Send This File Instructions (External Users)

Below are the instructions to send a file larger than the 8 MB to the Diocese of Green Bay.

Things you should know about send this file:
1) Any files sent this way will ONLY be available for 14 days
2) You will receive a notification from SendThisFile.com when the recipient has downloaded the file
3) You will be required to send the download password in a separate email to the recipient. Including the download instructions attachment and a note to the recipient to look for the email would also be a good idea.

Sender Instructions:

Navigate to the following website:

https://www.sendthisfile.com/sendthisfile/custom.jsp?sendthisfilecode=5CGsuIkkTPz25LxXmKVghQrQ

Below is a picture of the form you'll have to fill in:

Instructions per field on the form:

1) "From" Field
   a. You must put in your entire email address (e.g. name@domain.com)
2) "Recipient" Field
   a. Type in the full email address(es) of the gbdioc.org user you'd like to send the files to (username@gbdioc.org)
   b. Email address(es) can either be comma separated, semi-colon separated OR each address can be typed on its own separate line in the file
3) "Subject" Field
   a. A default subject has been provided
   b. This can be removed an any subject replacing it
4) "Message" Field
   a. Any message to the recipient can be typed here.
   b. This message shows up to the user in the email from files@sendthisfile.com
5) "Download Password" Field
   a. Send the password created here to the recipient(s) in a separate email
   b. Must be at least 6 characters
   c. Must contain at least one lowercase letter
   d. Any combination of lowercase, uppercase, numbers or valid special characters
   e. At least one uppercase letter
   f. At least one digit
   g. At least one @$%^&+=
6) "File 1" (etc.) Field
   a. Click Browse and use Windows (File) Explorer to find and attach the file to send
   b. Repeat for up to 5 files total
7) Click the Send This File Button and wait for files to be uploaded and sent.
   a. If an error occurs a popup will display
   b. If the window completes the form will show you the files updated and a "Continue" link
   c. Clicking the "Continue" link will bring you back to the upload form.