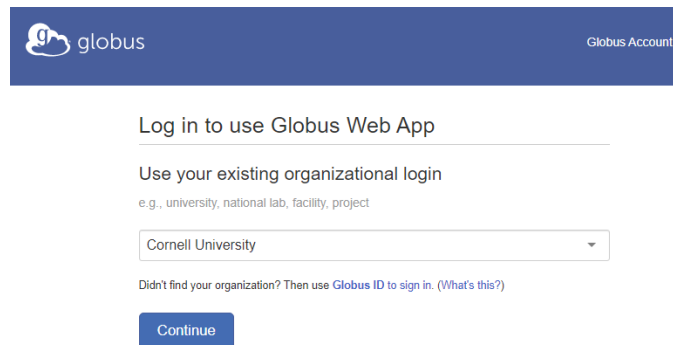


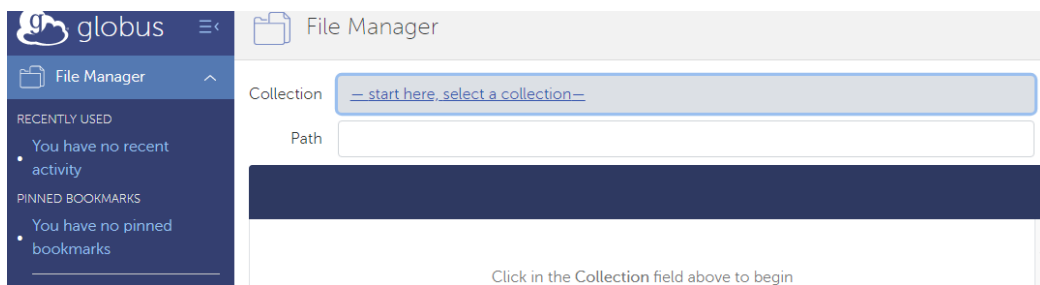
# How to share files with collaborators?

## Part 1. How to set up a directory to share files?

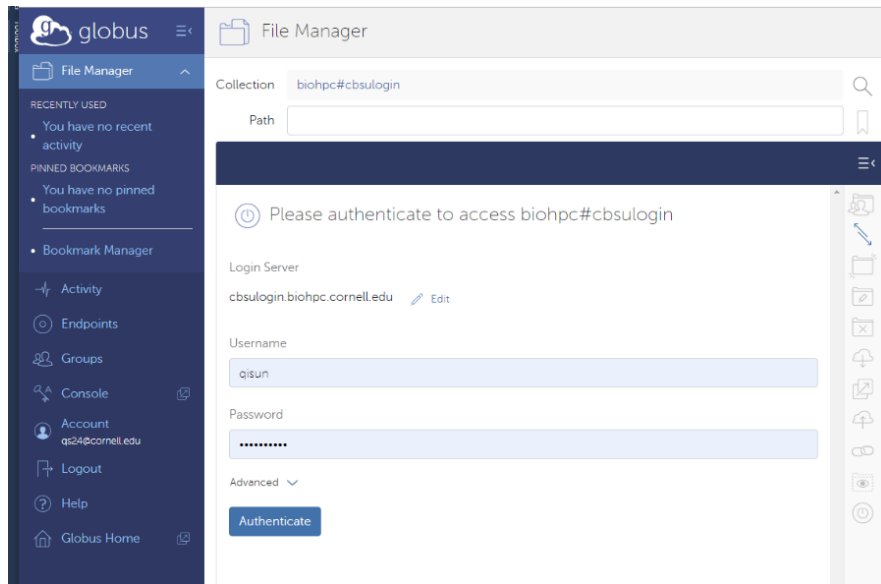
1. Create a new directory under your BioHPC home directory, put the files that you want to share with collaborators in that directory. (You can do this by using any one of the login nodes cbsulogin, cbsulogin2 or cbsulogin3, which do not require reservations)
2. Login to Globus.
  - Open the web site [www.globus.org](http://www.globus.org) and click Login
  - Cornell Users can use your Cornell NetID to login. Selecting “Cornell University” and then click “Continue”. Follow the instruction to login to your account. **(Use your Cornell email password here)**



