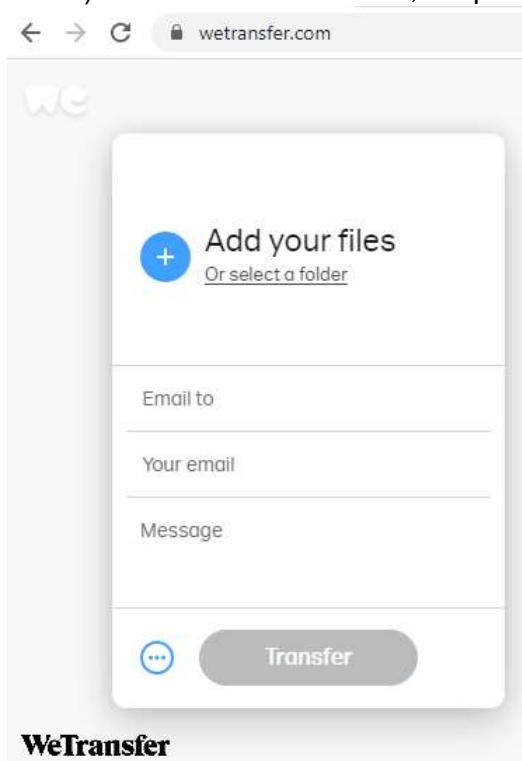




For the following, it is assumed that the user already has a google account. Sending something by email can delay mail servers so any file which is more than 10-15MB is preferable to be sent using a transfer service or placed in a shared location (for example on google drive) for partners to download

Here are the basic steps you need to take in order to: send a relatively large file using a transfer service called WeTransfer¹.

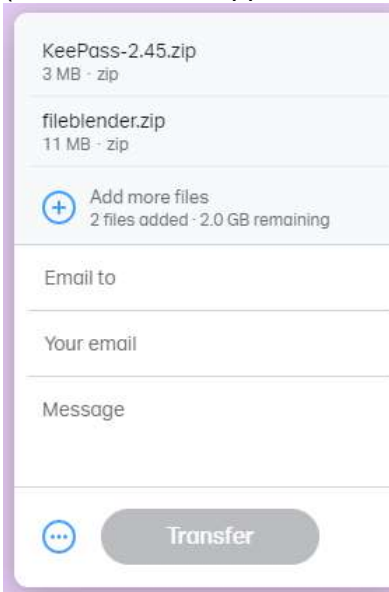
1. Open your browser (I use Google Chrome) and in the address bar insert wetransfer.com and press enter
2. Your browser will open up and you will be presented with a very simple prompt (seen below) to enter: files to transfer, recipient, your email and message to the recipient.



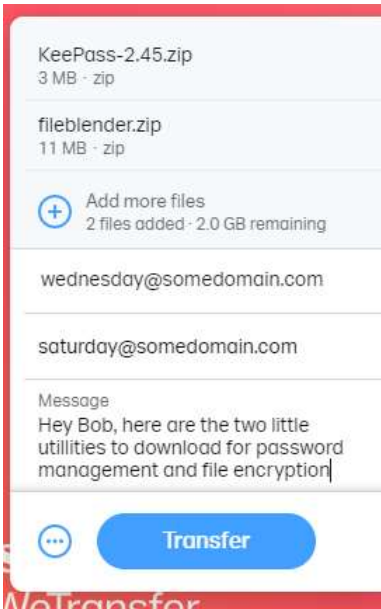
3. Click the blue circled plus to add a single file or click the 'Or select a folder' to select a complete folder to send. Once you add a couple of files the prompt updates accordingly.

¹ Available at <https://wetransfer.com> is a free (with restrictions) service.

(Notice how the application informs you of how much data you can still transfer)

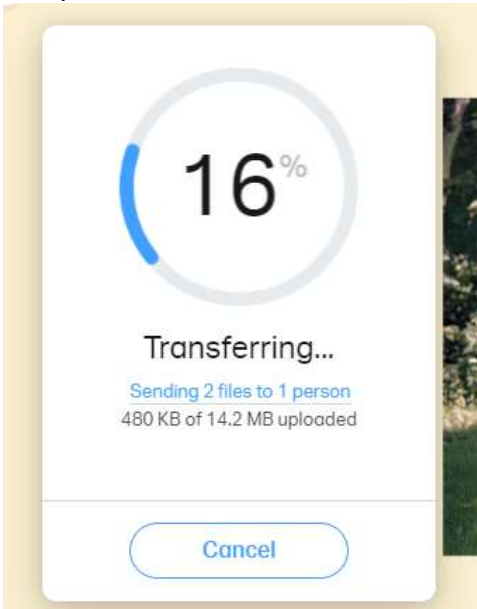


4. Continue by entering the e-mail address of the recipient of the files; follow that with your email address and then include a message to the recipient (to notify them)

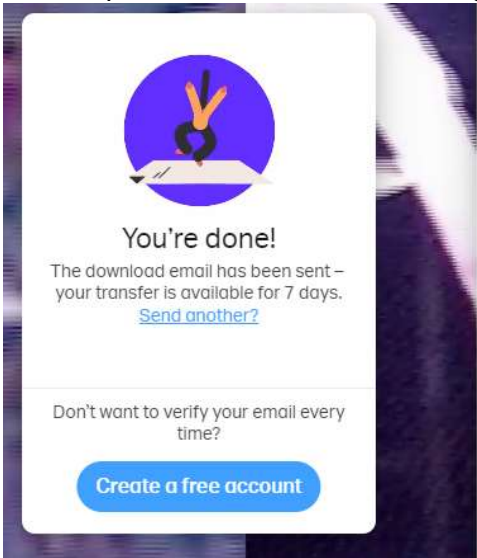


5. Press transfer to complete the operation.
6. If this is the first time you use the service, wetransfer will send an email to you to verify your email. A dialog will prompt you to enter the code (from the email message). Enter the code in the verification prompt and the upload will start (remember the files have to

be uploaded on wetransfer for them to be shared with the recipient. See below)



7. Once uploaded a confirmation dialog will be shown and that is it.



Your transfer details

2 files · 14.2 MB · Expires in 1 week

Sending to

wednesday@somedomain.com

Message

Hey Bob, here are the two little utilities to download for password management and file encryption

2 files

KeePass-2.45.zip
3 MB · zip

fileblender.zip
11 MB · zip

- In a little while the recipient will receive an email, like the one below, notifying them

saturday@somedomain.com
sent you some files

2 items, 14.2 MB in total · Expires on 21 July, 2020

Hey Bob, here are the two little utilities to download for password management and file encryption

[Get your files](#)

- They can click on the 'Get your files' link to download the files.