



# How to Send Files to Costume Inventory Resources

If you need to send files to Costume Inventory Resources you can use our account on TransferBigFiles.com.

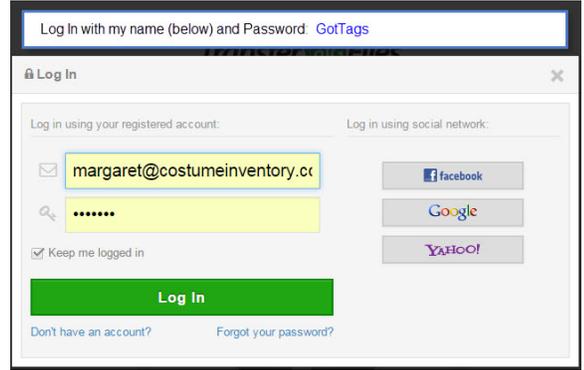


Go to [www.TransferBigFiles.com](http://www.TransferBigFiles.com)

Log in with my account information:

Username: [margaret@costumeinventory.com](mailto:margaret@costumeinventory.com)

Password: GotTags



**# 1** Enter your School or Company name here.

**# 2** Drag the Database from the folder to the big green box.

**# 3** Enter my email as the Recipient

**# 4** - Click Send Transfer

**Transfer Title**  
Enter your Company Name here .....

**Select Your Files** | Add Files | Add Folder

| File Name                                 | Size   |
|---|--------|
| Theatre Inventory Database DATAONLY.accdb | 8 MB   |
| Theatre Inventory Database 5-6a.accdb     | 175 MB |

**2. Add Recipients & Settings**

Add Recipients (1 recipients):

Custom Message: Message to recipient(s)

Send email from me     Allow recipients to share     Notify upon download

Expire files 09/05/2015     Password protect

**Send Transfer**    **Cancel Transfer**