

Smarter Mail File Storage

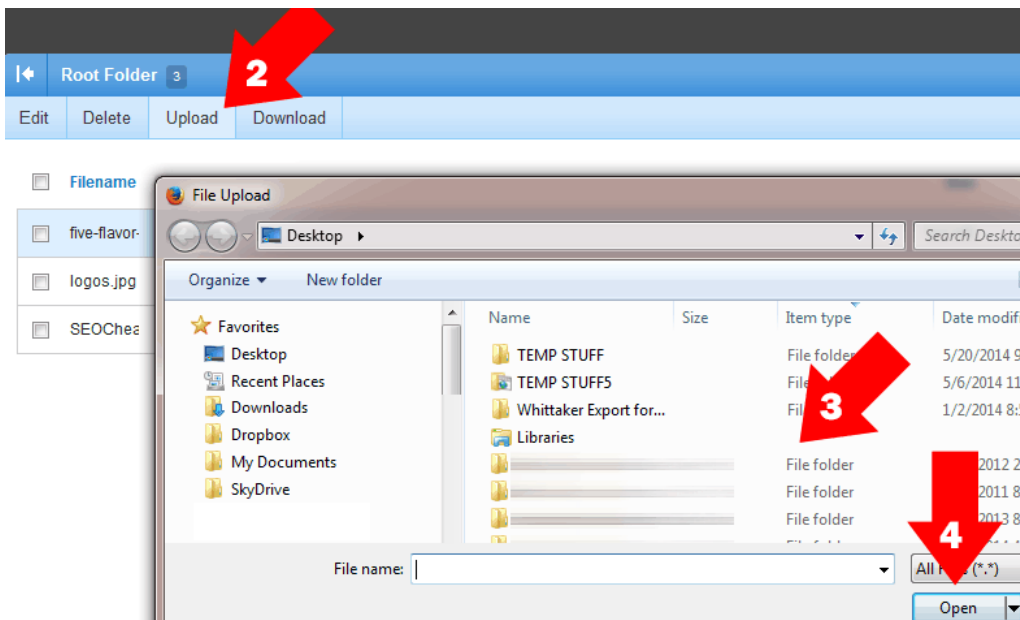
Save Files Once, Send Them Over and Over



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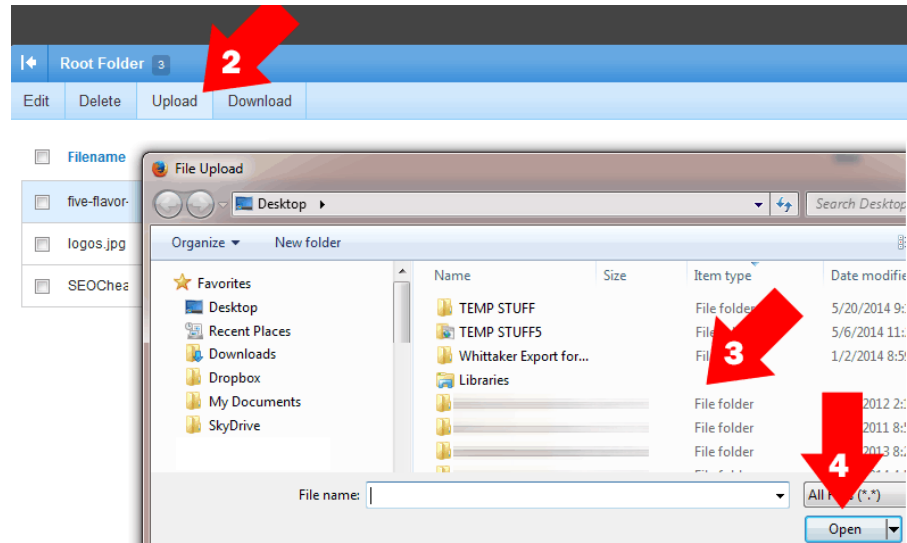
Upload File

- ▶ Login to Smartermail as usual
- ▶ Click File Storage on the side (1)
- ▶ Click Upload at the top (2)



Upload File (cont)

