

## Secure File Services

knox.montana.edu is a secure file server to be used for secure storage and sharing of sensitive information. Both MSU and non-MSU users can be granted access to individual folders. Files can be uploaded to the folder and retrieved via a Web-enabled share. Users can retrieve files through their Web browser as well by simply entering the URL, or clicking on a link embedded in an email. Authentication will be required and all transmission of data is encrypted.

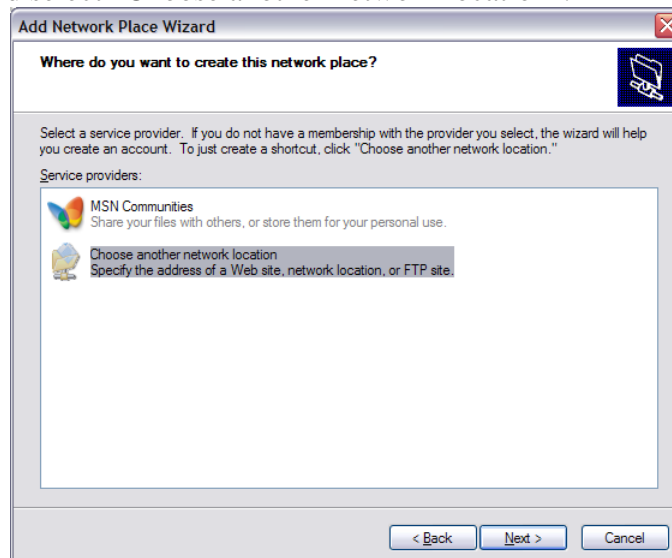
Folders have been set up for each Perkins Formula Grantee. You can place any file to be sent the OCHE Accountability Specialist in this folder. You can also receive any information from OCHE through this folder. To set up the folder, follow the directions below. There will be a file in the folder for you to review after you have set them up.

The first time you access the secure share, you will have to create the shortcut to your desktop by following these steps (\*\*see below for systems running versions of Windows older than XP):

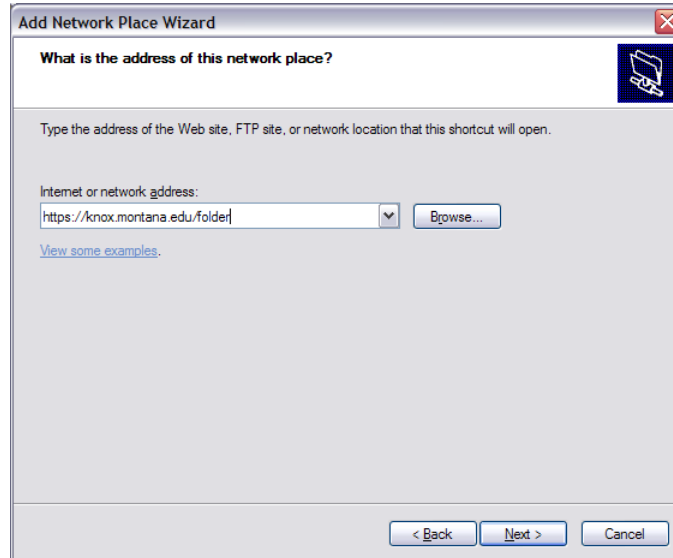
- Open “My Network Places” and click “Add a network place”:



- Click Next, and select “Choose another network location”:



- Click Next and enter the secure share URL: You can copy the URL for your school from below this picture and paste it or copy it into the field

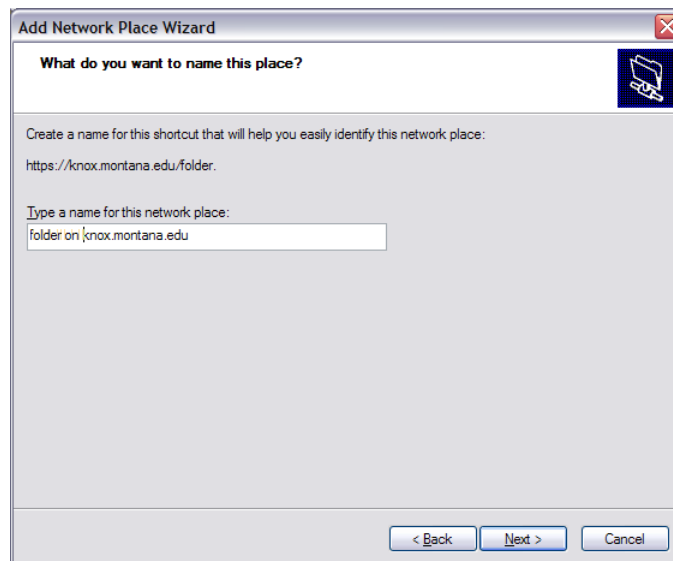


For BCC: [https://knox.montana.edu/Perkins\\_BC](https://knox.montana.edu/Perkins_BC)  
For DCC: [https://knox.montana.edu/Perkins\\_DC](https://knox.montana.edu/Perkins_DC)  
For FPCC: [https://knox.montana.edu/Perkins\\_FP](https://knox.montana.edu/Perkins_FP)  
For FVCC: [https://knox.montana.edu/Perkins\\_FV](https://knox.montana.edu/Perkins_FV)  
For MCC: [https://knox.montana.edu/Perkins\\_MC](https://knox.montana.edu/Perkins_MC)  
For SKC: [https://knox.montana.edu/Perkins\\_SK](https://knox.montana.edu/Perkins_SK)  
For MTCOT: [https://knox.montana.edu/Perkins\\_MT](https://knox.montana.edu/Perkins_MT)  
For UMH: [https://knox.montana.edu/Perkins\\_UH](https://knox.montana.edu/Perkins_UH)  
For UMM: [https://knox.montana.edu/Perkins\\_UM](https://knox.montana.edu/Perkins_UM)

