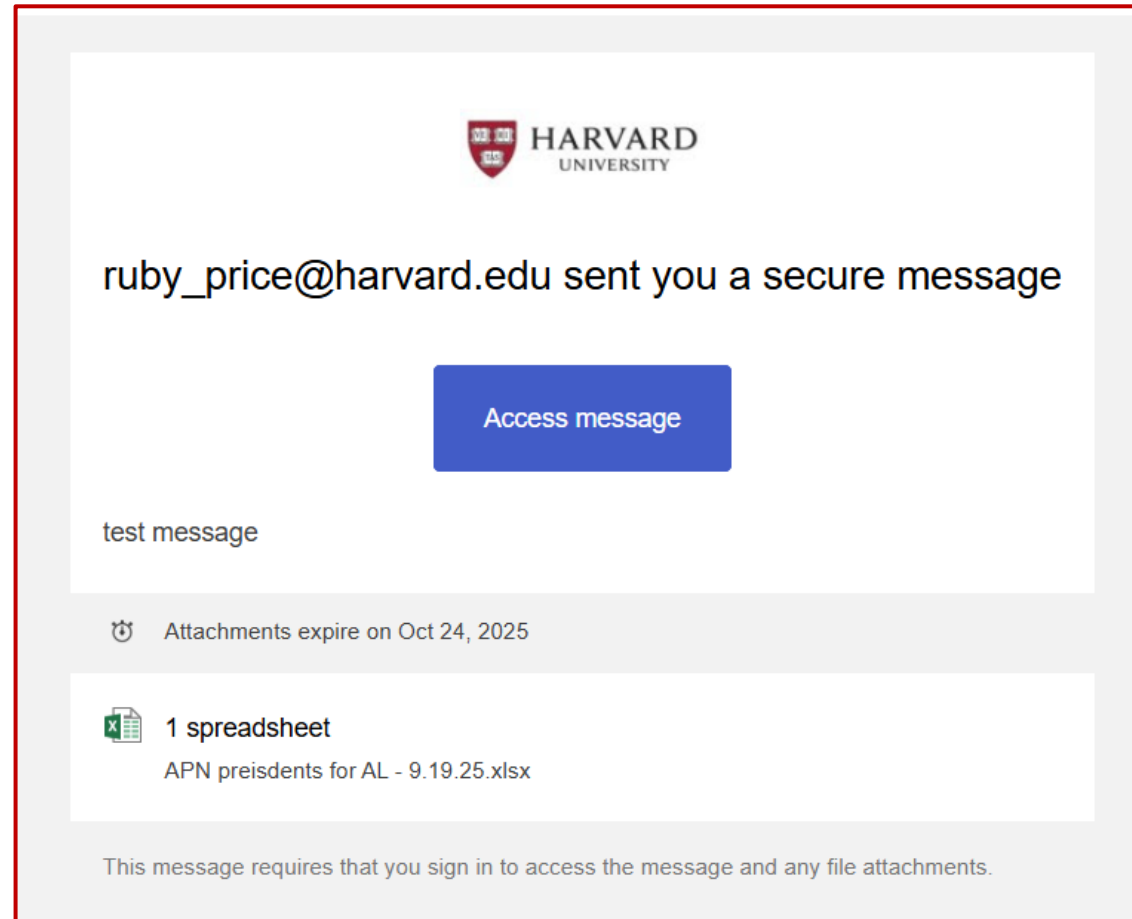
