

How users can send you files securely using “Request Files”

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**.



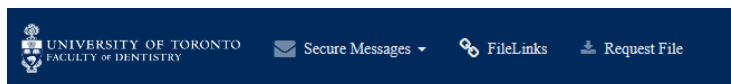
UNIVERSITY OF TORONTO
FACULTY OF DENTISTRY

This portal is for the secure transfer of information.

Email	Password	Login
<input type="checkbox"/> Remember me		
Password Reset		

Step 2 – Request File

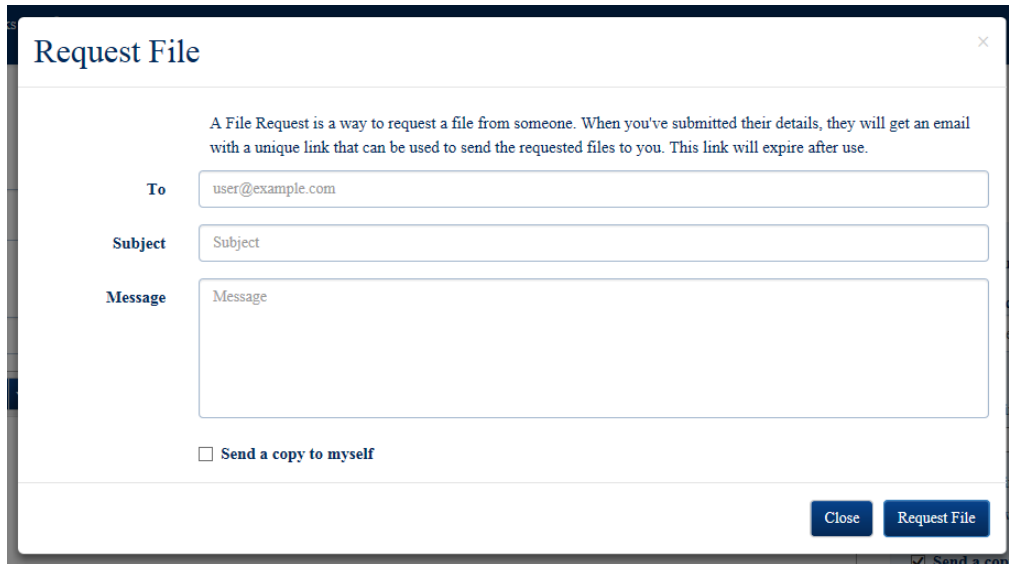
Click on the “Request File” link on the top right menu bar.



Message

To:

Step 3 – Send request.



The screenshot shows a 'Request File' dialog box with a title bar containing the text 'Request File' and a close button (X). The main content area contains the following text: 'A File Request is a way to request a file from someone. When you've submitted their details, they will get an email with a unique link that can be used to send the requested files to you. This link will expire after use.' Below this text are three input fields: 'To' with the value 'user@example.com', 'Subject' with the value 'Subject', and 'Message' with the value 'Message'. At the bottom left, there is a checkbox labeled 'Send a copy to myself' which is currently unchecked. At the bottom right, there are two buttons: 'Close' and 'Request File'.

Please Note: Recipient does not need to log into DentDox in order to upload files.