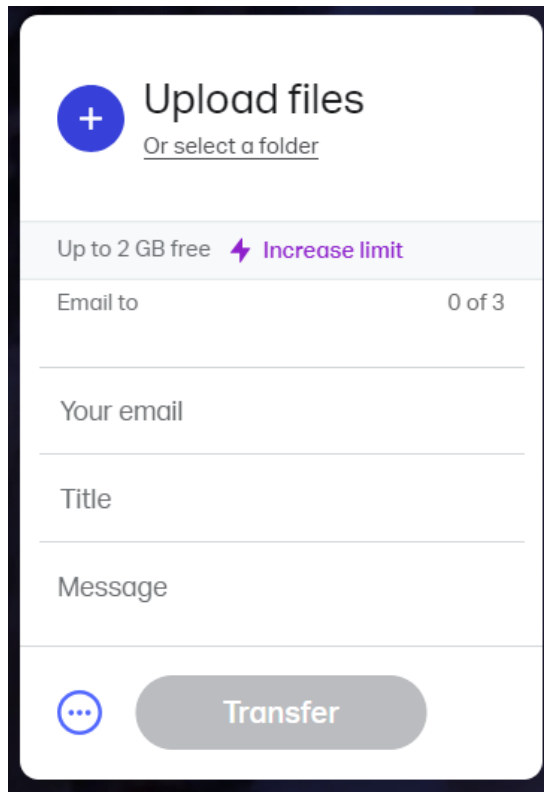# WeTransfer 'how to' guide

WeTransfer allows you to send files up to 2GB for free. **You do not have to sign up for an account in order to use it.**

In case you are not familiar with this site then please follow the instructions below to send your video recordings and written paragraphs to us.

1. Go to www.wetransfer.com

2. The box in this picture will appear when you visit the site.

3. Please enter clare.lewis@suffolk.gov.uk in the **Email to** section.

4. Please enter your email address in the **Your email** section.

5. Leave the **Title** box blank as this should populate when you select your file to transfer.

6. Enter any message that you wish to add in the **Message** section – for example 'Hello, please find attached Violin SYS Video 1 for J Bloggs'

7. Select to find the file you wish to transfer.

8. When the file has been located the transfer button will turn blue. Press the transfer button and this will start the transfer (you will see the percentage increase from 0% to 100% when the file has fully transferred.

9. You will receive a confirmation email when the transfer has sent and also a separate email to notify you when the file has been downloaded.