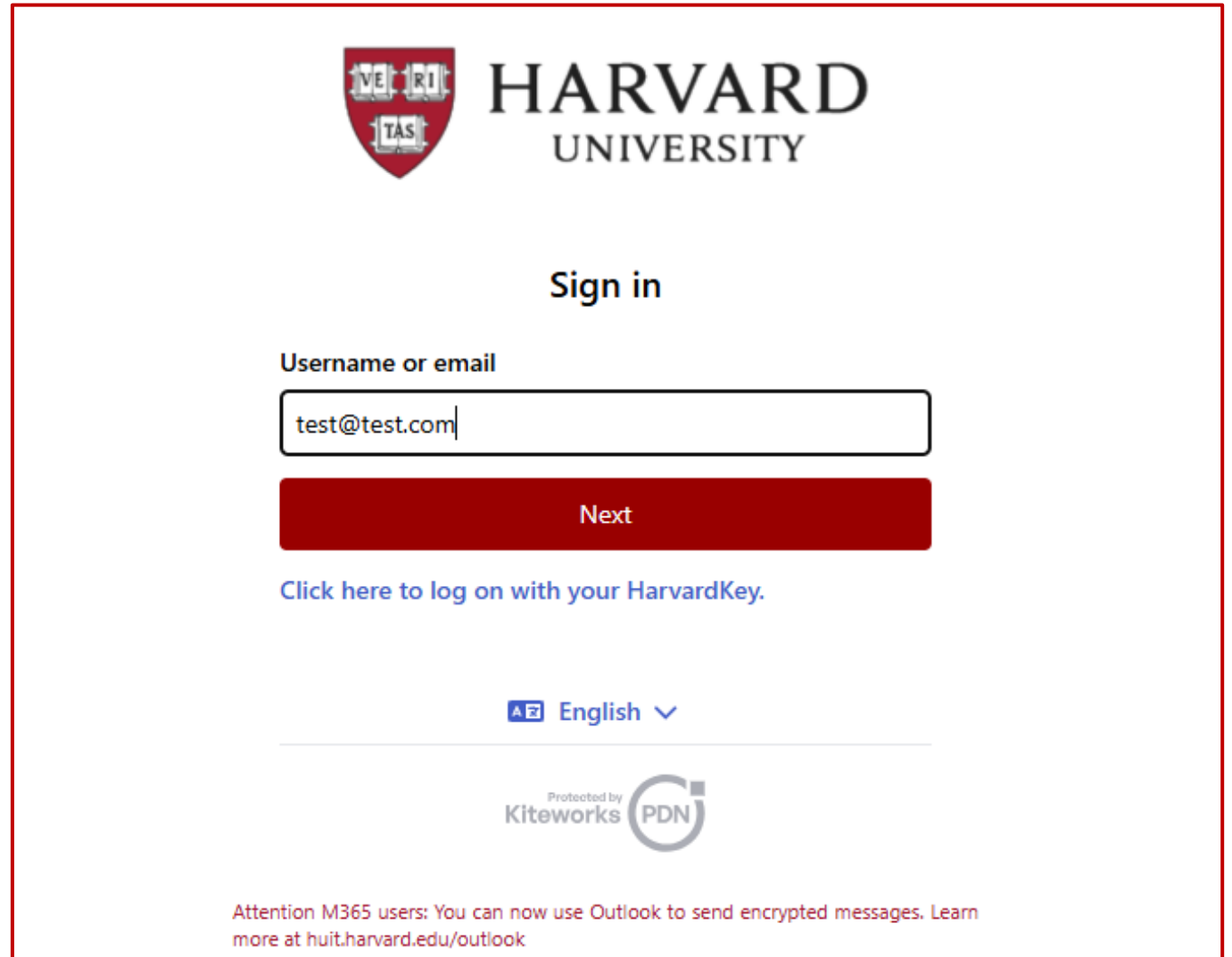


