

CYBER SECURITY

Presentation Upload Process

Tentative Testing Period: November and December of 2022

Tentative Go Live: January 2023

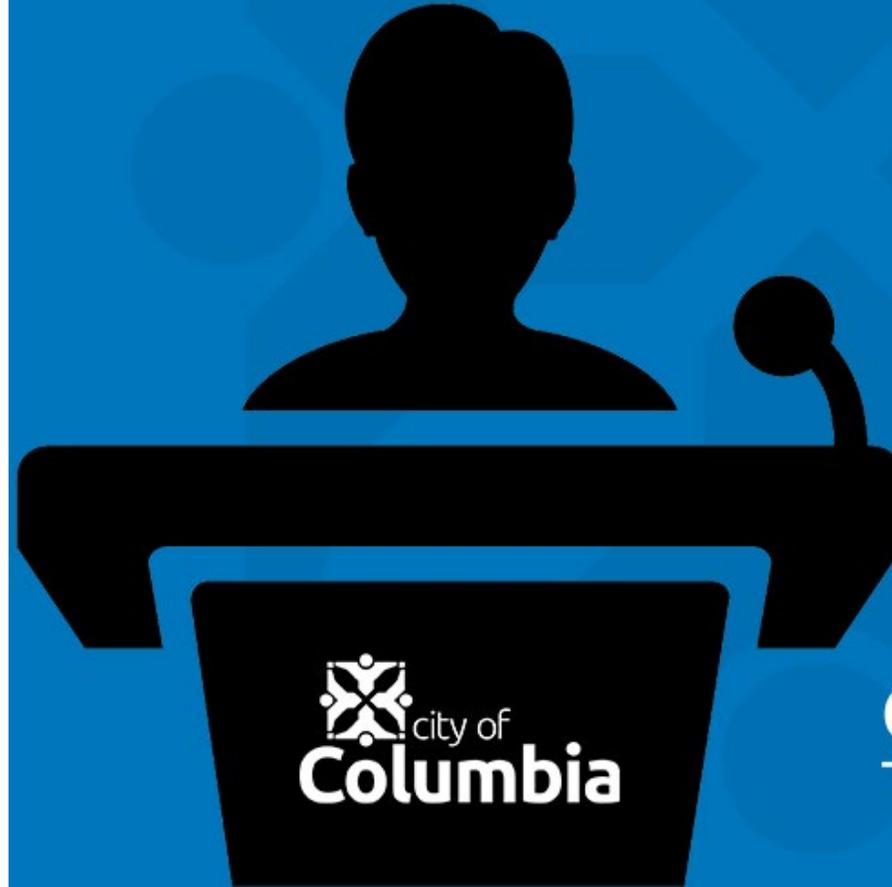
Introduction

Cyber security affects us all. As such, we are asking all City staff, vendors, and public presenters to do their part to keep the City's data and technical infrastructure secure.

Due to the unique threat they pose, flash drives and other physical media drives will no longer be permitted for directly delivering files or presentation materials. All files will need to be uploaded to [CoMo.Gov/upload](https://www.comogov.com/upload) at least 15 minutes prior to meetings. There they will be made privately available to the owner via secure password.

Detailed instructions on this new process are available on the upload web page. We appreciate everyone's cooperation in keeping the City's technical infrastructure safe.

Please, Do Not Bring Flash Drives



Please upload any
presentation materials
at least 15 minutes
prior to meetings at:
[CoMo.Gov/upload](https://www.comogov.com/upload)

Upload Web Page

Link:

<https://CoMo.Gov/upload>

Presentation Upload Form

[Update File](#)

[Submit File](#)

[? Help](#)

Use the following form to submit a presentation file for use during an upcoming City of Columbia Meeting. All presentations for meetings which use a City owned computer must be submitted via the upload form. Please fill out the fields below and submit your file. Processing will take 5 to 10 minutes and access instructions will be sent to the email address provided. Files must be in Powerpoint or PDF format and be no larger than 100MB. [Please contact the webmaster](#) if you require a different filetype or your file is larger than 100MB.

Name:*

Email:*

Meeting:*

Choose one or more files:* (pdf, ppt or pptx only, 100mb max)

No file chosen

This site is protected by reCAPTCHA and the [Google Privacy Policy](#) and [Terms of Service](#) apply.

How are the Files Accessed?

