

UPLOAD - FILEMAIL

### Click:

The **Upload - Filemail** button on our website under customer tools.

### Or Go To:

[grafikaprint.filemail.com](http://grafikaprint.filemail.com)

### Send us files!

Choose recipient(s)...

From (email)

Subject

Message

Add Files

Add Folder

Drop files/folders here

Send

Click on **Choose recipient(s)** to open a dialog box to select your CSR.

Enter your email address here.

Enter the email subject here.

Add any notes you would like to include in the email that is automatically sent to the CSR you selected.

Click on **Add Files** or **Add Folder** to open a dialog box to select the corresponding files/folders you would like to send **OR** drag and drop the files/folders into the **drop files/folders here** section.

Once you've added your files/folders a **send** button should appear. When you've attached everything you'd like to send and are satisfied with the information you entered, click the **send** button.

When the file is finished uploading, an email will be sent to the chosen CSR's email address as well as a confirmation email sent to your email address.

You will also receive an email notification when the file is downloaded.