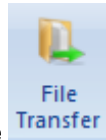




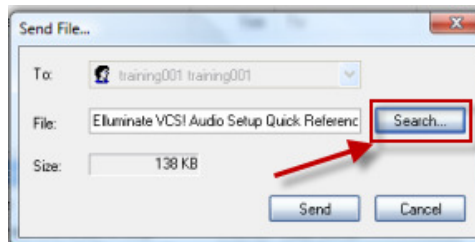
## File Transfer

The file transfer service provides transmission of files to session participants during an active session. The files are transferred to the receiving participants harddrive and can be viewed after the session has ended. There are no restrictions on the type of files that can be transferred or on the size of the file transferred. However, transferring files can degrade the video quality slightly as a fraction of the available bandwidth is used for sending the file.

### To send files:

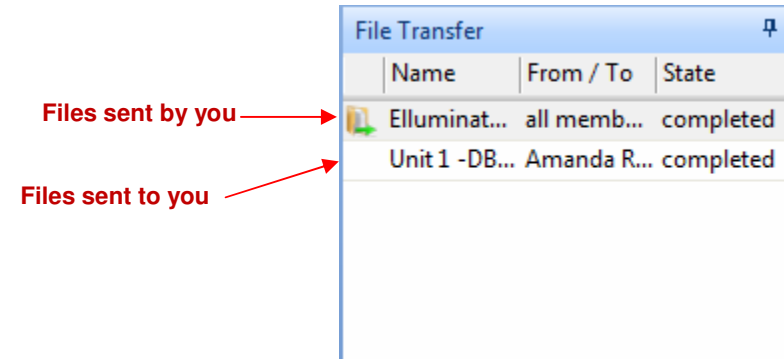


1. From the **General** tab, click the **File Transfer** button. The **File Transfer** window opens.
2. Right-click in the **File Transfer** window and select **Send new file...**
3. Click the **To** dropdown box to select the recipients.
4. Click the **Search...** button to search for the file to be sent.



5. Click the **Send** button. The file is then uploaded. The transfer progress can be viewed in the File Transfer window.

Files sent by you will have the **File Transfer** symbol next to them.



After completion, you can open the file or copy it to another location. Files are saved by default in **My Documents\My Received Files**.

### To view incoming files:

1. Right-click in the **File Transfer** window and select **Explore Directory**
2. The **My Received Files** folder will open. Your incoming files will be located in this folder.