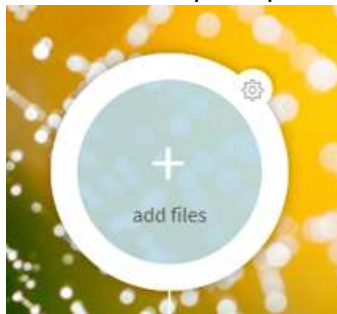




For the following, it is assumed that the user already has a google account. Sending something by email can delay mail servers so any file which is more than 10-15MB is preferable to be sent using a transfer service or placed in a shared location (for example on google drive) for partners to download

Here are the basic steps you need to take in order to: send a relatively large file using a transfer service called transferXL<sup>1</sup>.

1. Open your browser (I use Google Chrome) and in the address bar insert transferxl.com and press enter
2. Your browser will open up and you will be presented with a very simple interface to add



files

3. Click the add files sign / link. A windows Open File dialog appears and you must select the files you want to transfer. Once you do, click open and the interface updates. Then, you must enter your email in the 'from' field, the recipient in the 'to' field and a brief message, in the 'message' field to explain to the recipient what you are sending

Mail to contacts

from saturday@somedomain.com

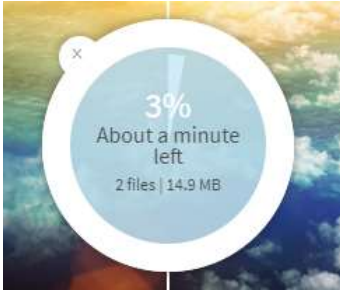
to wednesday@somedomain.com  
Add another email

message Bob, here are the two utilities we talked about on the phone.

Transfer 2 files

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

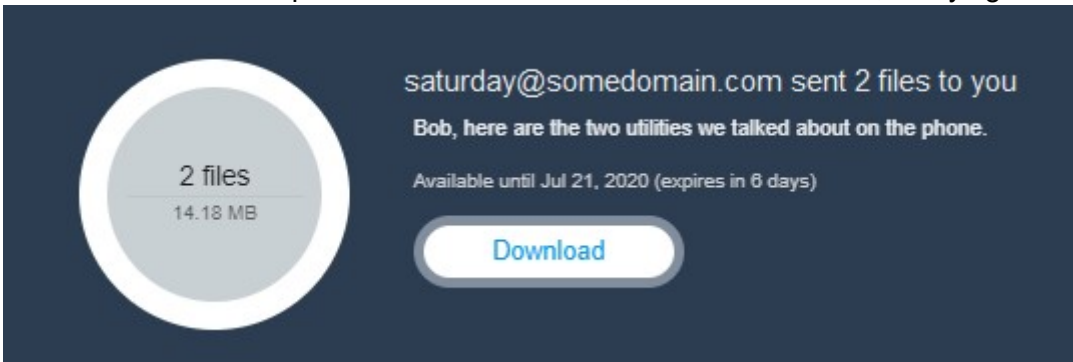
4. Click the button at the bottom and the files will upload on transferXL's servers



5. Once uploaded the interface updates to notify you. That is it, you transferred the files.



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



7. They can click on the 'Download' link to download the files.



If this is your first transfer using transferxl.com then expect to find an email in your inbox notifying you that an account has been created for your email (for free) and you can use it for future transfers.