# Instructions for Using the USO-FX Secure File Exchange System

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### Downloading a file from USO-FX

When you are sent a file to download, you will receive an email with the subject **New document available via USO-FX** and from <u>do-not-reply@atomwide.com</u>

When you open the email you will see the following message

"A new document has been uploaded by <Name of sender> from Barnet LA or Council in Barnet and is now available for download from the USO-FX system within https://support.lgfl.org.uk/secure/default.aspx "

You need to click on the hyperlink and it will take you to the following page.

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Too the formation of the contraction of th	💽 🔄 🕫 https://idpl.lgfl.org.uk/shibboleth/HS?shire=https%3A%2F%2Fsupport%2Elgfl%2Eorg%2Euk%2FShibboleth%2Esso%2FSAML%2F\$_ 🎦 🚰 😽 🔀 Google	<b>P</b> •
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Service for the London Grid for Learning community provided by:	😪 🕸 🥖 Atomwide USO login 👘 🕤 🕫	🖶 + 🔂 Page + 🎯 Tgols + 🤲
	A service for the London Grid for Learning community provided by:	

Enter your normal username & password (example username: dtobin.302) & your password then click "Login" and the next screen should appear. The announcements may be different and these can be ignored.

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File Edit View	Favorites Tools	; Help		1
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Home				<u>Site map</u>
Related sites:	I.T. TRAININ	GRID FOR LEARNING		
		My Account Network Status Service Desk User Accounts Email SMS USO-FX Resources General Logout		
		Announcements		
	Topics Affects	Last update Summary		
	Other LGfL	19/08/2009 12:34:00 LG/L Staffmail elated menu items moved from User Accounts tab to new E-mail tab.	Details	
	Other LGfL/Buc	skinghamshire/Stoke/Vindsor & Maidenhead/West Berkshire/Medway/West Sussex 31/07/2009 08:50:00 The "old" Usersistie is now closed	Details	
	Other LGfL/Buc	ckinghamshire/Stoke/Windsor & Maidenhead/West Berkshire/Medway/West Sussex 31.07/2009 06:43:00 E-mailed support etablisher Stoke/Windsor & Maidenhead/West Berkshire/Medway/West Sussex 31.07/2009 06:43:00 E-mailed support etablisher Stoke/Windsor & Maidenhead/West Berkshire/Medway/West Sussex 31.07/2009 06:43:00 E-mailed support etablisher Stoke/Windsor & Maidenhead/West Berkshire/Medway/West Sussex 31.07/2009 06:43:00 E-mailed support etablisher Stoke/Windsor & Maidenhead/West Berkshire/Medway/West Sussex 31.07/2009 06:43:00 E-mailed support etablisher Stoke/Windsor & Maidenhead/West Berkshire/Medway/West Sussex 31.07/2009 06:43:00 E-mailed support etablisher Stoke/Windsor & Maidenhead/West Berkshire/Medway/West Sussex 31.07/2009 06:43:00 E-mailed support etablisher Stoke/Windsor & Maidenhead/West Berkshire/Medway/West Sussex 31.07/2009 06:43:00 E-mailed support etablisher Stoke/Windsor & Maidenhead/West Berkshire/Medway/West Sussex 31.07/2009 06:43:00 E-mailed support etablisher Stoke/Windsor & Maidenhead/West Berkshire/Medway/West Sussex 31.07/2009 06:43:00 E-mailed support etablisher Stoke/Windsor & Maidenhead/West Sussex 31.07/2009 06:43:00 E-mailed support etablisher Stoke/Windsor & Maidenhead/West Sussex 31.07/2009 06:43:00 E-mailed support etablisher Stoke/Windsor & Maidenhead/West Sussex 31.07/2009 06:43:00 E-mailed support etablisher Stoke/West Stoke/West Support etablisher Stoke/West Sussex 31.07	Details	
		This service for the London Grid for Learning is supported by		

Select "Download a file" from the USO-FX menu

Following screen will open, listing all the files that are available for download

USO Support Site - operated by Ator	nwide - Microsoft Internet Explorer	
File Edit View Favorites Tools Help		🕂 🖉 👘 👘 🖓
Ġ Back 🝷 🕥 - 💌 🗟 🏠 ,	🔎 Search 👷 Favorites 🔣 😥 🥥 💿	
Address 🕘 https://support.lgfl.org.uk/secure/	isof://file_download.aspx	🔽 🄁 Go Links 📆 🗸
<u>Home</u> : <u>USO-FX</u> : Download a fi	e	Site map
Related sites:	<b>LONDON</b> GRID FOR LEARNING	
	My Account Network Status Service Desk User Accounts Email SMS USO-FX Resources	General Logout
	USO-FX: Available Downloads	
	Document Size Upload date From	
₽	elete Test File 22.0kB 24 Aug 09, 09:35 Siva Sang from Barnet LA or Cou	uncil, Barnet
	Once you have viewed and/or saved a document, and you are sure that you will not need to download it again, please c This service for the London Grid for Learning is supported by	iick the 'Delete' link. W L D E Ju tions
· /		

Click on the link below the heading "document", and the following screen will appear.

