

# Sending Files Using SendSecure

Radford University | Department of Human Resources

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Head to the Department of Human Resources' SendSecure link:

<https://sendsecure.xmedius.com/r/09315ede822f475997ff0fa39f5be33f/guests/new?locale=en>

Follow these instructions to successfully and securely send your files.

## 1. After following the above link you will land here:

The screenshot shows the XM SendSecure web interface. At the top, it says "XM SendSecure – Send Files Securely" with a subtext "XM SendSecure allows the secure exchange of sensitive documents via virtual SafeBoxes". There is a "Login" link and a language dropdown set to "English". The main heading is "For Human Resources". Below this, instructions state: "To create a SafeBox and upload files, please provide your information. All documents and messages posted to the created SafeBox are encrypted according to the highest security standards. The posted content will be kept as long as the SafeBox is open." The form fields are: "From:" with a name field containing "Radford Highlander", an email field containing "hr@radford.edu", and a phone field containing "Your Cell Phone or Direct Line"; "Subject:" with a field containing "Test"; a checkbox "I'm not a robot" which is checked; and a reCAPTCHA widget. A "CREATE SAFEBOX" button is at the bottom. A box on the right contains instructions with arrows pointing to each field: "Enter **your** Name (required).", "Enter **your** Email Address (required).", "Enter **your** Phone Number (if desired).", "Enter Subject (required).", "Check that you are not a Robot (required).", and "Select 'Create SafeBox.'".

XM SendSecure – Send Files Securely

[Login](#)

English

### For Human Resources

To create a SafeBox and upload files, please provide your information.  
All documents and messages posted to the created SafeBox are encrypted according to the highest security standards.  
The posted content will be kept as long as the SafeBox is open.

From:

Radford Highlander

hr@radford.edu

Your Cell Phone or Direct Line

Subject:

Test

I'm not a robot

reCAPTCHA

CREATE SAFEBOX

To know more about XM SendSecure, visit [xmedius.com](https://xmedius.com)

Enter **your** Name (required).

Enter **your** Email Address (required).

Enter **your** Phone Number (if desired).

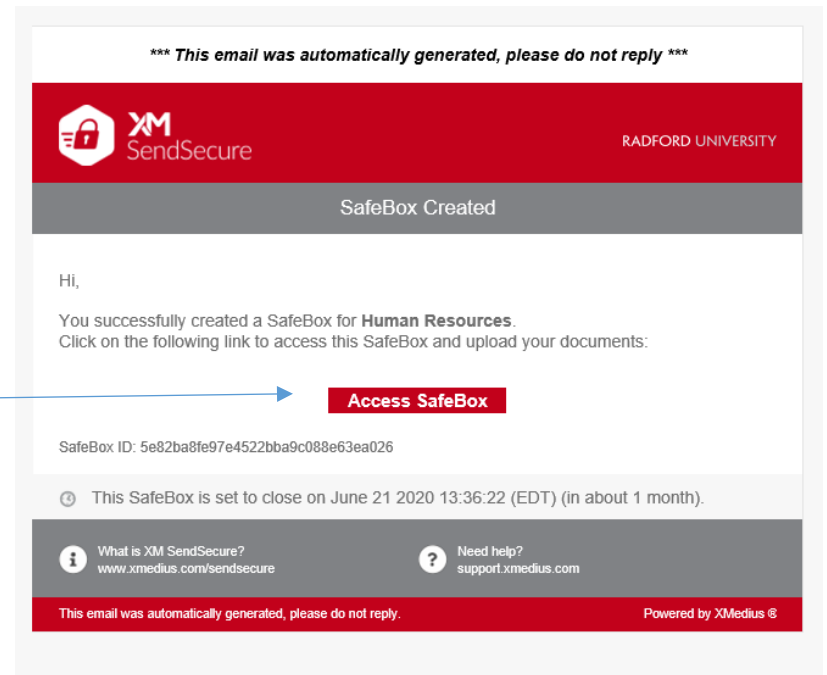
Enter Subject (required).

Check that you are not a Robot (required).

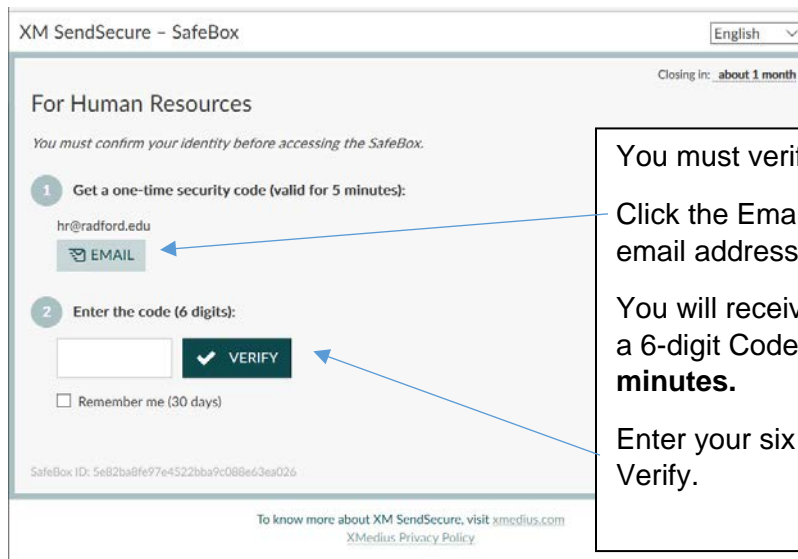
Select 'Create SafeBox.'

