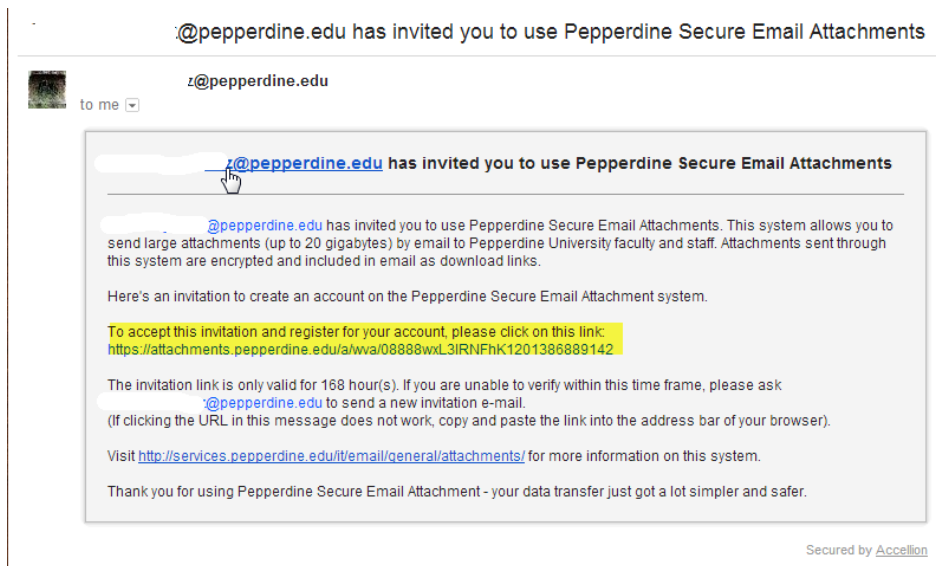


SECURE ATTACHMENTS

Guests must be authorized to use Pepperdine's Secure Attachments Server by Pepperdine staff or faculty. These invitations resemble the email below. Once you receive the email below click on the link to accept the invitation, in the highlighted area.



You will then be re-directed to the page below, which will ask you to create your account by selecting a password. **Your password must be at least 8 characters long and must contain: 1 number, and 1 uppercase alphabet.**

The screenshot shows the registration page for the Pepperdine University Secure Email Attachments Service. The page features the university's logo and a scenic view of the campus. The registration form includes the following fields and instructions:

Please complete the registration for Pepperdine Secure Email Attachments.

Create your account

E-mail:

Create a Password:

Re-type Password:

Reg

Password must be at least 8 characters long (must contain: 1 number, 1 uppercase alphabet)

Secured by [Accellion](#)

Once you have selected your password, and it has been accepted by the system, you will re-directed to the site below. Here is where you can enter the information for the attachment you are sending. This form works much like sending a regular email. Fill out the corresponding sections and use the “Files:” section to select the attachment you’d like to send. Once you are done filling out all the sections, click send and you are done.

PEPPERDINE UNIVERSITY
Strengthening Lives for Purpose, Service, and Leadership

hotmail.com (Guest) | [Settings](#) | [Help](#) | [Sign out](#)

File Manager **Send File**

Send **Save Now** **Discard**

To:

[Add Cc](#) | [Add Bcc](#)

Subject:

Files: **Choose File** or **Use Large File/Folder Applet** for files larger than 2GB
Choose from File Manager

Use Rich Text Formatting »

▼ **Additional Options**

Send copy to myself

Send **Save Now** **Discard**

