

Large E-Mail Attachments

E-Mail sometimes places a limit on how many files and file size that can be sent by E-Mail.

The following process explains how to create a Zip file that contains several separate files within it. This Zip file can be sent via E-Mail, as a single file, to be “Extracted” by recipient of the E-Mail, back to the separate files. This process also outlines how to send a large file to someone without using normal E-Mail which limits file sizes. Finally the process will show how to extract the “combined” files from the Zip file.

For purposes of this document, **Windows Explorer** file manager and Microsoft **Outlook Express** E-Mail will be used to illustrate the process. Other programs might also be used to perform the same function.

Downloading FreeZip:

First a program is needed to combine separate files into one large file. For this purpose “FreeZip” V-1.4.9 can be downloaded from.. <http://members.ozemail.com.au/~nulifetv/freezip/> (It’s a small file and won’t take up much space on your hard drive.)

Scroll down to the FreeZip V-1.4.9 text block and click on... Download [FreeZip v1.4.9 \(250kB\)](#)
Click [Save] select a location on your computer and click.. [Save] Download begins.

Installing FreeZip:

To install, [Start] [Run] [Browse] locate file... **Freezip.exe** and click [Open] [ok]
Installation only takes a few seconds. When finished a window pops up.. “FreeZip “ see Fig. Zip-01.bmp Click [ok] to close window.

Note: This program does not show up in “All Programs”
To see commands, open Windows Explorer and select a folder containing several files. Look for the menu entry “ Zip “
If present, the program loaded correctly.
See Fig. Zip-02.bmp

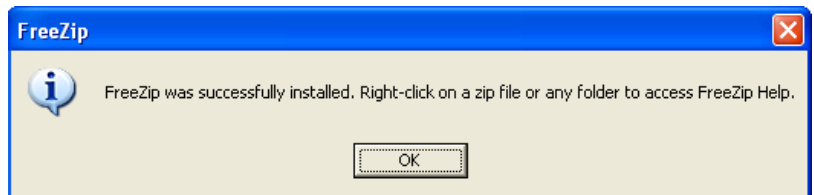


Fig. Zip-01.bmp

Creating a Zip file:

Combine several individual files into one Zip file for E-Mailing.
Open Windows Explorer. Select a directory where the files are located.

Note: Sometimes it’s beneficial to create a special folder to use for this purpose. See Fig. Zip-03.bmp

Highlight the folder and R-Clk. on it. Select [Zip] from the menu. The files contained in the folder will be combined in the resulting Zip file with the name = Free.zip located in the same folder.

Note: This file can be renamed by R-Clk’g on it and choosing [Rename] Type a name of your choice and click enter.

This file can be used to send all the contained files to someone via E-Mail.
See next page for that process.

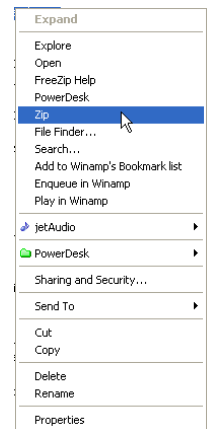


Fig. Zip-02.bmp



Fig. Zip-03.bmp

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Sending a Large File:

Most E-Mail accounts have a limit on the size of a file that can be attached to a E-Mail. A handy alternative to direct attachment is using a service called “ SendThisFile “ <https://www.sendthisfile.com/index.jsp>

Open website and click on [Register Free Account]

After registration you can download a file to their web site and they will in turn send an E-Mail to your recipient notifying them via E-Mail that there is a file on their site to be downloaded.

The following process explains how to do this.

After creating a Zip file containing several individual files, Logon to the “ SendThisFile “ site.

<https://www.sendthisfile.com/login.jsp> Enter your E-Mail address and Password. Click [Login] (See Fig. Zip-04.bmp)] [Next]

Gives the window where you will compose your E-Mail and download your Zip file to their site. (See Fig. Zip-05.bmp)

Fill in as required.

From: Your E-Mail address

To: Your recipients E-Mail address

Subject: Subject to your recipient.

Message: Your message to your recipient.

File: Use [Browse] to locate your Zip'd file containing the multiple files to be sent to your recipient.

When done, click on [SendThisFile](button) to send the E-Mail notification to your recipient.

A status will be showing at bottom of window indicating download progress. When done a “ Completed Successfully “ message displays.

