

Q5- Send Files or Folders

Useful to send documents/files by download link on an ad-hoc basis to parties and not clog email systems

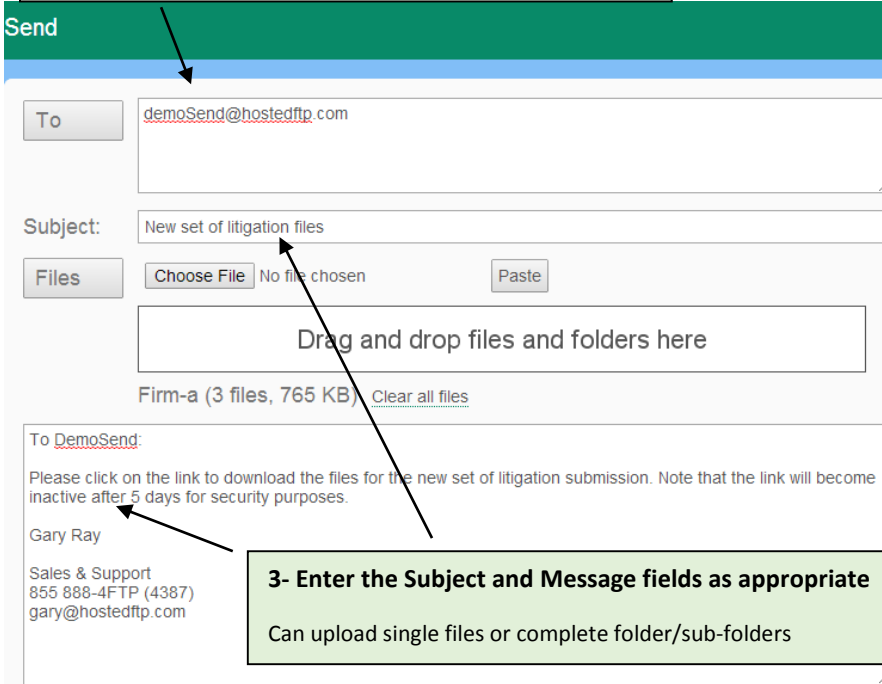
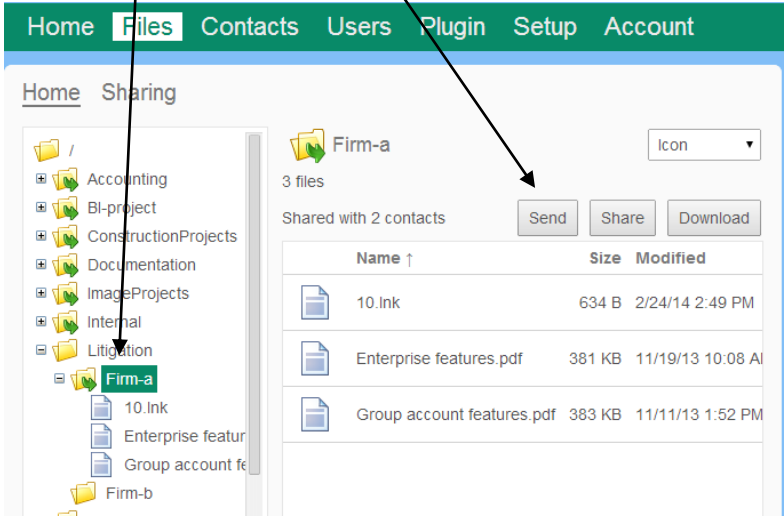
See the [QuickStart Contents](#) for further information on setup details

1- On the Files tab select the file or folder that you want to send and click the Send button

Can include folders and sub-folders. The download link will refer to a zipped file of all the documents.

2- Enter the email of the person you want to share the file with or choose the existing contacts/users by clicking the To button

Can include multiple email addresses separated by commas

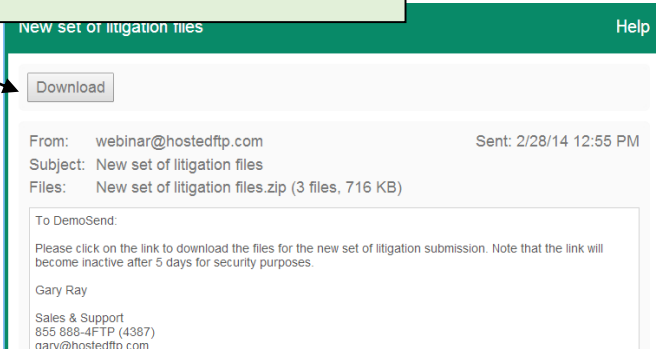


5- For person receiving the email

Click on the download link sent by email and then click the Download button to transfer folders/files through the browser

3- Enter the Subject and Message fields as appropriate

Can upload single files or complete folder/sub-folders



4- Create a public link that can be shared and referred to as a URL link on your web-site

Can expire the link after a period of time for security purposes