## how to upload file to MoreThanSpaces

## Uploading graphic files to MoreThanSpaces is easy!

Here's a simple step-by-step guide for how to send graphic files to MoreThanSpaces:

Open a web browser on the computer where files are located.



Go to the address bar and type: designsuccess.wetransfer.com and hit 'Enter'.



## NOTE: If WeTransfer is blocked at work?

If WeTransfer is blocked from your office computer, do one of the following:

- 1: Go to your IT Department and explain that you need to send large files to an authorized supplier. They can help you.
- 2: Take the files with you home and send via WeTransfer from your home wifi or a nice Starbucks nearby. It for sure will work. And coffee is always nice!



Click on Add Files. Locate the file(s) that you want to upload and click 'Open'.

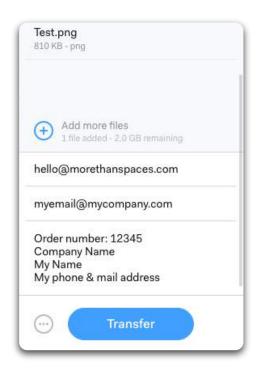


I: Click on "Email To" and type: hello@morethanspaces.com

II: Click on "Your Email" and type Your Email address

III: Click "Message" and type:

Your MoreThanSpaces
Order number
Your Company name
Your Name
Your Phone Number
Your Email Address



6 click 'Transfer'.

All done! :-)... and we got the files.

NOTE: Do NOT close browser
before all files are 100%
uploaded and 'Done'.

