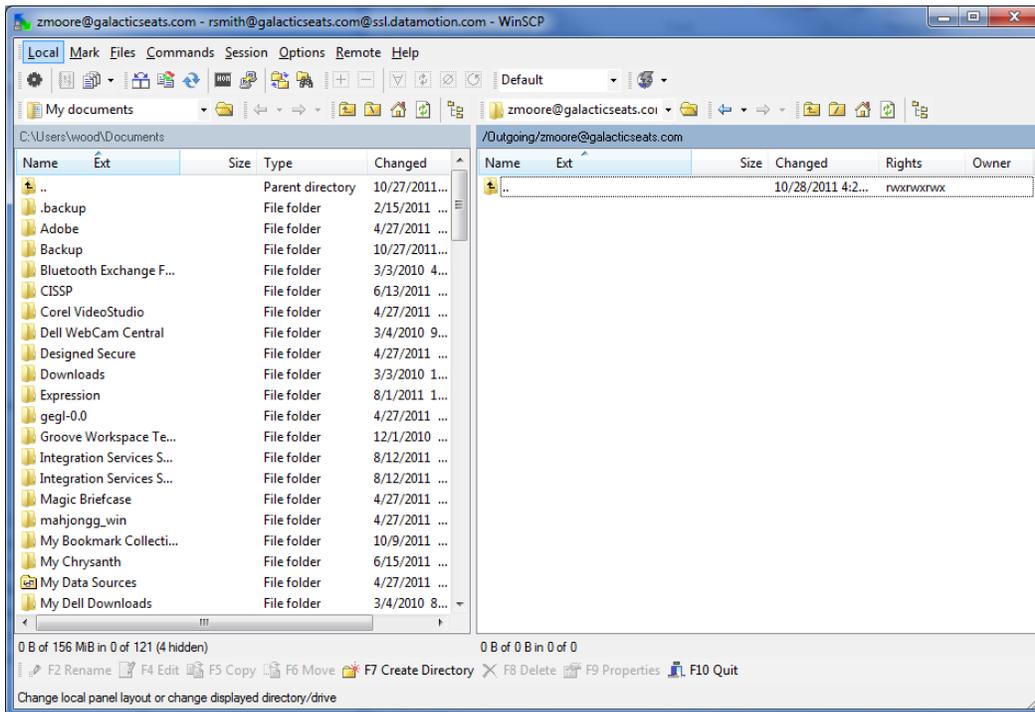
4. Drag the file you want to upload into the email address folder.
5. Once the file has been uploaded, you are done.
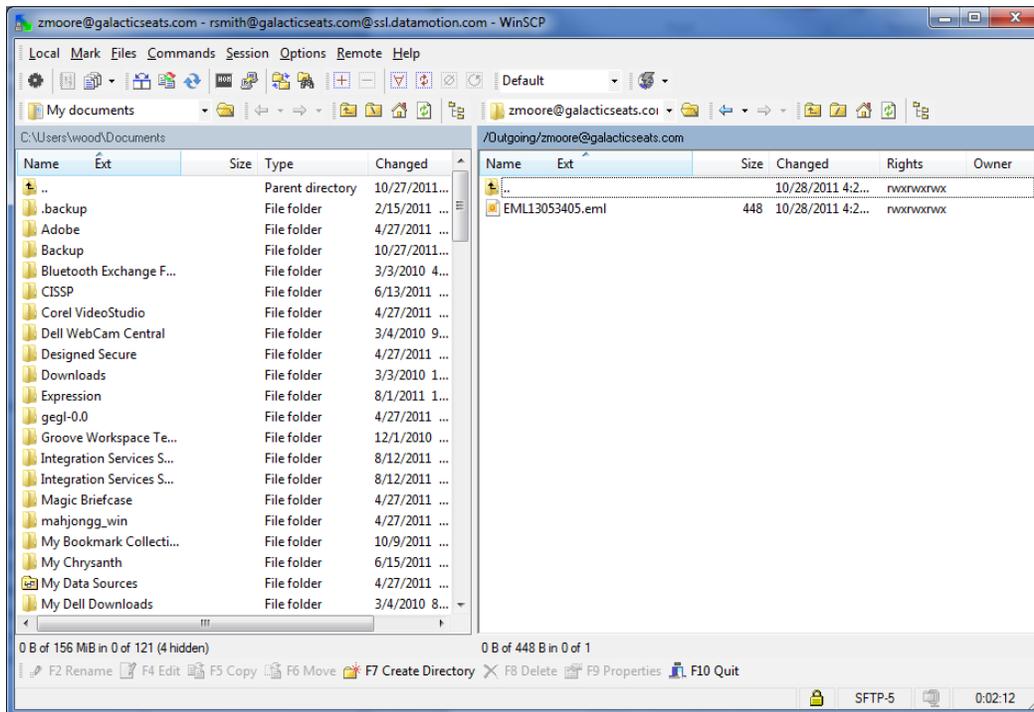
When the file is uploaded it will be automatically renamed. The new name will have a unique number prepended to be beginning to ensure uniqueness of all files that are uploaded. Once the file has been passed on to the destination, it will be deleted from the folder.

DOWNLOADING FILES VIA THE DATAMOTION SFTP SERVER

To download a file sent to you from the DataMotion SFTP server:

NOTE: The WinSCP client is shown here as an example of an interactive SFTP client. It is possible to use scripts with this and other clients to download your files.