File Download	×
Do you want to open or save this file?	
Name: Test File.xls Type: Microsoft Excel Worksheet From: support.lgfl.org.uk	
Open Save Cancel	
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	

Save the file to your computer in a location of your own choice.

### Receiving more than one file

If you are being sent more than one file then these will be contained in a Self-Extracting Zip file. The instructions for downloading this type of file are exactly the same.

When you have saved the file to your computer you then double click the file and the following screen will appear.

WinZip Self-Extractor - tesr[1].exe	×
To unzip all files in tesr[1].exe to the specified folder press the Unzip button.	<u>U</u> nzip
Unzip to folder	Run <u>W</u> inZip
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verwrite files without prompting	About
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Click on the Browse button and select the place you want the files to be saved. For example C:\temp

		🐸 🌱
WinZip Self-Extractor - ter	st.exe	- 🗵
To unzip all files in terst.exe to the press the Unzip button.	specified folder	Unzip
Unzip to folder:		Run WinZip
C:\temp	Browse	Close
Cverwrite files without prompti	ng	About
		Help

The click Unzip and you will receive a message to say that a number of files have been successfully unzipped. You can then go to that location to see the files.

Please remember to log off when you have finished.

### Uploading a file to Barnet LA or another Barnet school

Logon to USO-FX Open the internet explorer and type in the following url address: https://support.lgfl.org.uk/

#### The following screen will open.

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G - Maintenant	t.lgfl.org.uk/				💌 🔒 🔸 🗙 Google	P •
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	na tor Loanning				<u>.</u>	
			WELCOME	TO THE		
		-	GRID FOR E			
			SUPPOR	T SITE		
		You are connect	ing to support.lgf	l.org.uk from 80.254.147.52		
	USO	Find out how to obtain an LGfL USO username	FAQ	Read the support FAQ.		
		and password.				
		Change the password for your LGfL USO	<b>A</b>	If you are a member of LA in London, then you	f staff at a school or I can log in to the	
		account.		secure area of the sup	port site.	
		Call the London Gr	id for Lea	rning on 020 82 55	55 55	
		Find ou	it more at	www.lafl.net		
		11111-00				
						<b></b>
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Click the icon "padlock" The following screen will open.

🔗 Atomwide USO login - Windows Internet Explorer	- 🗆 ×
🕒 🕞 💌 👔 https://dp1.lgfl.org.uk/shibboleth/H57shire=https%34%2F%2Fsupport%2Elgfl%2Eorg%2Euk/%2Fshibboleth%2Esso%2F5AAU_%2FF_ 🔒 😚 🔀 Google	<b>P</b> -
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Username: (e.g. jsmith.123) Password:	×
You must close all brows windows once you have finished accessing these resources, otherwise subsequent users of this computer will be able to access your account.	
A service for the London Grid for Learning community provided by:	
	-
Done 🛛 👘 🖓 Internet 🔍	0% • //.

Enter your normal username & password (ex username: abcd.302) & your password then click "Login" and the next screen should appear.



Click on the USO-FX tab and select "upload a file" from the menu and the following screen will appear.



The first step in the process is to select the email address of the recipient. This is a secure email system and only the registered individual user can access (send/receive) the contents using their own username & password. Under the heading "Find a User",

- 1. School: select the receiving school or organisation. To send data back to Barnet, select "Barnet LA or Council"
- 2. Enter Last name of the recipient if known

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- 3. Enter First name of the recipient if known
- 4. Click "Search"
- 5. Un-tick the check box next to "Restrict recipient list to users who have registered OTP tags?"

