



SecureTransport

Version 5.4
2 April 2024

Web Client User Guide



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This documentation describes the following Axway software:

Axway SecureTransport 5.4

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Revision history

The following changes are added to the SecureTransport 5.4 ST Web Client User Guide:

SecureTransport version	Document revision number	Topics updated
5.4	5.4.01 – initial version	
5.4	5.4.02	<i>Identify your product version on page 25</i> added
5.4	5.4.03	<i>Monitor uploads on page 34</i> updated
5.4	5.4.04 – current version	<i>View file and folder details on page 32</i> updated

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Preface

The *ST Web Client User Guide* describes how to use the ST Web Client to manage files, folders, and emails on the Axway SecureTransport server.

ST Web Client is an HTML5 based interface for exchanging files over HTTPS with Axway SecureTransport. This client, aligned with current usability and accessibility recommendations, enhances your user experience.

Who should read this document

This guide is intended for users who want to access the SecureTransport server through ST Web Client. It assumes the reader is familiar with using a web browser, with file transfer actions, and email tools. Users of this guide include:

- System Administrators
- Employees of companies using SecureTransport for managed file transfer
- External customers of companies using SecureTransport for managed file transfer

Related documentation

SecureTransport provides the following documentation:

- *SecureTransport Administrator's Guide* – This guide describes how to use the SecureTransport Administration Tool to configure and administer your SecureTransport Server. The content of this guide is also available in the Administration Tool online help.
- *SecureTransport REST API documentation* – The portal published API documentation derived from the API swagger documents. To access the administrator API documentation, go to [SecureTransport Administrator API v1.4](#). To access the end-user API documentation, go to [SecureTransport End-User API v1.4](#).
- *SecureTransport Appliance Guide* – This guide provides the SecureTransport Appliance installation, configuration, and operation instructions. It also provides SecureTransport installation and upgrade instructions for Axway Appliances.
- *SecureTransport Capacity Planning Guide* – This guides provides information useful when planning your production environment for SecureTransport.
- *SecureTransport Developer's Guide* – This guide provides the descriptions and usage of the plug-able information for the SecureTransport Pluggable Transfer Site and how to implement a

Pluggable Transfer Site. It also provides Swagger REST API integration instructions and custom Address Book source implementation instructions and custom plugins/exits source implementation instructions.

- *SecureTransport Getting Started Guide* – This guide explains the initial setup and configuration of SecureTransport using the SecureTransport Administrator setup interface.
- *SecureTransport Installation Guide* – This guide explains how to install and uninstall SecureTransport on UNIX-based platforms and Microsoft Windows.
- *SecureTransport Release Notes* – This document contains information about new features and enhancements, information received after the finalization of the rest of the documentation, and a list of known and fixed issues.
- *SecureTransport Security Guide* – This guide provides security information necessary for the secure operation of the SecureTransport product.
- *SecureTransport Software Development Kit (SDK)* – A set of software development tools and examples that allow extending SecureTransport by consuming and implementing available APIs.
- *SecureTransport Upgrade Guide* – This guide explains how to upgrade SecureTransport on UNIX-based platforms and Microsoft Windows.
- *ST Web Client Configuration Guide* – This guide describes how to configure and customize the ST Web Client user interface.
- *ST Web Client User Guide* – (This document) This guide describes how to use the ST Web Client.

Go to Axway Support at support.axway.com to view or download documentation. The website requires login credentials and is for customers with active support contracts.

Get more help

Go to Axway Support at support.axway.com to get technical support, download software, documentation and knowledgebase articles. The website requires login credentials and is for customers with active support contracts.

The following support services are available:

- Official documentation
- Product downloads, service packs, and patches
- Information about supported platforms
- Knowledgebase articles
- Access to your cases

When you contact Axway Support with a problem, be prepared to provide the following information for more efficient service:

- Product version and build number
- Database type and version
- Operating system type and version
- Service packs and patches applied

- Description of the sequence of actions and events that led to the problem
- Symptoms of the problem
- Text of any error or warning messages
- Description of any attempts you have made to fix the problem and the results

Training

Axway offers training across the globe, including on-site instructor-led classes and self-paced online learning. For details, go to training.axway.com

ST Web Client Accessibility

Axway strives to create accessible products and documentation for users. The following describes the accessibility features of ST Web Client and its documentation.

Product accessibility

ST Web Client has the following accessibility features:

- [Keyboard shortcuts on page 9](#)
- [ST Web Client and screen readers on page 13](#)
- [Screen reader navigation on page 14](#)

Keyboard shortcuts

ST Web Client has a number of keyboard shortcuts to make navigation faster and easier.

For the best experience screen readers will automatically enable the use of shortcuts when focused on a tabs control, on *Your Files* list, on a *Messages* list, or when composing a message. To allow use of shortcuts at any time do the following:

- For JAWS users: Press **JAWS + z** to hear that the virtual cursor is turned off. Press the same combination, if you want to turn the virtual cursor on again.

Note To use shortcuts with JAWS, turn off the virtual PC cursor. For more information, see [ST Web Client and screen readers on page 13](#).

The following sections lists keyboard shortcuts you can use.

Note Users of Mac OS X use the Command key in place of the Ctrl key.

Go to

To do this	Press
Open the Accessibility pop-up	?
Go to Your Files (with focus on the Your Files tree)	g then f

To do this	Press
Go to the Mailbox (with focus on the Mailbox tree)	g then m
Go to the Uploads queue (with focus on the list of transfers)	g then q
Focus Your Files tree or Mailbox tree navigation	g then n
Focus Your Files list or list of messages	g then l

Selection

To do this	Press
Select next item	j or Down or Right
Select previous item	k or Up or Left
Select all items	Shift + a or Ctrl + a
Clear the selection	Shift + n
Extend selection down	Shift + j or Shift + Down
Extend selection up	Shift + k or Shift + Up
Select or deselect current item	Ctrl + Spacebar or x
Select or deselect current item and deselect all other items	Spacebar
Move down without changing selection	Ctrl + j or Ctrl + Down
Move up without changing selection	Ctrl + k or Ctrl + Up

Common actions

To do this	Press
Delete an item (confirmation is displayed)	# or Delete
Create an item	c

To do this	Press
Open an item	o or Enter
Move an item	v
Refresh	e
Display all actions menu	a
View details about an item	i

Tree navigation

To do this	Press
Move selection to first item	Home
Move selection to last item	End
Move selection to previous item	Up
Move selection to next item	Down
Collapse selected tree item	Left
Expand selected tree item	Right

File and folder actions

To do this	Press
Focus upload action	u
Download selected files	d
Delete selected files or folders	# or Delete
Create a folder	c
Open a folder	o or Enter

