

Skype for Business File Transfer enables users to send files to each other in a Peer-to-Peer scenario. Skype for Business Meeting Attachments allow users to upload files to a Conference Session for other users to download.

The Skype for Business File Transfer features are available on an opt-in basis per NHSmail organisation. To enable Skype for Business File Transfer for your organisation, your Local Administrator will need to contact NHS Digital at [feedback@nhs.net](mailto:feedback@nhs.net).

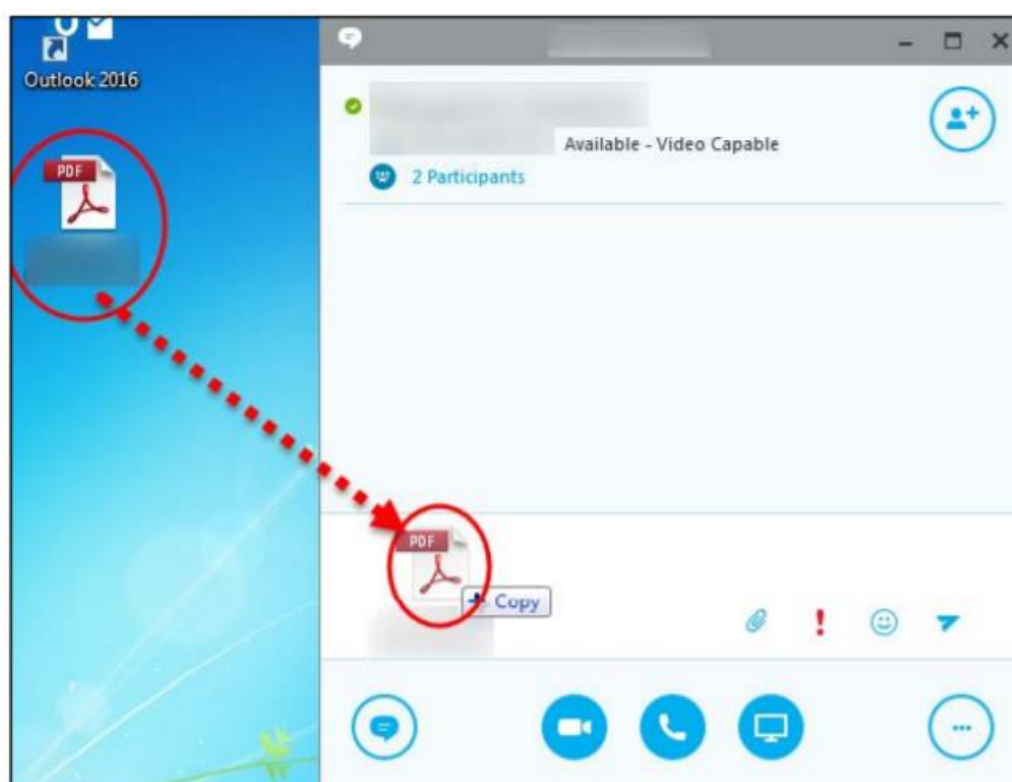
## Peer-to-Peer File Transfer

Use the following instruction to transfer a file to a Contact in Skype for Business.

**1** Open a conversation window in Skype for Business.

**2** **Drag and Drop** a file into the conversation window from your computer.

To drag and drop, left-click the mouse on the file icon, hold and drag the file to the Skype for Business conversation window, then release.



### Please note:

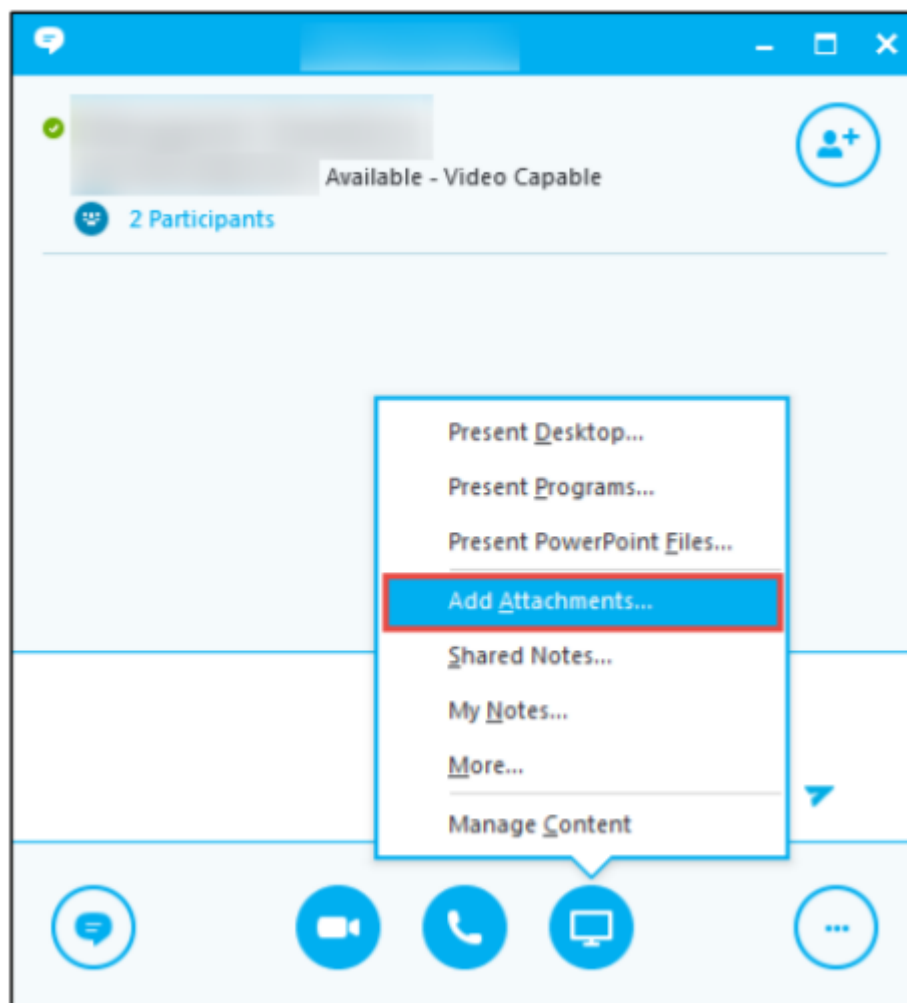
- If you are sending a file to a colleague, both you and your colleague must be enabled for File Transfer.
- For security reasons, some file types are blocked and you will not be able to send them. For more information on the blocked file types, please refer to the FAQs.