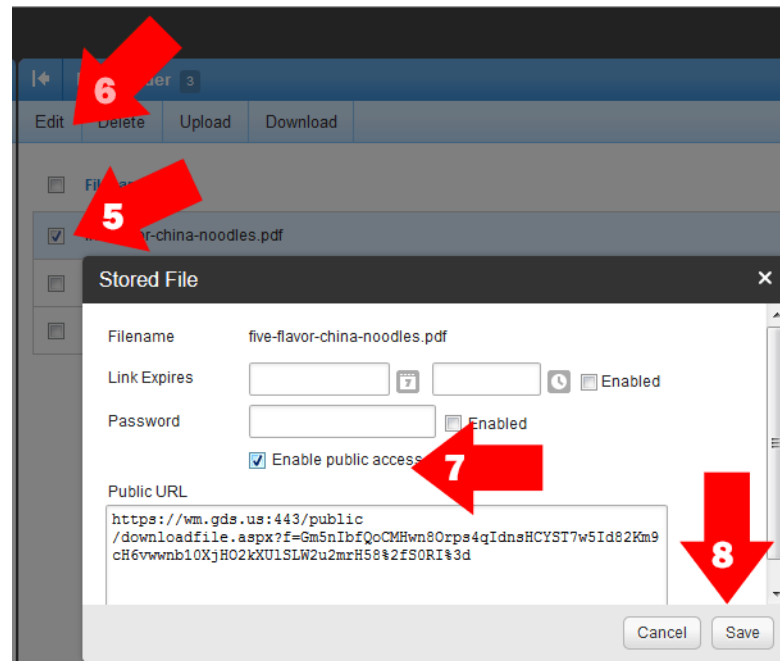
- ▶ Browse to find the file on your computer (3)
- ▶ Select the file and click open. (4)
- ▶ Wait for it to Upload



NOTE: File names should not contain commas.

Make File Public (Shareable)

- ▶ Click the file to select it (or checkmark it) (5)
- ▶ Click Edit (6)
- ▶ Choose "Enable public access" (7)
- ▶ Click Save (8)

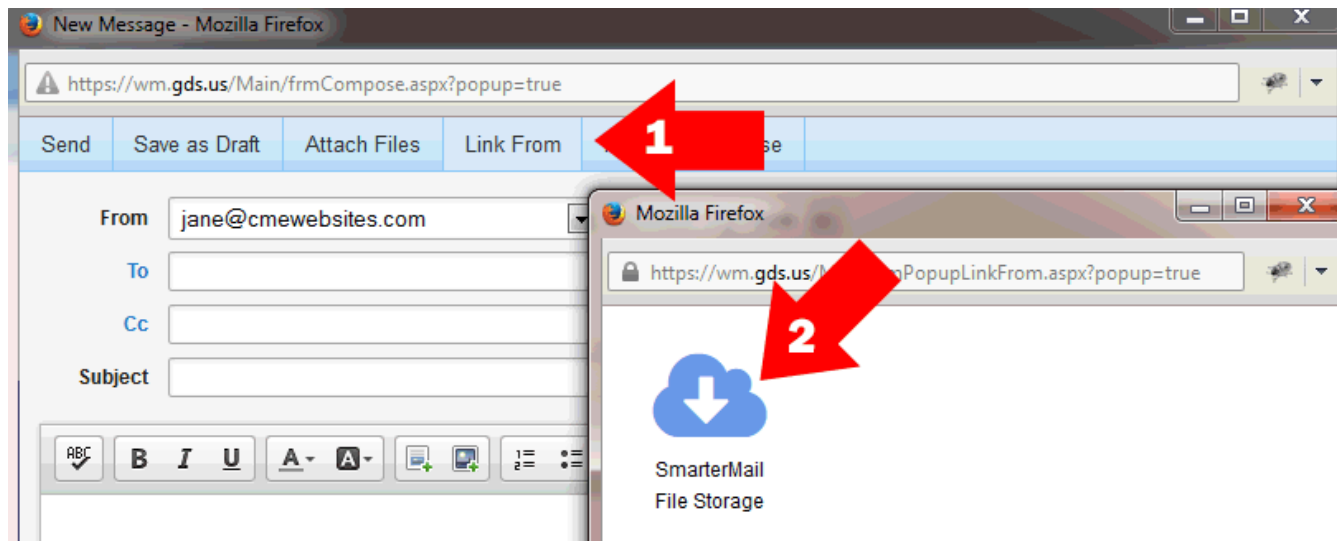


Options

- ▶ You can opt to set a link that expires on a specific date and time. If the date and time is blank, the link will never expire.
- ▶ You can set a password so to keep the contents secure. You'd have to supply the recipient with the password before they could access the file.

Sharing File by Email

- ▶ Compose a message as usual
- ▶ Click Link From at the top (1)
- ▶ Click Smarter Mail Storage (2)



Sharing File by Email (cont.)

- ▶ Select File (that's been made public) (3)
- ▶ Click OK (4). You will now see the link in the email.
- ▶ Repeat to add another link if desired.
- ▶ Send the email as usual.