To do this	Press
Go to the previous folder	Backspace
Rename file or folder	n or F2
Move a file	v
Refresh a folder	e
Display all actions menu	a
View details about a file or folder	i
Share a folder	s

Mailbox actions

To do this	Press
Compose a message	m
Delete a message	# or Delete
Open a message	o or Enter
Create mailbox folder	c
Move a message	v
Reply to a message	r
Reply all to a message	Ctrl + Shift + r
Forward a message	f
Display all actions menu	a
Refresh a mailbox folder	e
View message details	i

Message view

To do this	Press
Send an email	Ctrl + Enter
Focus the Cc edit box	Ctrl + Shift + c
Focus the Bcc edit box	Ctrl + Shift + b
Save all attachments	Ctrl + Shift + d

Transfer queue actions

To do this	Press
Pause a transfer	p
Resume a transfer	r
Cancel a running transfer or remove a completed transfer	# or Delete

ST Web Client and screen readers

Visually-impaired users can use ST Web Client with screen reader applications. ST Web Client has passed accessibility validation for visually-impaired users with JAWS (Job Access With Speech) on Windows.

Tips when using JAWS

If you are using JAWS as your screen reader, we recommend using Internet Explorer as your browser with the latest version of JAWS. You do not need to change the screen reader setting for use with ST Web Client.

For the best experience, JAWS will automatically enter *Forms* mode when focus is on a tabs control, on *Your Files* list on a *Messages* list, or when composing a message. *Forms* mode will allow you to use the arrow keys to navigate between files and folders, messages, tabs, or when typing in an edit box.

When in the *Forms* mode you can also use ST Web Client keyboard shortcuts to make navigation faster and easier. To enter the *Forms* mode at any time, turn off the virtual cursor. Press **JAWS + z** to hear when the virtual cursor is turned off or on.

To navigate through definition lists, use **i** for the next item and **SHIFT + i** for the previous item.

Press **DOWN** to read the description, associated with the currently selected list item.

To find an example of a definition list, go to the *Accessibility* dialog, listing all available custom ST Web Client shortcuts.

To open the *Accessibility* dialog, press **?** or **SHIFT + /**

For more tips, see [Screen reader navigation on page 14](#).

Screen reader navigation

By default, after logging in the focus is on the *Your Files* tab. To navigate through the list of files and folder, press the **DOWN** and **UP** arrows. To open an item, press **o** or **Enter**.

ST Web Client has a number of keyboard shortcuts to make navigation faster and easier. One of the most common shortcuts is the *Go to* action. This shortcut lets you change the view by pressing **g** followed by another key – usually the first letter of the view's label. The most important *Go to* actions in ST Web Client are:

- **g** then **f**: Go to *Your Files* view. This shortcut will always switch the view from icons to vertical list.
- **g** then **i**: Go to *Inbox* messages list.

For a complete list of keyboard shortcuts, refer to [Keyboard shortcuts on page 9](#).

Another fast and easy way to navigate using screen reader built-in commands is:

- For JAWS users: **JAWS + F7** to display the *Links* list, **JAWS + F6** to display the *Headings* list, and **JAWS + F5** to Select a form field.

Note that when the focus is on a tab control, *Your Files* list, or *Messages* list; the screen reader commands will be automatically disabled to allow the usage of keyboard shortcuts. To gain control of the virtual cursor back and to use screen reader commands, do the following:

- For JAWS users: Press the **NUMPAD PLUS** key to hear the virtual PC cursor is enabled. Alternatively, you can press **ESC** or **ENTER**.

ST Web Client landmarks and headings

ST Web Client is split on four landmark regions:

- The banner: Provides *Your files*, *Mailbox*, and *User* menu.
- The Side menu: Provides the *Your files* area.
- The main region: Where the *MAILBOX* and *Your Files* panes are displayed.
- Uploads Monitor: Where all uploads are displayed

ST Web Client views

The different views of ST Web Client are organized like panes and buttons.

- *Your files*: Contains your folder and files.
- *Mailbox*: Enables you to exchange files as attachments.

- *Uploads monitor*: Enables the monitoring of file uploads.

To change your ST Web Client view, do one of the following:

- Select Mailbox, Your files, or expand Uploads monitor.
- Use the *Go to* keyboard shortcuts for ST Web Client.

ST Web Client buttons and menus

The ST Web Client buttons and menus enable you to perform actions on your files, folders, and messages.

Here are some of the most important button actions in ST Web Client:

- **Upload**: Press this button to upload a file.
- **MAILBOX**: Press this button to compose a new message with attachments and/or view and manage email messages.
- **YOUR FILES**: Press this button manage your files and folders

Manage ST Web Client

1

This chapter provides general ST Web Client information and instructions. It also provides how to instructions for logging in and out of ST Web Client and resetting your password.

- [Prerequisites on page 16](#) - List the ST Web Client prerequisites.
- [Sign in with your password on page 17](#) - Provides instructions for logging into ST Web Client using a user name and password.
- [Select a secret question on page 18](#) - Provides instructions for selecting a secret question.
- [Reset your password when required on page 19](#) - Provides instructions for changing your password when required by the system administrator.
- [Reset your forgotten password on page 19](#) - Provides instructions for resetting a forgotten password.
- [Sign in with a certificate on page 20](#) - Provides instructions for logging into ST Web Client using a certificate.
- [Get to know ST Web Client on page 20](#) - Describes the ST Web Client user interface.
- [Toggle your view on page 23](#) - Provides instructions for toggling your view in both the *YOUR FILES* and *MAILBOX* panes.
- [Set preferences on page 23](#) - Provides instructions on setting your ST Web Client preferences.
- [Change your password on page 24](#) - Provides instructions for changing your ST Web Client password.
- [Obtain accessibility information on page 24](#) - Provides instructions for navigating to the ST Web Client accessibility information.
- [Log out on page 25](#) - Provides instructions for logging out of your ST Web Client session.

Prerequisites

Before you can log in to ST Web Client and open a session, you need:

- A high-speed Internet connection
- A supported Internet browser
 - Microsoft Internet Explorer 11
 - Microsoft Edge - latest version
 - Mozilla Firefox - latest version
 - Apple Safari - latest version
 - Google Chrome - latest version

- A connection URL to paste into your browser. This URL is provided to you by your company for connection to the document exchange server.
- A user name and password. This information is provided to you by your company for connection to the document exchange server. You must enter this information on the Log in page.

For detailed descriptions of SecureTransport Server administrative procedures, refer to the *SecureTransport Administrator's Guide*.

Sign in with your password

Note This functionality does not apply to SSO users.

