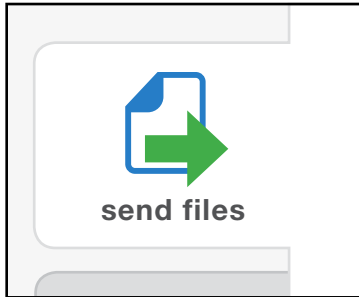
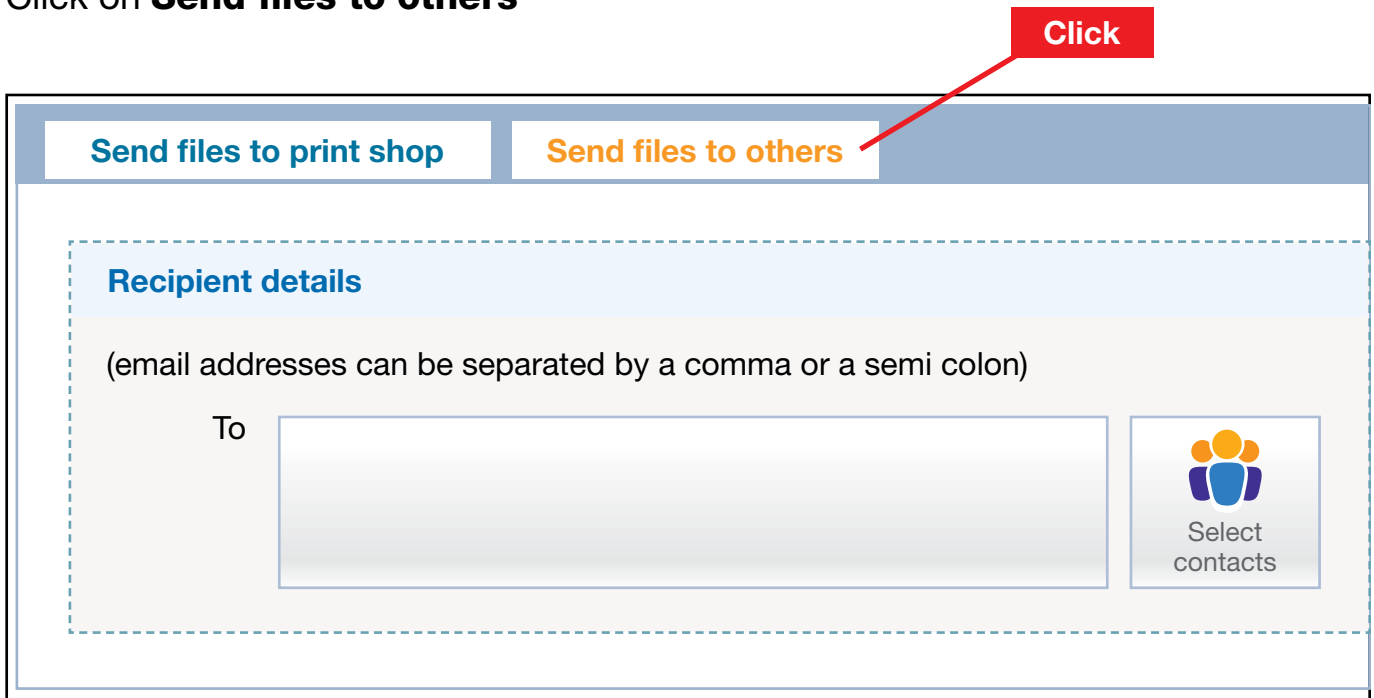


Sending Files to Others

- 1 Click on the **Send Files** icon on the top left side of the screen



- 2 Click on **Send files to others**

A screenshot of a web interface for sending files. At the top, there are two tabs: "Send files to print shop" (in blue) and "Send files to others" (in orange). A red arrow points from a red box labeled "Click" to the "Send files to others" tab. Below the tabs is a dashed-line box containing the "Recipient details" section. This section includes a note: "(email addresses can be separated by a comma or a semi colon)". Below this note is a "To" label followed by a large, empty text input field. To the right of the input field is a button with a blue and orange icon of three people and the text "Select contacts".