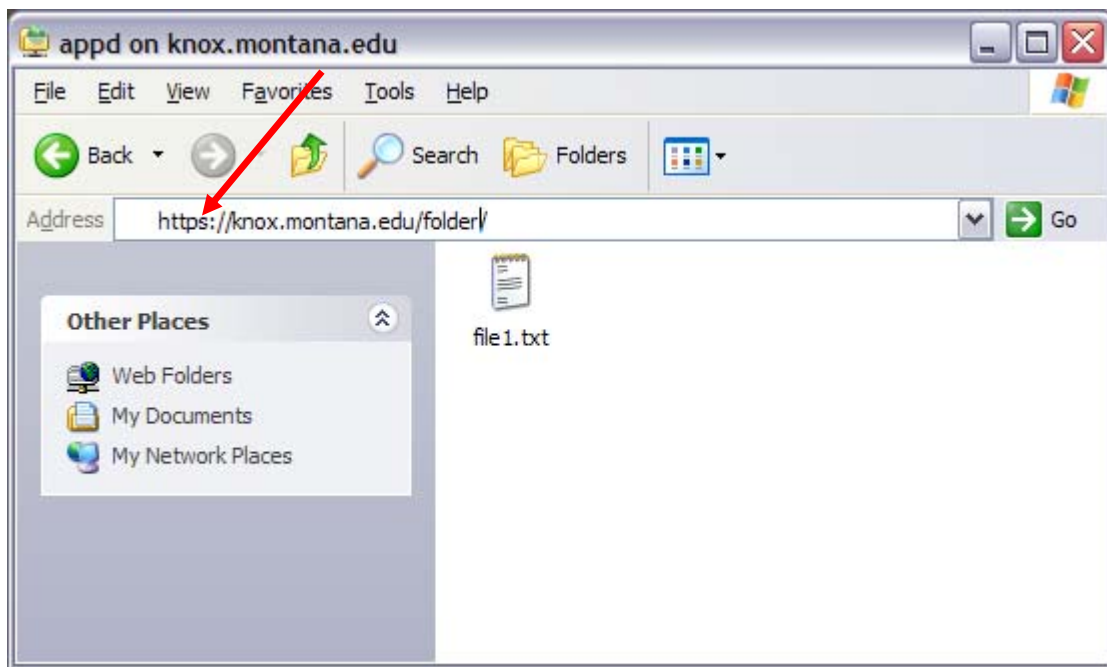
- Click Next and enter your login credentials. Enter your user credentials at the login prompt and be sure to specify your domain in the username field (i.e. MSU\aedelman): For this information you will need to have called Jacob Hahn to receive the username/password for the MSU account that they will use to access their respective folder. Jacob can be reached at 406-994-7511. If they reach Jacob's voicemail, please have them leave a message with the best time and number to reach them at.



- Then enter a name for the share:



- Click next to complete the process.
- The shortcut will now appear in “My Network Places”. This shortcut can also be placed on the desktop for convenience if so desired (simply drag and drop). You will be prompted for a username/password when you attempt to open the shortcut. Most file types can be accessed directly from the secure folder, though certain database applications must be copied to the local machine in order to ensure proper functionality. MS Office documents (with the exception of Access database files) can be opened and worked with directly in the secure folder.
- When sharing with users outside of MSU, the URL to the file can be sent via email. This URL is from the “Address” frame in the window:



This URL can reference the entire folder or a specific file that resides in the folder. For example:

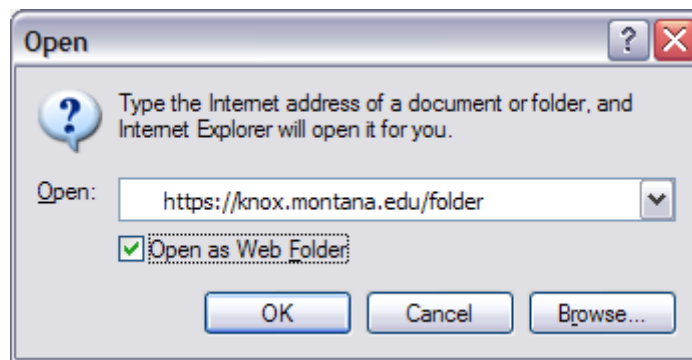
- <https://knox.montana.edu/folder>
- or
- <https://knox.montana.edu/folder/file1.txt>

When providing a link to the folder, the user can Right-Click on the specific file and download it via the “Save Target As...” option, drag it to a folder on their computer, or click the file to open it within their browser.

When providing a link to a specific file, the file will open within the browser and can be saved to their local machine via the “File → Save As” menu.

\*\*For systems running older Windows Operating Systems (pre-Windows XP) and versions of Internet Explorer up to 6.0, follow these steps:

- Open Internet Explorer and go to the “File → Open” menu.
- Enter the secure share URL and be sure to select the “Open as Web Folder” box:



The shortcut will now appear in “My Network Places” and can be used as above.