

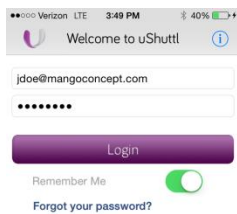
HOW TO SEND A FILE FROM YOU PHONE OR TABLET DEVICE

1)



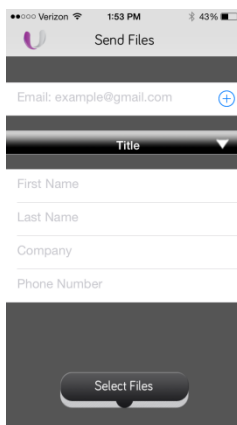
Select on your phone or device the uShuttl App icon to open the Application.

2)



You can login to the app by entering your credentials.

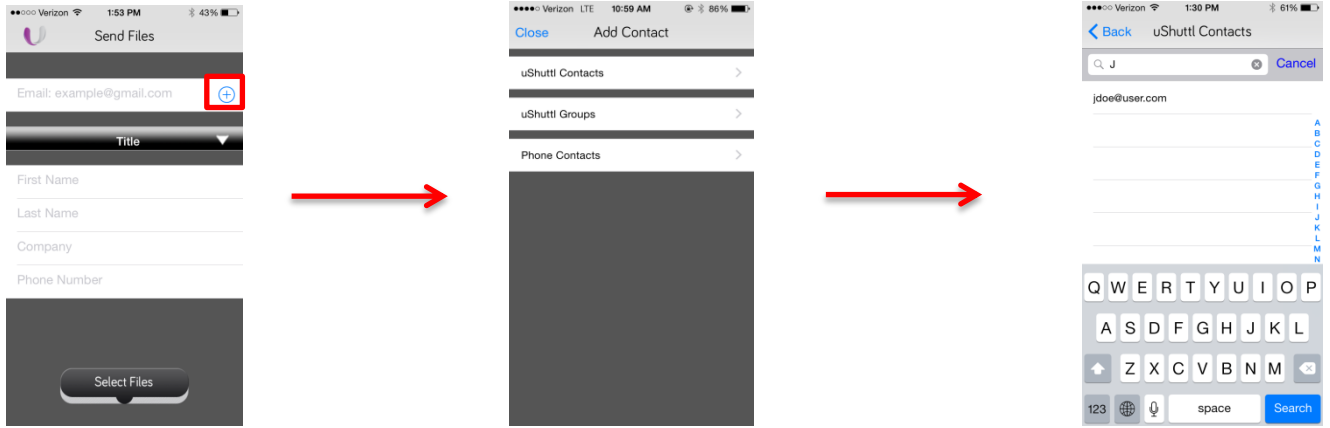
3)



Please fill out all necessary information for the contact you would like to email files (only the email address is required.) If you have the contact already in your database please proceed to 3a.

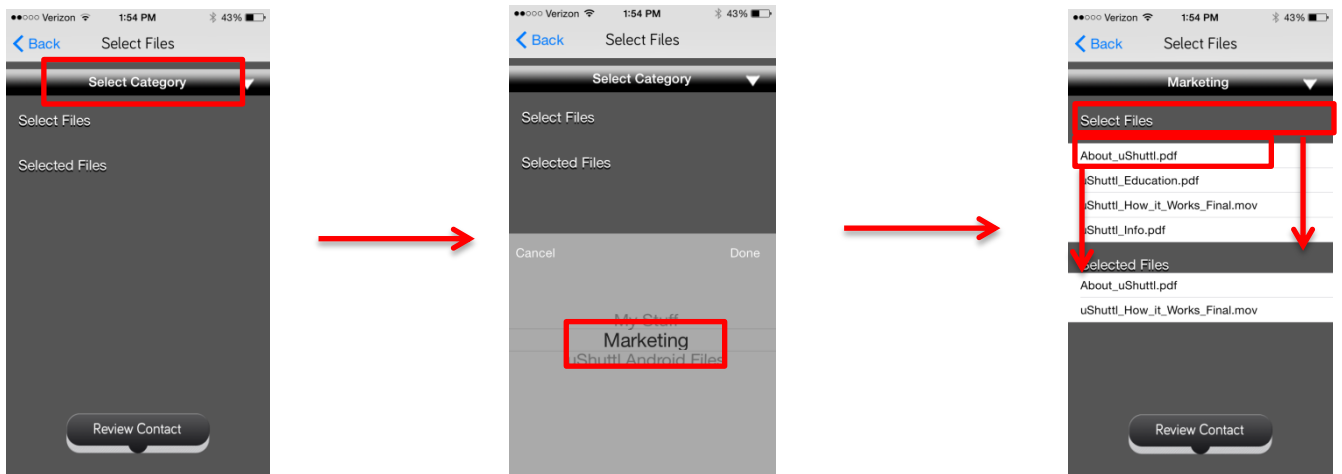


3a)



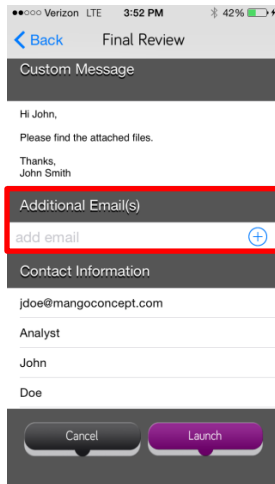
If you already have the contacts information stored in your account please click on the (+) icon in the email box. From there, you can “uShuttl contacts” or “Phone contacts” and select a name. Or Select “uShuttl Groups”

4)



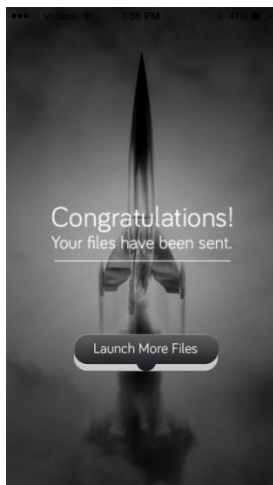
Once contact is selected, now click on the category and files you would like to send.

5)



You also have the ability to add additional emails. Each email will have the same message and start separate email chains to each contact.

When finished selecting the files click “Review Contact”. This will take you to the Final Review page where you can fill in your custom message and make sure all the contact information is correct. Select “Launch” to send files.



Congratulations! Your files have been sent to all the contacts you selected.