



Quick Reference for non Time Inc. employees



Login Page: <http://sendfiles.timeinc.com>

User Name & Password: After receiving the sendfiles.timeinc.com email, click the “New User” link and follow the prompts to create your username and password.

- When a TI employee sends you a file the very first time, you will receive the below email:

New User? Click [here](#).

[Download file\(s\) from sendfiles.timeinc.com](#)
Outlook Signatures-Picture Files.docx;

Access [sendfiles.timeinc.com \(pi2\)](#) home page

- Click the New User link. The next screen will follow. Enter your email address, click “Submit”

Forgot Password sendfiles.timeinc.com (pi2)

If you have forgotten your password, please enter your email address below to start the password reset process.

Enter your Email Address:

- The next screen will follow:

An email has been sent to you

In order to verify that the email address is correct we have sent an email message to you.

Please access this email message and click on the link provided to complete the registration process.

If you don't see the email in your Inbox, please also check your Spam folder.

- You will receive an email that looks like this. Click “here” link, to change your password.

THE FOLLOWING MESSAGE WAS AUTOMATICALLY GENERATED BY SLINGSHOT. PLEASE DO NOT RESPOND TO THIS EMAIL.

A change password request has been received for Slingshot email address "joeponzo@aol.com". The change password request will expire on June 9, 2011 4:59 PM.

Click [here](#) to change your Slingshot password.

This request was intended for the original recipient and should not be forwarded. If you did not initiate this request, please contact your Slingshot Administrator.

Access [sendfiles.timeinc.com \(pi2\)](#) home page



- The following window will appear.

Set Password sendfiles.timeinc.com (pi1)

User:

Password:

Confirm Password:

- Type in your desired password, confirm it and click the Set Password button. After a brief moment, you will then be logged into your Inbox.
- You can now retrieve your email by clicking on the Subject of it in your **Inbox**.



Other things you can do from here:

- Send Files** to send a file to a contact
- Sent Items** to view of cleanup your Sent Items
- Contacts** to !!!!!!!!!!!
- My Account** to edit your Password and Signature.

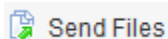
Here are the rules regarding passwords:

- Minimum password length – 8
- Maximum password length – 32
- Required number of numeric characters – 1
- Minimum number of unique characters – 4
- Password history – 12
- Maximum days between password changes – 180

Words that cannot be in any part of the new password (case insensitive);

Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, January, February, March, April, May, June, July, August, September, October, November, December, time, 2010, 2011, 2012, Fall, Spring, Summer, Winter

Sending Files

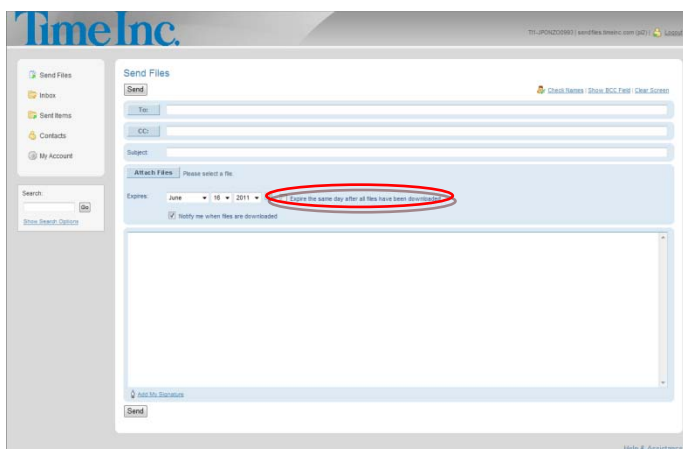


Clicking the “Send Files” link in the left navigation will load the Send Files screen.

From this screen you will be able to send secure attachments to a specified recipient. You must attach at least one file to use Send Files.

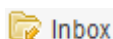
Java version 1.5 or higher must be used to utilize all of the features of Send Files.

NOTE: Embedded images will not be displayed in a Send Files email, or attached as an attachment.



Note: By default, the file will expire after 30 days. You do have the option to select the date for it to expire or check off the “Expire the same day after all files have been downloaded” check box.

Inbox




In the **Inbox** you will see a summary of the emails and their attachments that have been sent to you via Send Files.



**Red Items in your Inbox are expired.*

To view the details of an email and download the file attached click on the Subject of the email you want to view or right click on the message to display a menu with options to show the details of that email or to remove it from your inbox.




Click on the attachment name, **Download File Securely** link or the icon, Attachment: , to download the attached file.

After the file is downloaded hit the Refresh button and you will see the **Download Status** has updated.

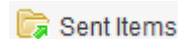
If you have many email attachments you can highlight specific ones in the message list by using the Select options to show **All, None, Completed, Not Downloaded or Partial** from the Inbox window.

