



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

Session	Session	
··· Stored sessions	Host name:	Port number:
Environment	ssl.datamotion.com	22 🚔
Directories	User name:	Password:
SETP SCP/Shell	rsmith@galacticseats.com	•••••
Connection Proxy Tunnel SSH Key exchange Authentication Bugs	Private <u>k</u> ey file:	
	Protocol <u>F</u> ile protocol: SFTP	▼ ✓ Allow SCP fallback
Preferences		Select color
Advanced options		
About Lang	uages Login	Save Close





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.

🛃 Outgoing - rsmith@galacticseats.com@ssl.datamotion.com - WinSCP									
Local Mark Files Commands Session Options Remote Help									
I My documents · · · · · · · · · · · · · · · · · · ·									
C:\Users\wood\Documents			/Outgoing						
Name Ext Size	Туре	Changed	Name Ext	Size Changed	Rights Owner				
🛓 🚨	Parent directory	10/27/2011	1	10/28/2011 4:2	rwxrwxrwx				
🛯 퉬 .backup	File folder	2/15/2011 ≡	Jachive Archive	10/28/2011 4:2	rwxrwxrwx				
🔒 Adobe	File folder	4/27/2011	Deleted Trash	10/28/2011 4:2	rwxrwxrwx				
🔋 🐌 Backup	File folder	10/27/2011	Drafts	10/28/2011 4:2	rwxrwxrwx				
🔋 🐌 Bluetooth Exchange F	File folder	3/3/2010 4	길 Trash	10/28/2011 4:2	rwxrwxrwx				
🔋 🏭 CISSP	File folder	6/13/2011	Impore@galacticseats.com	10/28/2011 4:2	rwxrwxrwx				
🔋 퉬 Corel VideoStudio	File folder	4/27/2011							
🔋 퉬 Dell WebCam Central	File folder	3/4/2010 9							
🔋 퉬 Designed Secure	File folder	4/27/2011							
🔋 🐌 Downloads	File folder	3/3/2010 1							
🔋 🥼 Expression	File folder	8/1/2011 1							
🔋 퉬 gegl-0.0	File folder	4/27/2011							
🔋 퉬 Groove Workspace Te	File folder	12/1/2010							
Integration Services S	File folder	8/12/2011							
Integration Services S	File folder	8/12/2011							
🔒 Magic Briefcase	File folder	4/27/2011							
🔋 퉬 mahjongg_win	File folder	4/27/2011							
🔋 🐌 My Bookmark Collecti	File folder	10/9/2011							
🔒 My Chrysanth	File folder	6/15/2011							
🛃 My Data Sources	File folder	4/27/2011							
🔒 My Dell Downloads	File folder	3/4/2010 8 👻							
۰ (III)		•							
0 B of 156 MiB in 0 of 121 (4 hidden) 0 B of 0 B in 0 of 5									
📔 🤌 F2 Rename 📝 F4 Edit 🗃 F5 Cop	y 📸 F6 Move 💣	F7 Create Directory	🖌 🔀 Delete 💣 F9 Properties 👖 F10 Q	uit					
				🔒 SFT	P-5 🥥 0:00:05				

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.

🦕 zmoore@galacticseats.com - rsmith@galacticseats.com@ssl.datamotion.com - WinSCP									
Local Mark Files Commands Session Options Remote Help									
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👔 My documents 🔹 🖕 🗣 🔿 🔹 🛅 🖄 🚰 😰 📴 zmoore@galacticseats.col 🔹 🔤 🖕 🔹 🔿 👘 🙆 🖉 🔮									
C:\Users\wood\Documents	C:\Users\wood\Documents /Dutgoing/zmoore@galacticseats.com								
Name Êxt	Size Type	Changed 🔶	Name	Ext	Size	Changed	Rights	Owner	
L	Parent directory	10/27/2011	1			10/28/2011 4:2	rwxrwxrwx		
backup	File folder	2/15/2011 ≡							
Adobe	File folder	4/27/2011							
\mu Backup	File folder	10/27/2011							
Bluetooth Exchange F	File folder	3/3/2010 4							
CISSP	File folder	6/13/2011							
🌗 Corel VideoStudio	File folder	4/27/2011							
🌗 Dell WebCam Central	File folder	3/4/2010 9							
Designed Secure	File folder	4/27/2011							
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Expression	File folder	8/1/2011 1							
🔋 퉬 gegl-0.0	File folder	4/27/2011							
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Integration Services S	File folder	8/12/2011							
Integration Services S	File folder	8/12/2011							
🌗 퉬 Magic Briefcase	File folder	4/27/2011							
🔋 🐌 mahjongg_win	File folder	4/27/2011							
🌗 My Bookmark Collecti	File folder	10/9/2011							
🌗 My Chrysanth	File folder	6/15/2011							
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My Dell Downloads	File folder	3/4/2010 8 👻							
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Change local panel layout or change dis	splayed directory/drive								





- 4. Drag the file you want to upload into the email address folder.
- 5. Once the file has been uploaded, you are done.

