

# How to Send Files to SofterWare Using Event Horizon

## 1. Check the File Size

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Make sure the file is smaller than 2 GB in size. You can only upload one file at a time.

## 2. Go to the Event Horizon Web Page

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Enter the following web address into your web browser:

<http://filetransfer.softerware.com/upload.php>

## 3. Fill Out the Form

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Fill out the information in the web form:

<b>Your email</b>	<input type="text"/>
<b>Destination Email(s)</b>	<input type="text"/>
<b>Availability Period</b>	1 Day <input type="button" value="v"/>

<b>File</b>	<input type="text"/> <input type="button" value="Browse..."/>
<b>Description</b>	<input type="text"/>

Large files may take a very long time to upload. During this time, the browser will appear busy.

1. Enter your email address into the **Your Email** field.
2. Enter the email address for the person you want to send the file to in the **Destination Email(s)** field. Separate multiple addresses with commas, as in the following example:  

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rsandstone@softerware.com, jrandom@softerware.com
```
3. **Availability Period** determines how long the file will be available for download. We recommend setting this to **3 Days**.
4. Click the **Browse** button to select the file that you want to upload.
5. Type a short explanation of the contents of the file into the **Description** field.
6. Click the **Submit** button to upload the file.
7. Once the file has been uploaded to the server, a confirmation message will display. The person(s) you specified in Step 2 will receive emails telling them that the file is available, and providing download links. You will also receive a copy of this email.