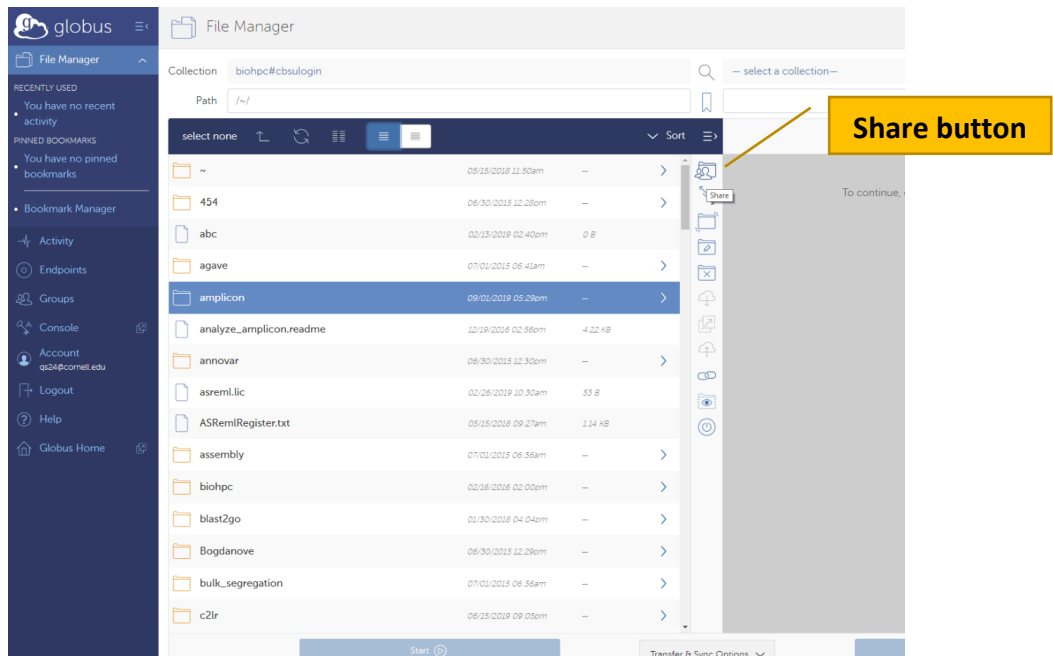
3. Create an endpoint that points to directory you want to share.
  - After you login to the Globus web site, click the Collection field, enter “cbsulogin” and press “Enter”



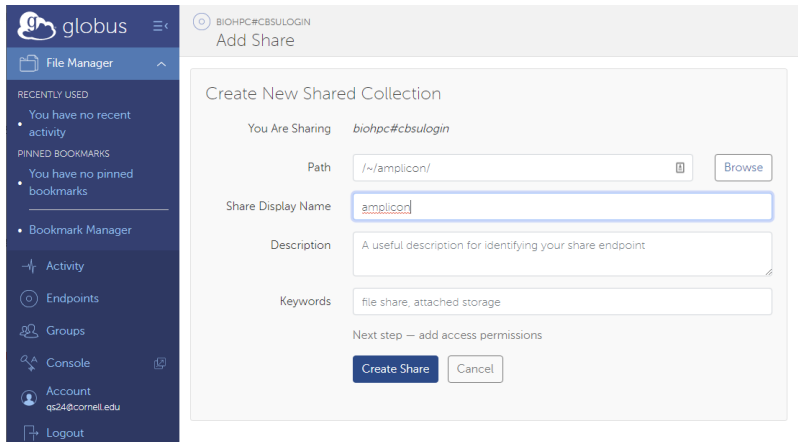
- Click any one of the three collections “biohpc#cbsulogin” “biohpc#cbsulogin2” or “biohpc#cbsulogin3”
- Enter your BioHPC user ID and BioHPC password, and press “Authenticate”



- You should see your BioHPC Home directory. Select the directory you want to share, then click the “Share” button.

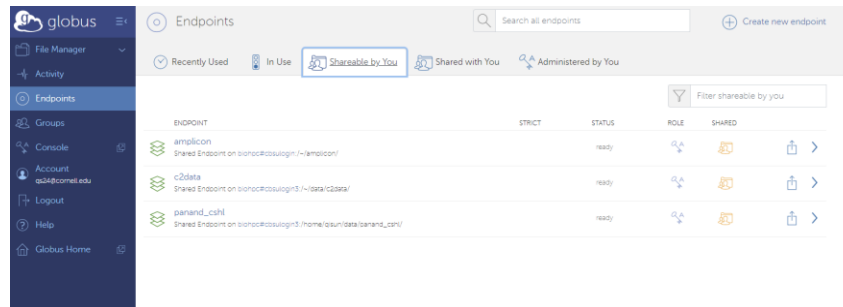


- Fill out the form, and click “Create Share”.

