

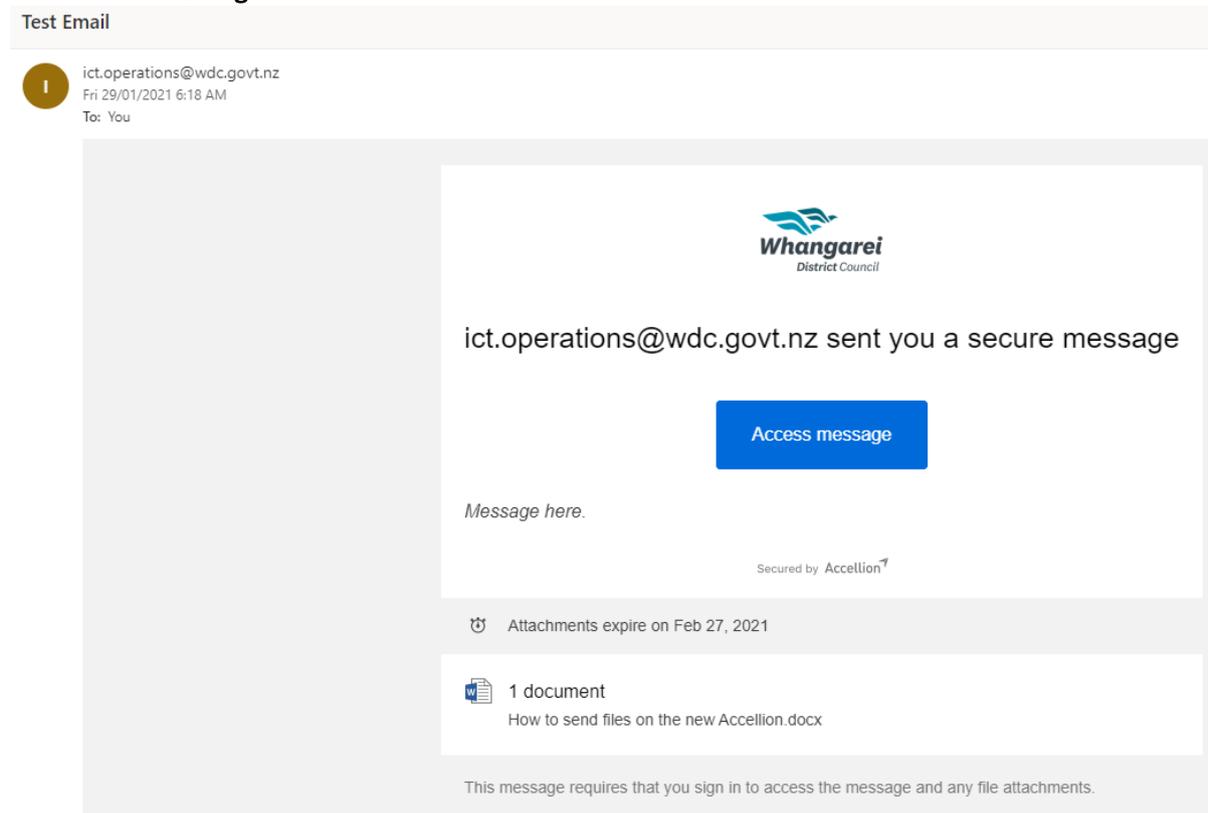
## Instructions for External Recipients for Kiteworks

Recommended browser: New Edge and Google Chrome

Sender: [ICT.Operations@wdc.govt.nz](mailto:ICT.Operations@wdc.govt.nz)

Subject: Test Email

1. Recipient will get an email on their inbox (could also be found in “Junk Mail” folder). On the email, **click Access message**.



2. It will open on their default browser, **type the email address** where the email was sent then **click Next**.

**Note: Login via the external SSO provider option is only for WDC staff.**



Sign in

Username or email

Next

[Login via the external SSO provider](#)

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This site is intended for use by Users Authorized by WDC only. Any attempt to deny access to, hack into and/or deface this site will result in criminal prosecution under local, state, federal and international law. If you have reached this website in error, please remove yourself by typing the correct URL name of the website intended. We reserve the right to monitor access to/from this website in accordance with the company's policies.

