

Quick reference card

# How to send large files using WeTransfer

**WeTransfer is an online platform for transferring large files (up to 2GB) to Hort Innovation from external parties, and can be used by Hort Innovation to send large files to external parties. This platform can be used for transferring final images, reports, presentations, videos and more.**

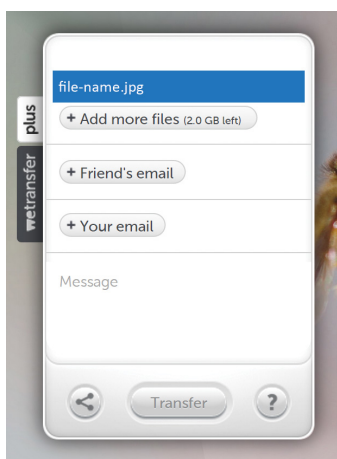
**Step 1:** Go to Hort Innovation on WeTransfer:  
<https://hortinnovation.wetransfer.com/>



**Step 2:** Click the + **Add** files link and browse to the file you wish to upload from your computer. Select the file and click **Open** to attach the file.

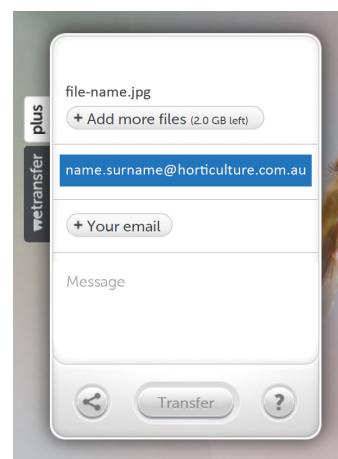
Repeat for any additional files you wish to attach (up to a maximum of 2GB).

To remove a file, click the X symbol next to the file name.

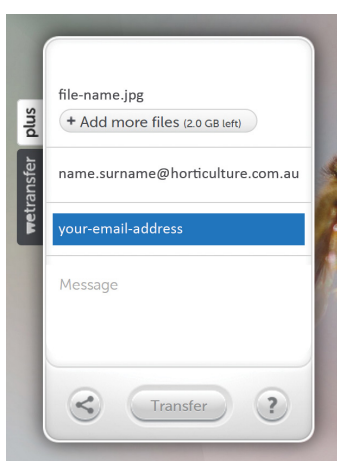


**Step 3:** In the + **Friend's email** field enter the recipient's email address.

To send to multiple recipients (up to 20), separate each address with a comma or space. Each recipient will receive a separate email.

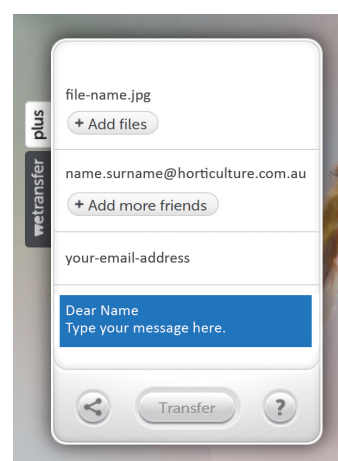


**Step 4:** In the + **Your email** field enter your own email address.



**Step 5:** In the **Message** field enter a message to the recipients if you wish.

Click **Transfer** to upload your files to the WeTransfer server and send your email.



**Step 6:** The recipient/s will receive an email from WeTransfer [noreply@wetransfer.com] with your message and a link to download your files.

Note: The email contains a direct link to download the files, which is accessible to anyone who is forwarded the email.

**Step 7:** You will also receive an email from WeTransfer confirming that the email has been sent to the recipient/s and a separate email notification when the files have been downloaded.

Your recipient/s have up to four weeks to download the files, after which, the files are automatically deleted from the WeTransfer server.