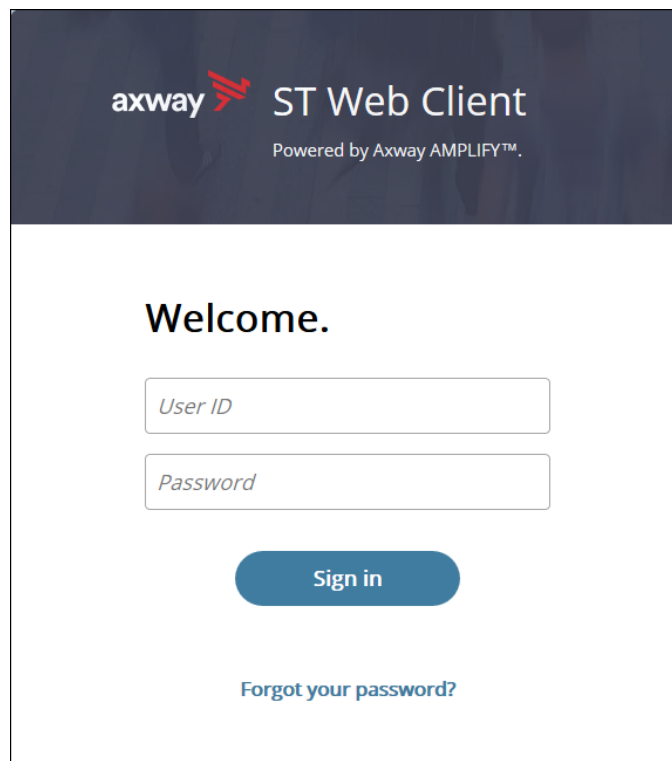
To sign in to ST Web Client:

1. Open a supported browser.
2. Enter the connection URL and press enter. The Sign in page is displayed.

Use the following URL format: *protocol://hostname:port*

where *protocol* is HTTP or HTTPS, *hostname* is the host name or IP address of the SecureTransport system, and *port* is the server port.

For example: `https://st.example.com:443`



The screenshot shows the ST Web Client sign-in interface. At the top, there is a dark blue header containing the Axway logo and the text 'ST Web Client Powered by Axway AMPLIFY™'. Below the header, the word 'Welcome.' is displayed in a large, bold font. Underneath, there are two input fields: one for 'User ID' and one for 'Password'. A blue 'Sign in' button is centered below the fields. At the bottom of the page, there is a link for 'Forgot your password?'.

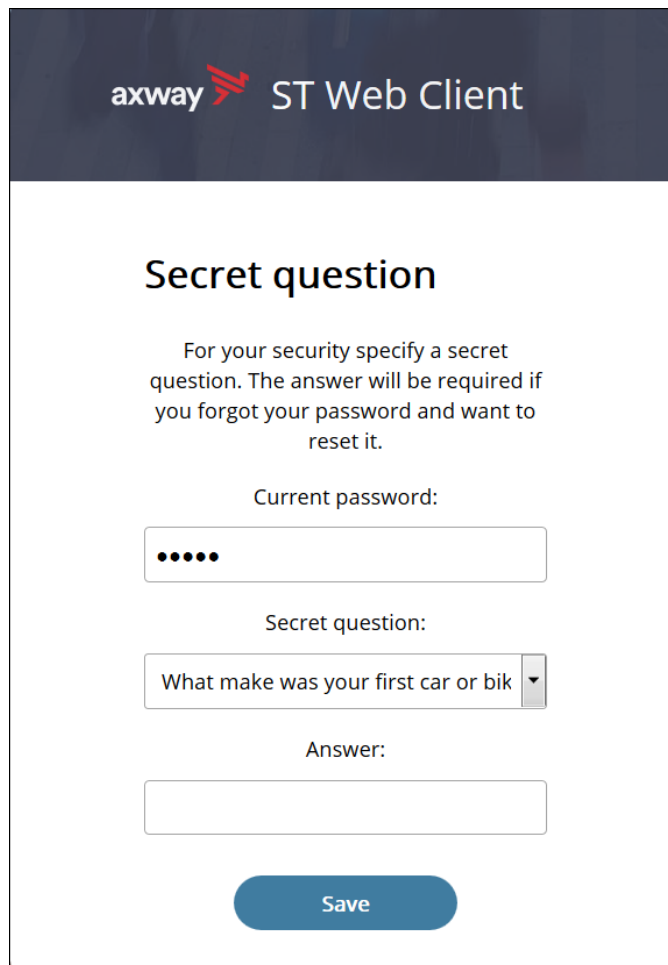
3. Obtain your *User ID* and *Password* from your system administrator. If you have forgotten your password, click [Forgot your password?](#).

Note: Some features and screens depend on server settings and may not be available. For further information, contact your administrator.

4. Enter your *User ID* and *Password* and click **Sign in**. Your ST Web Client session is started.

Select a secret question

A secret question is a way of ensuring that you are entitled to reset your password. The *Secret question* page is displayed if the secret question feature is enabled on your system.



axway ST Web Client

Secret question

For your security specify a secret question. The answer will be required if you forgot your password and want to reset it.

Current password:

Secret question:

Answer:

Save

To set a secret question:

1. Enter your *Current password*.
2. Select a secret question from the *Secret question* menu.
3. Answer the secret question. To reset your forgotten password, you must remember your secret question answer.
4. Click **Save**. Your ST Web Client session is started.

Reset your password when required

Note This functionality does not apply to LDAP or SSO users.

If you attempt to sign in and you receive a message that indicates you must reset your password, follow these steps:

1. Open a supported browser.
2. Enter the URL for the SecureTransport Server.
3. Enter your *User ID* and *Password*, and click **Log in**.
The *Change password* page is displayed.
4. Enter your old password or the temporary password provided by the system administrator.
5. Enter your new password. Your new password must meet the listed criteria defined by SecureTransport server administrator.
6. Confirm your new password.
7. Click **Save**.

Reset your forgotten password

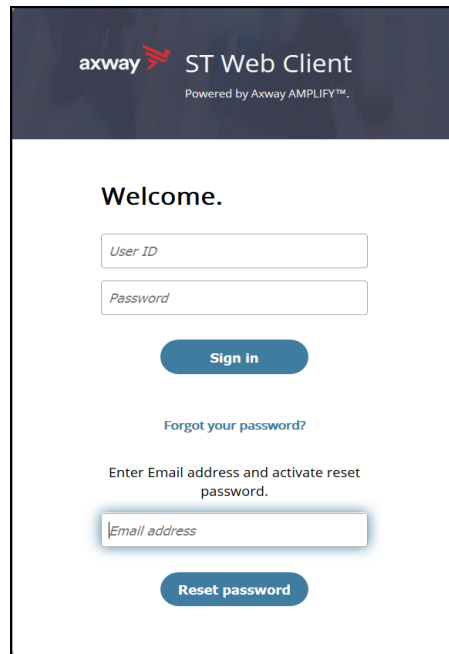
If your email address is configured in your SecureTransport account, you can reset your password from the Sign in page. If not, contact your SecureTransport administrator to reset your password.

