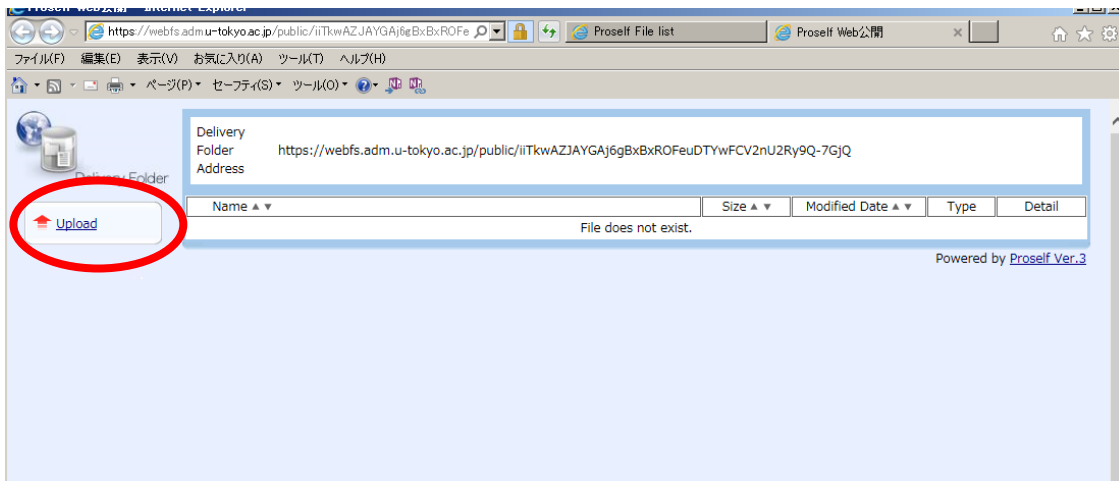


## Sending Documents to The University of Tokyo using the UTokyo File Transfer Protocol (FTP) Site

Due to recent attempts of APT (Advance Persistent Threat) attacks, the security surrounding e-mail attachments at the University of Tokyo (UTokyo) has been increased and members of UTokyo will no longer be able to receive certain files, such as executable files (.exe) and Word documents (.doc .docx) etc.

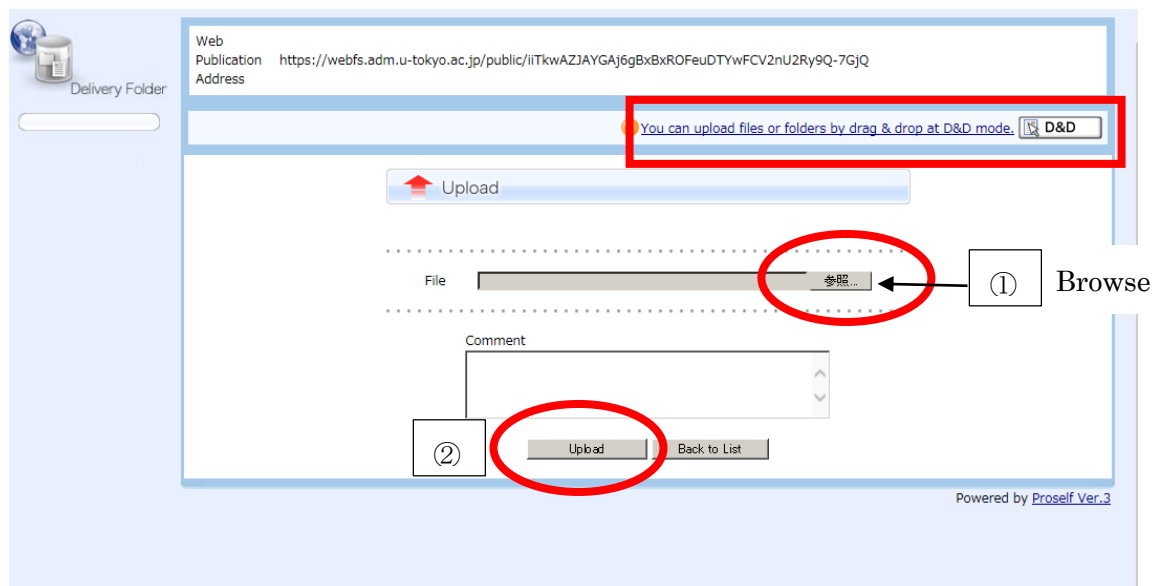
In order to send files to UTokyo, you will need to upload the files onto the University of Tokyo's FTP site using the link sent to you by the intended recipient. Please upload the files using the following steps once you have clicked on the link and the "Proself Web" page has opened.