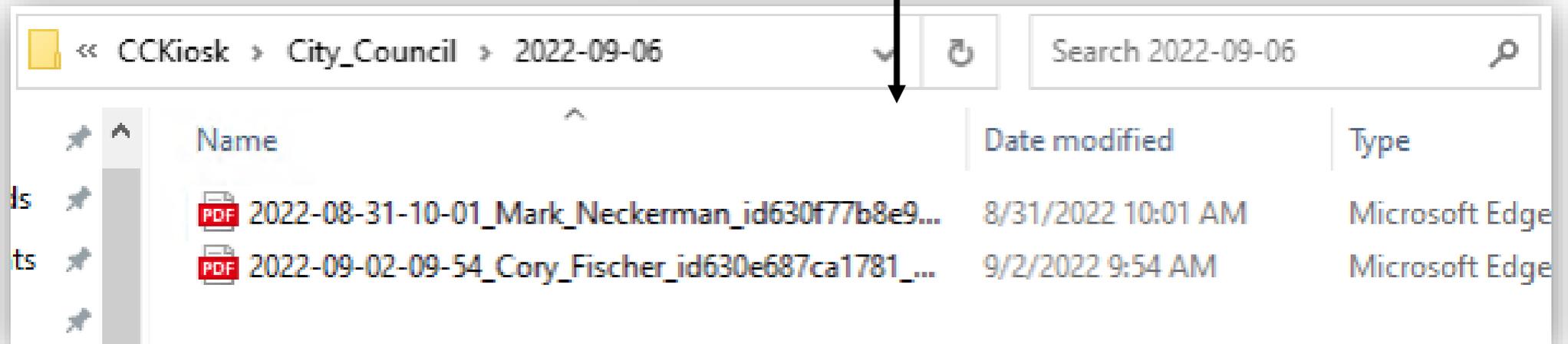
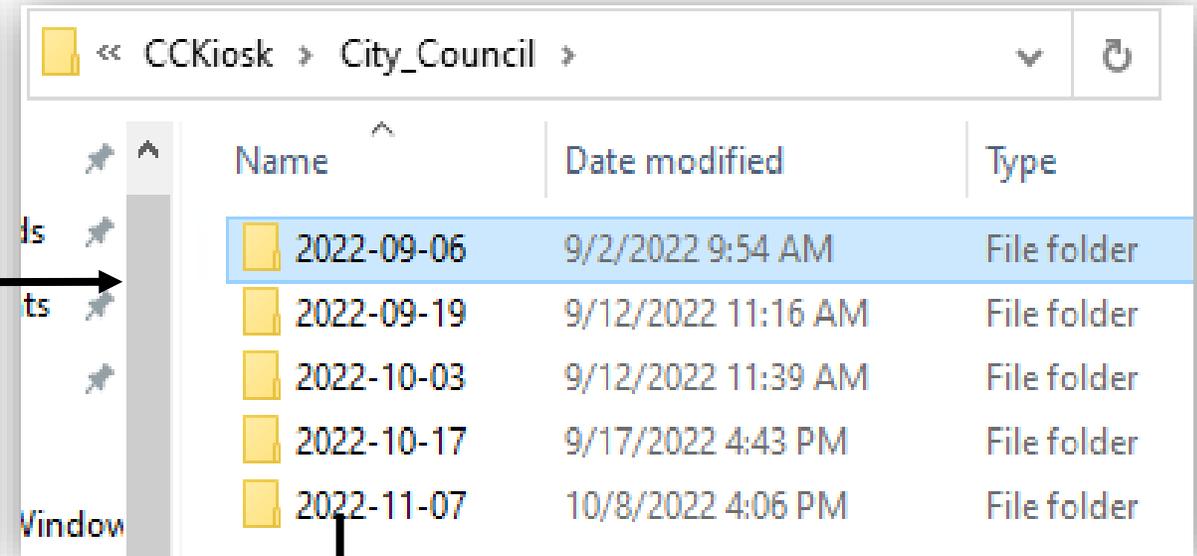
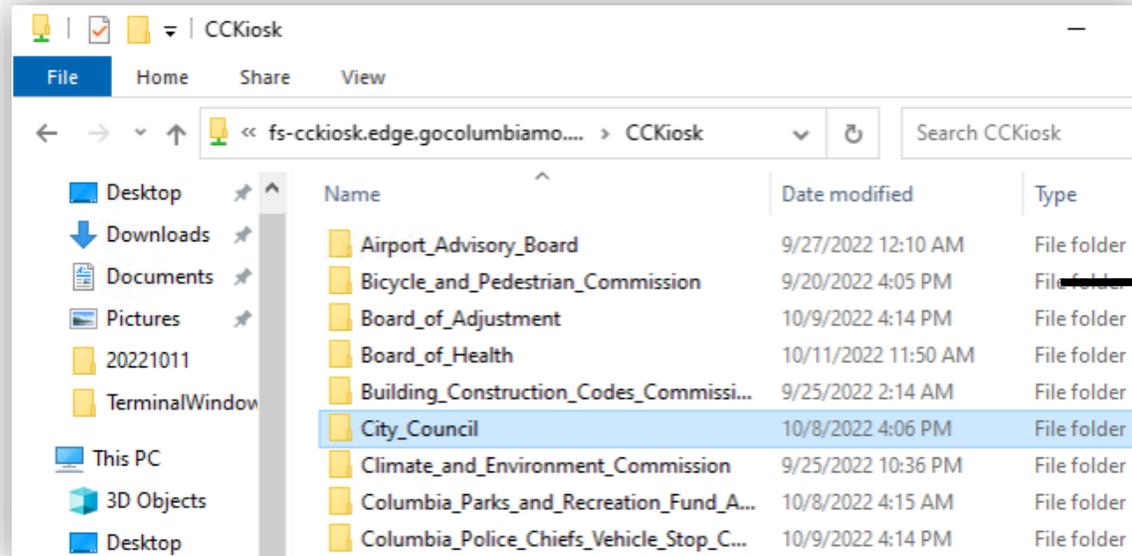
City employees: A shortcut will be placed inside the “Shortcuts” folder on all our desktops.

Council chambers laptop: A drive will be mapped on the computer and accessible through Windows Explorer.

THE FILES ARE STORED IN A STRUCTURE OF MEETING NAME, THEN DATE.



Meeting Name > Date > File



Thank you

QUESTIONS?