1. Open your SFTP client program to ssl.datamotion.com.

2. Open the **Incoming** folder on the DataMotion SFTP server.
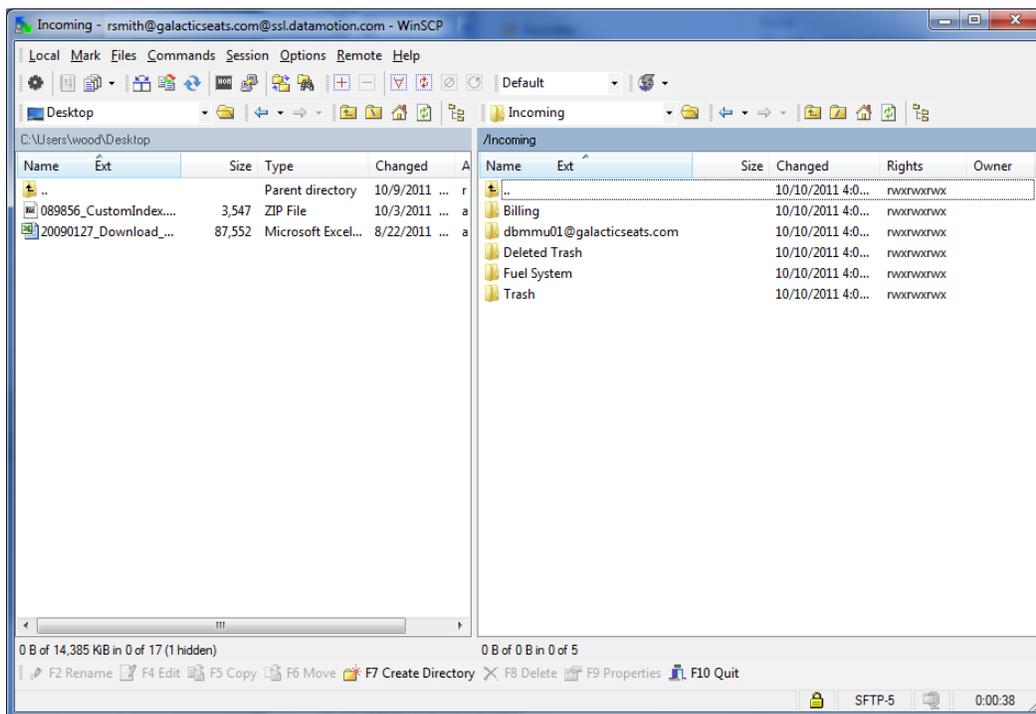
Inside the **Incoming** folder you will see a list of email addresses that have sent files (or messages) to you.

3. Open the folder with the specified email address.
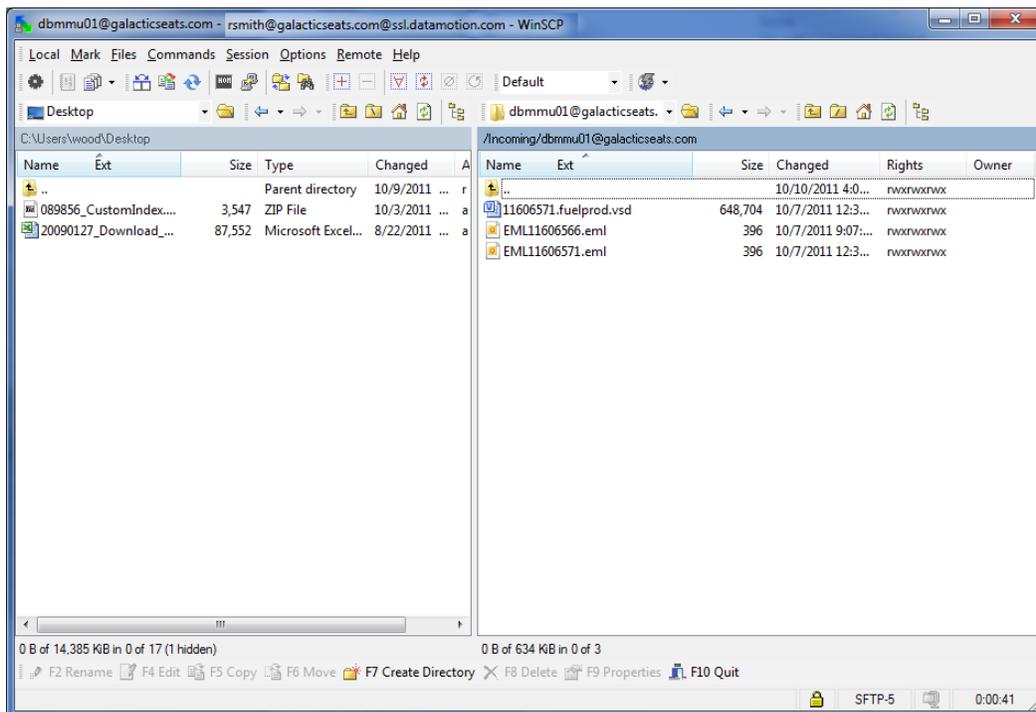
4. Find the file you are looking for and download it to your computer.

NOTE: Sorting the files by date will help determine the most recent files that have been sent to you.

5. Once the file has been downloaded, you are done.

All files sent to you are stored with unique filenames. A numeric code will be prepended to the name of any file sent to you to ensure uniqueness. To restore the original filename remove the characters to the first ".". For example, to restore the file "12345678.filename.txt" to its original name, remove the "12345678." from the name.