

## How to setup DentDox external accounts

### Overview

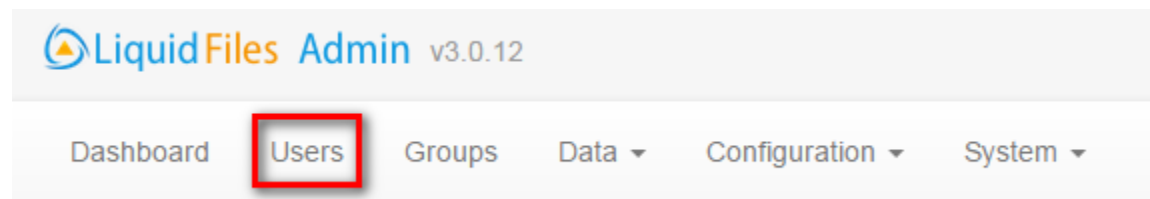
DentDox is the Faculty of Dentistry's secure file transfer system primarily for the use of confidential files and files too large to be sent by email. Users will be able to send/receive confidential data which will protect the University of Toronto from unsecured data transmission.

### Step 1 – Log onto DentDox

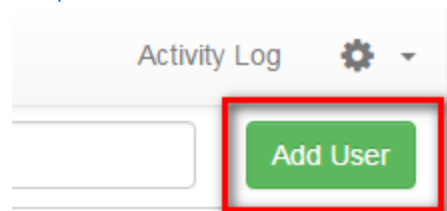
Using your dentistry email and password, log onto [dentdox.dentistry.utoronto.ca](http://dentdox.dentistry.utoronto.ca). You must have the "user admin" or "sysadmins" privilege to add accounts.

### Step 2 – Go to users management

Click "Admin" top right corner, then click the "Users" menu option.



### Step 3 – Click "Add User"



Click "Add User" and fill in the "Name" field, "email" field, uncheck "send Password Signup Request to user" and enter in a password, select "External Users" as the group.

## Add User

User ID

Name

Email

Password

Confirm Password

Send Password Signup Request to user

Expire Password Now

Use LDAP Authentication

Max File Size  MB  
Leave blank to use the group defaults.

Group

### Step 4 – Save user and contact user with password

Click save and contact the user requesting the account with the password.