

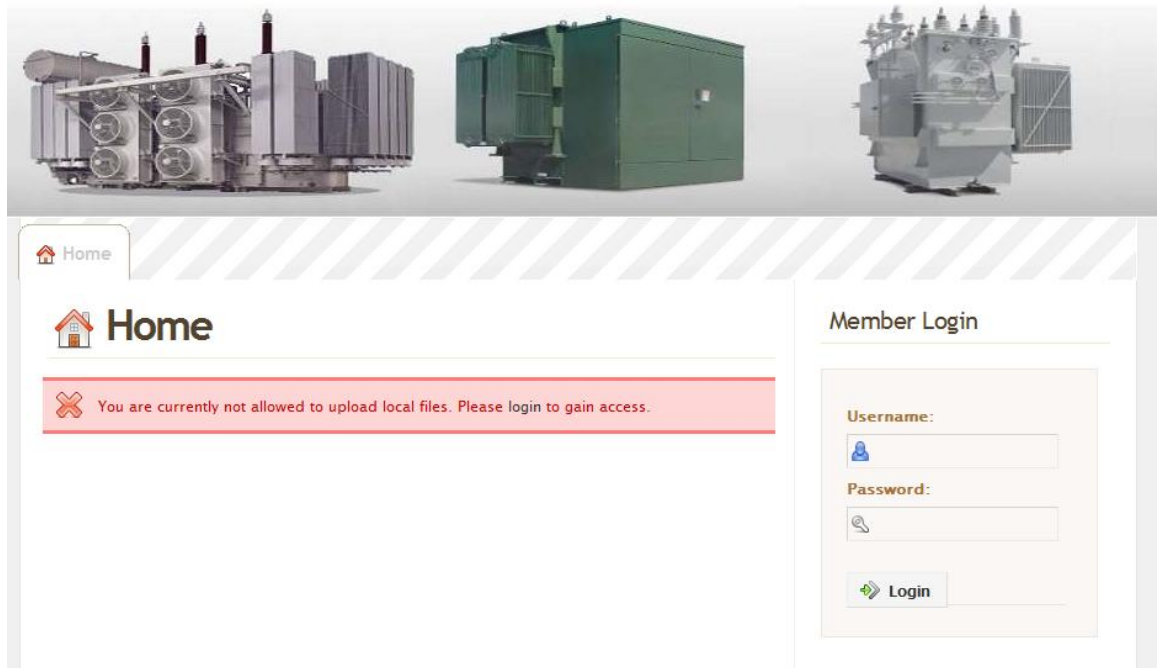
uploads.cgglobal.us

How to upload and send files.

1. Go to <http://uploads.cgglobal.us> and login to your account.

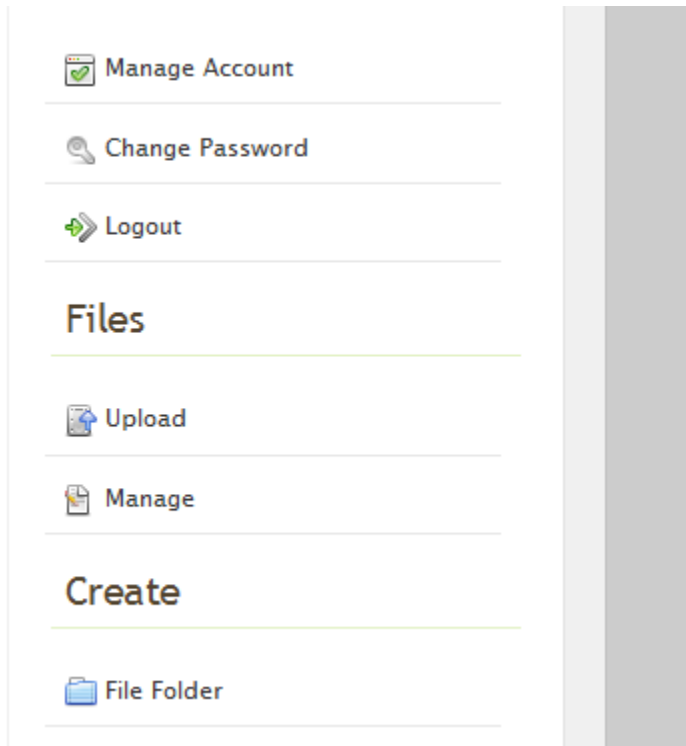


Smart solutions.
Strong relationships.

