

How to send documents to external people

Overview

Dentdox is the Faculty of Dentistry's secure file transfer system primarily for the use of patient files and files too large to be sent by email. Users will be able to send/receive confidential data which will protect the University of Toronto from unsecured data transmission.

Step 1 – Logging into DentDox

Go to the webpage <http://dentdox.dentistry.utoronto.ca> and login. If you are faculty or staff member log in using your faculty of @dentistry.utoronto.ca email address and **dentistry password**. If you are a student please log in with your @mail.utoronto.ca email address and **dentistry password**.



This portal is for the secure transfer of information.

Email Password

Remember me

Step 2 – Compose your message

Enter the recipient's email address, subject, message, add the files and click on send. There are 2 ways to attach the files. You can click add files and browse to your files, or you can drag the files to the section labelled "Drop Files Here".

Message

To:

Subject:

Message

Drop Files Here

Message Expires:

Message Expires After: Downloads per Recipient

Send a copy to myself

Limitations

Max size: 9 GB (Limited by disk space)

[Blocked Extensions](#)

Additional information

Contact someone from your administrative team to set up the recipient DentDox account. You will receive an email receipt when the files have been downloaded. External parties will be able to send files securely to the school using DentDox.