Note This functionality does not apply to LDAP or SSO users.

Note Some features and screens depend on server settings and may not be available. For further information, contact your administrator.

To reset your password:

1. On the *ST Web Client Login* page, click **Forgot your password?**



The screenshot shows the ST Web Client login interface. At the top, the Axway logo and 'ST Web Client' are displayed, with 'Powered by Axway AMPLIFY™' below. The main heading is 'Welcome.' Below this are two input fields: 'User ID' and 'Password'. A blue 'Sign in' button is positioned below the password field. Underneath the button is a link for 'Forgot your password?'. Below the link, there is a prompt: 'Enter Email address and activate reset password.' followed by an 'Email address' input field and a blue 'Reset password' button.

2. Enter the email address configured for your SecureTransport account.
3. Click **Reset password**. SecureTransport sends an email with password reset instructions to your email address.
4. Follow the password reset instructions in the email. If the secret question feature is enabled, you must answer the question before you can reset your password. If you have forgotten the answer to your secret question, contact your system administrator.

Sign in with a certificate

Before you sign in with a certificate, the certificate must be imported into the browser.

To log in to ST Web Client using a certificate:

1. Open a supported browser.
2. Type the URL for the SecureTransport Server. The browser prompts you to choose the sign in certificate.
3. Select a certificate, and click **OK**. Your ST Web Client session is started.

Get to know ST Web Client

ST Web Client allows you to safely exchange files with Axway SecureTransport. You can use the ST Web Client to manage:

- Preferences and passwords
- File and folders
- Uploads
- Mailbox
- Email

Refer to the following topics for additional information on how to use ST Web Client:

- Manage your files and folders, see [Manage files and folders on page 26](#)
- Manage your uploads, see [Manage uploads on page 34](#).
- Manage your mailbox and email, see [Manage mail on page 37](#).

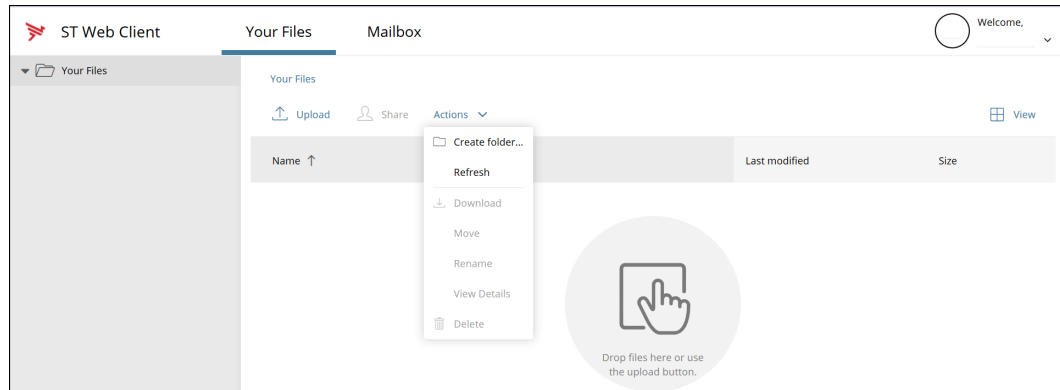
How to navigate in ST Web Client

ST Web Client user interface has two major views: *Your Files* and *Mailbox*. Both views are organized into left and right panels.

	Left Panel: NAVIGATION	Right Panel: DISPLAY	Toolbar
Your Files Pane	Organize folders and select the content that displays on the right panel.	View details of files and folders.	Allows you to upload, share, and select actions including: Create Folder , Refresh, Download, Move, Rename, View Details, and Delete. Additionally, you can change your view. See Toggle your view on page 23 .
Mailbox Pane	Organize/create folders and select the type of message that displays on the right panel (Inbox, Sent, Drafts)	Used to view messages.	Allows you to compose messages and perform actions including: Reply, Reply all, Forward, Refresh, Move to, View details, and Delete.

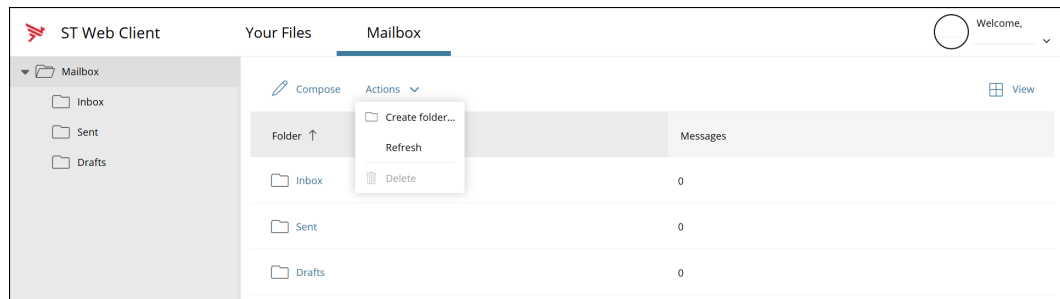
Your files pane view

Users can organize, manage and view details for files and folders.



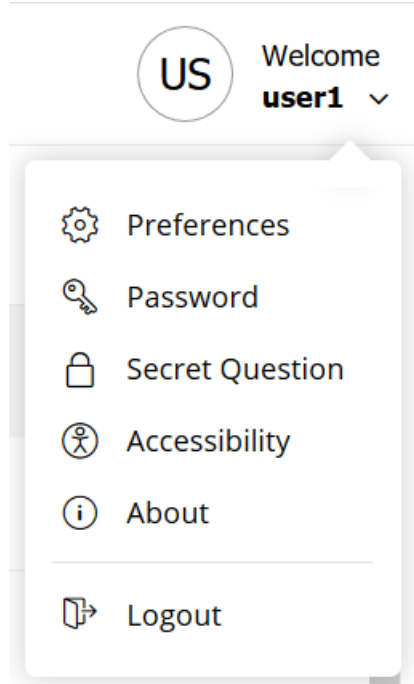
Mailbox pane view

Users can organize, compose and view messages and perform various actions.



Welcome menu

Additionally, you have access to tools to manage your user profile through the Welcome menu on the menu bar.



