![Alberta Health Services]

AHS SFTP (Secure File Transfer Protocol) Application

The Secure File Transfer Protocol (SFTP) allows AHS staff to send large files (videos, power points, spreadsheets, etc.) internally and to external contacts.

Link to share files: **https://sftp2.albertahealthservices.ca/eftadhoc**

Using SFTP for the first time:

- SFTP is much the same as using email - send/receive, subject line, body of message and
- adding attachments
  Downloading files via SFTP may not work on older devices (e.g., BlackBerry Bold).

PC Requirements:

- Any Pop-up blockers must be turned off.
- If using WIN 7 or a browser other than IE 8, you may have a slightly different experience:
  - ○ SFTP requires JAVA version 1.6 or above (JAVA is a commonly installed program)
  - ○ SFTP uses your PC's web browser (Internet Explorer, Firefox, Chrome).

Begin File Sharing Process

1. **Prepare your email with From/To, Subject and Message.**

   From: Enter your email address

   To: Enter the recipient's email address

   - Check boxes for "Bcc" and "Allow to send back files" if required.

Type Message Here

Notes:
Distribution lists will work if they are in the Global Address Book. If list exceeds SFTP's limit of approx. 100 names, then send the message and attachments to yourself first, and then forward that email to your distribution list.

2. Add the file(s) you want to attach:

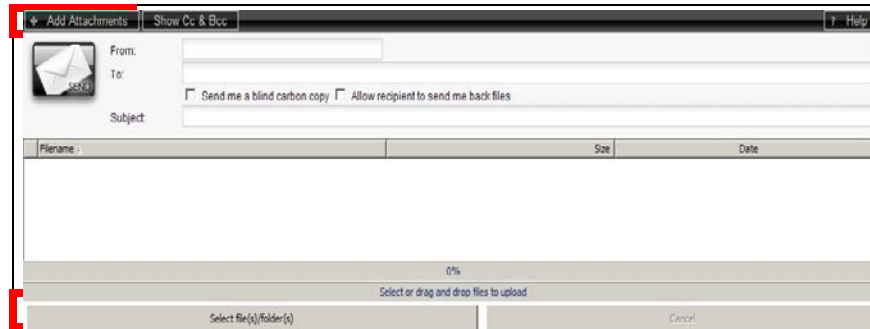a) Click "Add Attachments", then "Select file(s)/folder(s)".

Figure 1

Note:
1) after clicking on Add Attachments a pop up will appear asking to run this application – click on Run
2) another pop up asks to allow access to this application from this website - click on Allow
3) check the box "Do not show this again"

b) Browse your folders to locate and select the files you want to attach:
- Select multiple, sequential files by pressing Shift & click. **Figure 2,** or,
- Select multiple, non-sequential files by pressing Ctrl & click. **Figure 3**
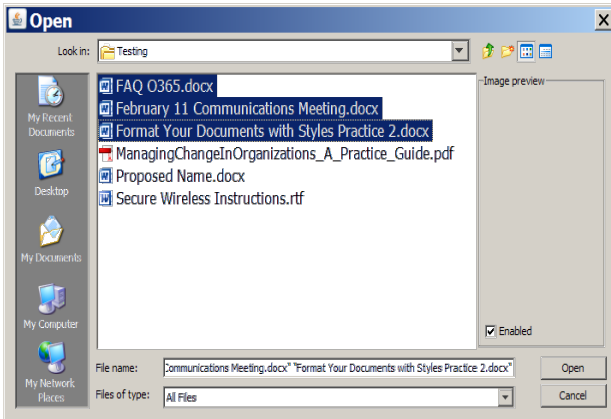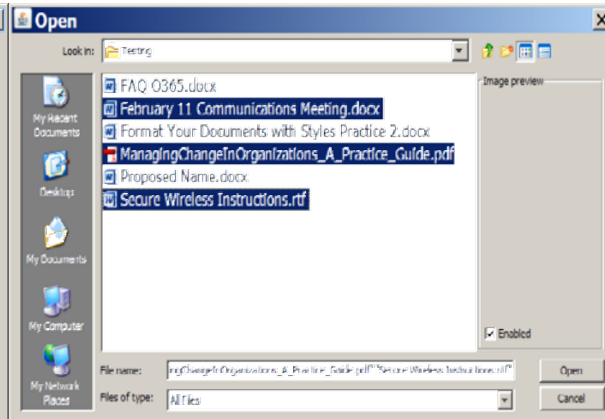- After selecting the file(s), click "Open" to attach

