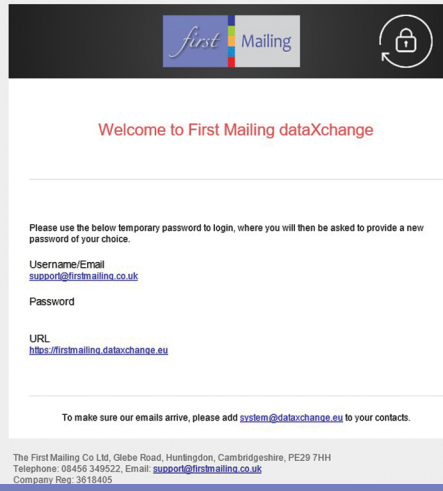


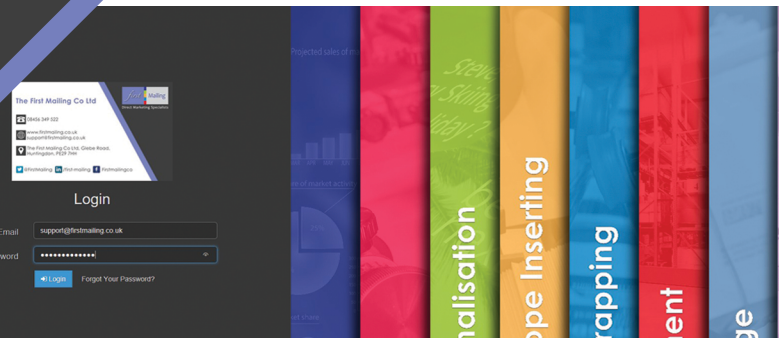
dataXchange

HOW TO SEND FILES



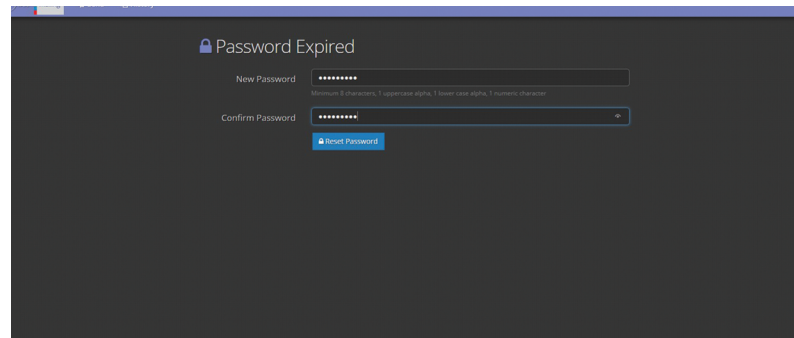
1

Once you have been set up by First Mailing, you will receive an email with your personal log on. Please follow the link.



2

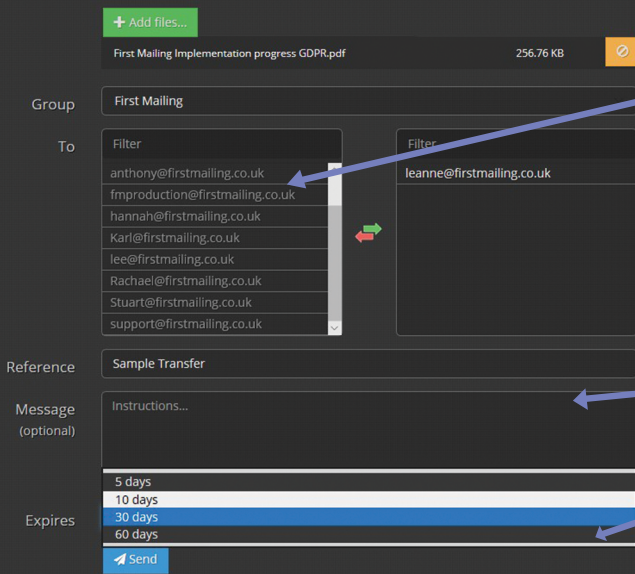
Enter your email address and the password provided on the welcome email and log on.



3

For security reasons the system will ask you to create your own new password which must not be shared. Then click on reset password.

You will now be on the send screen where you can transfer any data/files to any contact set up within your group.

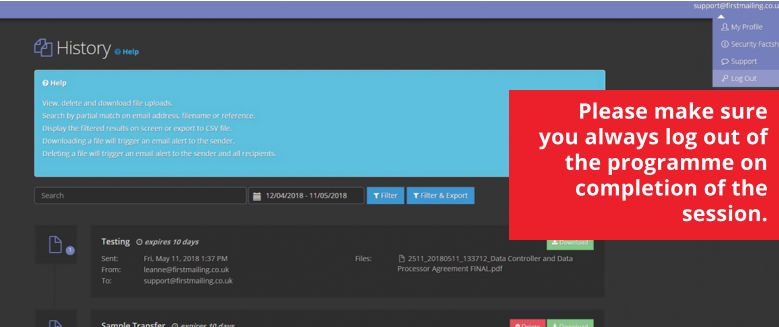


Select the contacts/account manager who you would like to send the chosen file to. Anybody selected on the right hand side filter will receive your file.

