

GDMS Secure File Transfer External Users Guide

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Introduction

Using the new GDMS SFT facilitates outside parties and enables them to securely exchange messages and files with a GDMS user. Communications must first be initiated by a GDMS user. When a GDMS user contacts you via the SFT, you will receive two email messages: one is the **Welcome** message that provides a **Secure Message Notification** containing your username. The other contains a temporary **Password** for you to sign on to the SFT.

Initial Sign On

Click the link to the Dropbox. The **Sign On** page displays. Enter your **Username** and temporary **Password** and click the **Sign On** button. To open a keyboard that can be used for added security, click on the keyboard icon  next to the **Password** field.



Username

Password

[Forgot Password?](#)

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Use of this site is restricted to General

Sign On

[Help](#)

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New users will be required to change password after initial login.

Requirements:

- Must be at least 8 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper- and lower-case letters.
- Must contain at least one non-alphanumeric character.
- Must not contain 3 consecutive keyboard strokes or keys e.g. 123, asd, 111
- Must not match any of the previous 24 passwords.

Enter Your New Password:

Enter Your New Password Again:

Enter your **New Password**; enter your **New Password Again** and click **Change Password**. Once your new password is established you can access the SFT at any time until your password or account expires.

Note: Passwords expire every 90 days and must be changed, or account will be disabled. External user will get an email notification, 2 weeks in advance, that their password is about to expire.

Change password OK is displayed, together with the new **Secure Message** and any attachment(s). At this point, you can open or download the attachment, but it is recommended that use a utility such as Winzip to split files larger than 5GB

Your Home Page

When you sign on to the SFT, it opens to your personal **Home** page.

GENERAL DYNAMICS
Mission Systems
Secure File Transfer

Signed onto GDM Secure File Transfer as dbxtester. My Account Sign Out Help

Home Folders Packages Logs

Welcome to GDM Secure File Transfer (SFT). GDM Users should read the GDM SFT User Guide.pdf on how to create accounts for external users. User guides and manual can be found under Help in the upper right hand side of page.

Send Package Request Files

Inbox Contacts

All time and date stamps displayed on this site are GMT -7 unless otherwise specified.

My Packages


- Drafts (0 Total)
- Inbox (1 New; 1 Total)**
 - test (from Fernandez, Michael (Michael.Fernandez@gd-ms.com) at 1/31/2020 10:28:02 AM)
- Sent (0 Total)
- Templates (0 Total)
- Trash (0 Total)

Package Mailboxes

View All Mailboxes

Access a Secure Message

On your **Home** page, click on the Inbox or simply click the email message. Message information will be displayed when you click on the message. You can view or download the attachment, view its **History**, or view the **Printer Friendly** version.

 **Package from Fernandez, Michael (Michael.Fernandez@gd-ms.com)**



[Trash](#) [Reply](#) [Reply All](#) [Forward](#) [Mark As Not New](#)

To: dbxtester
From: Fernandez, Michael (Michael.Fernandez@gd-ms.com) at 3/10/2020 6:06:37 AM
Subject: test


Mailbox:
My Mailboxes > [Inbox](#)
Will Expire: in 34.8 days

test

Files:

 CreateReports.Log  (12.6 KB) [Download](#)

Total: 12.6 KB

[Trash](#) [Reply](#) [Reply All](#) [Forward](#) [Mark As Not New](#) Move to: [/Sent](#)  [Move](#)

[View Package History](#) - [View Print Friendly](#)

Reply to a Message

To initiate a response, click the Reply button.

A new Secure Message opens, pre-addressed to the GDMS user who initiated the contact. Type your message in the body of the email.


New Package

When copying and pasting into this message please paste into Notepad first to remove all font styles. This will prevent receiving the following error message: **Illegal items stripped from message**

Also, if text has a phone number in it and Lync/Skype browser plugin is enabled you will need to disable the the Lync/Skype plugin - IE->Tools->Skype for Business Click to Call - set it to Disable Number Detection.

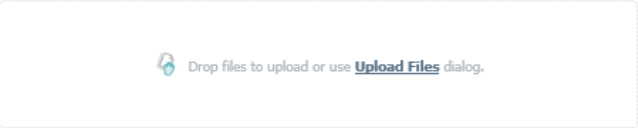
To: "Fernandez, Michael (Michael.Fernandez@gd-ms.com)"
Show Cc/Bcc Manage Contacts...

Subject: RE: test

Note: 

```
>----- Original Package -----  
>Subject: test  
>Date: 3/10/2020 6:06:37 AM  
>From: Fernandez, Michael (Michael.Fernandez@gd-ms.com) (michael.fernandez)  
>  
> test
```

Files:
(Optional)



Total: 0 B

Options:

- Delivery Receipt(s)
- Prevent "Reply All"
 - Prevent all replies
- Package will expire after 35 days

If you want an automatic receipt, click the **Delivery Receipt(s)** checkbox.

Add an Attachment

To add an attachment to your response, click the hyperlink **Upload Files** or simply **drag and drop**.