# Receiving a File Transfer

File Transfers sent to you through Info Exchange can be received by you through email or through the Info Exchange Site. A third option for delivery to a cloud storage account is available upon request.

Receiving Files Via Email

An email notification will be received from the sender or Newforma@ shive-hattery.com. Open the email.

File Transfer: Files for you use - Test CR Project ☐ Inbox x

Mitchell Kelchen
to me ▾

IMPORTANT: Click a link below to access files associated with this transmittal that came in through the Shive-Hattery, Inc. Info Exchange web site.

Download all associated files 1
Sign in to the Shive-Hattery, Inc. Info Exchange site

Additional links:
Configure cloud storage delivery

Project Name: Test CR Project
Project Number: 209001-0

From: Mitchell Kelchen (Shive-Hattery, Inc.)
To: Mitch Kelchen (Shive-Hattery, Inc.)
CC:
Subject: Files for you use
Sent via: Info Exchange
Expiration Date: 9/24/2015

2 **Transferred Files**

NAME	TYPE	DATE	TIME	SIZE
A1.01.pdf	Adobe Acrobat Document	2/14/2012	8:30 AM	570 KB
A1.02.pdf	Adobe Acrobat Document	2/14/2012	8:29 AM	621 KB
Transmittal - 00276.pdf	Adobe Acrobat Document	9/10/2015	10:39 AM	57 KB

The email notification has a series of download links available. The first option will allow you to download all of the files at once. The zip file can be opened, or the save options can be used to save the files to your file system. The second option will allow you to open or download and save the files individually.

| | | | Save |
| | | | Save as |
Do you want to open or save **Files for you use.zip** (1.21 MB) from **shive-hattery.net**?   Open   Save ▾   Save and open