

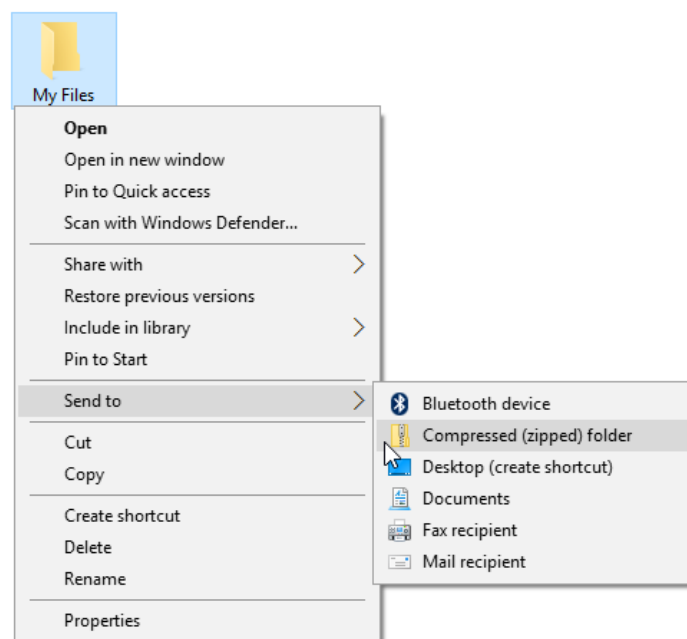
How to send a compressed (zipped) folder

1 Create a new folder

Place all the files you want to send into the folder. Name the folder to whatever you want the ZIP folder to be named.

2 Create a Zip folder

Right-click on the folder. Hover your cursor over the “Send to” option. This will open a new submenu. Select “Compressed (zipped) folder”. The Zip folder will appear in the same location as the original folder.



3 Upload and send the Zip folder

Drag and drop the Zip folder into the file transfer box. Once the upload is complete, click “Submit”.

