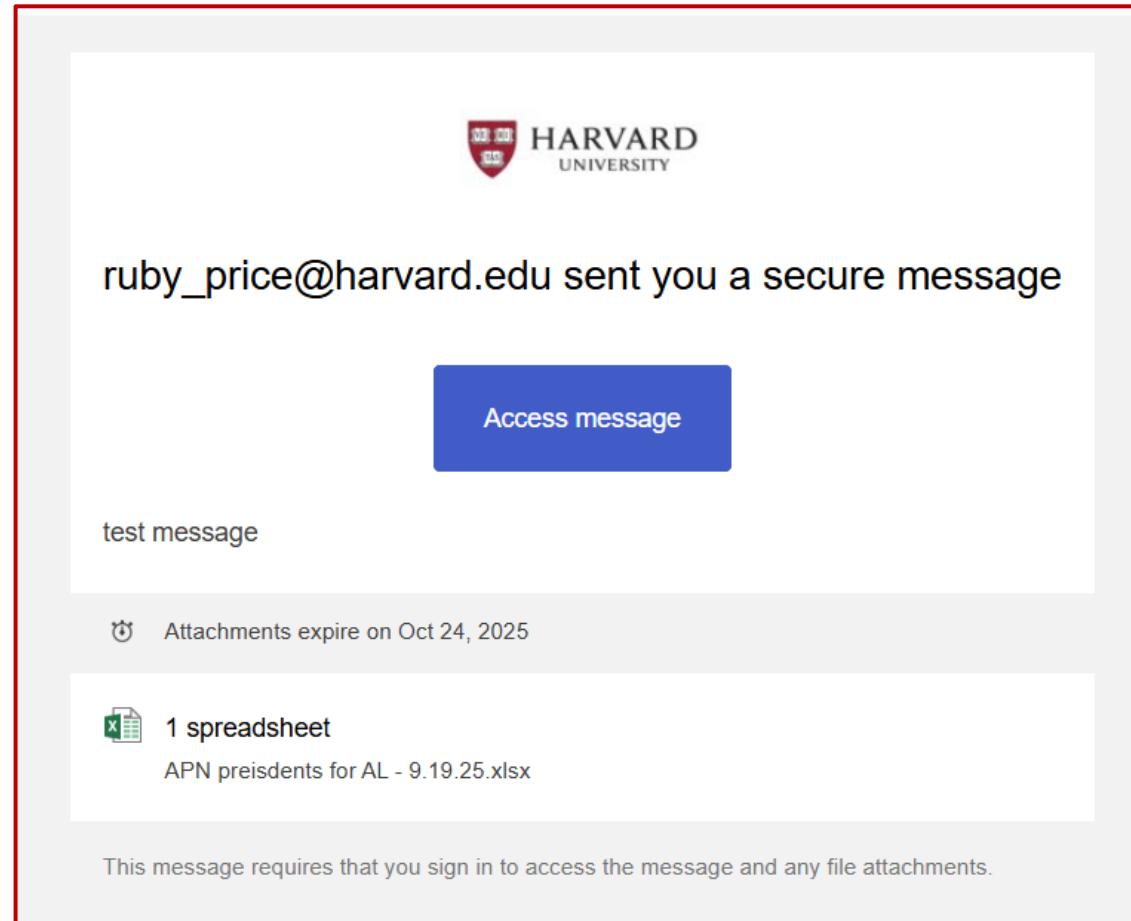


Step 1: Click “Access Message”



Step 2: Enter Your Email Address

- Do not log in with HarvardKey
 - HarvardKey login on Kiteworks only works for Harvard University staff
- Use the same email address that you received the list
 - Using a different email address could cause errors and blocked access



HARVARD
UNIVERSITY

Sign in

Username or email

Next

[Click here to log on with your HarvardKey.](#)

English ▾

Protected by 

Attention M365 users: You can now use Outlook to send encrypted messages. Learn more at huit.harvard.edu/outlook

Step 3: Create Account

- Create a password that meets the requirements
- You do not need to save this account information year to year
- Click “Create Account” to continue



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Create account

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

Email

Password ✓

Confirm password ✓

✓ Numeric characters required: 1
✓ Uppercase characters required: 1
✓ Minimum characters required: 8

Create account

English ▼

Step 4: Check Your Email



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One more step!