If the recipient is set up to use this system, the details will appear as shown below. Click on "Select"

3 USO Support Site - operated by Atomwide - Microsoft Internet Explorer	
File Edit View Favorites Tools Help	
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Address 🥙 https://support.lgfl.org.uk/secure/usofx/tools/file_upload.aspx 🛛 💌 🔁 Go	Links
Home : <u>USO-FX</u> : Upload a file	<u>Site r</u>
Related sites: BLOG LT TRAINING BLOG DOR LEARNING	
My Account Network Status Service Desk User Accounts Email SMS USO-FX Resources General Logout	
USO-FX: Upload a new file Start by defining who should receive copies of your file Restrict recipient list to users who have registered OTP tags?	••••
Specific users	
Find a user Types: Staff only V Search Username:	
Authority: Barnet 💌 First name: David	
School: Barnet LA or Council V Last name: Tobin	
Username         First Name         Last Name         Email         Role         DCSF         School         Authority           Select         dtobin.302         David         Tobin         david.tobin@barnet.gov.uk         Staff/Contact         302-0000         Barnet LA or Council         Barnet	
Username     Has OTP?       None     -       Delete     Add   Surve this list of users as a group For Future re-use?  OIX	

The recipient detail will appear as shown below.

USO Support Site - operated by Atomwide - Microsoft Internet Explorer		_ 6
File Edit View Favorites Tools Help		4
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Address 🗃 https://support.lgfl.org.uk/secure/usofx/tools/file_upload.aspx	💌 🔁 Go	Links 📆
Home : USO-FX : Upload a file		<u>Site map</u>
Related sites: BLOG CRID FOR LEARNING		
My Account Network Status Service Desk User Accounts Email SMS USO-FX Resources General Logout		
USO-FX: Upload a new file Start by defining who should receive copies of your file Restrict recipient list to users who have registered OTP tags?		
Specific users		
Find a user Types: Staff only Search Username:		
Authority: Barnet First name: David		
School: Barnet LA or Council Last name: Tobin		
Username         First Name         Last Name         Email         Role         DCSF         School         Aut           Select         dtobin.302         David         Tobin         david.tobin@barnet.gov.uk         Staff/Contact         302-0000         Barnet LA or Council         Barnet	hority het	
Username Has OTP? dtobin.302 No Delete 1 Add Save this list of users as a group for future re-use? Group name: OK		

Scroll down & Click on "Next"

	dtobin:302 No Delete For future re-use?	
	Add Group name:	
My groups		
L	Add Edit	
	Group name	
	None Remove	
All staff who	natch specific school or profile criteria	
	Authority: Barnet	
	School: any of the below	
	Profile: any of the below	
	Classifications: Nursery? V Infants? V Juniors? V Primary? V Secondary? V Special? V PRU? V Other? V	
	Add	
	No school or profile criteria have been specified	
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This window should appear and click "Next" again.

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Address 🗃 https://support.lgfl.org.uk/secure/usofx/tools/file_upload.aspx	V 🄁 😡 Links 🔁 🕇
<u>Home</u> : <u>USO-FX</u> : Upload a file	Site map
Related sites:	CONDON GRID FOR LEARNING
My Account Network Sta	us Service Desk User Accounts Email SMS USO-FX Resources General Logout
The following users will receive your file	
<mark>Userna</mark> dtobin.3	me First name Last name School Authority Profile Criterion 22 David Tobin Barnet LA or Council Barnet - 0
	Previous Next

The next screen will appear.

USO-FX Secure File Exchange User Guide	
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File Edit View Favorites Tools Help	4
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ddress 👌 https://support.lgfl.org.uk/secure/usofx/tools/file_upload.aspx	🕑 🄁 Go 🛛 Links 📆 '
Home : USO-FX : Upload a file	<u>Site map</u>
Related sites: BLOG LET: GRID FOR LEARNING	
My Account Network Status Service Desk User Accounts Email SMS USO-FX Resources General Logout	
USO-FX: Upload a new file	
Title:	
Description:	
File: Browse	
Ready; max file size = 8MB Acceptable file types: .csv, .doc, .docx, .gif, jpeg, .jpg, .pcap, .pdf, .png, .ppt, .pptx, .txt, .xls, .xisx, .xmn There is disk quota of 3200MB currently being enforced for your authority, and 0.4% of this has been used <b>3</b>	
Email me whenever the document is downloaded?	
Delete document automatically when all recipients have acknowledged it?	
Force delete of document at the end of the following day 31 Aug 2009	
Previou	Js Finish
(5)	

- Type in a title for the file you are uploading
   Type in a description for the file you are uploading
   Click on "Browse" and locate the file you want to upload
- 4. There are 3 options available for the management of the uploaded file. You can tick/un-tick according to your preference
- 5. Click "Finish"

On completion of the above step, this secure email system will generate an automated "notification email" to the recipient.

