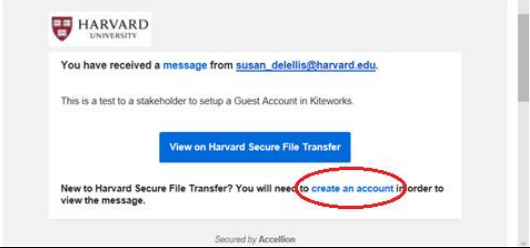
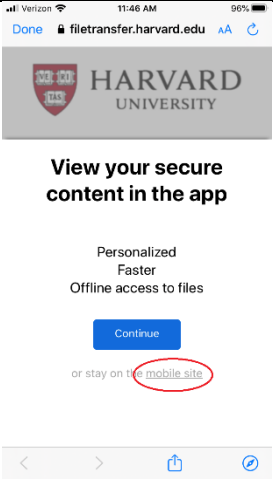
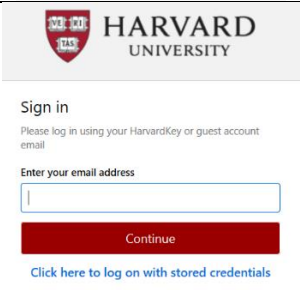
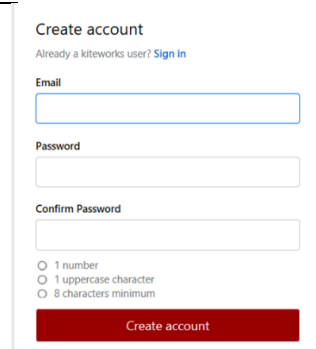
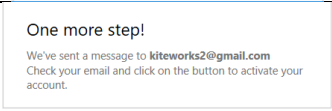
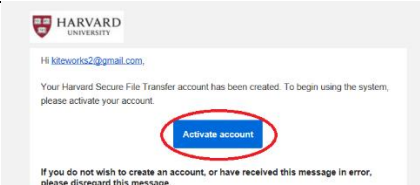
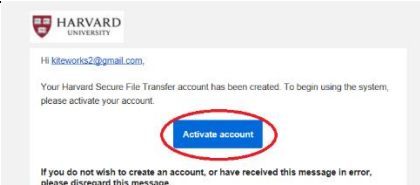
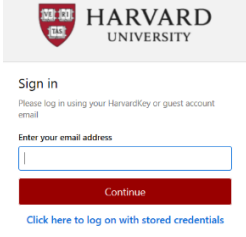
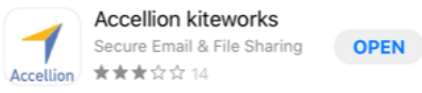

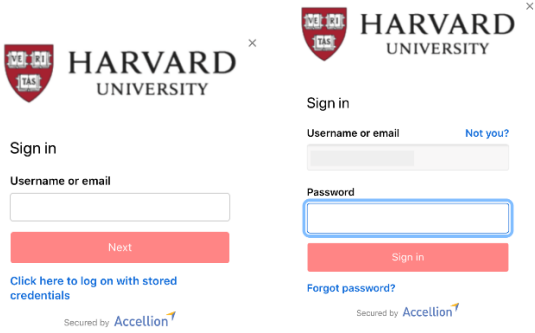


## Setting up a Guest Account in Accellion Kiteworks – good for 30 days

<p>A Harvard account holder sends from their Harvard Kiteworks account an email to the guest.</p>		
<p>The guest receives the email and clicks the Create an Account link at end of message</p>		
<p>If the guest opens the email on a smartphone, the system will prompt them to use the mobile app. For initial account set-up, choose to stay on the <b>mobile site</b>.</p>		
<p>The guest will be taken to a screen to create a guest account. Guest enters their email address and clicks Continue.</p>		
<p>Guest then creates a password that conforms to the password policy shown on the screen. Click Create Account when complete.</p>		
<p>Guest sees confirmation on screen that account is created and will be activated through an email sent to them.</p>		
<p>Guest receives a confirmation email and clicks the Activate Account button.</p>		

<p>Guest is taken to Kiteworks login screen and provides email and password to enter the application. (Click “stay on the <b>mobile site</b> if prompted with that choice along the way.)</p>	
---	--

### Setting up the mobile app AFTER creation and activation of Kiteworks account

<p>Download the mobile app to your device</p>	
<p>Open the app, enter filetransfer.harvard.edu into the your_server_URL box, and tap “Go”</p>	
<p>Sign in with the email address and password you created earlier</p>	
<p>Go to <b>Mail</b> and reply to messages or compose new messages to Harvard recipients. You can attach photos, videos, and files.  <b>Note: ONLY the attached file will be encrypted,</b> NOT any text provided in the body of the message. Don't put sensitive data in the message itself, just within the attached files.</p>	