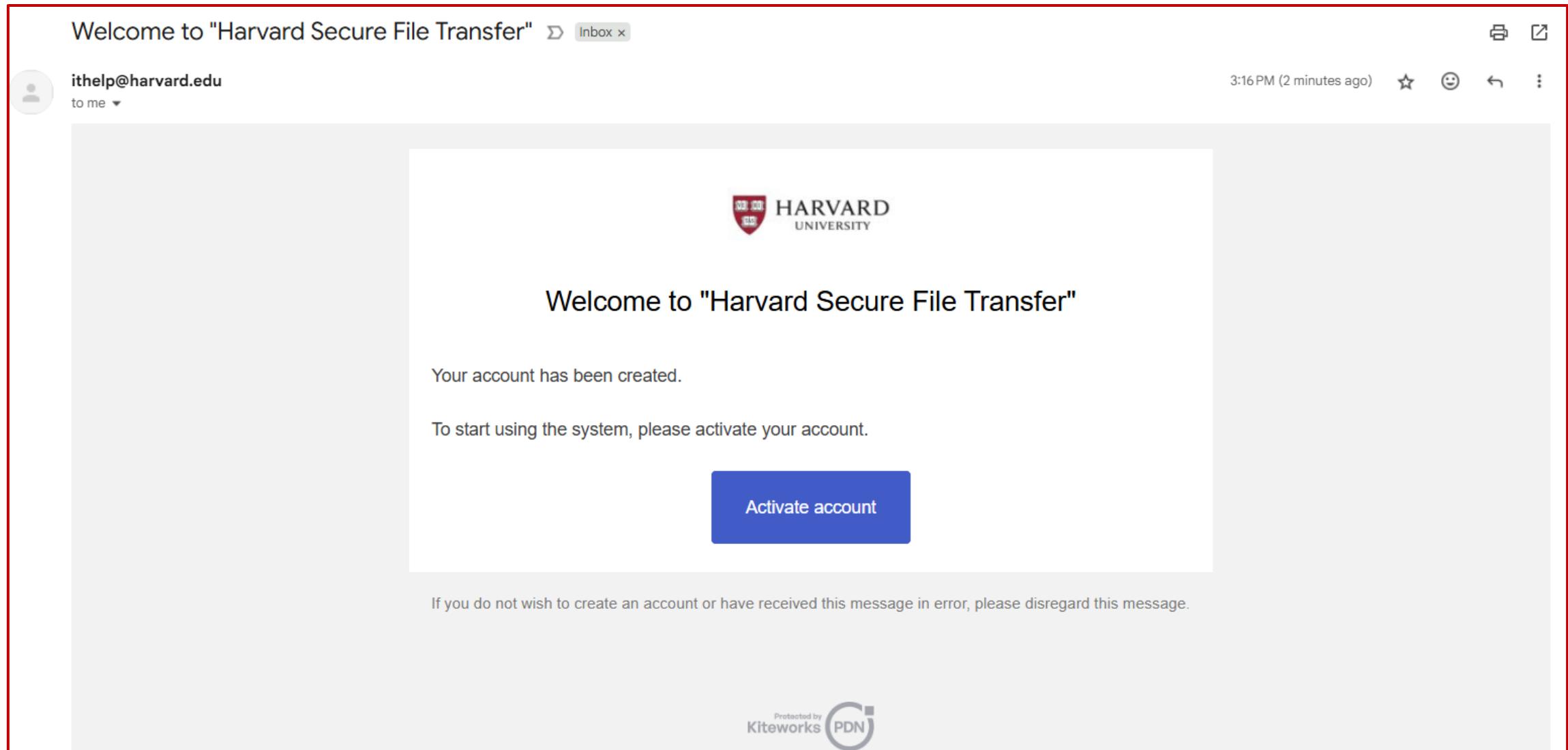
We've sent a message to
Check your email and click on the button to activate your
account.

Step 5: Click “Activate Account”

Welcome to "Harvard Secure File Transfer" Inbox x

ithelp@harvard.edu
to me ▾

3:16 PM (2 minutes ago) ☆ 😊 ↶ ⋮



The image shows an email inbox with a single message from "ithelp@harvard.edu" to the user. The subject is "Welcome to 'Harvard Secure File Transfer'". The email body contains a Harvard University logo and the text "Welcome to 'Harvard Secure File Transfer'". It informs the user that their account has been created and provides instructions to activate it. A prominent blue button labeled "Activate account" is centered in the email body. A note at the bottom states that if the user does not wish to create an account or received the message in error, they should disregard it. The email is timestamped at 3:16 PM, 2 minutes ago. The interface includes standard email controls like reply, forward, and delete.

ithelp@harvard.edu

to me ▾

3:16 PM (2 minutes ago) ☆ 😊 ↶ ⋮

Harvard University

Welcome to "Harvard Secure File Transfer"

Your account has been created.

