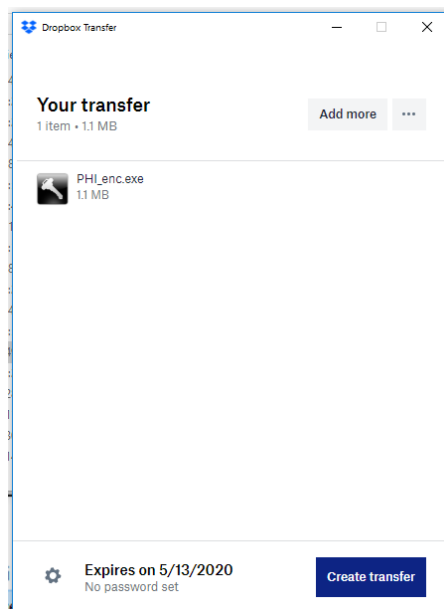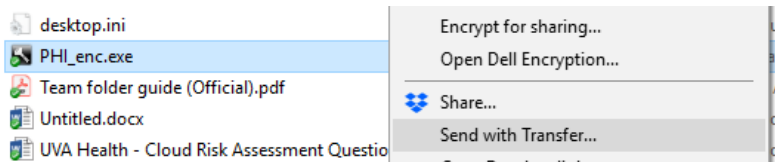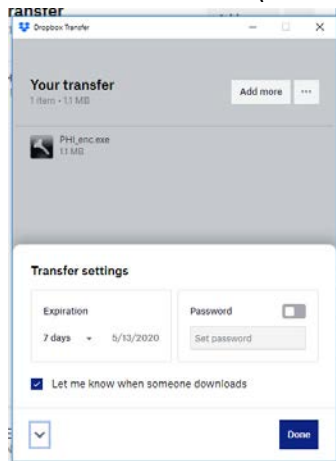**Using Dropbox Transfer to send PHI-containing files to people outside the UVA Health System.**
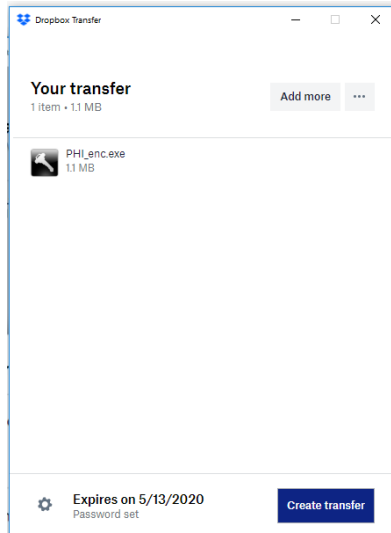
- Within Windows Explorer, right click on the file or folder you wish to share with people outside the Health System and select "Send with Transfer"
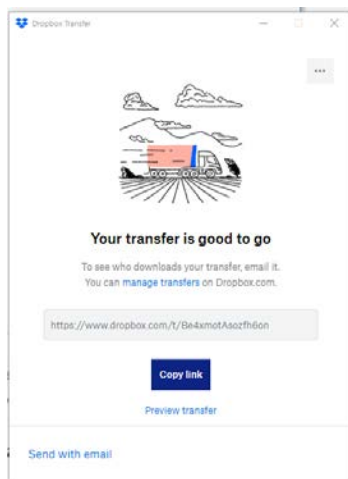

- You will now password protect the file and set the expiration date by first clicking on the gear at the lower corner (near where it says "No password set").

- The dialog box will now display that a password has been set. You also see the expiration date.

- Click on "Create transfer" and the system will notify you when the folder is prepared

- You now have several options: manage the transfer on Dropbox.com, "copy link" and email that link with the password, or click "Send with email".