



# HOW TO SEND A LARGE DOCUMENT

There are a few ways to send a large file via email, and all of these options use a third party to do so. Essentially there are a few steps:

1. You need to store the document with a third party,
2. Send the link the third party provides to who needs it, and
3. The recipient can then download the document at their end.

Let's find out the ways we can do this.



wetransfer.com

You can sign up for free or as a paid customer. This may depend on if you are going to be storing files, sending and receiving more regularly or if you simply choose to send only once. In which case it will ask you for NAME, EMAIL (yours and the recipient, TITLE OR SUBJECT (of your message). Here you also have the option of writing a message to your recipient, attaching your file and sending it. Keep in mind, if your recipient only looks at the file and doesn't download it the link will expire in 7 days.



Drop box

You can think of drop box as an online filing cabinet. This helps you store files securely and share your link with others so they can access specific documents. It also allows the people you work with or share files with, to access everything remotely. Drop box also has a mobile app version. You can sign up at [www.dropbox.com](http://www.dropbox.com) it is free for up to 2GB and 1 user. After that level, there is a fee for additional storage and number of users.



Share point

Sharepoint comes in the package of Office 365. You can access Office 365 online which includes Microsoft Word, PowerPoint and Excel among other programs. You will also see a SharePoint application there as well. This is your online storage. You can share files by sending others links. You can choose if they have a "read only" option or if they can "edit the document". This application allows you to store your files and documents online, giving you access to them wherever you have internet. Share point does have a cost attached, no different to buying a subscription to Microsoft programs.



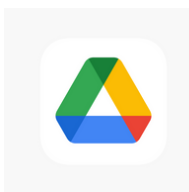
Vimeo

Vimeo is used for creating, sharing and uploading videos. It acts in a similar way to other storage programs. If it is only videos you are creating and sharing this is a good option. Vimeo is free for 2 videos a month for 1 user, anything over this there is a monthly or annual fee.



Whats app

You don't need a telco provider to text with WhatsApp, just an internet connection. The platform is free to use. With WhatsApp you can send messages to more than one person at a time. This is called a group chat. Everyone will receive the same messages and everyone will see everyone else's replies. Pictures keep their quality by sending through this app. While it doesn't send very large files, it does better than the average SMS.



Google

Google Drive is another online filing cabinet. Acting similar to SharePoint, Google Drive stores documents and allows you to share them with others whilst also allowing you to edit in real time with each other. Google Drive has template documents you can use as well.

# 3RD PARTY DOCUMENT COMPARISON CHART

## COST

## FILES

## PHOTOS & VIDEOS



Over and above the 2GB it starts at \$15 per month up to \$80 per month



Share point

From \$6.00 - \$33.30 per month depending on how much functionality required



Over and above 2 videos per month it starts from \$15 p/m - \$80p/m



Google

As little as \$2.49 - \$12.49 per month



Drop box

Free for 1 user up to 2GB over that from \$18- \$350 per year. Depending if it is personal use or business



Whats app

FREE