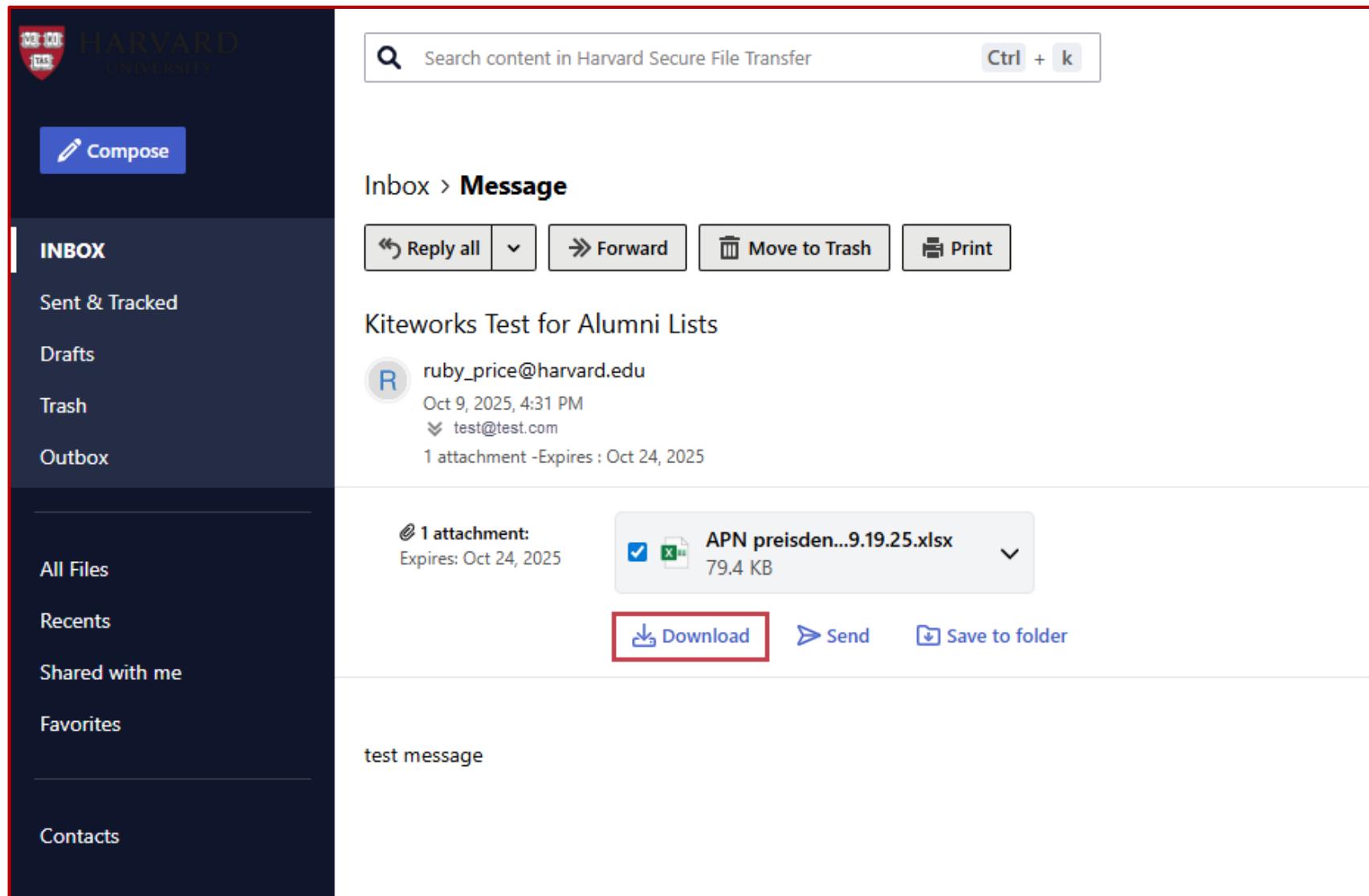
To start using the system, please activate your account.

Activate account

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

Protected by  Kiteworks PDN

Step 6: Click “Download”



The screenshot shows the Harvard Secure File Transfer inbox interface. On the left, a sidebar lists navigation options: INBOX, Sent & Tracked, Drafts, Trash, Outbox, All Files, Recents, Shared with me, Favorites, and Contacts. The INBOX is selected. On the right, the inbox content area shows an incoming message from ruby_price@harvard.edu. The message subject is "Kiteworks Test for Alumni Lists". The message was sent on Oct 9, 2025, at 4:31 PM to test@test.com. It contains one attachment, "APN preisden...9.19.25.xlsx", which is 79.4 KB in size and expires on Oct 24, 2025. Below the message, there are three buttons: "Download" (highlighted with a red box), "Send", and "Save to folder". A search bar at the top right includes a keyboard shortcut "Ctrl + k".

INBOX

Compose

INBOX

Sent & Tracked

Drafts

Trash

Outbox

All Files

Recents

Shared with me

Favorites

Contacts

Search content in Harvard Secure File Transfer Ctrl + k

Inbox > Message

Reply all ▼ Forward Move to Trash Print

Kiteworks Test for Alumni Lists

 ruby_price@harvard.edu

Oct 9, 2025, 4:31 PM

test@test.com

1 attachment -Expires : Oct 24, 2025

1 attachment: Expires: Oct 24, 2025

  APN preisden...9.19.25.xlsx ▼

79.4 KB

 Download  Send  Save to folder

test message