**SecureShare Instructions**

*Sharing files securely with the Office of the Registrar*

Go to seckshare.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**