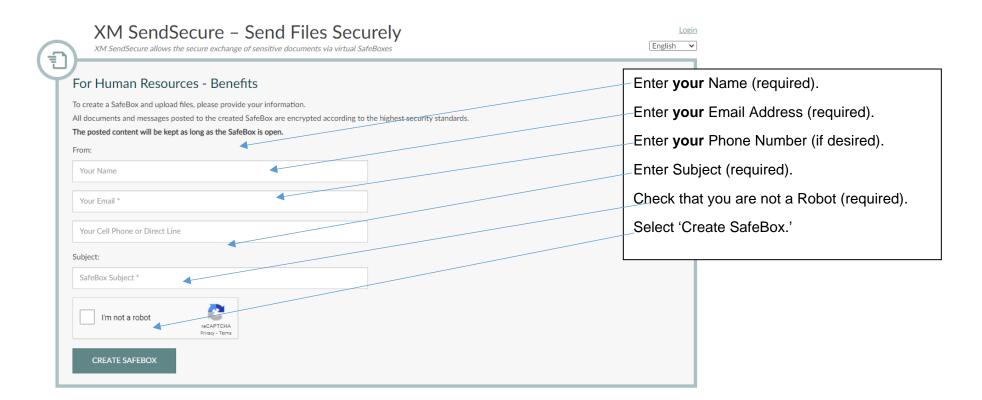# Sending Files Using SendSecure
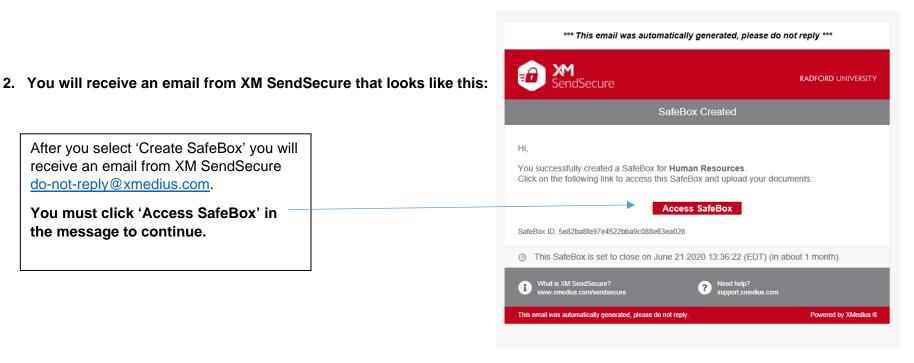
Radford University | Department of Human Resources - Benefits

Head to the Department of Human Resources' SendSecure link for Benefits:
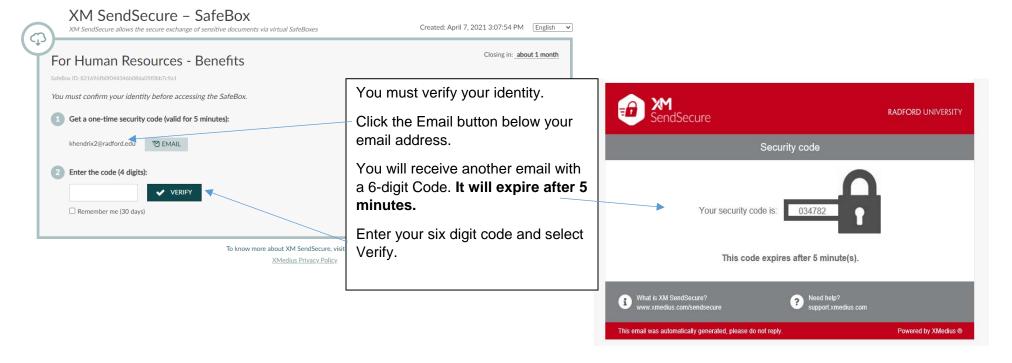https://sendsecure.xmedius.com/r/923c762cf70942fbb096a3c63d23ee5a/guests/new?locale=en