3. It will then prompt you to create account. Create password until all requirements are checked.



**Whangarei**  
District Council

### Create account

Already a kiteworks user? [Sign in](#)

**Email**

**Password**

**Confirm Password**

- 1 lowercase character
- 1 uppercase character
- 1 special character
- 14 characters minimum

**Next**

4. Enter captcha code then click create account.

Password

..... ✓

Confirm Password

..... ✓

Enter the captcha code

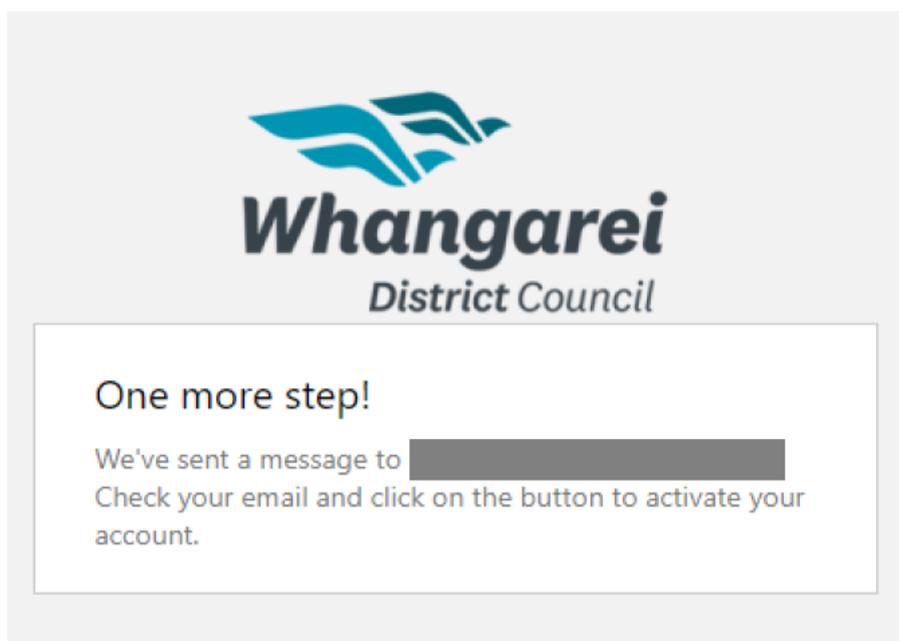
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Create account

5. Checked inbox to activate account.



6. Click **Activate account**. It will then open your default browser where you can download the attachment.

Welcome to "Whangarei District Council - Secure File Sharing"

ICT.Operations@wdc.govt.nz  
Fri 29/01/2021 6:27 AM  
To: You



Welcome to "Whangarei District Council - Secure File Sharing"

Your account has been created.

To start using the system, please activate your account.

Activate account

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If you do not wish to create an account or have received this message in error, please disregard this message.

7. Select the file(s) then hit download.

The screenshot shows the Whangarei District Council email interface. On the left is a sidebar with navigation options: Compose, Inbox, Sent, Drafts, Trash, Outbox, All Files, Recents, Shared with me, Favorites, and Contacts. The main area displays an email from 'ict.operations@wdc.govt.nz' dated 'Jan 29, 2021, 11:16 AM'. The email subject is 'Test Email' and contains the text 'Message here.' Below the email content, there is a file attachment table:

<input type="checkbox"/>	Name	Size
<input checked="" type="checkbox"/>	How to send files on the new Accellion.docx	153.9 KB

At the top of the email interface, there is a search bar and action buttons: Reply all, Forward, Move to Trash, and Print. Below the email content, there are additional actions: 'File attachment expires: Feb 27, 2021', a highlighted 'Download' button, 'Send file', and 'Save to folder'.

On their future sign in on Accellion, they should only need to sign in and enter password normally.