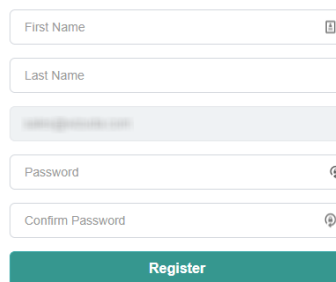# CFS External User Guide

Introduction

In accordance with the General Data Protection Regulation and to ensure all attachments are transmitted as accurately and securely as possible, the Mater Hospital have implemented Wizuda CFS, the secure file sharing platform empowering GDPR compliance – https://mater.wizuda.com.

CFS has an intuitive webmail-type interface which no doubt you'll find easy to use. This document describes how you register and begin using CFS as an External User.

Registration

You'll either receive a New Message notification email or a New User Registration notification email from NO-REPLY@wizuda.com; click the embedded link and complete the simple one-time only registration process. You're now setup and can securely share files with your Mater Hospital contact(s).
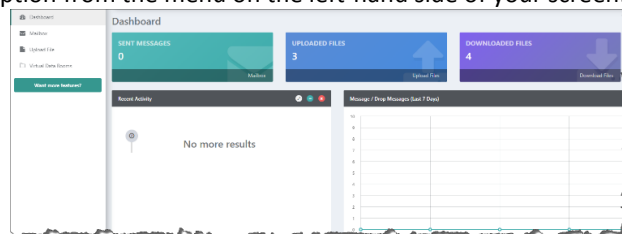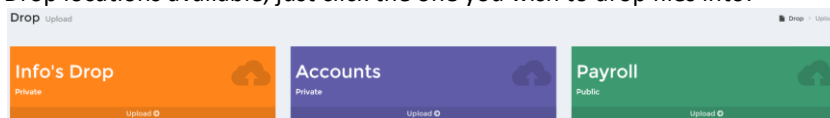

Sharing Files

You'll receive email notifications whenever you receive CFS messages or access to new Drop locations; simply follow the link or browse to https://mater.wizuda.com. You can view the messages in your CFS Mailbox, and upload files to Drops using the Upload File option from the menu on the left-hand side of your screen:

If you have multiple Drop locations available, just click the one you wish to drop files into:

Password Reset

If you forget or need to reset your password for any reason, simply click Reset password? at the login page, enter your full email address in the box which appears, and click Submit.

A few moments later you'll receive a password reset email, click the Login button within the email, and you'll be prompted to set a new password.

Support

For further queries, questions or support with CFS, please email support@wizuda.com or get in touch with the Mater Hospital contact who sent you this document.

Whitelisting

If you do not receive the email you may need to request your IT department to whitelist NO-REPLY@wizuda.com