Note The display of the account ID in the ST Web Client Welcome menu is a configurable parameter that can be disabled (enabled by default). When disabled, the account ID is not displayed in the user interface.

Use the following options from the *Welcome* drop-down menu to assist with your user experience and information:

- [Set preferences on page 23](#)
- [Change your password on page 24](#)
- [Obtain accessibility information on page 24](#)
- [Log out on page 25](#)

Toggle your view

To toggle your view from rows to columns in either the *Your Files* pane or the *Mailbox* pane, click **View** in either pane.

Set preferences

To set a preference:

1. From the *Your files* or the *Mailbox* pane, select the **Welcome** drop-down.
2. Click **Preferences**. The *Preferences* pane is displayed.
3. Select a *Language*.

Your ST Web Client administrator configures the list of available languages.

Note The default, the language selection is based on the available languages and the browser language configuration.

4. Select a *Transfer mode*.

The recommended and default Transfer mode is **Binary**, but in rare cases the **ASCII** mode may be required for XML, HTML, or TXT files.

5. Click **Save**.

Change your password

Note This functionality does not apply to LDAP and SSO users.

To change your password:

1. From the *Your files* or the *Mailbox* pane, select the **Welcome** drop-down.
2. Click **Password**. The *Password* pane opens.
3. Enter your *Current password*.
4. Enter your *New password*.
5. Confirm new password.
6. Click **Save**.

Change your secret question

Note This option is only available if the secret question feature is enabled by your system administrator.

To change your secret question:

1. From the *Your files* or the *Mailbox* pane, select the **Welcome** drop-down.
2. Click **Secret Question**.
3. Enter your *Current password*.
4. Select a secret question from the *Secret question* menu.
5. Answer the secret question. The next time you have to reset a forgotten password, you must answer your secret question.
6. Click **Save**.

Obtain accessibility information

To obtain accessibility information:

1. From the *Your files* or the *Mailbox* pane, click **Welcome**.
2. Click **Accessibility**.

Identify your product version

To find the version of the ST Web Client you are using, from the **Welcome** menu, click **About**.

Log out

Note If SSO is configured, the user will be logged out from the Identity Provider.

To log out:

1. From the *Your files* or the *Mailbox* pane, select the **Welcome** drop-down.
2. Click **Logout**.

Manage files and folders

2

This section provides instructions for managing files and folders:

- [Upload files on page 26](#)
- [Download files on page 26](#)
- [Move files on page 27](#)
- [Create folders on page 27](#)
- [Share folders on page 28](#)
- [Unshare folders on page 32](#)
- [View file and folder details on page 32](#)
- [Rename files and folders on page 32](#)
- [Delete files and folders on page 33](#)

Upload files

To upload files to ST Web Client you can either drag and drop the files or click the **Upload** button.

To upload files with drag and drop:

1. From a folder on your computer, select the file or files to upload. Use the **Ctrl** or **Shift** keys to select multiple files.
2. Drag and drop the files on the *Your files* pane.

You can track the status of the files in the *Uploads* pane. For information on managing and monitoring file uploads, see [Manage uploads on page 34](#).

To upload files with the **Upload** button:

1. From the *Your files* pane, click **Upload**.
2. Select the file or files to upload. Use the **Ctrl** or **Shift** keys to select multiple files.
3. Click **Open**.

You can track the status of the files in the *Uploads* pane. For information on how to manage and monitor file uploads, see [Manage uploads on page 34](#).

Download files

There are three ways to download files from your web browser:

- Click the file name in the *Your files* pane.
- Select the file to download in the *Your files* pane, select **Download** from the *Actions* menu.
- Right-click on the file name in the *Your files* pane, select **Download**.

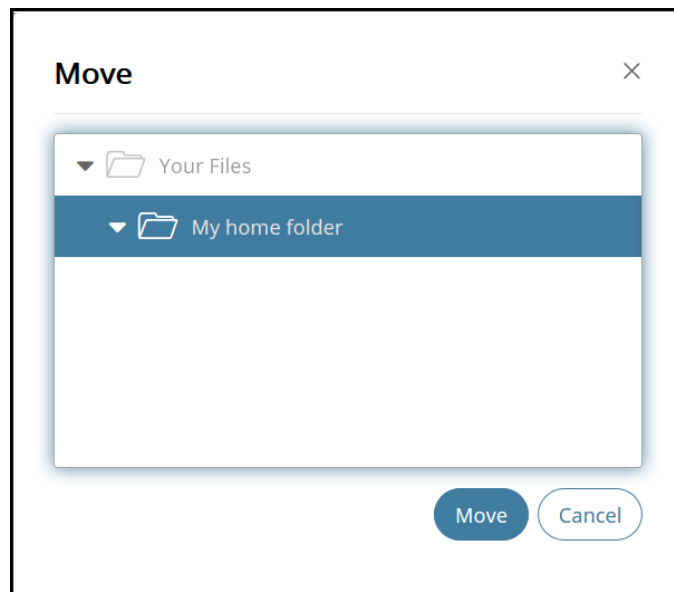
Use the **Ctrl** key to select multiple files.

Move files

To move a file into a different folder:

1. From the *Your files* left pane, select the file to move.
2. Select the *Actions* drop-down menu and select **Move to**. The *Move* pane is displayed.

Tip You can also right-click on the file name.

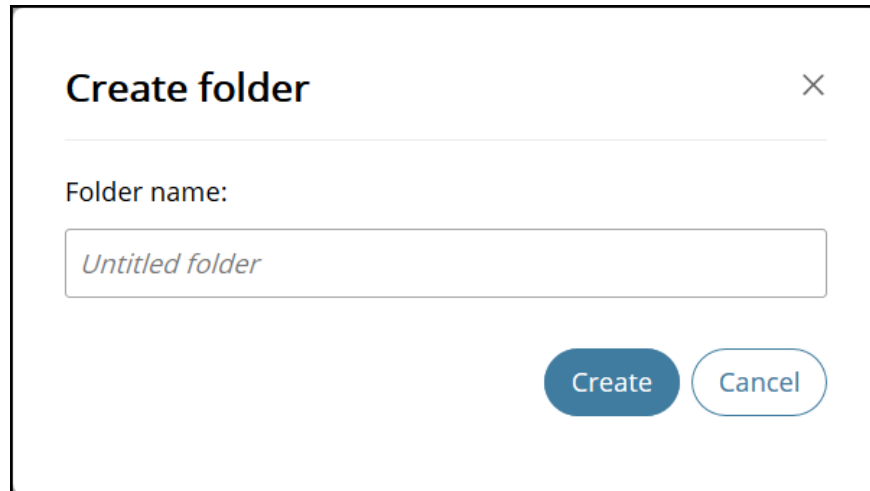


3. Select the folder to move the file into from the folder list.
4. Click **Move**. The selected file is moved into the selected folder and a message is displayed that indicates the move was successful.