2. You will receive an email from XM SendSecure that looks like this:

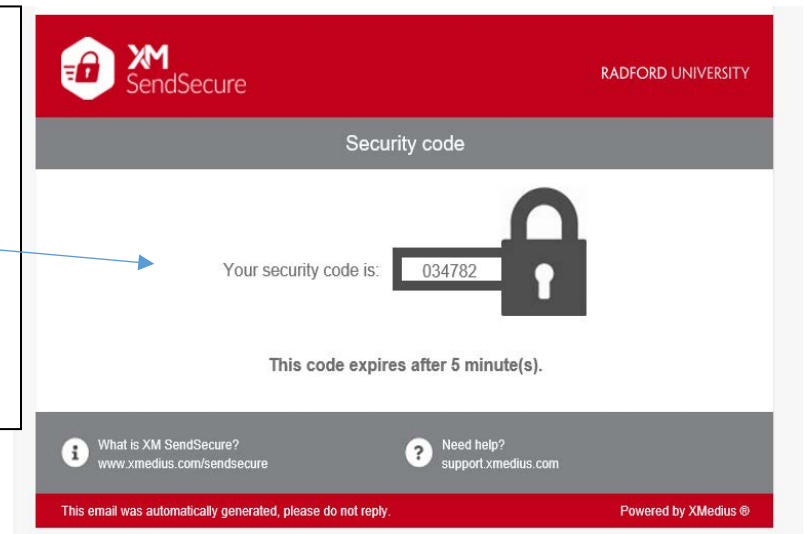
After you select 'Create SafeBox' you will receive an email from XM SendSecure [do-not-reply@xmedius.com](mailto:do-not-reply@xmedius.com).  
**You must click 'Access SafeBox' in the message to continue.**



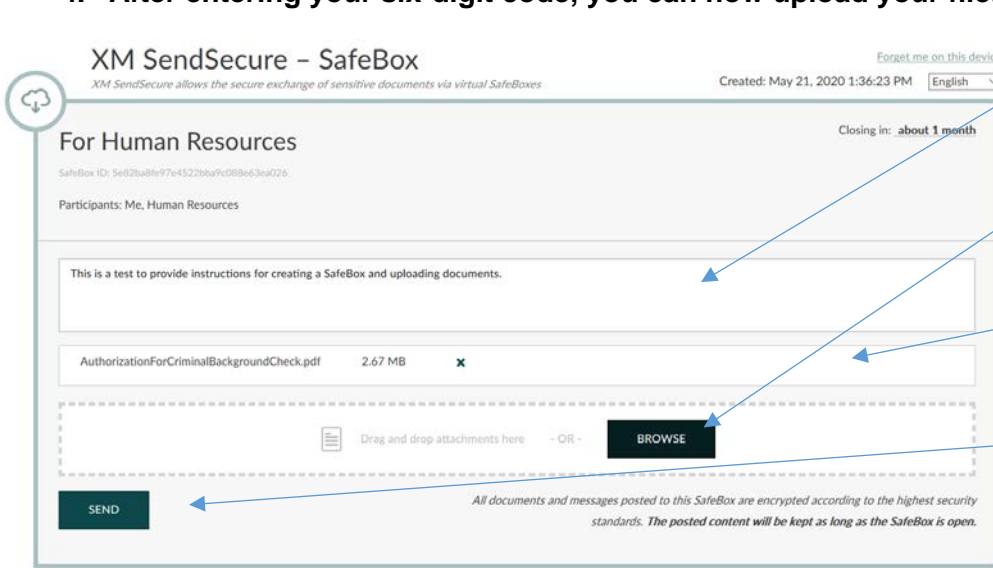
3. After clicking access SafeBox in your email you will land here to verify your identity:



You must verify your identity.  
Click the Email button below your email address.  
You will receive another email with a 6-digit Code. **It will expire after 5 minutes.**  
Enter your six digit code and select Verify.



**4. After entering your six-digit code, you can now upload your file(s):**



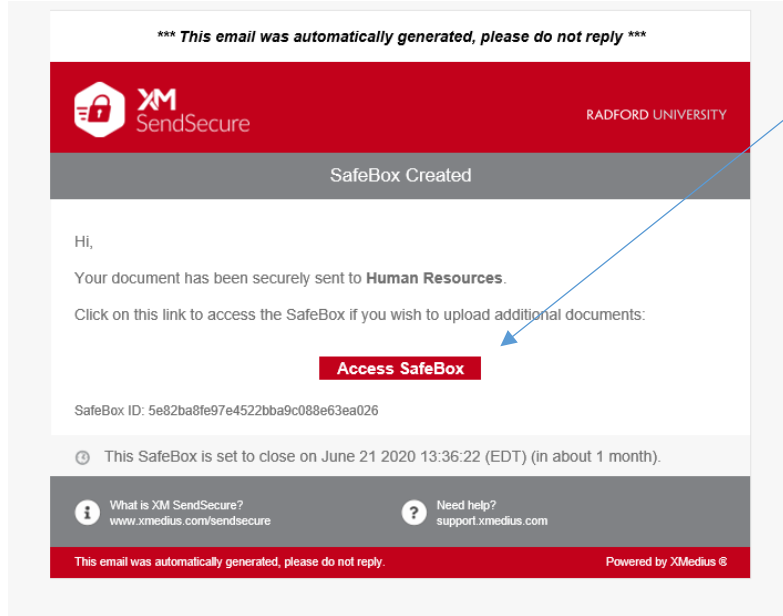
Enter a message (if desired).

Select Browse and locate and select the document(s) you wish to upload.

Your selected file will appear here.

Select 'Send.'

**5. Once sent you will receive a confirmation email:**



The confirmation email confirms that our office was sent your file(s). If you do not receive a confirmation email please try again, your files were not sent.

You can access your SafeBox and file(s) by clicking 'Access SafeBox.'

Your SafeBox will look like this once you upload files, select "Reply All" to add more content.

