

# Seneca File Transfer Service (FTS)

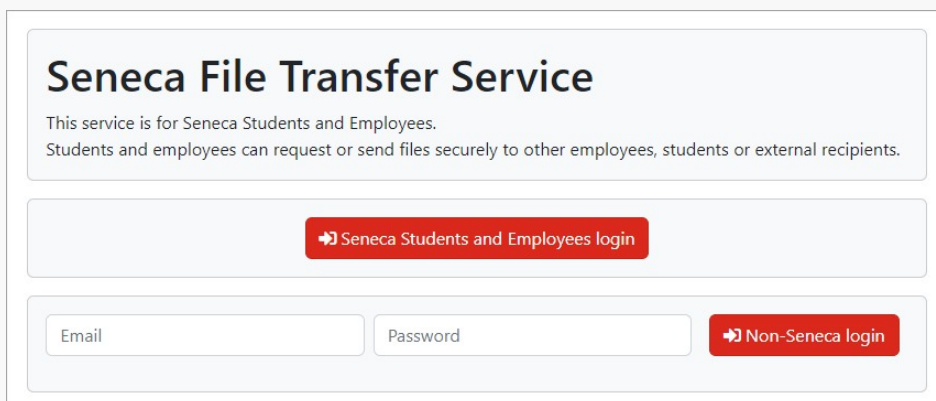
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The Seneca File Transfer Service (FTS) allows Seneca students and employees to securely **send and receive large files** to and from other employees, students and external. There are several features including a log file showing all the files received and downloaded by recipients. This service does not replace our Office365 email system, it just provides another platform where much larger files can be uploaded.

## Logging in

1. On your browser, go to <https://senecafts.senecapolytechnic.ca/>
2. To log into the service, select "**Seneca Students and Employees login**"



The screenshot shows the login interface for the Seneca File Transfer Service. At the top, the title "Seneca File Transfer Service" is displayed, followed by a subtitle: "This service is for Seneca Students and Employees. Students and employees can request or send files securely to other employees, students or external recipients." Below this, there are two main login options. The first is a red button labeled "Seneca Students and Employees login". The second is a form with two input fields: "Email" and "Password", followed by a red button labeled "Non-Seneca login".

3. Enter your Seneca email and click **Next**
4. Enter your password and click **Sign In**

## Navigation options

The Navigation bar at the top of the page has several options

- ✉ Compose
- 📁 Inbox
- ✈ Sent
- 📄 Download Log

## Tutorials

- [Sending a File](#)
- Visit <https://senecafts.senecapolytechnic.ca/help>

tags : file-transfer