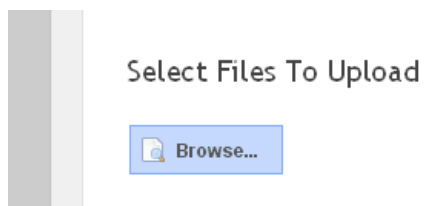


Note: See 'How to register for an account' for assistance on registering for an account.

2. Once you login, the key points of interest on your start page... **Upload, Manage**

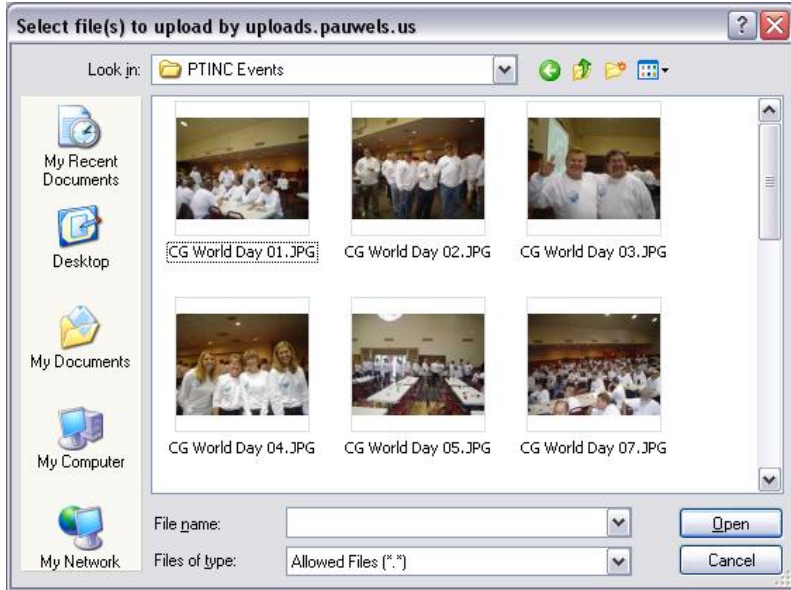


3. Click the 'Browse' button to select a file to upload.



Note: If you do not see the 'Browse', check that you have JavaScript enabled, and that you have a current version of 'Adobe Flash Player' installed and enabled.

4. Windows Explorer will open, allowing you to select a file:





5. Make a selection, then click 'Open'.


6. You will notice the file selected appears in the upload queue:

Queued File List




You have selected the following files for upload (1 Files).

 Upload!

File name	Size	Actions 
 CG World Day 01.JPG	725 KB	 

 Upload!

7. You can password protect the file by clicking the 'pencil' icon underneath 'Actions'

File name	Size	Actions 
 CG World Day 01.JPG	725 KB	


File Password

Feature This File?

 Yes

Description

Save Changes

 Upload!

8. A dropdown will appear, allowing you to enter a 'File Password'.

9. Enter your password, and click 'Save Changes'.

File Password

Feature This File?

 Yes




Save Changes

10. Click 'Upload' to upload your file.

 Upload!

