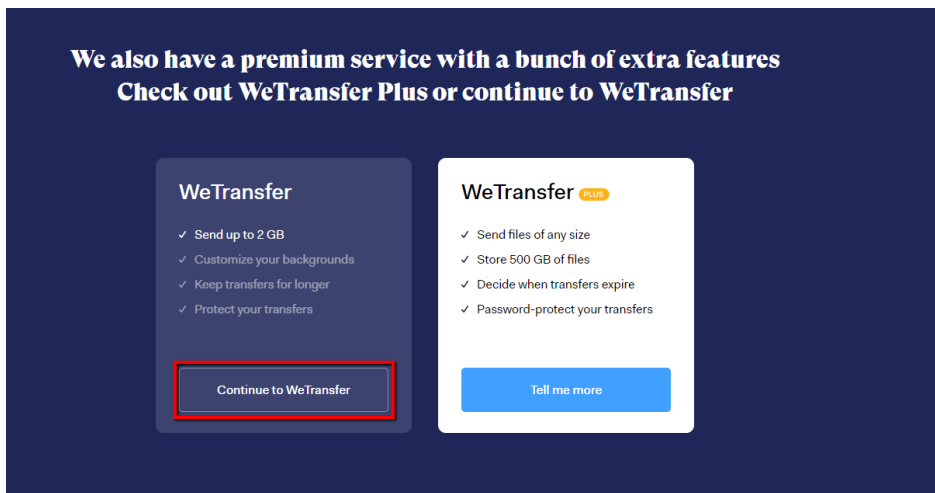
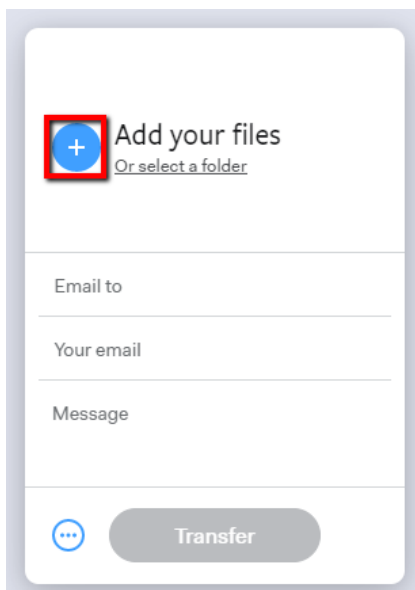


## A Guide to WeTransfer

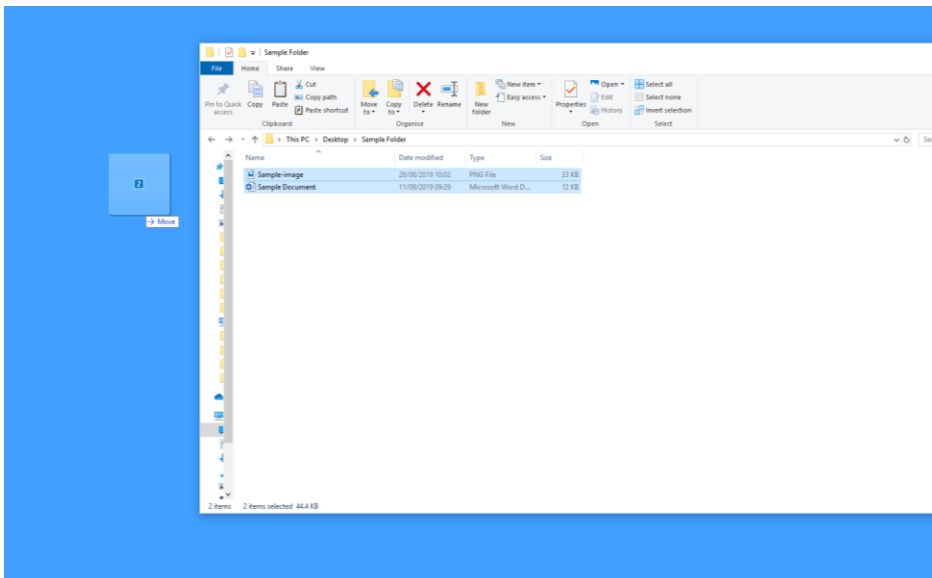
1. Visit [www.wetransfer.com](http://www.wetransfer.com), and then click on 'Continue to WeTransfer'.



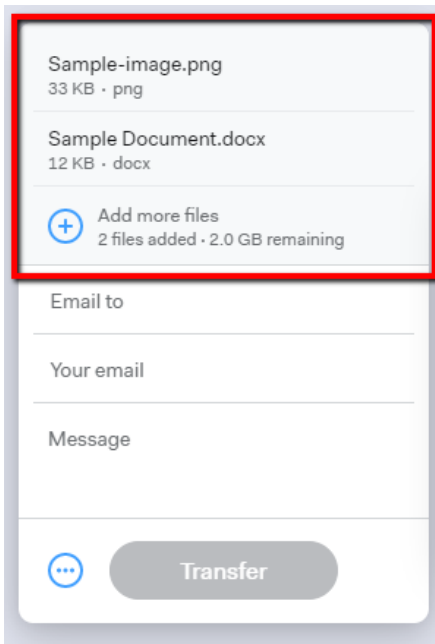
2. If you click on the '+' icon or 'Select files, you will be able to locate your source folder and select your files to transfer.



Or you can simply select and drag your files onto the screen:



You will then see the added files displayed:



3. Then simply enter your email address, the recipients email address, and any specific instructions in the 'Message' field. Press Transfer.

You will then receive an email confirmation from WeTransfer to confirm your files have been sent.

You will also receive an email when the recipient has downloaded the files.

The link for your recipient is available for 7 days. You will receive an email notifying you if your files have not been downloaded before the link expires so you can prompt your recipient.