

## Guidance for sending files using USO-FX

1. Log onto the MGfL support site <https://support.atomwide.com/>
2. Log in using your USO e.g. dermm005.887 followed by your normal e-mail password
3. Once logged into the support site scroll across and hover over the “USO-FX” tab and select “upload file”

4. On the next screen **un-tick** the “restrict recipient list to users who have registered OTP tags. Type **the username** in the “Username” section and click “Search”. Or search through first name / last name.
5. When the e-mail appears click “Select” on the left hand side and the e-mail should go purple as shown in the screen shot. Select “Next” in the bottom right hand corner of the screen then “Next” again to move to the final step of the process.

### USO-FX: Upload a new file

The following users will receive your file...

Username	First name	Last name	School	Authority	Profile	Criterion
baldm069.887	Michelle	Baldock	Medway LA (Edu)	Medway	-	0

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## USO-FX: Upload a new file

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Title:

Description:

*This description text will be included in the notification messages that are emailed to recipients of your file. Because these emails are not secure, you must not include sensitive information within this description text.*

Use the text entered in the 'Description' box to create a text file that the recipient(s) can then download via USO-FX?  
(If ticked, no file will be uploaded, and the 'Description' text will **not** be included in the notification messages that are sent to recipients.)

File:

**Ready; max file size = 20MB**  
Acceptable file types: .csv, .doc, .docx, .dwg, .gif, .jpeg, .jpg, .msg, .pcap, .pdf, .png, .ppt, .pptx, .rar, .rtf, .signature, .tif, .tiff, .txt, .vsd, .xls, .xlsx, .xml, .zip  
There is disk quota of 2440MB currently being enforced for your authority, and 3.3% of this has been used.

Email me whenever the document is downloaded?  
 Email every recipient whenever the document is downloaded?  
 Delete document automatically when all recipients have acknowledged it?  
 Automatically delete document on   
 Email me to confirm that the document upload completed?

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6. On the final screen put the **subject of the email (e.g. Y5 in year data)** in the "Title" and tick the boxes as shown in the screen shot. "Browse" for the file that you want to send and then click "Finish"

If you encounter any problems when using this guide please contact  
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