

How to upload a contribution (one or more files, up to a maximum overall size of 2 GB) to WeTransfer

Start by visiting <https://wetransfer.com/>

In case it is the first time you use WeTransfer, the left hand side panel will be initially disabled (grayed) and you will be faced with a request to agree terms of service. Review the documentation, then press **I agree** to proceed.

The left hand side panel will then become enabled (ungrayed); in particular the “+” button near the “Add your files” message.

CASE A: If you have only a single file to upload, or your contribution is composed by several files but you prefer to select them one by one, proceed as follows:

1. Click on the “+” button to add a file to the upload operation.
2. A file selection dialog will appear. Browse to the location of the file you want to upload, then confirm.
3. The selected file will be listed in the left hand side panel, with an indication of the number of files and the remaining size for further files. If you mistakenly selected a wrong file, you can remove it from the selection set by flying over its entry with the mouse pointer and clicking the X icon that appears on its right.
4. If you have other files to upload, repeat from point 1 as many times as needed.
5. When you are done selecting all necessary files, follow the instructions in the section “**Entering information and Performing the upload**” below.

CASE B: If instead you have multiple files to upload, and all of them (and nothing else) is contained in a folder on your local disk, then you can select them all at once by using the “folder selection” feature as follows:

1. In the left hand side panel, click on the “Or select a folder” link
2. A folder selection dialog will appear. Browse to the interior of the folder whose entire content you want to upload, then confirm.
3. Depending on the web browser you are using, a message may appear summarizing how many files will be uploaded, and from which local folder of your disk, will appear, requesting confirmation to proceed. (Remember that ALL files inside the folder you selected will be included in the upload set). Confirm.
6. The selected folder, with the number of contained files, will be listed in the left hand side panel. Also, the remaining allowed size for the upload batch will be indicated. If you mistakenly selected a wrong folder, or you figured out that the folder also contains files that you don’t want to include in the upload operation, you can remove it from the selection set by flying over its entry with the mouse pointer and clicking the X icon that appears on its right.
4. When you are done selecting the folder, follow the instructions in the section “**Entering information and Performing the upload**” below.

Entering information and Performing the upload

In the left hand side panel, fill in the three fields as shown in the table below.

NOTE: You can ignore any messages that appear suggesting to create a free account on WeTransfer; the service works even without one.

Email to	Enter the address Patrizia.mussini@unimi.it
Your email	Your work email address. Make sure this is correct, as you will receive a confirmation message, with a verification code, at the email address you entered and the files will not be uploaded unless you successfully
Message	An accompanying message to the organizing committee. Please include your full name, in case it is not immediately evident by reading your email address.

Enter the data as described, then click the Transfer button.

You will now receive a mail with title "Your code is: XXXXXX". Copy the code from the mail message and enter it in the left hand side panel on the WeTransfer page, in the "Enter verification code" window.

Then click the "Verify" button.

Transfer will now begin. Time will depend on file size, file count and your network connection speed.

At the end a "Your transfer details" panel will appear to confirm successful completion; moreover, both you and Patrizia.mussini@unimi.it will receive a confirmation/notification message. The receiving party will now have 7 days to fetch your uploaded files, then they will no longer be available on WeTransfer system.