Figure 2

Figure 3

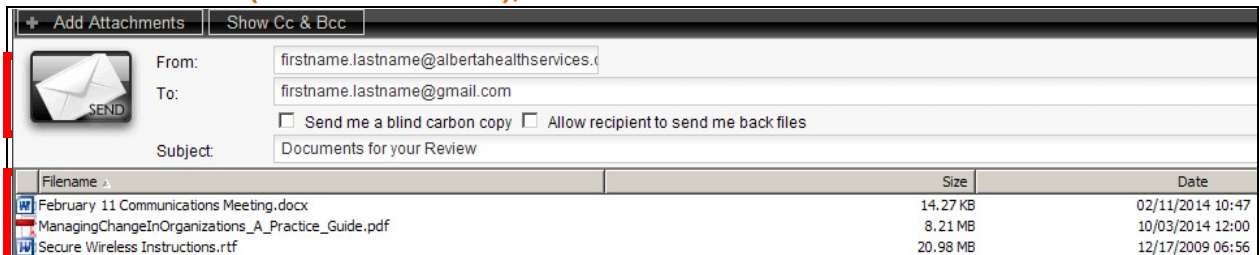## 3. Verify the attached files (under "Filename"), and then Click "SEND"

Figure 4

Files under 200MB will be sent faster than files 500MB or larger. If performance is slow, send fewer attachments per message.

4. Transfer Queue

The "**Status**" column shows progress during uploading, downloading, etc. **Figure 5.**
Complete details are available by clicking **Help** in the upper right corner.

Figure 5

5. Your recipient(s) will receive an email from you with a web link to download the file(s):

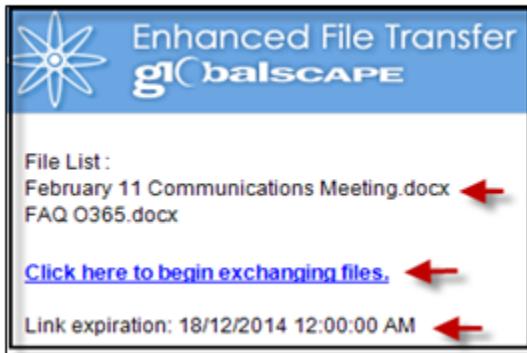The email contains a link to download the file(s). The link is active for 21 days. **Figure 6.**

Figure 6

6. Your recipient will download the file(s):

Once they click the link in the email, their browser opens and they can start downloading. The

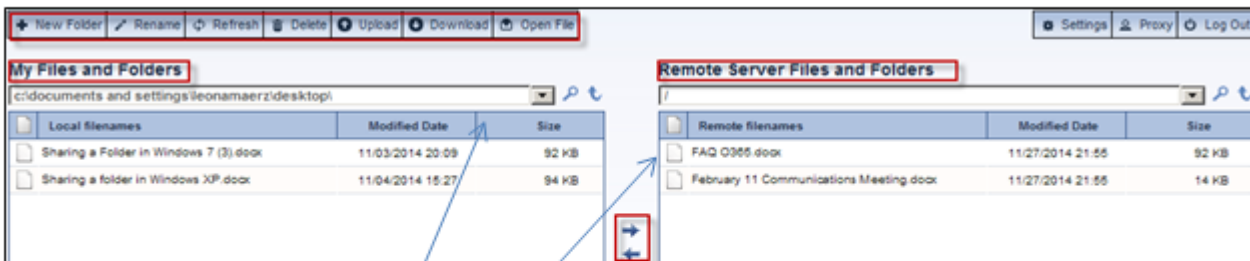files you sent appear on the right pane (**Figure 7,** "Remote Server Files and Folders"

Figure 7

Downloading:

- Recipient selects the location to download the files onto their PC
- Recipient clicks on the file to download
- Recipient then clicks the bottom blue arrow to download file(s) to their PC (e.gx. Desktop)
- Downloading the files still leaves them available for others to download, but deleting files from the Remote Server Files and Folders location will delete them for other recipients

7. The file transfer process is complete … the recipient can close their browser once they have downloaded the file(s).

NOTE: For External Users

External users will have to open JAVA and port 444 to retrieve files, and will have to request this from their local IT department.

Now that you have read about the requirements and learned how to use the Secure FTP, click on the link to begin sharing files.

https://sftp2.albertahealthservices.ca/eftadhoc