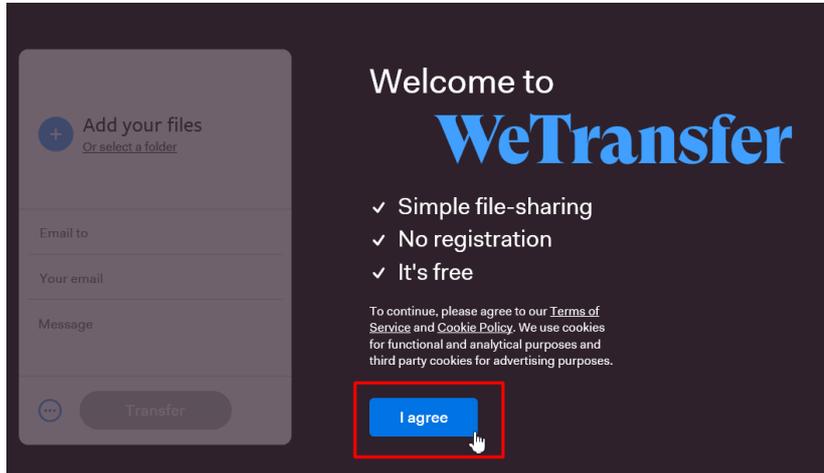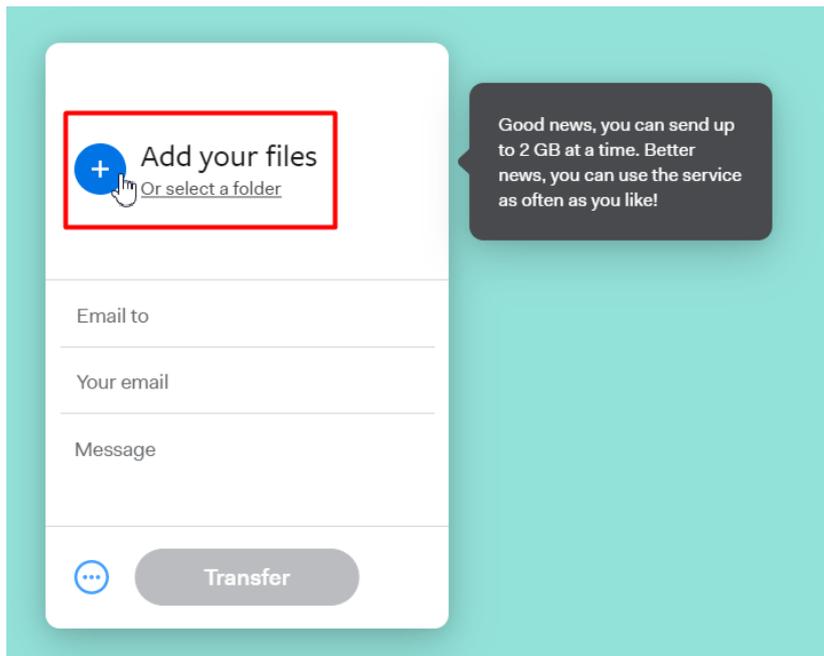# Send files using WeTransfer

Due to certain email limitations to send out documents, we suggest our user to use **WeTransfer** to share your files to us. WeTransfer is simple to use and **no registration is needed**. However, you can only send up to **2GB** at a time through a transfer link and the link will **automatic delete after one week**.

STEP 1: Go to https://wetransfer.com

STEP 2: click **[I agree]** to agree with the terms and conditions of WeTransfer in order to continue.

STEP 3: Click on the **"Plus" icon** or **[Or select a folder] ->** select the folder you want to transfer to us.

STEP 4: Insert the detail **->**

[Email to] fill in NurseryWeb's email. (support@nurseryweb.co.uk)

[Your email] fill in with your email address.

[Message] type in additional message or information.

NurseryWeb