

Send large files

If you want to send files larger than 20 Mb, use this service from DeIC (www.deic.dk):

Filesender <https://filesender.deic.dk/filesender/> (don't use Internet Explorer 11)

1. Click on **Logon**
2. Choose '**University of Southern Denmark**'
3. Sign on with your SDU-login (TEK\username) and password
4. Type in **e-mail(s)** of recipient(s), **subject** and **message**
5. Set **expire date**
6. **Browse** file (if you want to send several files, 'zip' files before sending ①)
7. **Accept** terms and conditions
8. **Send**
9. You will receive a copy of the email send
10. When recipient download the file you will also receive an e-mail



FILESENDER DeIC



[New Upload](#) [Vouchers](#) [My Files](#) [Log Off](#) **HTML 5** ✓

Welcome Søren Lauridsen

1.1.1 | [Help](#) | [About](#)

HTML5 Upload

To:	<input type="text" value="slau@stofanet.dk"/>	① Enter delivery email address(es)
From:	<input type="text" value="sl@tek.sdu.dk"/>	② Set expiry date
Subject: (Optional)	<input type="text" value="Test"/>	③ Browse for a file
Message: (Optional)	<input type="text" value="Dear ..."/>	④ Click on Send
Expiry date:	<input type="text" value="12-12-2013"/>	
File to Upload:	<input type="button" value="Browse"/> 2012 TEK.zip	
Size:	3.06 MB	
<input checked="" type="checkbox"/> I accept the terms and conditions of this service		
<small>Filesender.deic.dk is a service provided by DeIC to its users as part of the Danish research network for the purpose of exchanging files to and from its users.</small>		
<input type="button" value="Send"/>		

Mail copy to you

Dear Sir, Madam,

The file below has been uploaded to FileSender by sl@tek.sdu.dk and you have been granted permission to download this file.

Filename	Filesize	Download link	Valid until
2012 TEK.zip	3.06 MB	https://filesender.deic.dk/filesender/?vid=5C52C56A-2890-B4DF-8069-DC0A8BE4C2A2	12-Dec-2013
Personal message from sl@tek.sdu.dk (optional):			
Dear ...			

Best regards,

FileSender

Mail to you when recipient download file

Dear Sir, Madam,

The file below has been downloaded from FileSender by slau@stofanet.dk.

Filename	Filesize	Download link	Valid until
2012 TEK.zip	3.06 MB	https://filesender.deic.dk/filesender/?vid=5C52C56A-2890-B4DF-8069-DC0A8BE4C2A2	12-Dec-2013

Best regards,

FileSender

You can see a list of files send by you, by choosing 'My Files'

To	From	File	Size	Subject	Message	Created	Expiry	
slau@stofanet.dk	Me	Android Tutor	11.49MB	test		10-12-2013	13-12-2013	
slau@stofanet.dk	Me	2012 TEK.zip	3.06MB	Test		10-12-2013	12-12-2013	

You can delete files here.

You and the recipient(s) will receive an email about the deleted file.

① 'Zip' files in Windows Explorer

1. Mark the files
2. 'Right click' files
3. 'Send to' > 'Compressed (zipped) folder (ZIP-komprimeret mappe)