**Step 1** Click "Upload".

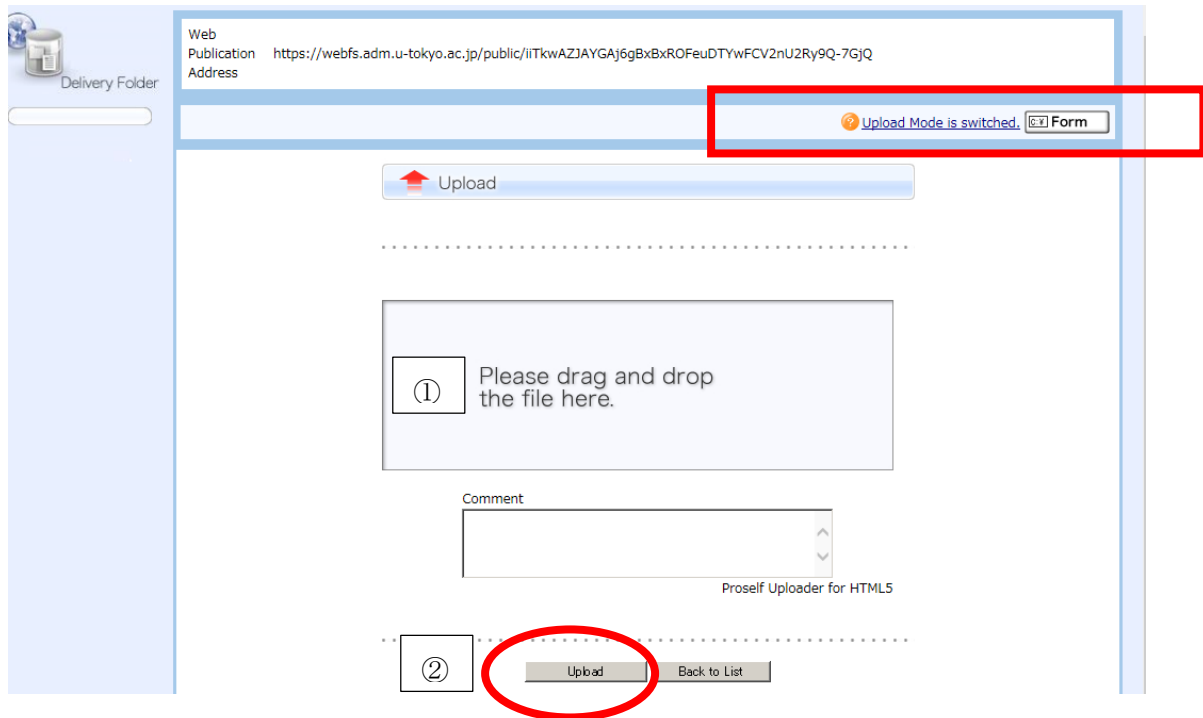


**Step 2** Click browse (①) and select the files to be uploaded, and then click "Upload" (②).

Alternately, click on the "D&D" icon on the right and switch the upload mode. You will then be able to upload files using the "drag & drop" method.



↑ ↓ You can always switch between the two upload modes by clicking on the “D&D” or “Form” icons.



Once you have clicked on ② “Upload” the process has been completed. Please close the tab or your internet browser.