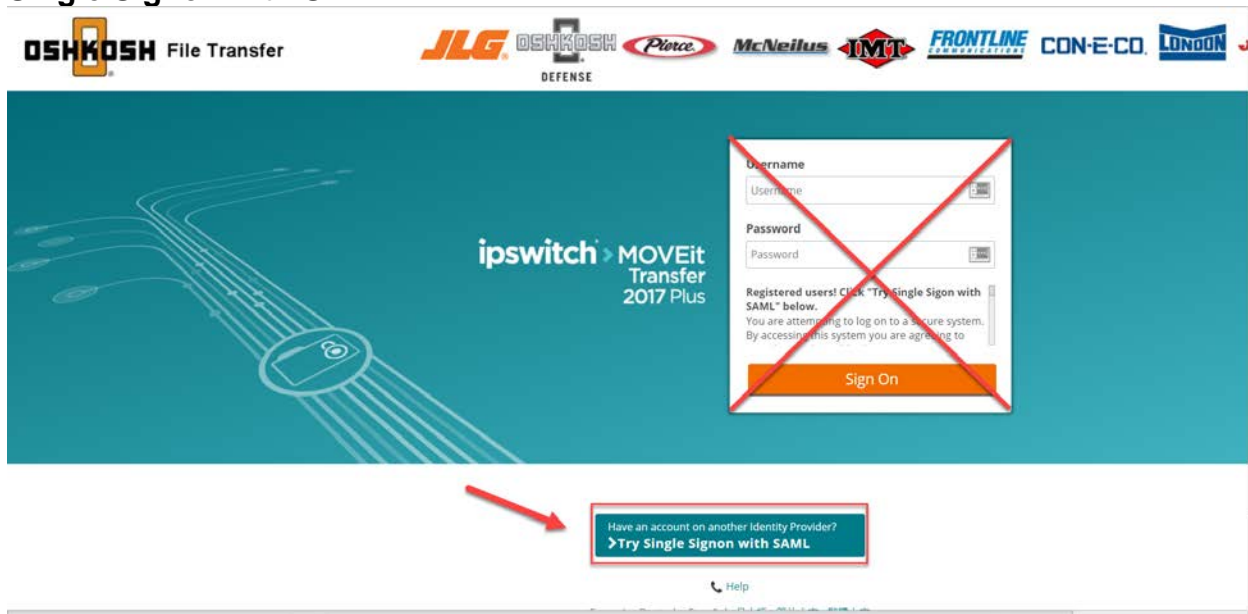


MOVEit Internal User Instructions

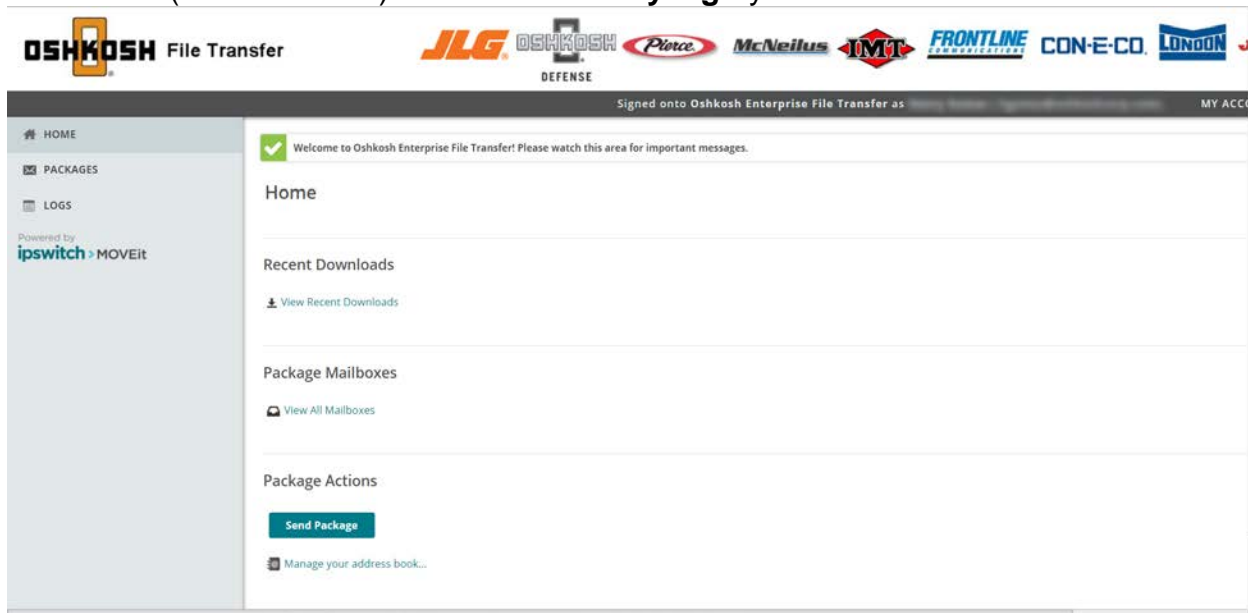
MOVEit is designed as a self-service tool to assure the transfer of Oshkosh Corporation's sensitive data between partners, customers, users and systems within MOVEit.