# Step 1: Click “Access Message”




# 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



The screenshot shows the Harvard University login interface. At the top is the Harvard University crest and name. Below it is a 'Sign in' heading. A text input field labeled 'Username or email' contains the text 'test@test.com'. Below the input field is a red button labeled 'Next'. Underneath the button is a link that says 'Click here to log on with your HarvardKey.' At the bottom of the form area is a language selector showing 'English' with a dropdown arrow. Below the form area is a footer section that says 'Protected by Kiteworks PDN'. At the very bottom, there is a red text notice: 'Attention M365 users: You can now use Outlook to send encrypted messages. Learn more at [huit.harvard.edu/outlook](https://huit.harvard.edu/outlook)'.

 **HARVARD**  
UNIVERSITY

Sign in

Username or email

test@test.com

Next

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


English ▼

Protected by  
Kiteworks PDN

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



**HARVARD**  
UNIVERSITY

**Create account**

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

Email

test@test.com

Password

..... ✓

Confirm password

..... ✓

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

Create account

English ▾

# Step 4: Check Your Email

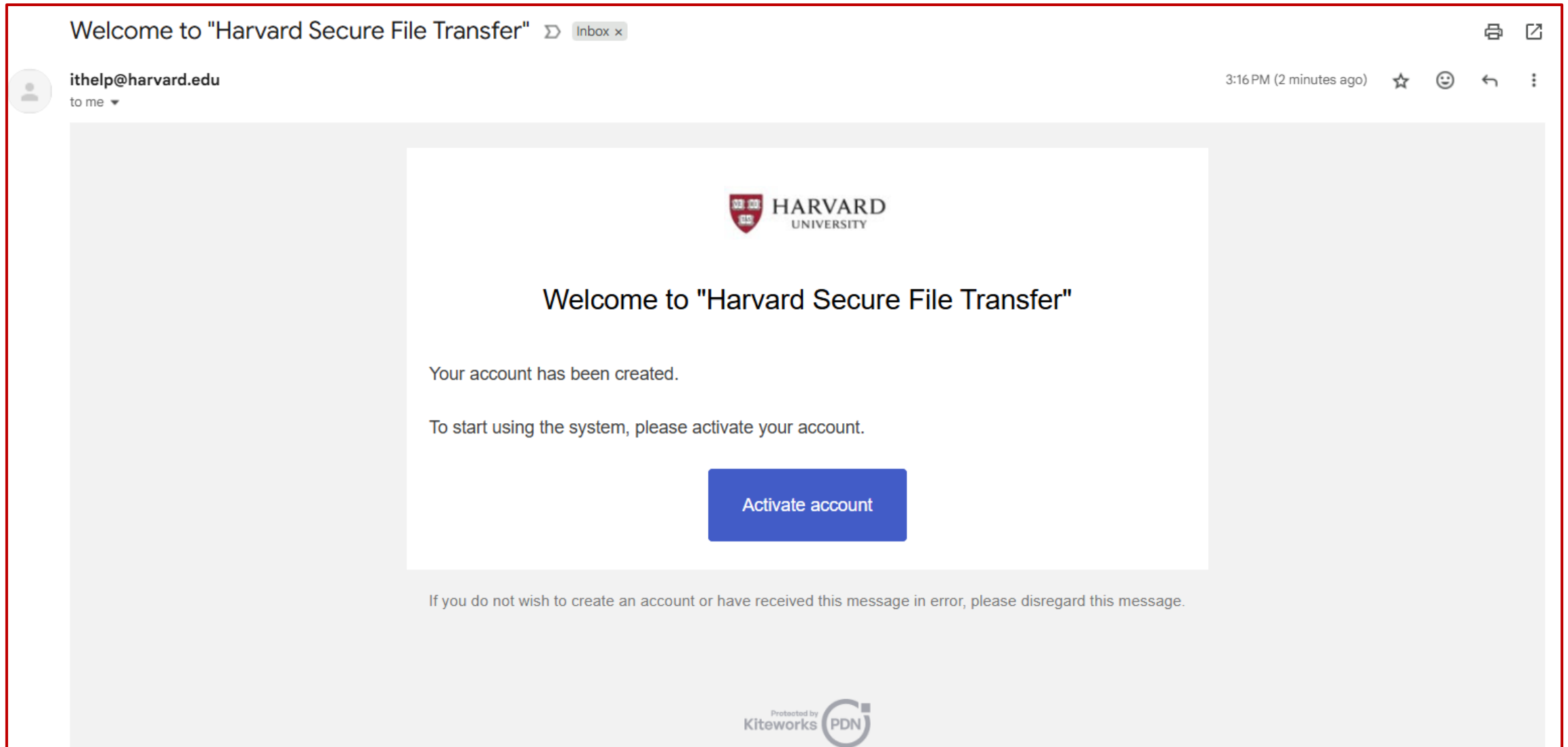


**HARVARD**  
UNIVERSITY

## **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”



# Step 6: Click “Download”

The screenshot displays the Harvard Secure File Transfer web interface. On the left is a dark sidebar with the Harvard University logo and a 'Compose' button. Below these are navigation links: INBOX, Sent & Tracked, Drafts, Trash, Outbox, All Files, Recents, Shared with me, Favorites, and Contacts. The main content area at the top has a search bar labeled 'Search content in Harvard Secure File Transfer' with a 'Ctrl + k' shortcut. Below the search bar, the breadcrumb 'Inbox > Message' is shown. Action buttons for 'Reply all', 'Forward', 'Move to Trash', and 'Print' are present. The email subject is 'Kiteworks Test for Alumni Lists' from 'ruby\_price@harvard.edu', dated 'Oct 9, 2025, 4:31 PM', with a 'test@test.com' recipient and '1 attachment -Expires : Oct 24, 2025'. The attachment is 'APN preisden...9.19.25.xlsx' (79.4 KB). A red box highlights the 'Download' button, which is accompanied by 'Send' and 'Save to folder' options. The email body contains the text 'test message'.

**HARVARD UNIVERSITY**

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