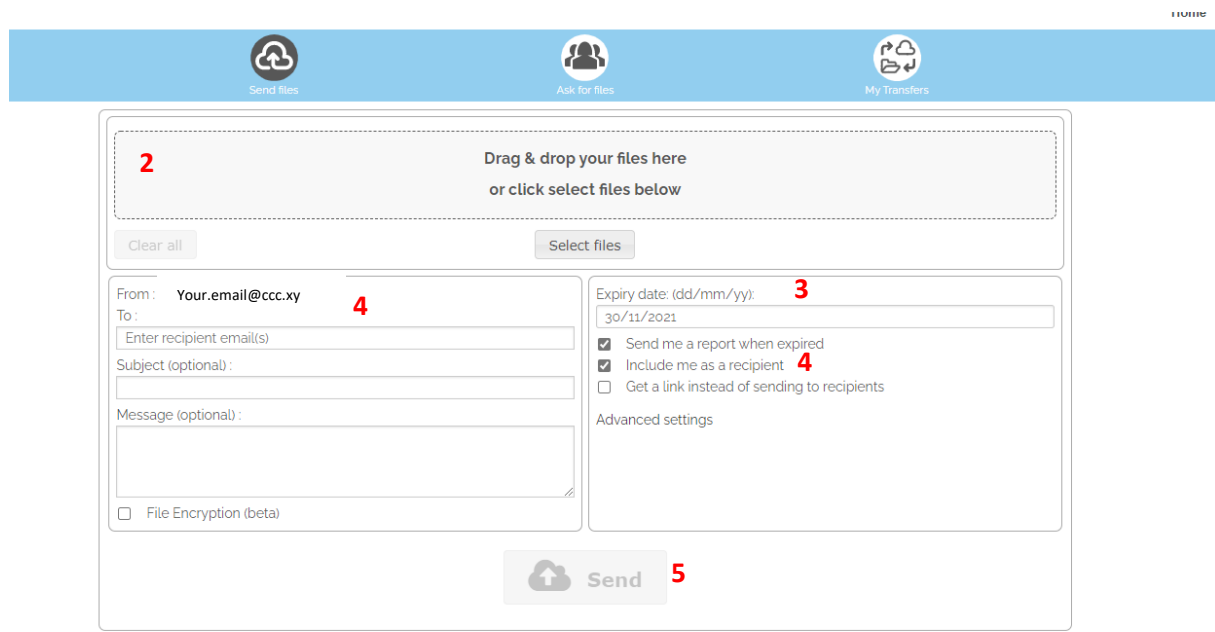


How to use FileSender to create a link to the pdf-file of the PhD thesis

- 1) Log into [FileSender \(uninett.no\)](https://filesender.uninett.no) using UiB-login or BankID.
- 2) Drag and drop the entire PhD thesis including the cover page in one (1) pdf-file. The thesis is uploaded to the temporary repository.
- 3) Set *Expiry date* to 180 days.
- 4) Tick for *Include me as a recipient*, remember to include your e-mail address.
- 5) *Send*.
- 6) *Close when Done* uploading.
- 7) Receive an e-mail with the FileSender link.
- 8) Copy the link into the application form for submission of the PhD thesis.



The screenshot shows the FileSender web interface. At the top, there are three navigation icons: 'Send files', 'Ask for files', and 'My Transfers'. The main area is a form for uploading and configuring a file transfer. A red '2' is placed in the 'Drag & drop your files here' area. Below this is a 'Clear all' button and a 'Select files' button. The form is divided into two columns. The left column contains fields for 'From: Your.email@ccc.xy', 'To:' (with a red '4' next to it), 'Subject (optional):', and 'Message (optional):'. There is also a checkbox for 'File Encryption (beta)'. The right column contains an 'Expiry date: (dd/mm/yy):' field with a red '3' next to it, and two checked checkboxes: 'Send me a report when expired' and 'Include me as a recipient' (with a red '4' next to it). There is also an unchecked checkbox for 'Get a link instead of sending to recipients' and a section for 'Advanced settings'. At the bottom of the form is a 'Send' button with a red '5' next to it. Below the form, there is a link for 'Problems? Email kontakt@unit.no' and a statement: 'FileSender is a service for everyone studying with or working for a Norwegian higher education institution.'

7 **FileSender** **FileSender:** ons. 10.11.2021 14.36

Dear Sir or Madam,
The following file has been uploaded to FileSender <<https://filesender.uninett.no/>> by

Transaction details

File	29/11/2021
Expiry date	29/11/2021
Download link	https://filesender.uninett.no/?s=download&token=cd4e5baf-7c10-4d8f-b80b-2dc5bbb38963