## File Transfer During Meetings

Another way to transfer files in Skype for Business is to add Attachments during Skype for Business Meetings (Conference Calls).

1

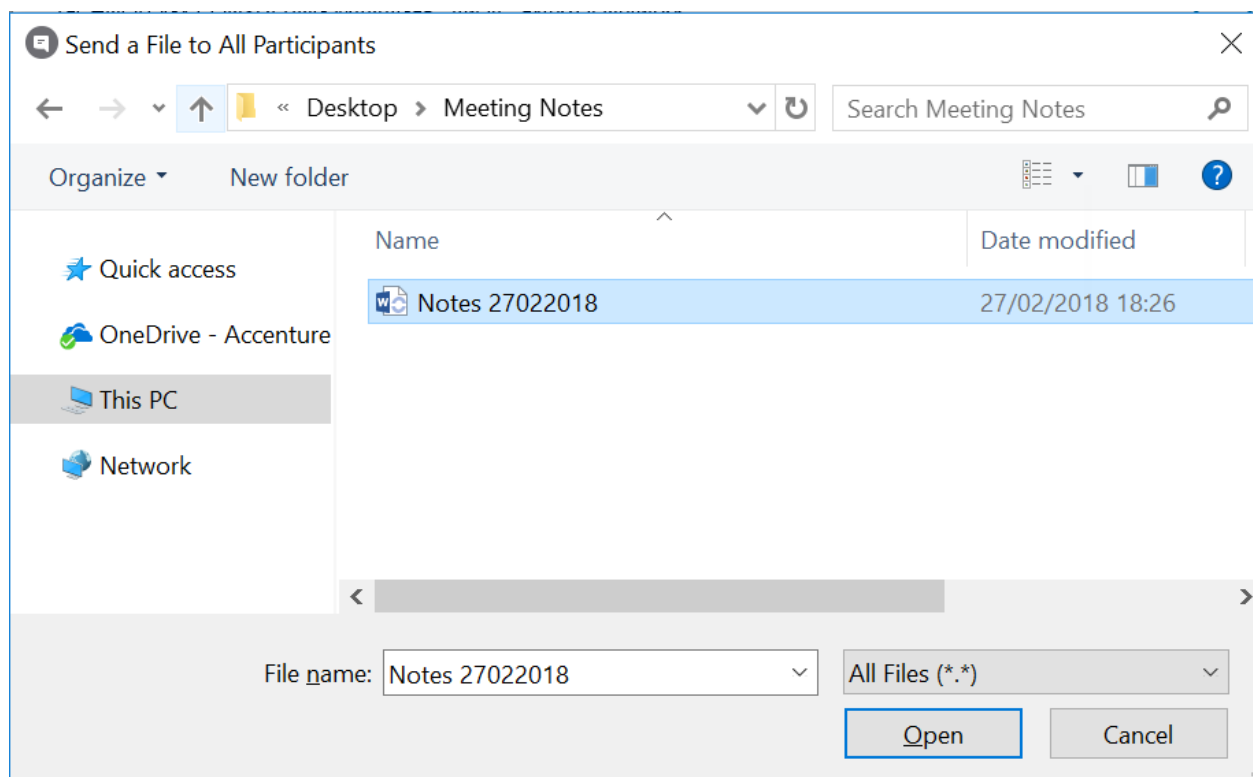
Click the **Present** button then click the **Add Attachments** tab



The Contact will receive a request to accept or decline the file transfer.

2

Click **Insert Files** then **Select the file** to transfer from File Explorer and click **Open**.