## Uploading more than one file

If you have more than one file to send then you will have to send each file separately or zip the files together. The files are placed in a self-extracting zip file that can then be uploaded. The receiving person would then follow the instructions, **Receiving more than one file,** on page 3.

### Creating a self-extracting zip file

The benefit of a self-extracting zip file is that the receiving person does need to have a copy of WinZip installed on their computer to open the file.

To create a self-extracting zip file you will need a copy of Winzip or equivalent software installed on your machine. The following instructions are based on using WinZip, other programs will be similar.



Open WinZip, select the Classic option if asked.

Click the New button, which will create a New Archive. This will eventually become the self-extracting zip file.

You now have to select where to save this file. The example on the next page will create a file called Test.zip and it will be saved in My Documents.

	USO-F	X Secure F	- ile Exchange	User Guide	
New Archive					
Save jn:	📋 My Documents	;	~	G 🤌 📂 🖽-	
My Recent Documents Desktop My Documents	access     archives     archives     Backup     cdcache     David     Downloads     eRoom Files for     excel     export     My Data Source     My Music     My Notes     My Password Re	Offline Editing s ecovery	My Pictures My Shapes Organisastional outlook pictures powerpoint settings Transport Revie Virtual school word REMIT	Accreditation	
My Computer	File <u>n</u> ame:	Test		~	ОК
My Network	Files of type:	Zip files		<b>~</b>	Cancel <u>H</u> elp

Click OK. You then need to find the files you want to add to this zip file. The example on the next page has gone to the folder My Documents/Word and I have selected 2 files.

Add				
L <u>o</u> ok in:	i word		· O 🕫 🛛	>
Desktop	Doc1.doc			
My Documents				
My Computer				
My Network				
Places	File <u>n</u> ame:	"Doc2.doc" "Doc1.doc"		
				Cancel
				<u>H</u> elp
Action: Add	l (and replace) files	~		Add with wildcards
Split Zip file: Dor	n't split	~	— Compression —	
	Other size:	КВ	Lurrent: Legacy (2	Cip 2.0 Compatible)
- Options		- Folders	- Archive Attribute	s
Encrypt adde	d files m and hidden files	Save <u>full path info</u>	Include only if	archive attribute is set attribute

Then click <u>A</u>dd.

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Select Actions and then Make.Exe File

2	WinZip - T	est.z	zip											×
File	Actions V	/iew	Jobs C	Options	Help									
1	N Celete.		Sh Sh Sh	nift+A nift+D nift+E	Add	Extract	Encr	ypt	Siew View	CheckO	lut	<b>S</b> Wizard	View Style	
Na	m 🤗 View		Sh	nift+V				Туре		Modified			Size	F
(W)	D 📄 New Fo	older						Microso	oft W	03/09/200	9 14:3	0	26,112	
P)	D Select / Invert : Select f	All Select Files	Ct ion ,	rl+A				Microso	oft W	03/09/200	9 14:3	0	26,112	
	🌍 Make .B	Exe Fi	le Sh	iift+K										
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The next screen will appear and hen click OK

WinZip Self-Extractor Personal Edition	
Create self-extracting <u>Zip</u> file from: ome4\$\David.Tobin\Test.zip 	OK <u>C</u> lose
Default "Unzip To" folder:	About
	Help
Blank entry means user's TEMP= folder	
Spanning Support	
⊙ No spanning	
◯ Saf <u>e</u> spanning method	
Old spanning method	
✓ <u>O</u> verwrite by default	

After you have clicked OK the next screen will appear, click No.

WinZip Self-Extractor Personal Edition		
(\\LBB01 VER03\HOME4\$\DAVID.TOBIN\TEST.E Before distributing the EXE file, please be sure Do you want to test it now?	EXE' has been created is a to test it in all target of the second s	from "\\LBB01VER03\HOME4\$\DAVID.TOBIN\TEST.ZIP". environments.
The final screen will appear and click	< <u>C</u> lose	
WinZip Self-Extractor Personal Edition		
Create self-extracting <u>Zip</u> file from: <u>Browse</u> <u>Browse</u> <u>Default</u> "Unzip To" folder: <u>Blank</u> entry means user's TEMP= folder <u>Spanning Support</u> <u>No</u> spanning <u>Safe</u> spanning method <u>Old spanning method</u>	OK Close About	
☑ Overwrite by default		

Your file <name>.exe will now have been created in the location you have specified. Now follow the instructions, **Uploading a file to Barnet LA or another Barnet school**, on page 4.

### **Contact Details**

If you have any problems then contact one of the following members of the Research and Management Information Team:

Jane Elliott	020 8359 7621
David Tobin	020 8359 7274