Create folders

To create a folder:

1. From the *Your files* pane, select **Create folder** from the *Actions* menu. The *Create folder* pane opens.

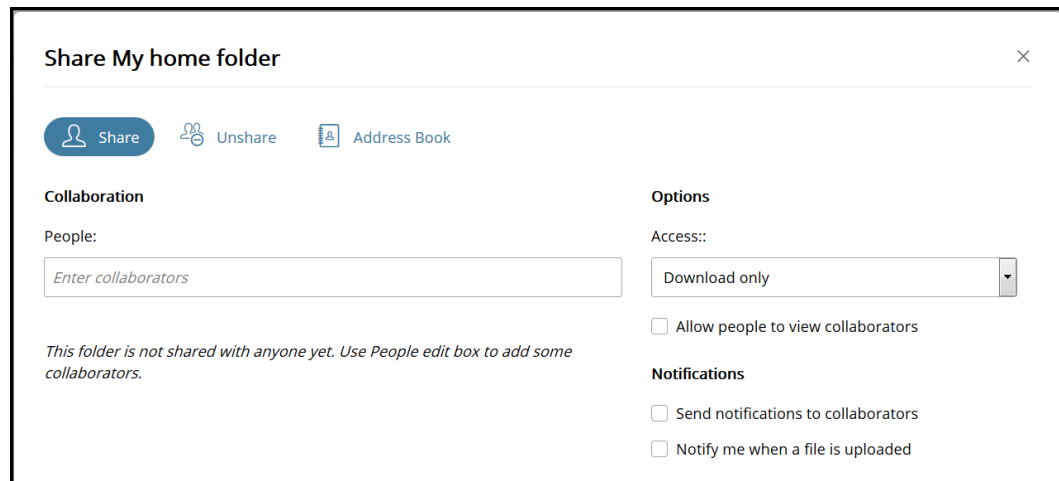


2. Enter the folder name.
3. Click **Create**. The new folder is created and displayed on the *Your files* pane and a message is displayed that the folder is successfully created.

Share folders

Note If the *Share folders* feature is not available, contact your system administrator.

1. From the *Your files* pane, select a folder to share.
2. Click **Share**. The *Share* pane is displayed.



3. Enter a valid user email address in the *People:* field, You can add additional valid user email addresses one at a time. You can also select the Address Book to add people or groups. See [Address book on page 29](#). People or groups selected as favorites are listed when the *People:* field is selected. See [Select favorites on page 31](#).
4. (Optional) Select **Allow people to view collaborators** to show a list of collaborators.

5. (Optional) Select **Send notification to collaborators** to send email notifications to the collaborators.
6. (Optional) Select **Notify me when a file is uploaded** to be notified when a file is uploaded to the shared folder.
7. Determine the *People* access level.
 - **Download only**
 - **Download and upload**
 - **Download, upload, and overwrite files**
8. Click **Share**. The folder is shared.

Change folder permissions or notifications

The shared folder owner can change the shared folder's permissions. Changes made to permissions and notifications apply to all collaborators.

1. Select the shared folder.
2. Click **Share**.
3. Choose a different permissions level and click **OK**.

The same steps apply to change the following options:

- **Notify me when a file is uploaded**
- **Allow people to view collaborators**
- **Send notifications to collaborators**

Address book

The ST Web Client Address Book contains a predefined list of contacts that allows you to share documents with a person or a group. The permissions required to perform tasks related to your address book can vary depending on how it is configured on the server by your system administrator. For example, at the account level:

The following address book sources are selectable:

- **Default:** Address book policy is inherited.
- **Custom:** Custom address book policy can be configured.
- **Disabled:** Address book is disabled.

If **Custom** is selected, the following options are available:

- **Disable:** Selected address book source is disabled.
- **Enable:** Selected address book source is enabled.
- **Allow collaboration with non-Address Book recipients:** When selected, collaboration with external users is allowed.

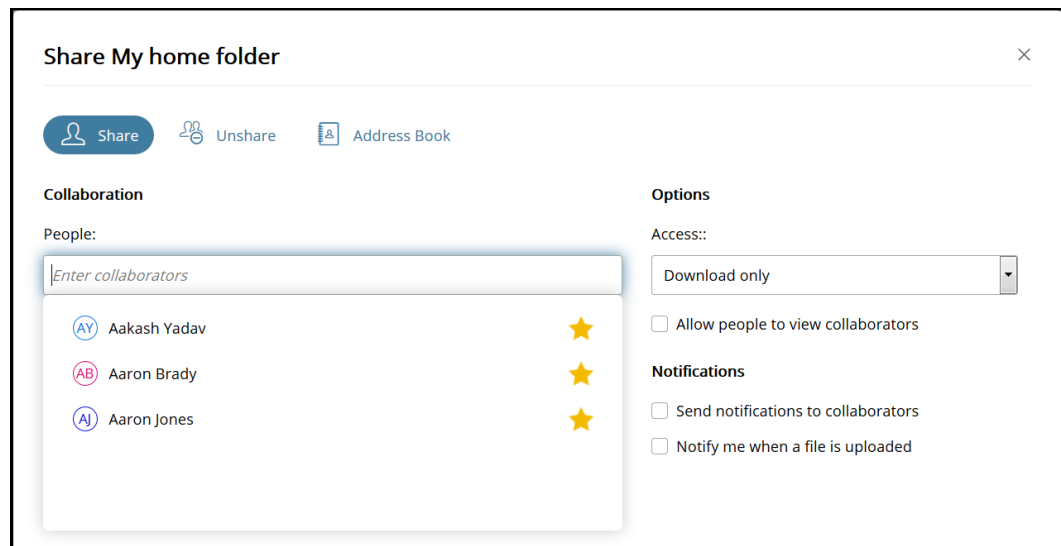
For additional information, see the *Address Book configuration settings* section in the *SecureTransport Administrator's Guide*.

