



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



## OCIO Systems Support Seattle IT Updates - October 2012

### Secure File Transfer 2

On September 1, 2012, the DOC OCIO began offering a new FIPS 140-2 validated secure file transfer solution. The service, "Accellion Secure File Transfer" (SFT), allows you to transfer files securely to any recipient, within or outside the Department, who has an Internet email address.

To register as a New User of the Secure File Transfer Web Application:

1. Point your web browser to <https://sft2.doc.gov/>
2. Click on "I don't have an account yet"
3. Enter your Department of Commerce email address and click "register"
4. Wait for a verification code to be emailed to you. Once you have received the email, verify your email address using the link provided and assign yourself a password.

Once registered, you return to <https://sft2.doc.gov/> to send file.

After 10 Days of inactivity your account will be deactivated. You will need to register again next time you want to use the service. This allows DOC to offer this service with a smaller number of licenses.

Important Note: Only the files you send are encrypted. The message body is NOT encrypted.

If you have any questions, please call our Helpdesk at x6377 or email us at: [SeattleSSD.HelpDesk@noaa.gov](mailto:SeattleSSD.HelpDesk@noaa.gov) .

### October Tech Tips

- **Outlook "Offline" mode**

If you use Outlook as your email client, you might have found Outlook has switched to "Offline" mode. When this happens you will see the Outlook icon on the task bar has a red and white "X" or you might find you are not prompted to enter your password. Both of these may indicate Outlook is NOT communicating with Google Mail.

To switch to Online mode, open Outlook and click on the Send/Receive Tab. The Work Offline icon is on the far right end. During Offline mode the icon will have an orange background. Clicking on the icon switches back to Online mode. (You must move the mouse cursor off the icon to see the setting has changed)



After a few seconds Outlook will again try to sync with the Google servers and you should be asked for your password. Enter your password and Outlook will begin syncing with your Google email again.

If you have any questions, please call the Computer Helpdesk at 6377.  
Previous Tech Tips located at [www.wrc.noaa.gov/systems/techtips.htm](http://www.wrc.noaa.gov/systems/techtips.htm)

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