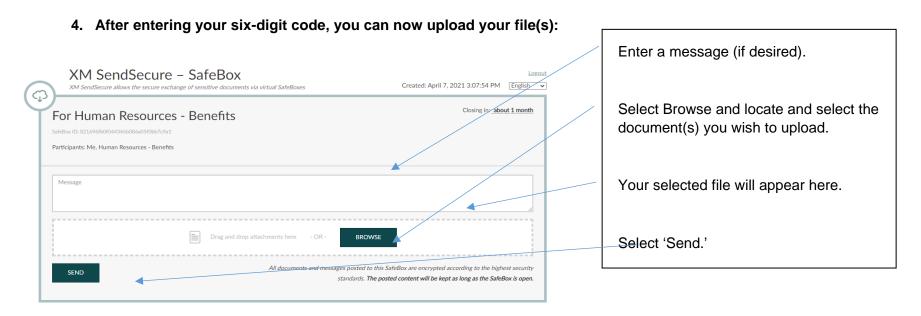Follow these instructions to successfully and securely send your files.

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

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

XM SendSecure

RADFORD UNIVERSITY

SafeBox Created

Hi,

You successfully created a SafeBox for **Human Resources**.
Click on the following link to access this SafeBox and upload your documents:

Access SafeBox

SafeBox ID: 5e82ba8fe97e4522bba9c088e63ea026

🕐 This SafeBox is set to close on June 21 2020 13:36:22 (EDT) (in about 1 month).

ⓘ What is XM SendSecure?
www.xmedius.com/sendsecure

❓ Need help?
support.xmedius.com

This email was automatically generated, please do not reply.   Powered by XMedius ®

After you select 'Create SafeBox' you will receive an email from XM SendSecure 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:

XM SendSecure – SafeBox
XM SendSecure allows the secure exchange of sensitive documents via virtual SafeBoxes

Created: April 7, 2021 3:07:54 PM   English ▾

For Human Resources - Benefits

Closing in: about 1 month

SafeBox ID: 821696fb0f044346b086a05f0bb7c9a1

You must confirm your identity before accessing the SafeBox.

① Get a one-time security code (valid for 5 minutes):

khendrix2@radford.edu   ✉ EMAIL

② Enter the code (4 digits):

[   ]   ✔ VERIFY

☐ Remember me (30 days)

To know more about XM SendSecure, visit
XMedius Privacy Policy

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.

XM SendSecure

RADFORD UNIVERSITY

Security code

Your security code is: 034782

This code expires after 5 minute(s).

ⓘ What is XM SendSecure?
www.xmedius.com/sendsecure

❓ Need help?
support.xmedius.com

This email was automatically generated, please do not reply.   Powered by XMedius ®

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

XM SendSecure – SafeBox
XM SendSecure allows the secure exchange of sensitive documents via virtual SafeBoxes

Logout

Created: April 7, 2021 3:07:54 PM   English

For Human Resources - Benefits

Closing in: about 1 month

SafeBox ID: 821696fb0f044346b086a05f0bb7c9a1

Participants: Me, Human Resources - Benefits

Message

Drag and drop attachments here   - OR -   **BROWSE**

SEND

*All documents and messages posted to this SafeBox are encrypted according to the highest security standards. **The posted content will be kept as long as the SafeBox is open.***

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.

*** This email was automatically generated, please do not reply ***

XM SendSecure   RADFORD UNIVERSITY

SafeBox Created

Hi,

Your message has been securely sent to **Human Resources - Benefits**.

Click on this link to access the SafeBox if you wish to upload additional documents:

Access SafeBox

SafeBox ID: 821696fb0f044346b086a05f0bb7c9a1

ⓘ This SafeBox is set to close on May 7 2021 15:07:53 (EDT) (in 30 days).

ⓘ What is XM SendSecure?
www.radford.edu/content/it-security/home/secure-document-exchange.html

? Need help?
www.radford.edu/onestop

This email was automatically generated, please do not reply.

XM SendSecure – SafeBox
XM SendSecure allows the secure exchange of sensitive documents via virtual SafeBoxes

Logout

Created: April 7, 2021 3:07:54 PM   English

For Human Resources - Benefits

Closing in: 30 days

SafeBox ID: 821696fb0f044346b086a05f0bb7c9a1

Participants: Me, Human Resources - Benefits

Me – a few seconds ago
this is a test - and only a test.

REPLY