- 3 A) Type email address(es)
OR...
- B) choose email addresses by clicking **Select contacts**

Recipient details

(email addresses can be separated by a comma or a semi colon)

To

A


 Select contacts

B

- 4 A) In Contacts window, check all desired recipient(s), then
- B) click **Select Contacts**

Select Contacts ✕

	First name	Last name	Email	Company name
<input checked="" type="checkbox"/>	Jon	Paulson	person3@arc.com	ARC
<input type="checkbox"/>	Brian	Idle	user8@ishipdocs.com	ishipdocs

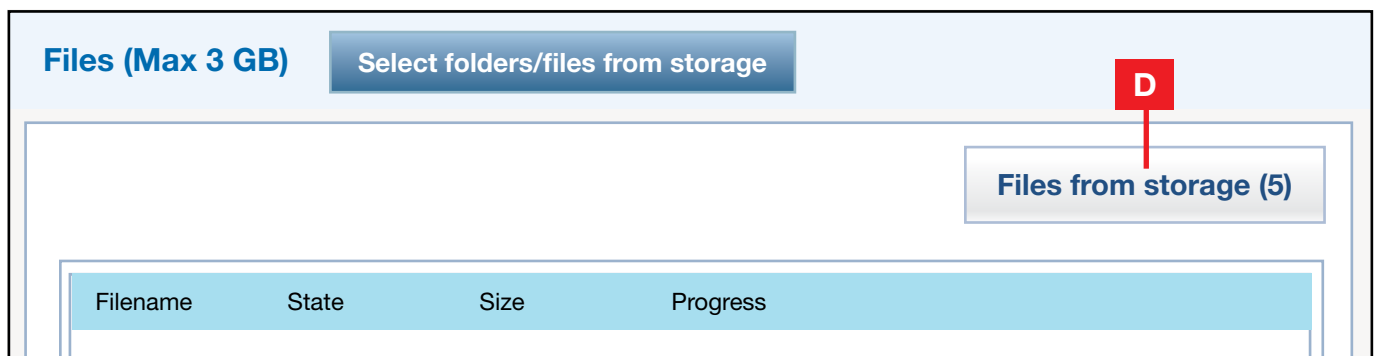
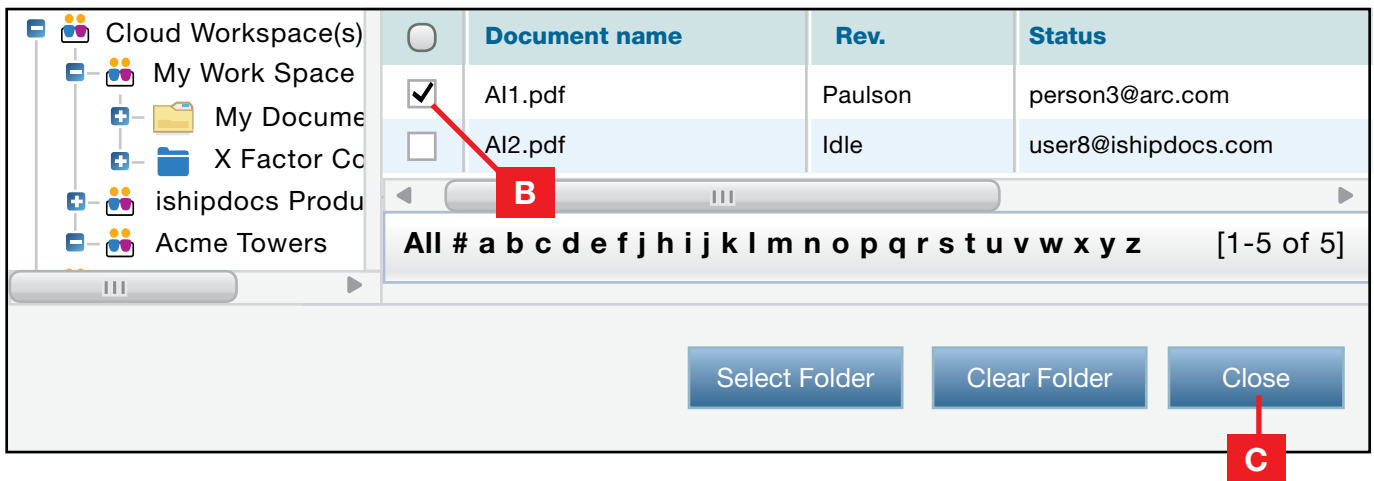
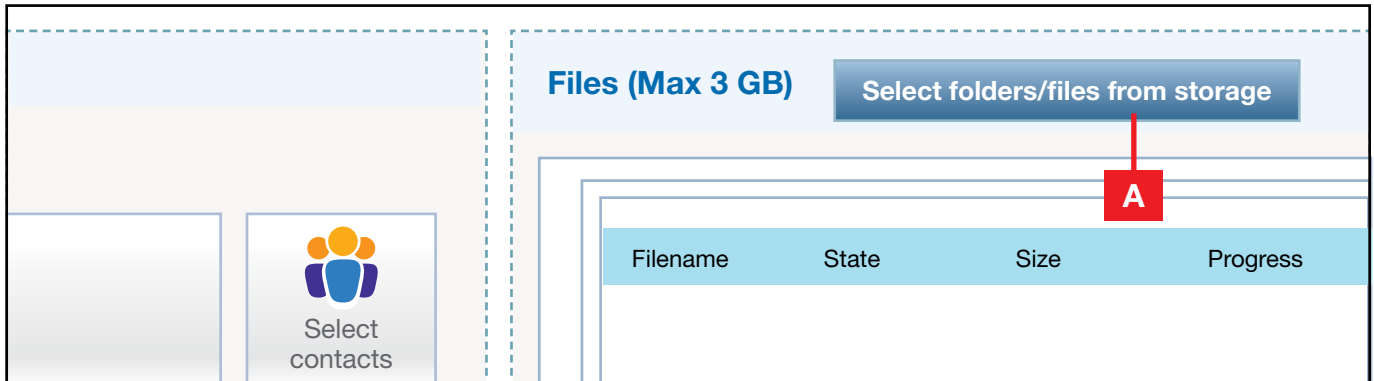
- 5 Type the subject and message