How to access MOVEit:

1. Click on the MOVEit URL, <https://sftp.oshkoshcorp.com> and click on **>Try Single Signon with SAML**.



2. If you already have an account in the Oshkosh network, MOVEit, will read your network ID (email address) and **automatically sign** you in.

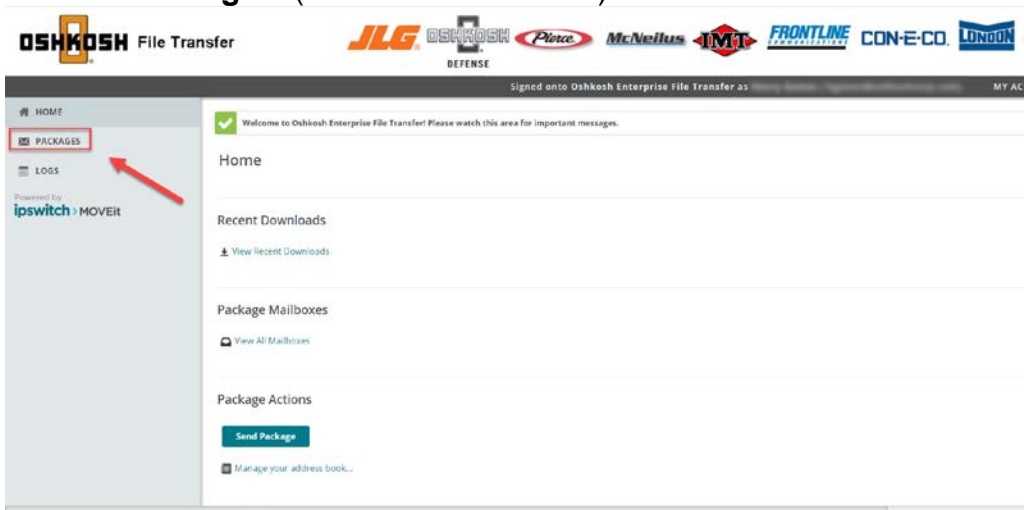


Introduction:

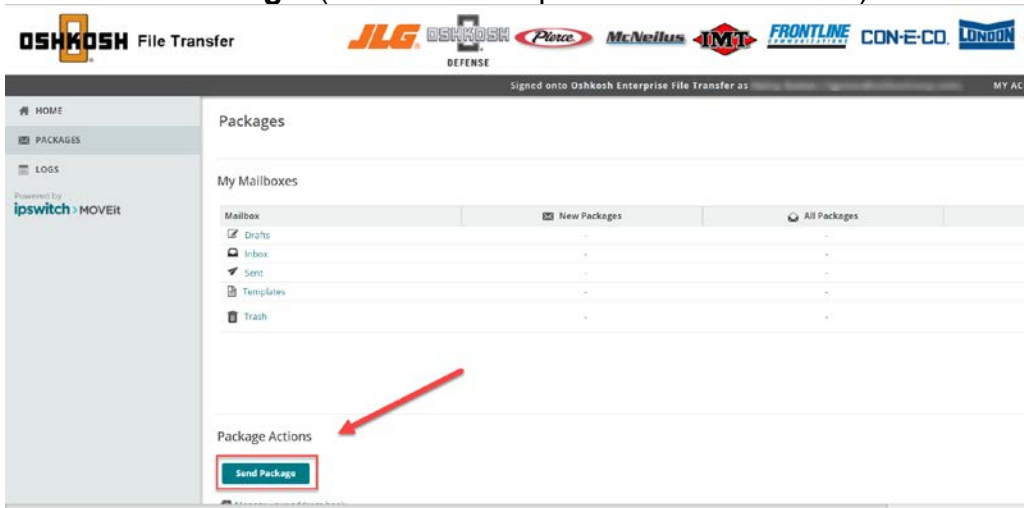
MOVEit is to be used for the purpose of sending a secure message/file to an external user. The external user is sent an email notifying the recipient has a file to be downloaded and how to access the files, see section “**What will the receiver see?**”. If you and the external user intend to continue to use this method of file transfer, please submit an OSCAR request ticket to have the external user account permanently created.