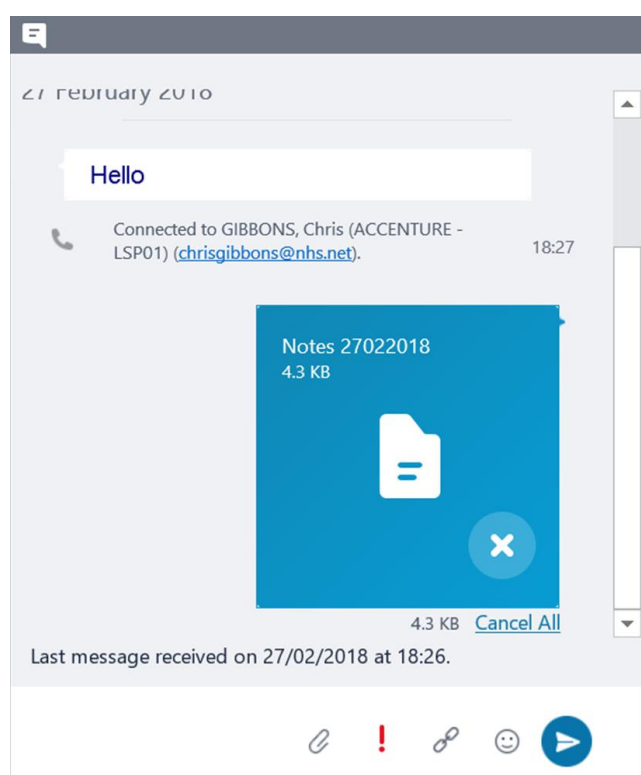


**Please note:**

- For security reasons, some file types are blocked and you will not be able to send them. For more information on the blocked file types, please refer to the FAQs.
- Additional controls are available under the Manage Content options so that you are able to determine who is able to access the attachment.

3

File will then be sent in the form of an attachment onto the chat window.





## Is File Transfer available in Instant Messaging conversations and Skype for Business Meetings?

Yes. File Transfer is available during Instant Messaging conversations and during Skype for Business Meetings. During Skype for Business Meetings, File Transfer is supported through the Meeting Attachment functionality. However, there are certain limitations to consider:

- File Transfer in Instant Messaging conversations requires both parties to be enabled for File Transfer; i.e. if you are sending a file to a colleague, both you and your colleague need to be enabled.
- Skype for Business Meetings requires the organiser to be enabled for File Transfer.



## What file types can I share using File Transfer?

You should always ensure that the files that you are sharing are being shared in line with your local data management policies. The following file types are blocked by NHSmail for security reasons:

File type	Description
asf	Microsoft video file
avi	Audio Video Interleaved animation file
bas	BASIC programming files
bat	DOS batch file
chm	MS compiled HTML help file
cla	Java class file
class	Java class file
cmd	OS/2 or Windows NT batch file
cnt	Helpfile contents
com	16-bit DOS executable
cpl	Windows Control Panel extension
crt	Security Certificate
docm	Macro-enabled Microsoft Word file
dotm	Macro-enabled Microsoft Word template
eml	Mircosoft Outlook Express Electronic Mail
exe	DOS or Windows 16/32 bit executable
hlp	Windows help files: 16-bit executable
hta	HTML file
inf	Windows installer setup file - 16-bit executable
ins	Internet naming service
isp	Internet communication settings
js	JavaScript file.

File type	Description
jse	JavaScript encoded script
Ink	Windows shortcut file
mpe	MPEG Movie Clip
mpeg	MPEG Movie Clip
mpg	MPEG animation
mp2	MPEG audio file
mp3	mp3PRO Audio file
msc	MS common console doc
msi	Windows installer file
msp	Windows installer patch
mst	Visual test source file
pcd	Photo CD image
pif	Program Information File
reg	Windows registry file
scr	Screen saver
sct	Windows script component
shs	Windows scrap object
vbe	Visual Basic encoded script
vbs	Visual Basic script
wmv	Windows media file
wsc	Windows script component
wsf	Windows script file
wsh	Windows scripting host settings file
xdp	XML data package



Is there a maximum file size that I can share?

The maximum file size for Skype for Business Meeting Attachments is 50mb. There is no maximum file size for file shared using the File Transfer feature during an Instant Messaging conversation.



Are files shared through Skype for Business File Transfer auditable?

Files shared during Skype for Business Instant Messaging conversations cannot be retrieved, but are auditable. Files shared during a Skype for Business Meetings cannot be retrieved and are not auditable. You should always ensure that any clinical information shared via NHSmail is stored in the appropriate location as per your local data management policies.



## Are there any additional considerations for clinical use?

The NHSmail Skype for Business Service is approved for clinical use. However, you should always ensure your use of the Service is within your local clinical communications and data management policies. When using the File Transfer features, you should consider:

- Whether you are communicating with the intended recipient
- Whether it is appropriate to share the information with the recipient(s)
- Where files should be stored following download

You should always confirm receipt of information when sending and receiving files using the Skype for Business File Transfer features.

The NHSmail Service is not a replacement for the clinical record. All clinically relevant information should be stored in your local clinical record system as per local policy.