

SecureShare Instructions

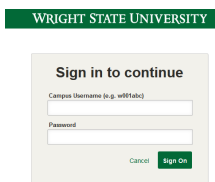
Sharing files securely with the Office of the Registrar

Go to seureshare.proofpoint.com

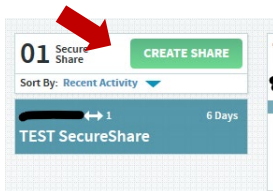
Enter your **email address**



If using a Wright State University email address, you may be prompted to **log in using your WID and Password**



Select **CREATE SHARE**



- Type **wsu-registrar@wright.edu** in the **PARTICIPANTS** field
- Add desired **SUBJECT**
- Use slider to adjust **EXPIRATION** to desired timeframe or default is 30 Days
- **Add your files** by dragging files to Drag files here area or click link to upload
- Type added **MESSAGE** if desired
- Select **DONE**