How to attach and send a file:

1. Click on **Packages**. (On the left side table)



2. Click **Send Package**. (This starts the process to attach a file)



3. Enter the external user's email address(es) in the **To** section, and fill out the **Subject:** and **Note:**
MOVEit will not allow an empty note section to be sent

HOME
PACKAGES
LOGS
Powered by ipswitch MOVEit

New Package

Send Preview Check Recipients Cancel Save As Draft Save As Template

To: [Empty] [Show CC/BCC]

Subject: [Empty]

Note: [Empty]

Files: (Optional) Total: 0 B
Launch the Upload Wizard

Options:
 Delivery Receipt(s)
 Prevent "Reply All"
 Prevent all replies

Send Preview Check Recipients Cancel Save As Draft Save As Template

4. Now attach the file(es) by clicking the **Launch the Upload Wizard**.

HOME
PACKAGES
LOGS
Powered by ipswitch MOVEit

New Package

Send Preview Check Recipients Cancel Save As Draft Save As Template

To: JohnDoe@StringOnATinCan.com [Show CC/BCC]

Subject: Test

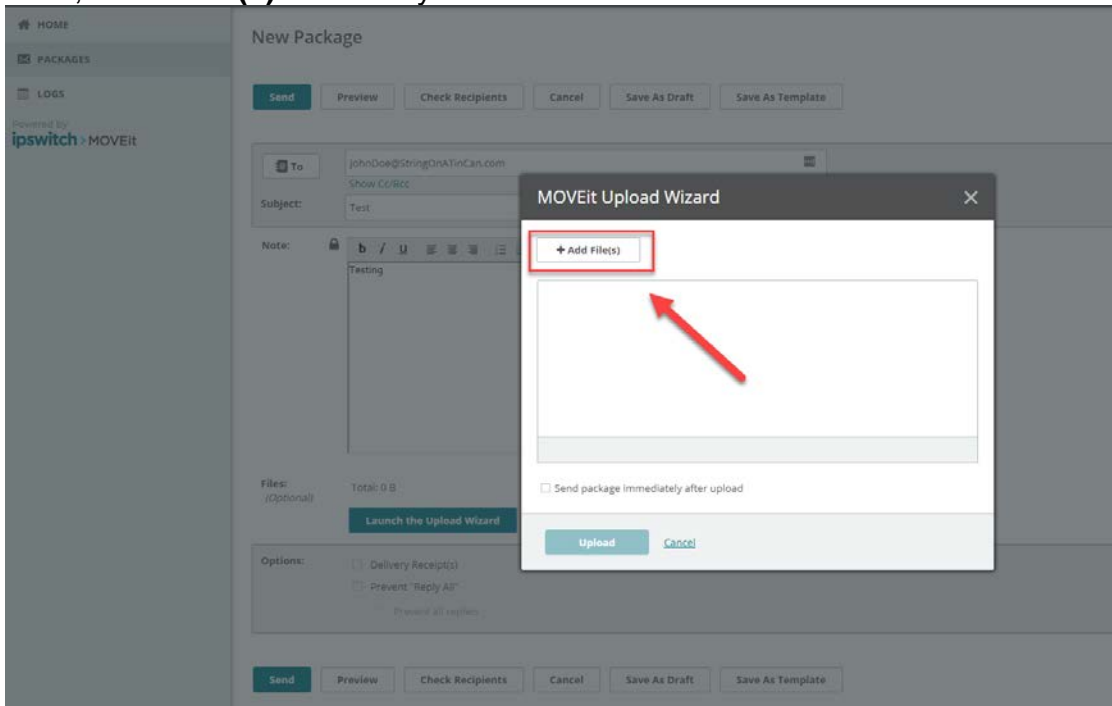
Note: Testing

Files: (Optional) Total: 0 B
Launch the Upload Wizard

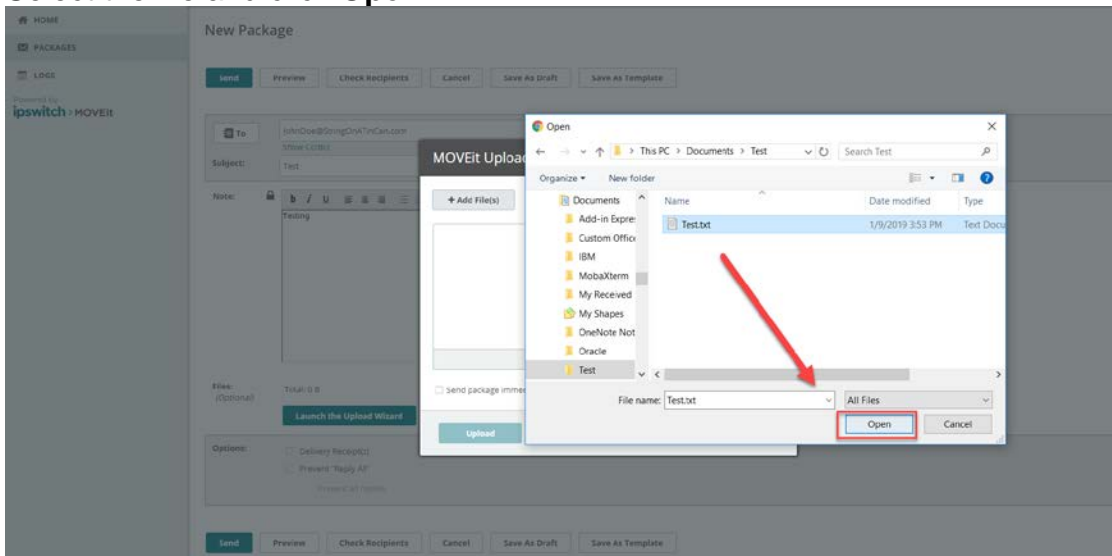
Options:
 Delivery Receipt(s)
 Prevent "Reply All"
 Prevent all replies

Send Preview Check Recipients Cancel Save As Draft Save As Template

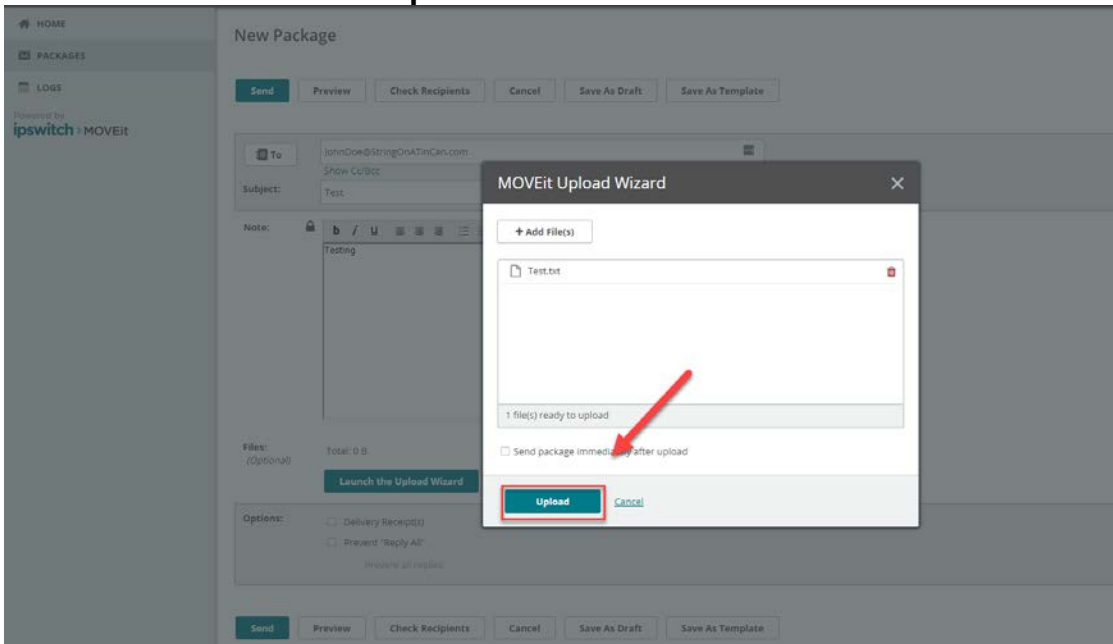
5. Click, **+Add File(s)** to attach your file.



