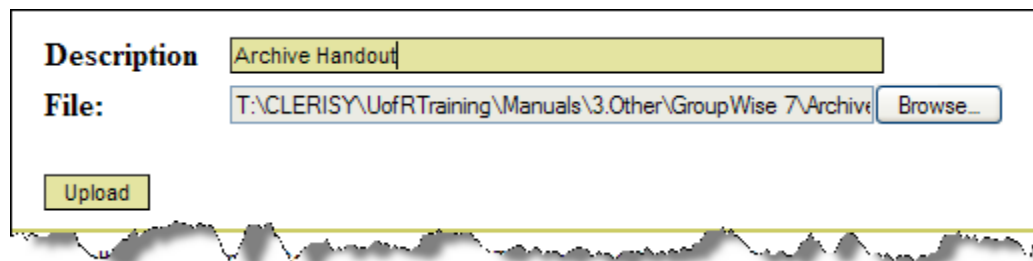


Using the File Upload Service

1. Open a web browser and go to <https://upload.uregina.ca>; enter username and password. Select Login
2. Enter a description in the Description field
3. Click the Browse icon and locate the file. Once the file name is in the File name field, select Open.

Note: Please ensure that the file name does not have spaces; rename the file before uploading if necessary.

4. Click Upload



The screenshot shows a web form for file upload. It has a 'Description' field containing the text 'Archive Handout'. Below it is a 'File:' label followed by a text input field containing the path 'T:\CLERISY\UofRTraining\Manuals\3.Other\GroupWise 7\Archive' and a 'Browse...' button. At the bottom left of the form is an 'Upload' button.

5. Repeat steps three through five to upload additional documents. Once all documents have been uploaded, select Done
6. Launch GroupWise and open a New Message
7. Paste the link provided into the body of your email message, compose message and send to recipient
8. To save the link name, right click on the link and select Save Link/Target As
9. Click on the link to view



The screenshot shows a confirmation message with the following text:

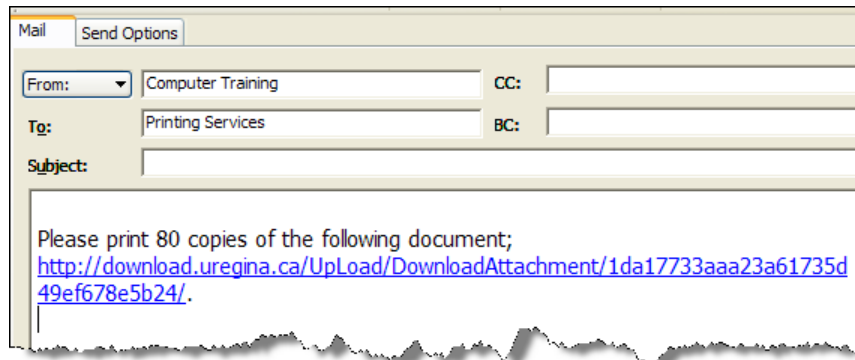
Copy and Paste the Download URL into your E-Mail

The files you have uploaded will be available for 30 days, i.e. until Thursday, September 11, 2008.
They can be downloaded from the URL: <http://download.uregina.ca/UpLoad/DownloadAttachment/1da17733aaa23a61735d49ef678e5b24/>.
Copy and paste this URL into your e-mail message. Right click on the link and select "Save Link/Target As".
If you wish you can click on this link to test it.

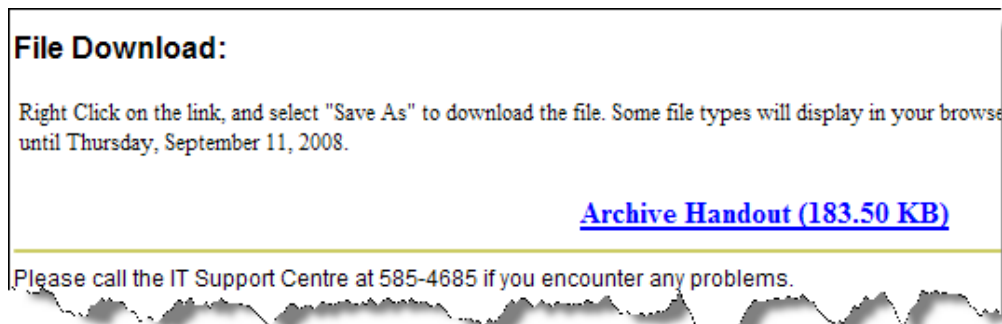
Note: There is **2GB maximum** on individual file size, and the system only has approximately 90GB available. Files will be deleted after 30 days.

File Download

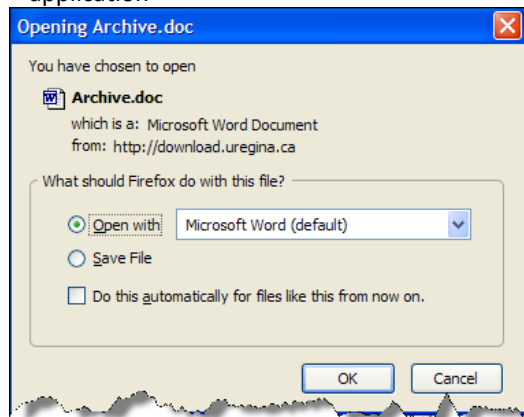
1. Click on link in email message or copy and paste into web browser



2. Open the file by clicking on the blue file description link.



3. Choose Open with or Save to Disk. Open with will launch the document with the associated application



4. To save the file from the web page, right click on the description and select Save Link As. Assure file name is listed in File name field and select Save icon. Open the file through Windows Explorer or My Computer