



What it is and How to Access

LiquidFiles is a secure file transfer system for person-to-person email communication. Use LiquidFiles for emails containing sensitive information or for files that exceed Outlook's file size limitation (10 MB). LiquidFiles can be accessed in two ways: **online** or through an installed **Outlook plugin**.

Accessing LiquidFiles Online

1. Navigate to this URL: <https://sendfiles.ndus.edu>
2. Use your IdM (PeopleSoft) credentials to log in.

The screenshot shows the LiquidFiles web interface for composing a message. The interface includes a 'To' field with the placeholder 'user@example.com', a 'Subject' field, and a rich text editor. Below the editor is a 'Drop Files Here' area and an 'Add Files' button. A 'Send' button is at the bottom left. A settings panel on the right includes 'Message Expires After', 'Private Message', and 'Limitations' (Max size: 1000 MB). A 'BEST PRACTICE' callout box on the right contains the text: 'Let external recipients know their user ID is their email address, and that a validation code will be sent via email.'

How Recipients Retrieve Files

NDUS Recipients

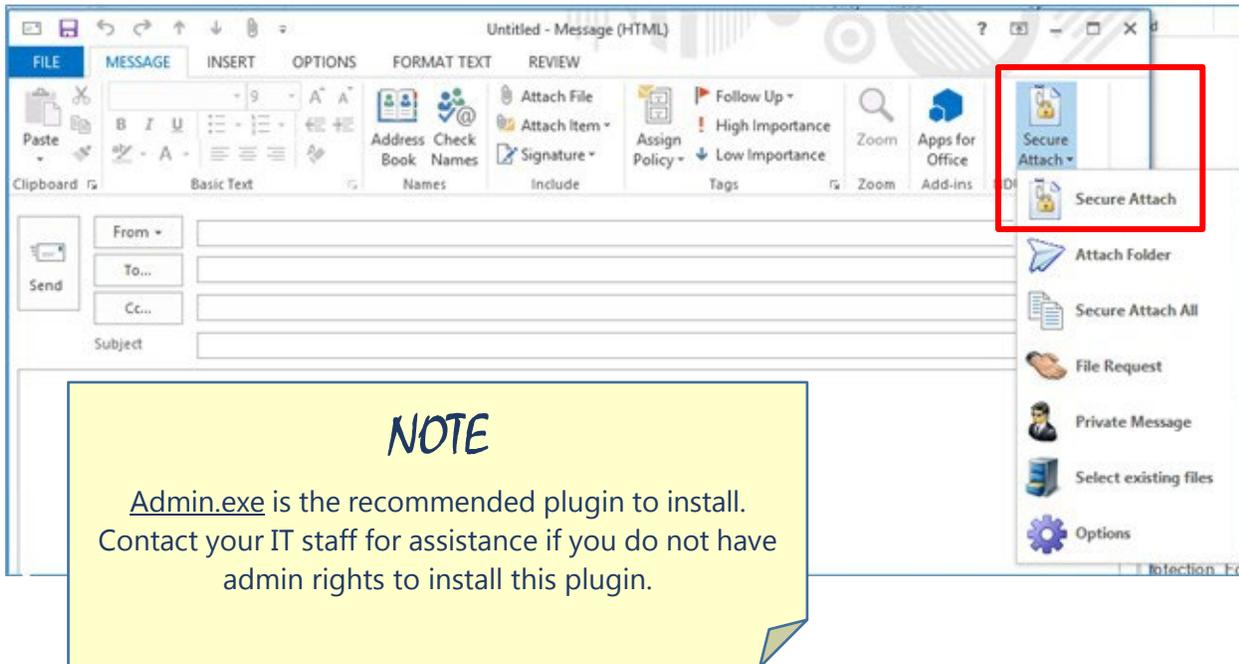
Will log in using their IdM credentials to access the link.

External Recipients

Since external users do not have IdM credentials, they log in with their email address as their ID. This initiates a validation code which is sent to their email account and makes the link accessible. As a best practice, make sure to reference these steps for external users in the body of your email message.

Accessing LiquidFiles Using Outlook Plug In

1. Download the LiquidFiles Outlook plugin here: <https://man.liquidfiles.com/clients/>. Admin.exe is the recommended plugin to download.
2. Once the plugin is installed and enabled in Outlook, an additional **Secure Attach** tool appears at the end of Outlook's ribbon when creating a new message or replying.
3. Click the **Secure Attach** tool, then select **Secure Attach** from the drop down message. Compose your message as previously instructed.



Requesting Files Using LiquidFiles Online

LiquidFiles' **Request File** option provides an easy way for you to request files from someone. To send a file request, make sure you have navigated to LiquidFiles online at: <https://sendfiles.ndus.edu>

1. Click the **gear icon** located in the upper right corner of the page. (See previous image.)
2. Choose **Request File**.
3. Compose your message then click **Request File**.

Who to Contact for Support

Contact the MSU IT Help Desk using any of these methods:

- Navigate your browser to: <https://www.minotstateu.edu/itcentral>
- Call: 1-701-858-4444
- Email: helpdesk@minotstateu.edu