Share a folder with Address Book contacts

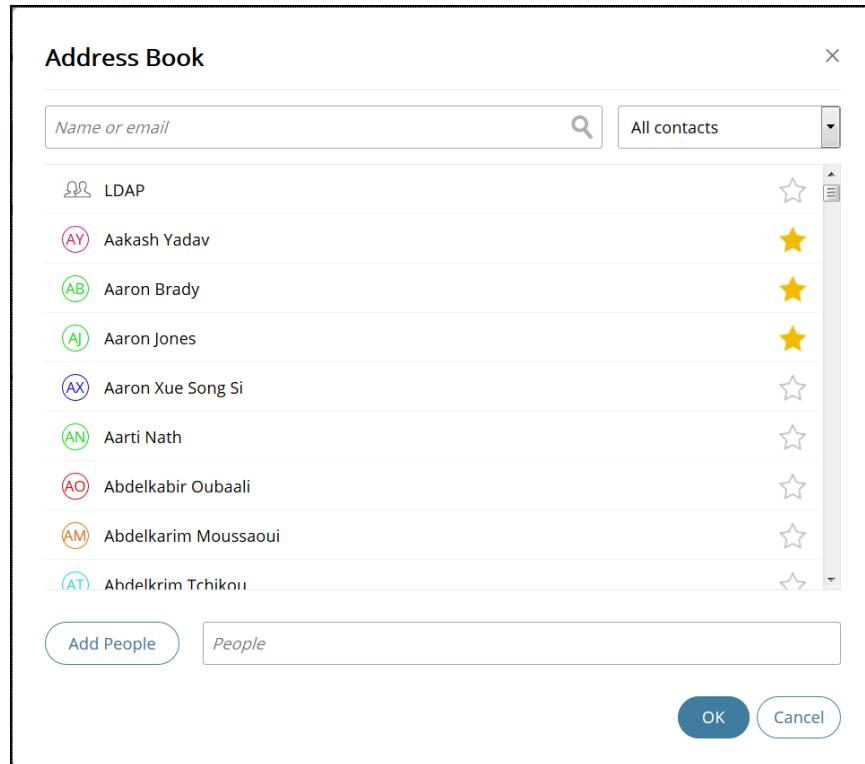
To share documents through the address book:

1. From the *Your files* pane, create a folder. See [Create folders on page 27](#).
2. Select *Share*.

The *Share* pane is displayed:



3. Select **Address Book**. The *Address Book* pane is displayed.



- In the Search Address Book field, type the name or email of the contact or pick contacts from the drop down.

Tip The Autocomplete functionality allows you to type a partial name or group, to quickly locate a contact. The default is three characters (such as **mar** to find the contact **Martin Jones**). To change the number of characters, contact your system administrator.

- Press **Add People** to add the contact to the list.
- Click **OK** to return to the *Share* pane.
- Click **Share** to share the folder. If you do not want to share, click **Unshare**.

Select favorites

To select Address Book favorites, click the Star icon for each contact or group to add to favorites.

The favorites information is stored in the browser cache. If the browser cache is cleared, you must reselect your favorites.

Filter the contact list

From the Contacts drop-down filter list, select All contacts, Favorites, or All groups.

Select a list

To select a list:

1. From the address book, select the names of the people to add.
 - To select a group of names, press shift, click on a name, and then click on another name
 - To select random names, press control and click on the names
2. Click **Add People**.
3. Click **OK**.

Unshare folders

Note If the *Share folders* feature is not available, contact your system administrator.

To unshare a folder:

1. From the *Your files* pane, select the shared folder to unshare.
2. Click **Share**. The *Share* pane opens.
3. Click the **Unshare** button. The selected folder is now unshared, the user options are removed and the *Your files* pane is displayed.

View file and folder details

To view information about a file or a folder, either right-click on it and choose **View Details** from the menu or select the item and choose **View Details** from the *Actions* menu.

The *View Details* pane is displayed.

- For files, the *View Details* pane shows the date and time the file was created, last modified and accessed, as well as the size, owner, user permissions on the file, and the file's [CoreID](#). You can also see the file's MD5 checksum which you can use to verify its authenticity.
- For folders, the *View Details* pane shows the date and time the file was created and last modified, as well as the owner of the folder and the user permissions on it. For shared folders, you can also see the collaborators.

Rename files and folders

To rename a file or folder:

1. From the *Your files* pane, select the file or folder to rename.
 - Tip** You can also right-click on the selected file or folder.
2. Select **Rename** from the *Actions* menu. The *Rename* pane opens.
3. Enter a **New name**.
4. Click **Rename**.

Delete files and folders

To delete a file or folder:

1. From the *Your files* pane, select the file or folder to delete. Use the **Ctrl** key to select multiple files.

Tip You can also right-click on the selected file or folder

2. Select **Delete** from the *Actions* menu. The *Delete* confirmation pane opens.
3. Click **Delete** to confirm.

Manage uploads

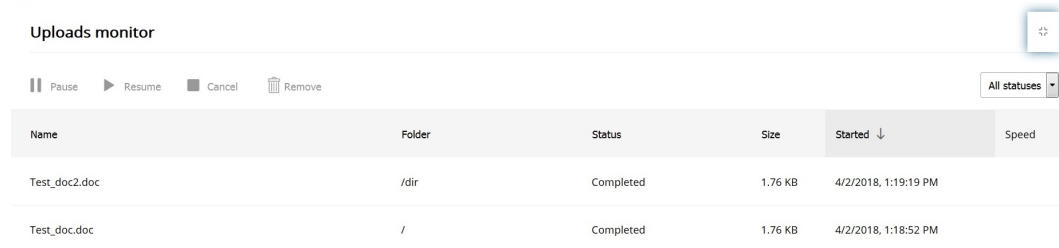
3

This section provides instructions for monitoring and managing file uploads to ST Web Client.

- [Monitor uploads on page 34](#)
- [Filter uploads on page 35](#)
- [Pause uploads on page 35](#)
- [Resume uploads on page 35](#)
- [Cancel uploads on page 35](#)

Monitor uploads

At the bottom of the *Your files* pane, click **Uploads monitor**. The *Uploads monitor* pane is displayed:



The screenshot shows the 'Uploads monitor' interface. At the top, there are control buttons: Pause, Resume, Cancel, and Remove. A dropdown menu is set to 'All statuses'. Below the controls is a table with the following data:

Name	Folder	Status	Size	Started ↓	Speed
Test_doc2.doc	/dir	Completed	1.76 KB	4/2/2018, 1:19:19 PM	
Test_doc.doc	/	Completed	1.76 KB	4/2/2018, 1:18:52 PM	

Note To have your list of upload files persist across multiple browsers, contact your system administrator to configure the **Allow this account to submit transfers using the Transfers RESTful API** option for your account.

Note To delete entries from the Uploads monitor page, contact your system administrator to configure the **Allow this account to submit transfers using the Transfers RESTful API** option for this account.

The Uploads monitor pane displays the following information:

- The current status of the file uploads
- The progress of each upload
- The overall progress of all uploads
- The name, folder to which a file is being uploaded or is already uploaded, size, started, and speed of each upload. In Desktop mode, you can customize a column width to better fit your data. Position the mouse pointer on the column border and drag it to the desired size. Your preference will be saved; the customized column width will be applied automatically every time you open the *Uploads monitor* pane.