6. Select the file and click **Open**.

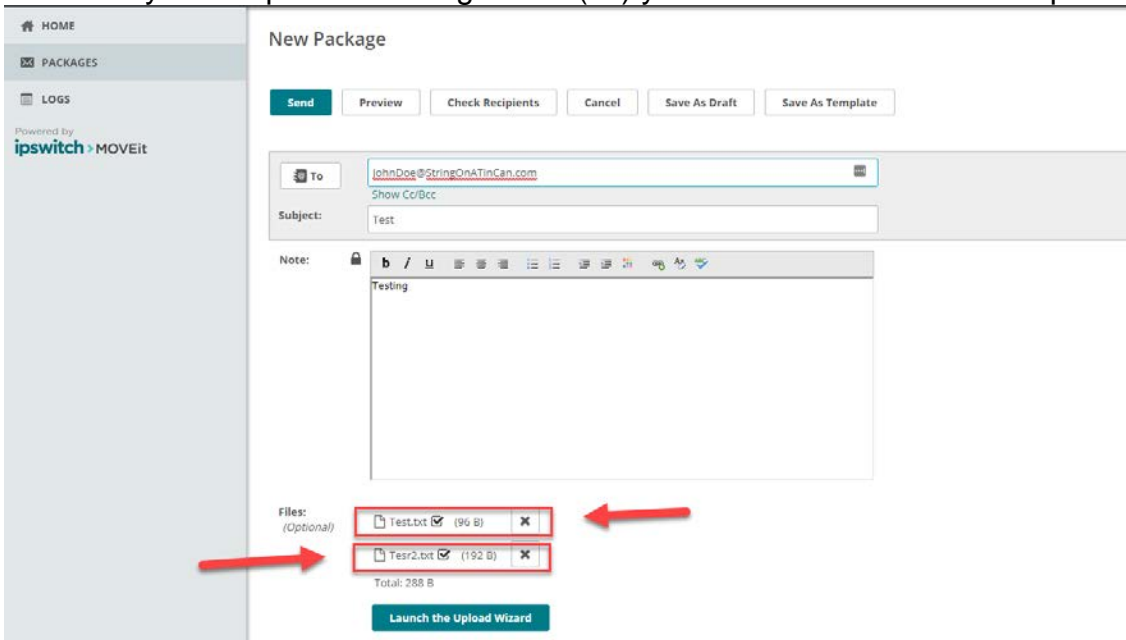


7. Select the file and click **Upload**.



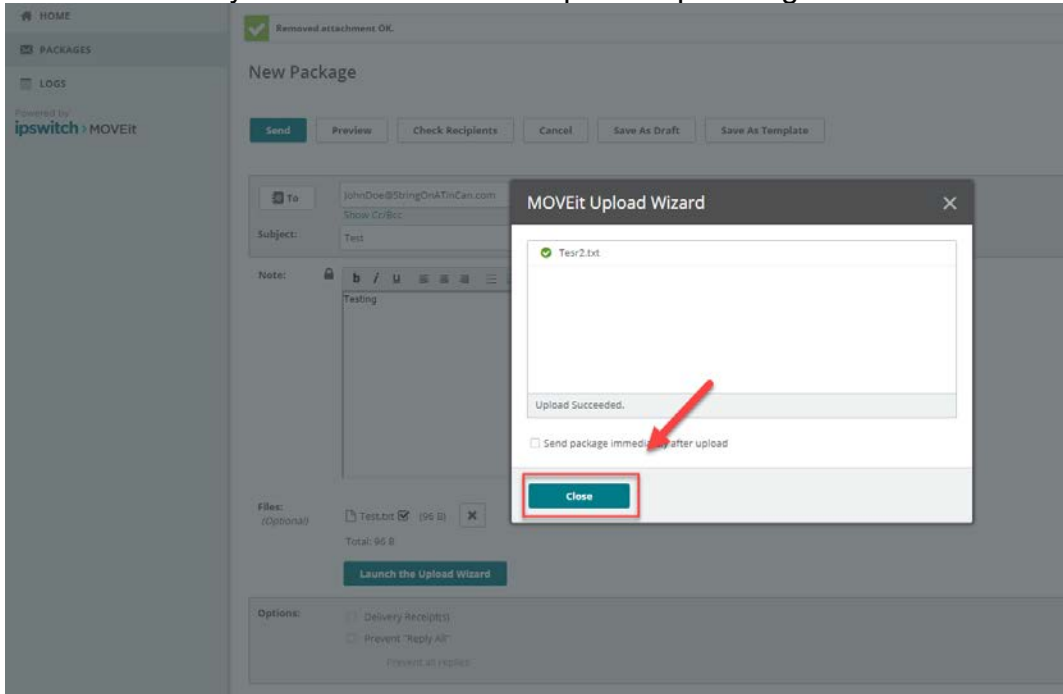
8. If there are multiples files you want to attach, **Launch the Upload Wizard** button again, upload the second file and click ok.