Enter your reference and message if needed.

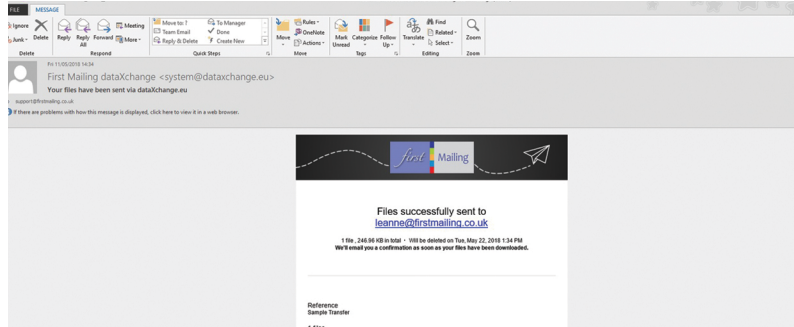
We recommend that you select your file to automatically expire in 10 days - then send your file.

4



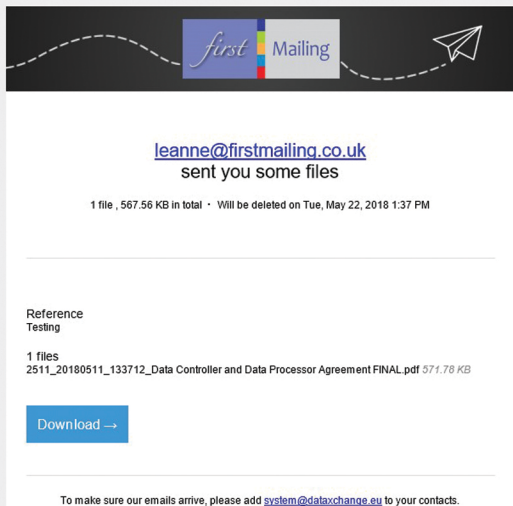
5

The history tab details any transfers and any files that can be downloaded.



6

Automatic notifications will be sent to the sender & the recipient with a quick & easy download link.



dataXchange

HOW TO
RECEIVE
FILES

1 Automatic notifications will be sent to the sender and the recipient with a quick and easy download link.



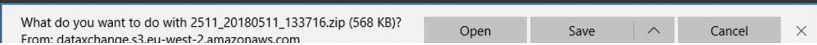
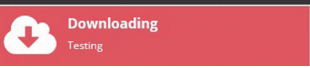
History Help

Once you have clicked on the download link it should automatically start downloading and the progress of this will show in the history tab. Depending on your device you will have options to open or save the file.

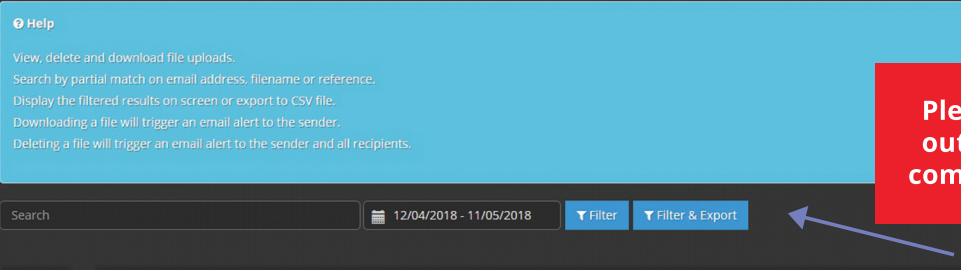


	12/04/2018 - 11/05/2018	Filter	Filter & Export
Testing <small>expires 10 days</small>	Sent: Fri, May 11, 2018 1:37 PM From: leanne@firstmailing.co.uk To: support@firstmailing.co.uk	Files: 2511_20180511_133712_Data Controller and Data Processor Agreement FINAL.pdf	Download
Sample Transfer <small>expires 10 days</small>	Sent: Fri, May 11, 2018 1:34 PM From: support@firstmailing.co.uk To: leanne@firstmailing.co.uk	Files: 2510_20180511_133405_First Mailing Implementation progress GDPR.pdf	Delete Download

2



History Help



Please make sure you log out of the programme on completion of the session.

	12/04/2018 - 11/05/2018	Filter	Filter & Export
Testing <small>expires 10 days</small>	Sent: Fri, May 11, 2018 1:37 PM From: leanne@firstmailing.co.uk To: support@firstmailing.co.uk downloaded	Files: 2511_20180511_133712_Data Controller and Data Processor Agreement FINAL.pdf	Download
Sample Transfer <small>expires 10 days</small>	Sent: Fri, May 11, 2018 1:34 PM	Files: 2510_20180511_133405_First Mailing Implementation	Delete Download

Use the buttons to search and filter any previous transfers.

3