You can filter uploads by status. The following topics describe the *Uploads monitor* pane actions.

- [Filter uploads on page 35](#)
- [Pause uploads on page 35](#)
- [Resume uploads on page 35](#)
- [Cancel uploads on page 35](#)

Filter uploads

To filter uploads on the *Uploads* pane, select the desired filter on the *Status* drop-down menu.

- **All statuses**
- **Running**
- **Completed**
- **Paused**
- **Canceled**
- **Failed**

Pause uploads

To pause an upload:

1. Select the uploads you want to pause. Use the **Ctrl** key to select multiple uploads.
2. Click **Pause**.

Resume uploads

To resume an upload:

1. Select the uploads that are paused that you want to resume. Use the **Ctrl** key to select multiple uploads.
2. Click **Resume**.

Cancel uploads

To cancel an upload:

1. Select the upload that is running that you want to cancel. Use the **Ctrl** key to select multiple uploads.
2. Click **Cancel**.

Manage mail

4

Note If the *Mailbox* feature is not available, contact your system administrator.

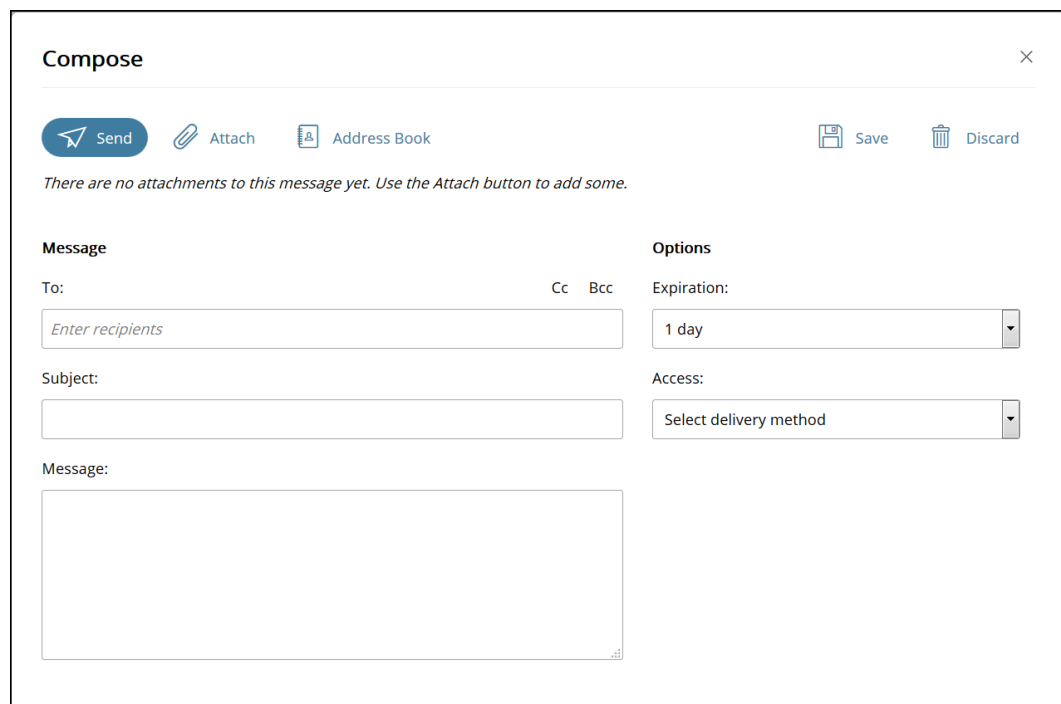
You can send and receive emails with ST Web Client, similar to other email tools. You can save a message to your Draft folder, move emails to different folders, forward or reply to all, and discard messages. You can also create and manage email folders.

- [Compose mail on page 37](#)
- [Receive mail on page 38](#)
- [Manage mail attachments on page 38](#)
- [Create mailbox folders on page 38](#)
- [Delete mailbox folders on page 39](#)

Compose mail

To compose an email message:

1. From the *Mailbox* pane, click **Compose**. The *Compose* pane opens.



The screenshot shows the 'Compose' window in the ST Web Client. At the top, there is a title bar with 'Compose' and a close button. Below the title bar, there are several action buttons: 'Send' (with a paper plane icon), 'Attach' (with a paperclip icon), 'Address Book' (with a person icon), 'Save' (with a floppy disk icon), and 'Discard' (with a trash can icon). A message below these buttons reads: 'There are no attachments to this message yet. Use the Attach button to add some.' The main area is divided into two columns: 'Message' and 'Options'. The 'Message' column contains fields for 'To:' (with a placeholder 'Enter recipients'), 'Subject:', and a large text area for the message body. The 'Options' column contains 'Expiration:' (set to '1 day') and 'Access:' (set to 'Select delivery method').

2. Enter the email address of the recipient or select a name or group from the Address Book. For details, see [Address book on page 29](#).
3. Enter a subject and compose the message.
4. (optional) Attach a file. Select **Attach** and select the file or drag a file from your computer and drop it on the *Compose* pane. The name of the file is displayed.
5. Select the email expiration time period for message from the **Expiration** drop-down menu.
6. Select the user access restrictions for the message from the **Access** drop-down menu. The options are:
 - **Send attachment link only** - A link to the attachment will be sent to the receiver.
 - **Protect attachment link with a security question** - The receiver will have to answer the security question to access the link.
7. Once the body of the email is composed, expiration and access are set, and the desired attachments are added, click **Send** or click **Discard** to delete the open email.

When you click **Send**, the status of the email will be verified before *Compose* pane closes. If the email is blocked, a blocked message alert will be displayed.

To save a draft of the email, click **Save** .

Receive mail

To view received emails:

From the *Mailbox* pane, select the *Inbox* folder and click the desired email.

Manage mail attachments

To manage email attachments:

1. From the *Mailbox* pane, select the *Inbox* folder.
2. Click the desired email to open.
3. Click the attachments and save them to the desired folder.

Create mailbox folders

To create a mailbox folder:

1. From the *Mailbox* pane, select **Create folder** on the *Actions* menu. The *Create folder* pane is displayed.
2. Enter the **Folder name**.
3. Click **Create**.

Delete mailbox folders

To delete a mailbox folder:

1. From the *Mailbox* pane, select the folder you want to delete. Use the **Ctrl** key to select multiple folders.

Tip You can also right-click on the folder.

2. Select **Delete** from the *Actions* menu.
3. Confirm the deletion.