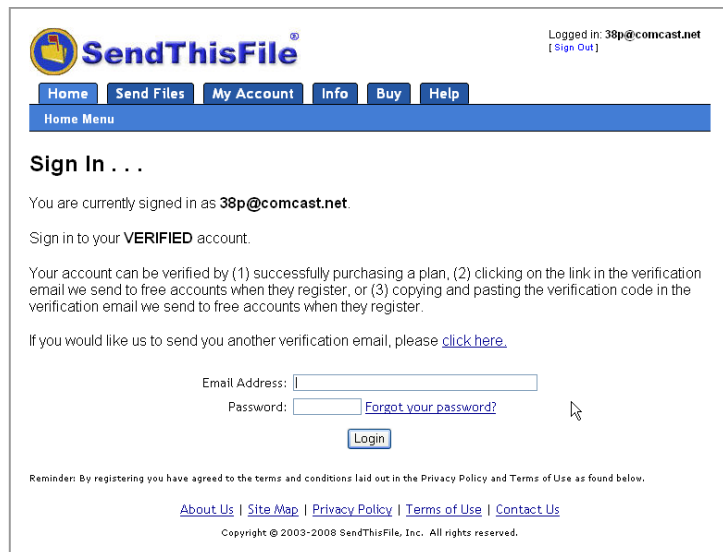


Fig. Zip-04.bmp

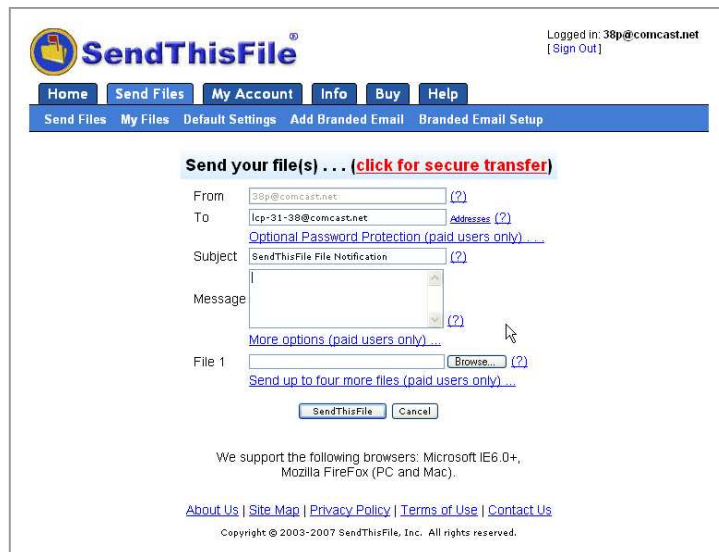


Fig. Zip-05.bmp

When your recipient receives the E-Mail, they can follow the E-Mail instructions on downloading the Zip file to their computer.

See Fig. Zip-06 for an example of a typical E-Mail.

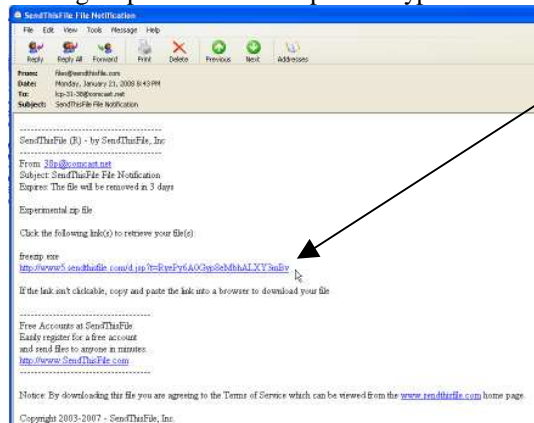


Fig. Zip-06.bmp

To download the large Zip file from “ SendThisFile “ site, click on the **Link given**. Click [Download] [Save] Select a location and click [Save]

The file will be downloaded to the recipients computer.

See next page for process to extract the individual files from the Zip file.

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Extracting a Zip File:

To extract the files combined inside the Zip file, Open Windows Explorer file manager. Find and highlight the Zip file. R-Clk. on it and select [UnZip here] See Fig. Zip-07.bmp

The individual files contained within the Zip should now be available to use by recipient.

Typical Uses:

- Sending a group of pictures to someone.
- Sending several music files (*.jpg)

Note: The “ SendThisFile “ service can also be used to send a large file of any type that a regular E-Mail service won’t allow.
If used to send a single large file (Not A Zip file) it’s not necessary to perform the Zip and UnZip operations outlined on pages 1 & 3.
Just follow instructions on page 2.

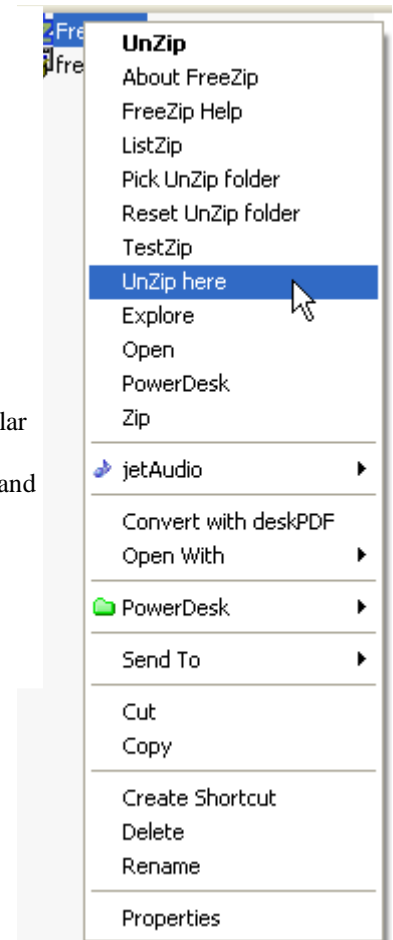


Fig. Zip-07.bmp