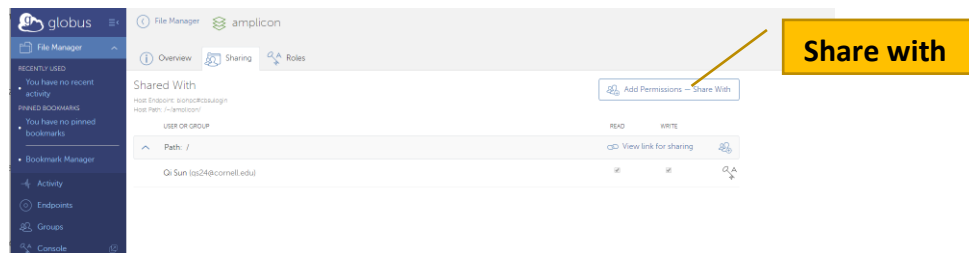


#### 4. Share an endpoint with your collaborators.

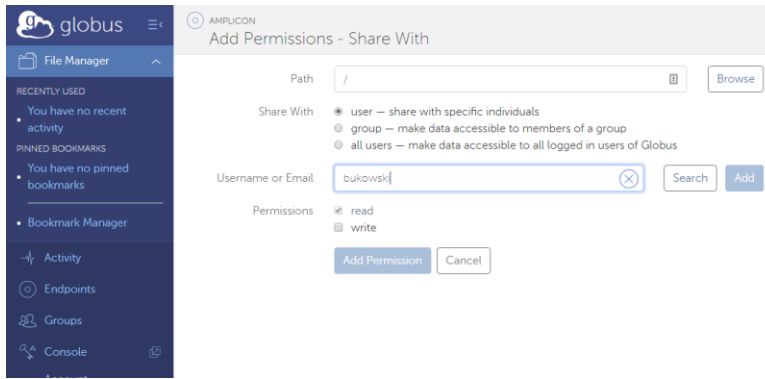
- Click “Endpoints” in the left panel of the window, click “Shareable by you” tab in the right panel, then click the endpoint you want to share. In the new page, click “Sharing” tab.



- Click “Add Permissions – Share With”



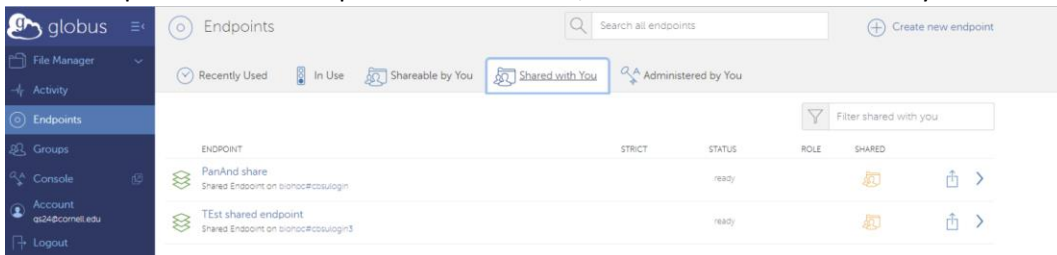
- In the “Username or Email” field, enter the name of email of the person you want to share the data, and click search. Find the person and click “Add Permission”.



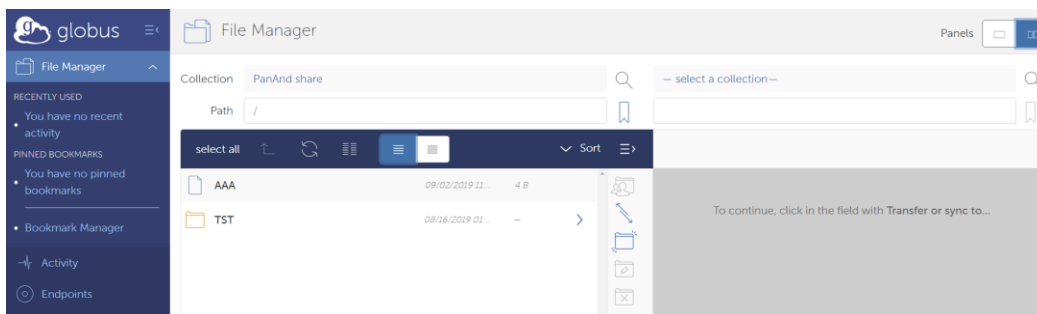
5. Your collaborator should be able to see the shared directory when log into his/her Globus account.

## Part 2. How to transfer files with Globus

1. Login to Globus web site,
2. Follow step 3 in the previous part to create an endpoint that is linked to a directory for receiving data files.
3. Click “Endpoints” in the left panel of the manual, then click the “Shared with you” tab.



4. Click the directory that you want to retrieve files from. In the new page, click “Open in File Manager”. In the File Manager window, the left side is the source endpoint, the right side is the destination endpoint.



5. After both endpoints have been defined. Select files to transfer from the source endpoint and click the arrow button to transfer files to the destination endpoint.