When using the links,  **Reply**,  **Reply To All** and  **Forward** you must attach a file to the email in order to send.

To print the details of an email, including the download history of the secured attachment; click the Print link .  **Print**

NOTE: Make sure to check your junk email if you are not receiving Send Files emails in a third party email application.

Sent Items



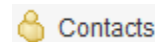
The **Sent Items** box contains the list of emails and there email attachments you have sent out. It has the same format as the Inbox however from the details page of a sent item you can Disable/Enable a file attachment.

When a file attachment is disabled the recipient can still see the email sent to them but will not be able to download the attachment until it is Enabled again.

You can also Disable and Enable a file attachment by right clicking on one of the items in the summary list as well.

For more information on any other fields on the screen refer to the Inbox section.

Contacts



The **Contacts** link contains a listing of all of the email contacts to whom you have access to through Send Files.

You may search for a specific user by entering all or part of a name (use “%” for wildcard) in the search box.

This will limit the listing to show only those recipients whose names match your search criteria.

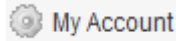
Click on a name or names to highlight them and click the Send File(s) link to bring up the **Send Files** email form with the contacts you have selected already populating the To box.

Double clicking a single contact will do the same.

You may also right click on a contact's name and use the popup menu to open the **Send Files** form.

Using the right click option enables you to insert the selected recipient into the To, CC or BCC boxes.

My Account



The **My Account** page allows you to make changes to your account.

You can change your password and configure a default signature up to 255 characters long to be used in your emails being sent out.

My Account

Change Password:

Signature:

Password Reset

1. In order to reset your password, access your SendFiles login page and click

I need help accessing my account

You will be taken to the following page. Click "Reset your password"

2. A web browser window will open prompting you to enter your email address:

3. Once you enter your email address, an email will be sent to you containing instructions on how to set a new password. Click the link in the email and you will be directed to the following page:

(see Password Rules on Page 1)

Once you set a new password, you should be able to log in to Send Files.

NOTE: In the event that you have more than one user id assigned to the same e-mail address, the password for those users cannot be reset.

Forgot User Name

1. In order to reset your password, access your Send Files login page and click

I need help accessing my account

You will be taken to the following page. Click "Get your user name"

2. After you click the link, a web browser window will open prompting you to enter your email address:

3. Once you enter your email address, an email will be sent to you containing your User Name.

Password Reset

In order to reset your password, access your Send Files login page and click

I need help accessing my account

You will be taken to a page that provides the option to reset your password.

After you click the link, a web browser window will open prompting you to enter your email address:

Once you enter your email address, an email will be sent to you containing instructions on how to set a new password.

Click the link in the email and you will be directed to the following page:

Once you set a new password, you should be able to log in to Send Files.

NOTE: In the event that you have more than one user id assigned to the same e-mail address, the password for those users cannot be reset.

Forgot User Name

In order to reset your password, access your Send Files login page and click .

I need help accessing my account

You will be taken to a page that provides the option to retrieve your username.

After you click the link, a web browser window will open prompting you to enter your email address:

Once you enter your email address, an email will be sent to you containing your User Name.

Search

There are 2 ways to search for messages, through the Search Text Box or through the "Show Search Options" link.

Use this text box to quickly search for messages by the **From**, **To** or **Subject** fields (by default it will search through the last 30 days of emails).

This search only searches your Send Files Inbox and Sent items; it does not search the Send Files archive.

Send File Fields & Buttons	Definition
	Click the To button to insert one or more recipients from the predefined list of contacts (Search For Recipients). Otherwise, if you know the parties email address you want to use you may type it in the input field to the right of this button. If you are sending an email attachment to a new recipient (someone who is not pre-defined in the system) you will be prompted to fill in the recipients Full Name (required), Company (optional) and Telephone number (optional). Note: If you are a Guest user you may respond only to the sender who has added you. Only Full or Power users may create new user accounts.
and	The Carbon Copy (CC) and Blind Carbon Copy (BCC) buttons work the same as the To button. By default the BCC button is hidden. To enable the button click on the link in the top right corner.
	Enter the subject of the email for the recipient to see when they receive the email.
	Click on the Attach Files button each time you want to add a file attachment to your email. This button may appear differently between browsers.
	By clicking this link the pre-defined Default Signature from the My Accounts web page will be placed in the Message portion of the email. (Max. of 255 characters.)
	When you click the send button your email with its attachments will be sent securely to the specified recipients.
<input checked="" type="checkbox"/>	If this option is selected, you will receive a download notification e-mail each time a recipient downloads the attachment(s) in your email. Note: You must have a valid e-mail address setup in order to receive this notification e-mail. The notification e-mail will not be viewable from the browser client.