🖕 zmoore@galacticseats.com - rsmith@galacticseats.com@ssl.datamotion.com - WinSCP								
Local Mark Files Commands Session Options Remote Help								
🔹 🗄 🗊 • 🏦 📽 🗞 📟 🧬 😤 🐜 🛨 - 🔯 🐼 🕐 Default - • 👹 •								
In My documents • 😋 ↓ + → + 🖻 🔯 🚮 🖗 🗽 moore@galacticseats.coi • 😋 ↓ + → + 📴 🖉 🚮 🖗 🗽								
C:Wsers\wood\Documents //Dutgoing/zmoore@galacticseats.com								
Name Êxt Size Typ	/pe Changed 🔺	Name Ext	Size	Changed	Rights	Owner		
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🔒 Adobe 🛛 👘 File	le folder 4/27/2011							
🔒 Backup File	le folder 10/27/2011							
🔒 Bluetooth Exchange F 🛛 🛛 File	le folder 3/3/2010 4							
🔒 CISSP 🛛 🛛 File	le folder 6/13/2011							
🔋 🖟 Corel VideoStudio 🛛 🛛 🛛 File	le folder 4/27/2011							
🔒 Dell WebCam Central 🛛 🛛 File	le folder 3/4/2010 9							
🔒 Designed Secure 🛛 🛛 🔒	le folder 4/27/2011							
🔒 Downloads 🛛 🛛 File	le folder 3/3/2010 1							
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🔒 gegl-0.0 File	le folder 4/27/2011							
🔒 Groove Workspace Te 🛛 🛛 🖓 File	le folder 12/1/2010							
🔒 Integration Services S 🛛 🛛 File	le folder 8/12/2011							
🔒 Integration Services S 🛛 🛛 File	le folder 8/12/2011							
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				🔒 SFTP	-5 🗐	0:02:12		

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.

Incoming - rsmith@galacticseats.com@ssl.datamotion.com - WinSCP									
Local <u>M</u> ark <u>Files</u> <u>Commands</u> <u>Session</u> <u>Options</u> <u>R</u> emote <u>H</u> elp									
🗣 🗄 🎒 🕈 😤 😋 📟 🧬 😤 🍓 🕂 📄 💙 💿 🔘 Default 🔹 🗸 🐺 🗸									
■ Desktop • 🔄 👍 • ⇒ → 👔 💁 🔏 🖗 🐂 Incoming • 😋 🖕 • ⇒ • 🕅 🗖 🖧 🖗 🐂									
C:\Users\wood\Desktop //ncoming									
Name Êxt Size Type Changed A Name Ext	Size Changed Rights Owner								
Image: Second	10/10/2011 4:0 гухлуулуу 10/10/2011 4:0 гухлуулуу 10/10/2011 4:0 гухлуулуу 10/10/2011 4:0 гухлуулуу 10/10/2011 4:0 гухлуулуу 10/10/2011 4:0 гухлуулуу								
0 B of 14,385 KiB in 0 of 17 (1 hidden) 0 B of 0 B in 0 of 5									
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	🔒 SFTP-5 🗐 0:00:38								

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.

🚡 dbmmu	01@galacticseat	s.com - rsmit	h@galacticseats.co	m@ssl.datan	notior	.com - WinSCP					• ×
Local Mark Files Commands Session Options Remote Help											
•	🔹 🖪 🗊 • 📅 📽 🗞 📟 🧬 😤 🛼 主 🖃 🔯 Ø 尔 🛛 Default										
📃 Deskto	- 🔄 🖉 + → → 🖆 🖾 🔏 😰 皆 📲 dbmmu01@galacticseats. → 🔄 🖕 → → 🖆 🖾 🖨 😰 🏗										
C:\Users\w	C:\Users\wood\Desktop //incoming/dbmmu01@galacticseats.com										
Name	Êxt	Size	Туре	Changed	Α	Name Ext	A	Size	Changed	Rights	Owner
<u>6</u> 교 089856 평 2009012	_CustomIndex 27_Download	3,547 87,552	Parent directory ZIP File Microsoft Excel	10/9/2011 . 10/3/2011 . 8/22/2011 .		€ 11606571.fue ■ EML11606571 ■ EML11606571	prod.vsd .eml .eml	648,704 396 396	10/10/2011 4.0 10/7/2011 12:3 10/7/2011 9:07: 10/7/2011 12:3		
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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.