11. A progress bar will show when the process is complete.

Percent Complete: 100%

21KB Remaining (at 0 KBPS)

00h : 00m : 00s remaining

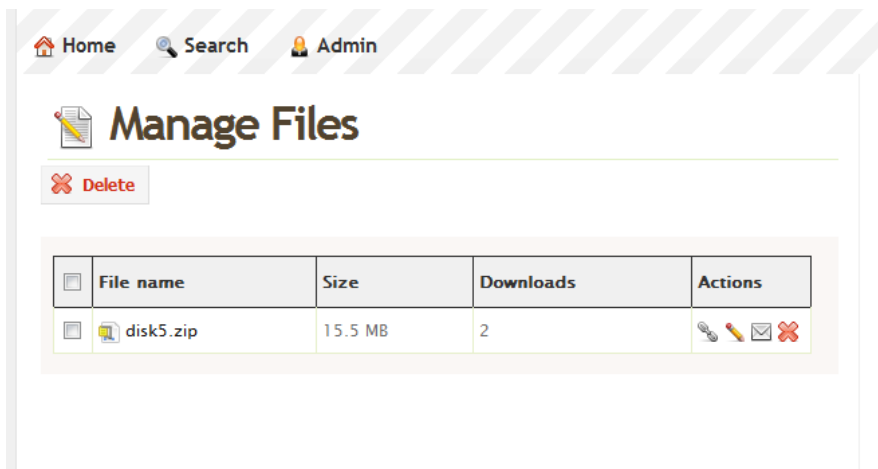
 Upload!

12. After uploading, you can select 'Manage' from the side menu.

Files

 Manage






13. You will be redirected to a page that allows you to manage your uploaded files.



Home Search Admin

Manage Files

Delete

<input type="checkbox"/>	File name	Size	Downloads	Actions
<input type="checkbox"/>	 disk5.zip	15.5 MB	2	   

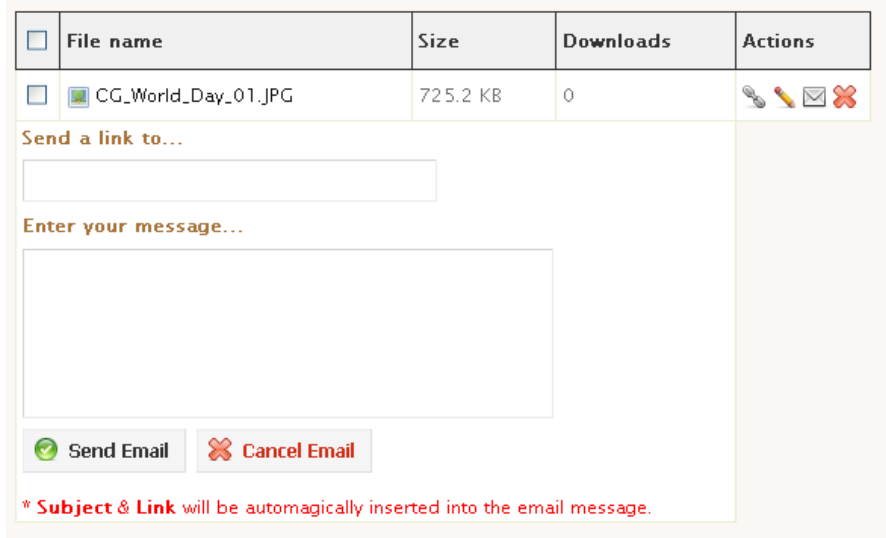
14. The key point of interest here is the ability to send out an email to share your uploaded files:








Actions



15. Select the **email icon/envelope icon** from the 'Actions', and the email area will open.



<input type="checkbox"/>	File name	Size	Downloads	Actions
<input type="checkbox"/>	 CG_World_Day_01.JPG	725.2 KB	0	   

Send a link to...

Enter your message...

 Send Email  Cancel Email

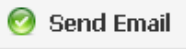
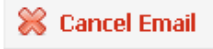
* Subject & Link will be automagically inserted into the email message.

16. Fill in the 'Send a link to...' and 'Enter your message' sections.

Send a link to...

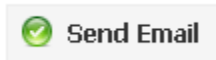
Enter your message...

```
Someuser,  
  
Here is a link to that file that was too  
big to send via email...  
  
- test3
```


 


** **Subject & Link** will be automagically inserted into the email message.*

17. Click 'Send Email' to continue...



18. You will see a brief confirmation.

 Your email has been sent.

<input type="checkbox"/>	File name	Size	Downloads	Actions
<input type="checkbox"/>	 CG_World_Day_01.JPG	725.2 KB	0	