9. When you complete attaching the file(es) you will see what has been uploaded.



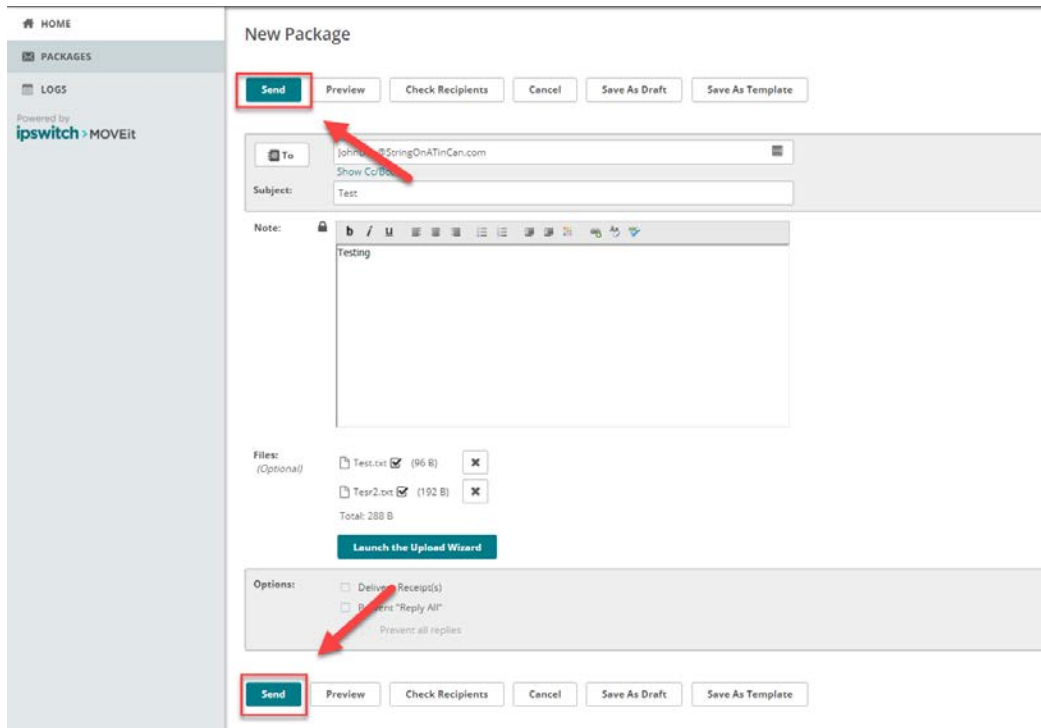
10. Once the file has been uploaded, click the **Close** button.

*Note; If you should click on, **Send package immediately after upload** will be sent immediately when the file has completed uploading*

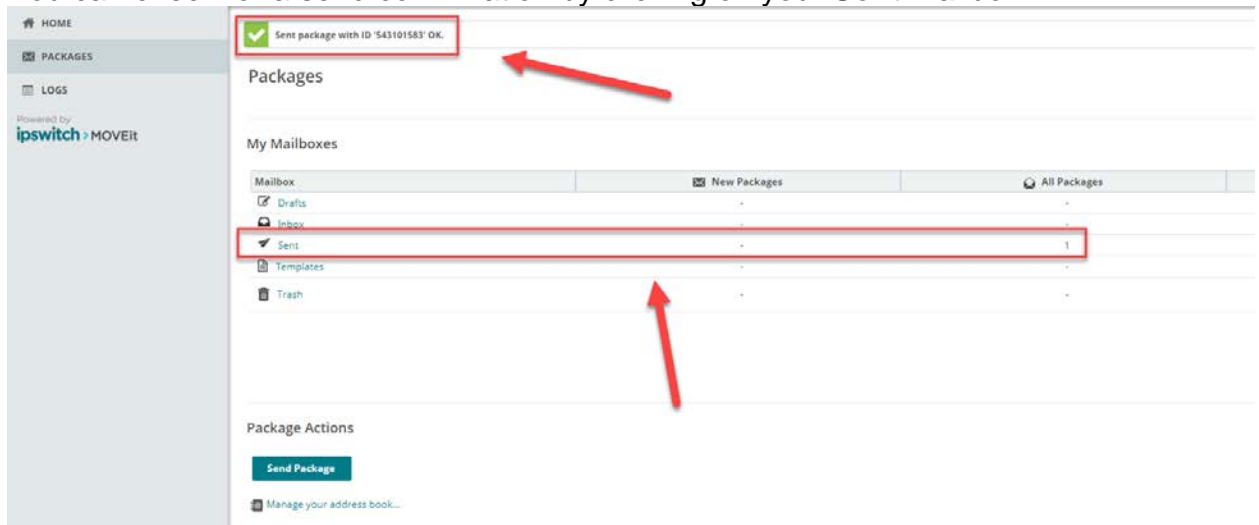


How to send the file:

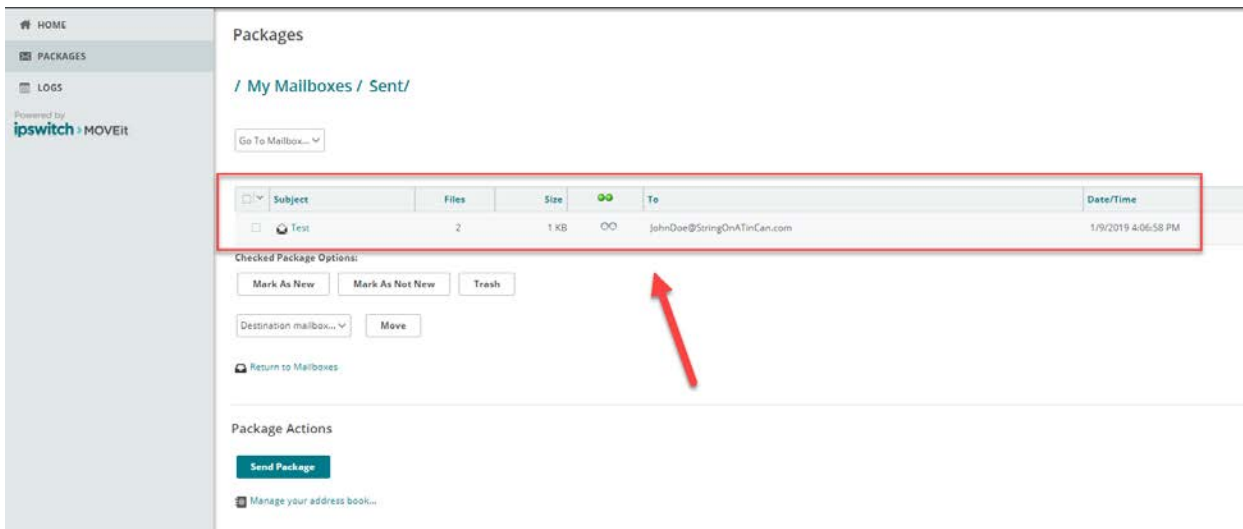
1. Confirm the files and email address is correct then click **Send** (either one, top or bottom).



2. Once you send the file, you'll see a confirmation in your MOVEit **"My Mailbox"**. You can check for a send confirmation by clicking on your **Sent** mailbox.



3. Inside your **Sent** mailbox will be a confirmation of the email you just sent. **Documents are only active for 7 days after they have been sent.**

