

TITANFILE

CLIENT USER GUIDE

About TitanFile

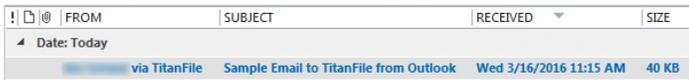
TitanFile is the firm's secure large file transfer system.

Warning: Files are accessible for 30 days, unless the sender chooses to extend the date.

Receiving Shared Files

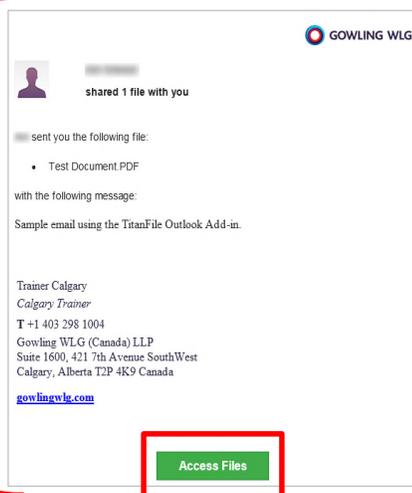
Outlook Email Notification

The email recipients will receive a **TitanFile** notification email. The **From** field will display as **{Sender's name} via TitanFile**.



The notification email will indicate the **Sender's Name**, the **files shared** along with the **email message**.

- 1 Click the **Access Files** button, to access the **Channel** containing the shared files.



Accessing TitanFile

Files can be accessed directly from **Gowling WLG's TitanFile website**:

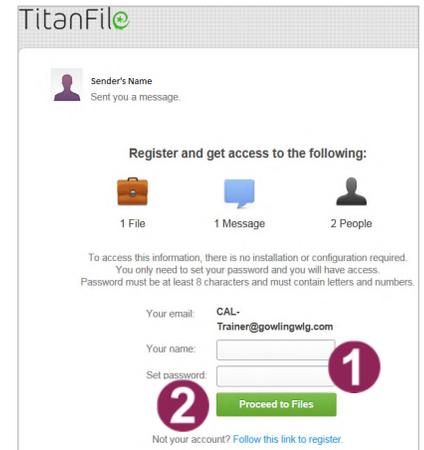
<https://gowlingwlgca.titanfile.com>

Logging into the TitanFile Website

The process will be different if you are a **New TitanFile User** or an **Existing TitanFile User**.

New TitanFile Users

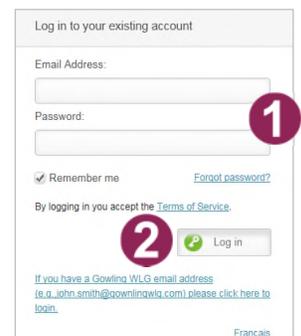
- 1 Recipients need only enter a **name** and select a **password**.
- 2 Select the **Proceed to Files** button to login.



Warning: Passwords must be at least 8 characters and must contain letters and numbers.

Existing TitanFile Users

- 1 Enter the **Email address** the notification was sent to and the **Password** associated to the existing **TitanFile** account.
- 2 Select the **Log in** button.



Tip: Select **Remember me** to log in **automatically** when the **Access Files** button is selected in future notification emails.

TitanFile will automatically open the **Channel** that the files were shared to, based on the email link. The **Subject** of the **Secure Send** email is the **Channel's name**.

Downloading Shared Files

The files can be downloaded from the **Conversation** or the **Files** tab.



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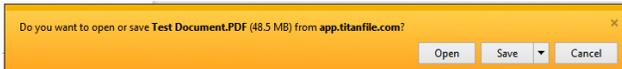
From the Conversation Tab

- 1 Select the **Conversation** tab.
- 2 Select the **filename** listed at the bottom of the conversation.
- 3 Select **Open** or **Save** (options) from the browser **file download notification** bar/window.



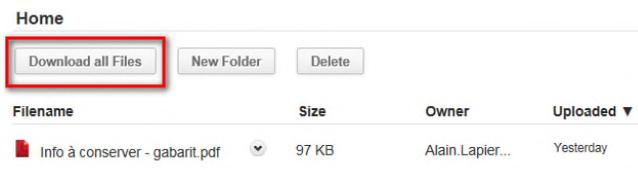
From the Files Tab – Downloading 1 file at a time

- 1 Select the **Files** tab.
- 2 Select the **filename** listed at the bottom of the tab.
- 3 Select **Open** or **Save** (options) from the browser **file download notification** bar/window.



From the Files Tab – Downloading all files at once

- 1 Select the **Download all Files** button to download all files at once.



- 2 (Optional) Select a **Start** and **End** date to limit the data to be exported.



- 3 Select the **Export** button.

- 4 Select **Open** or **Save** (options) from the browser **file download notification** bar/window.

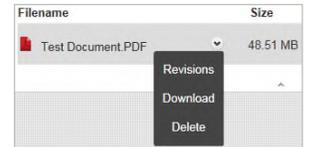


Additional File Options

Files Tab

In the **Files** tab, there are additional options available for shared files.

- 1 Select the **arrow** next to the filename to see a menu of options.
- 2 Select one of the options listed: **Revisions; Download** or **Delete**.



Uploading Files to a Channel

Warning: depending on the rights given to you by the owner of the channel, you may or may not be able to upload files.

- 1 Select the **Conversation** or the **Files** tab.
- 2 Compose a message to include in the file **upload notification email**.
- 3 Select the **Attach Files** button.
- 4 Locate the files to upload on your computer.



- 5 Select the **Send** button to **upload** the files and send a **notification email** to all members of the Channel.