Subject

Message

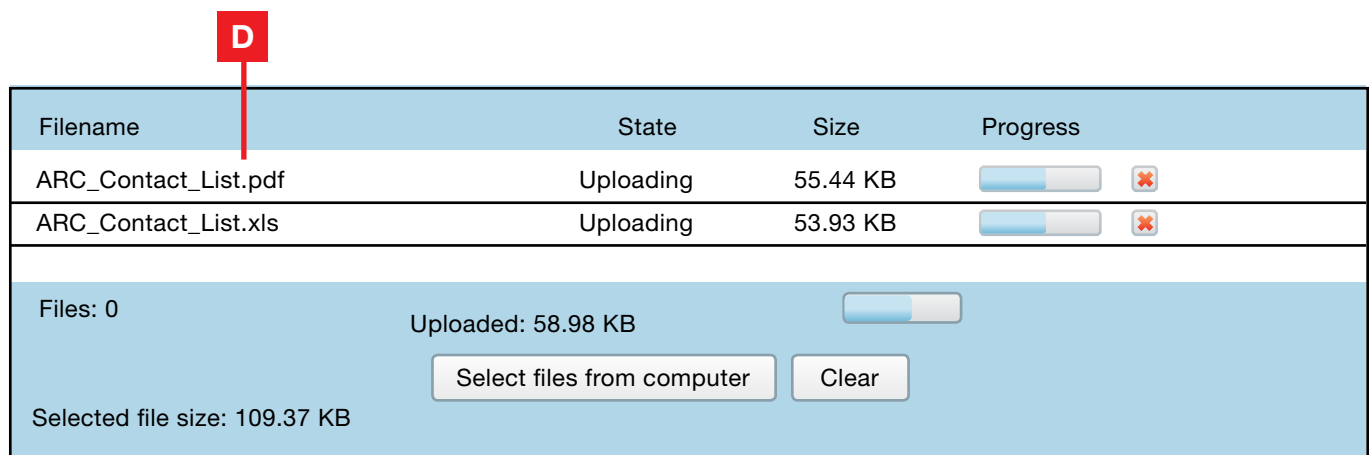
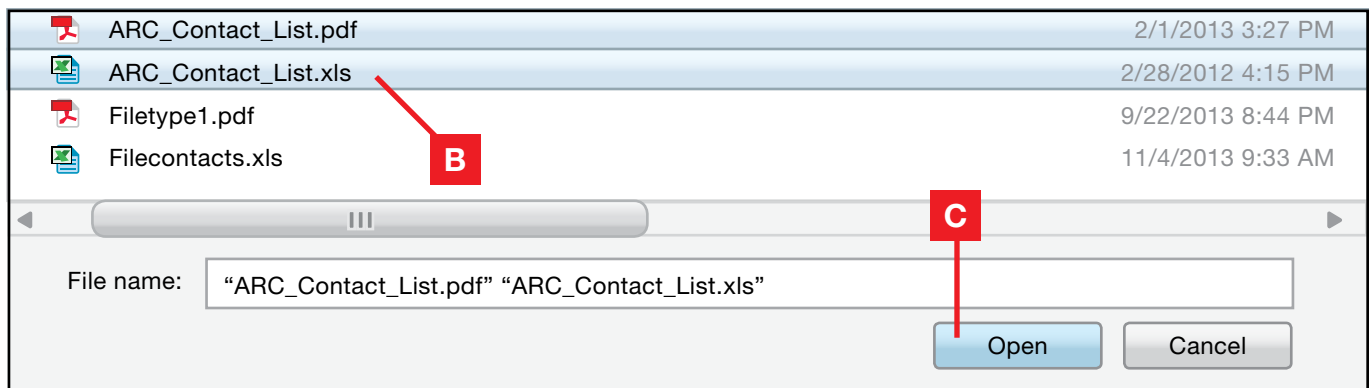
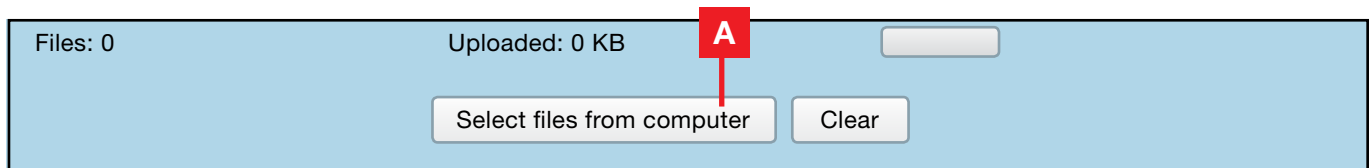
6 You can add files to your messages from your ishipdocs cloud storage

- A) Click on **Select folders/files from storage** to the right of the message
- B) Choose your files, and
- C) Click **Close**
- D) You will notice that you now have a box called **Files from storage** listing the number of files you have chosen from storage



7 You can also add files to your messages from your computer

- A) Click on **Select files from computer** to the right of the message
- B) A pop-up will appear allowing you to search your computer for files. You can choose multiple files by holding down the Control key.
- C) Once the files are chosen, click **Open**
- D) Your files will now be listed



8 When ready, click **Submit** to send files to others

Attached files

Files (Max 3 GB) Select folders/files from storage

Filename	State	Size	Progress
ARC_Contact_List.pdf	Uploading	55.44 KB	
ARC_Contact_List.xls	Uploading	53.93 KB	

Files: 0 Uploaded: 58.98 KB

Selected file size: 109.37 KB