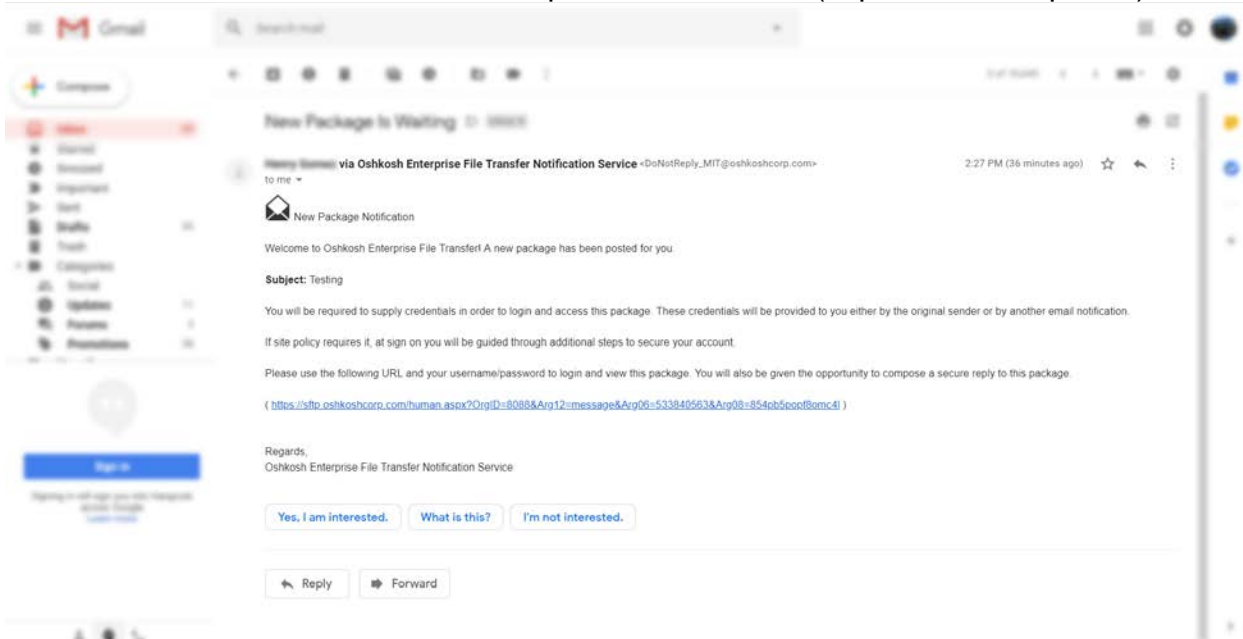


What will the receiver see?

1. The external user will receive two emails, one email with their login information. And another email, notifying the external user that there's a file for them. Using the link in the login email, the external user will active their temporary account and create a password. This account and password are active for only **7 days**, from the time the account was created. After the first login email is sent, they will not receive another login information just other emails notifying them that new files having been sent to them.

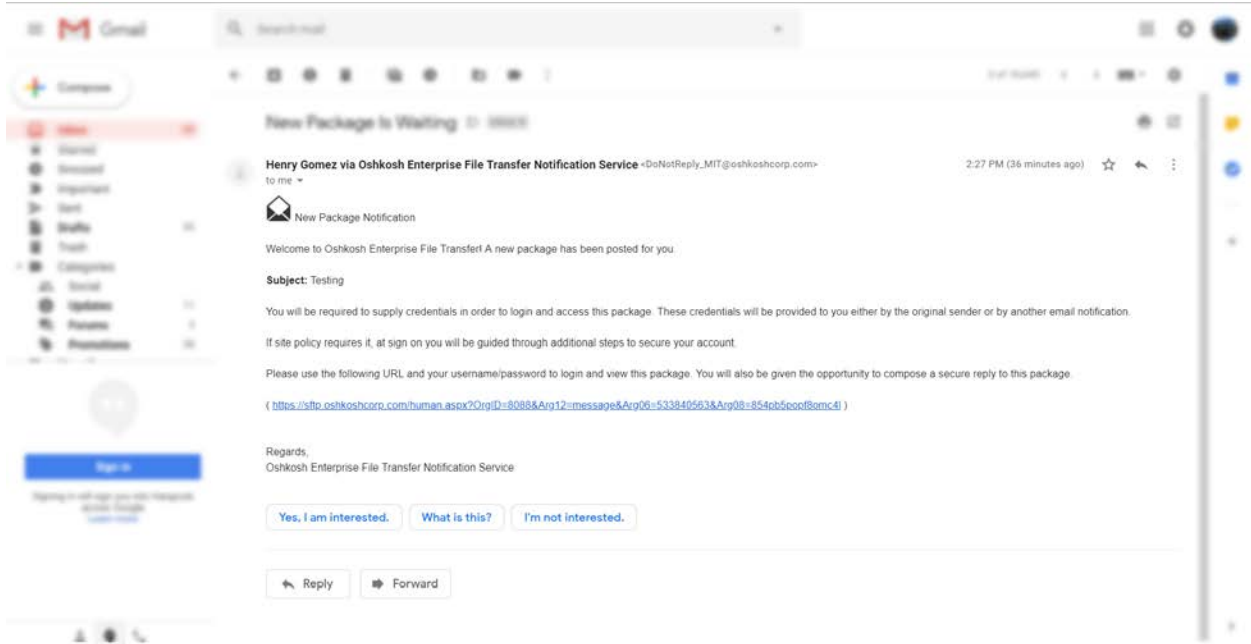
Email subject for temporary MOVEit account:

“New User Account for Oshkosh Enterprise File Transfer (sftp.oshkoshcorp.com)”



Email subject for new Files:

“New Package Is Waiting”



- When working with External MOVEit users, please send out this document (insert KB LINK)

- FAQ document (insert KB LINK)