The latest method from Teeone for uploading files to your server allows you to email files to your Teeone server.

In your email client of choice, create a new message. In the "To" field, enter upload@teeone.net   *See Fig. 1*
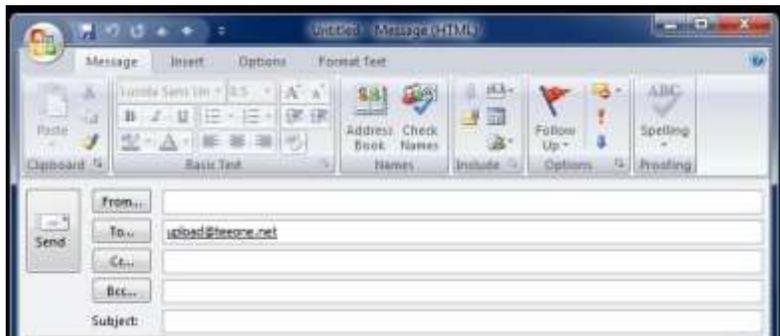

Fig 1.

Attach the images and/or documents that need to be uploaded to Teeone. In the "Subject" field, enter "UPLOAD" followed by a space and then your server name. ie: TRZR, GSMO, etc...
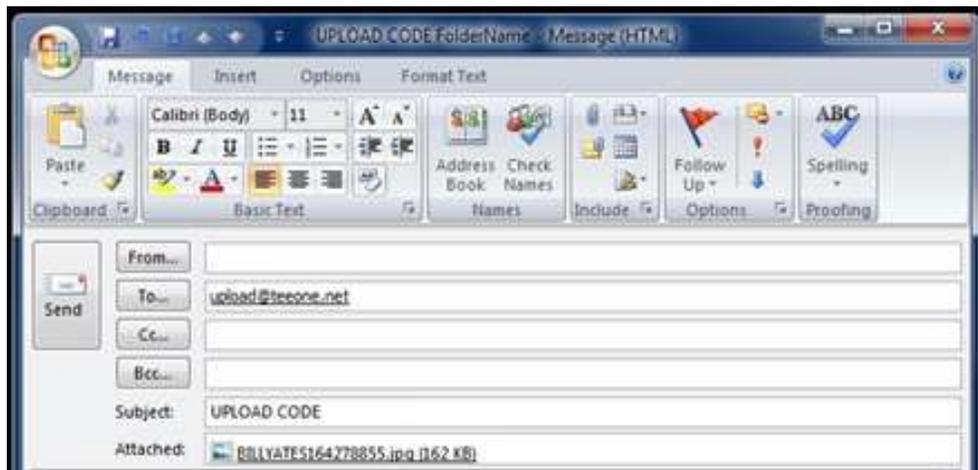

Fig2.

Each word should be separated by a space. Folder names are optional. *See Fig. 2*

Upon receipt of your upload email. You will receive a response detailing the successful upload and location of your uploaded files on your Teeone server. See *Fig. 3*
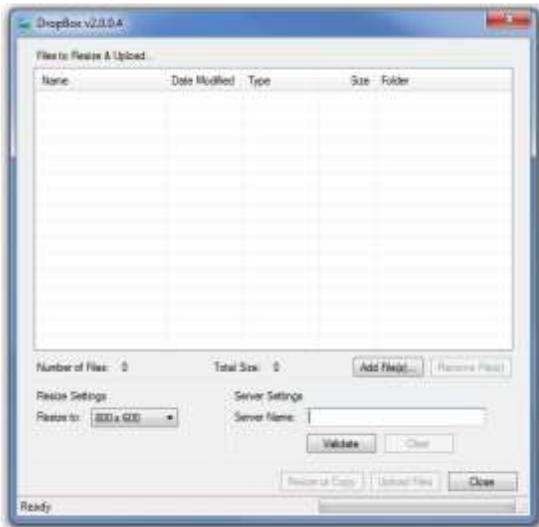
Fig. 3

SUCCESSFUL UPLOAD
Uploaded File: 1286325370431.jpg

Location: X:\Upload\Doe,John

Dropbox can be downloaded from the URL provided below and installed on your local machine to help upload files to your teeone server.

http://support.teeone.net/media/dropbox.exe

Once the program is installed, locate the DropBox icon on your desktop and launch the program. Once in the program, you will need to enter a Server Code/Name in the Server Name field. *See Fig. 1.*
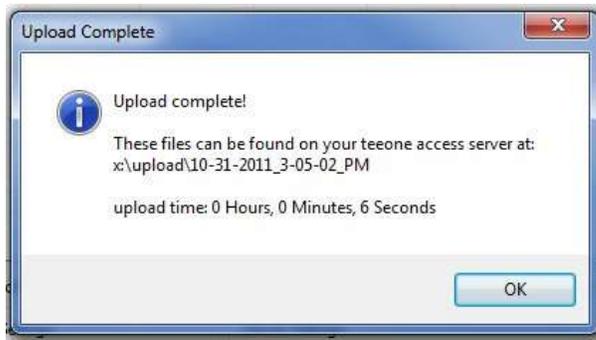

Fig. 1

After entering the server name click Validate and you should see a green check mark. *See Fig. 2*

Fig. 2

Once the server code has been validated, click "Add Files" to add any files that need to be uploaded to your Teeone server. Once all files have been added, click on Resize or Copy. Once the Resizing and Copy process completes, click on Upload Files. Once all Files have been uploaded you will then be able to locate your files in the Upload folder on your Teeone Server. *See Fig. 3*

Fig 3.

We have created an alternative method for you to upload files to the server on teeone. Print out these instructions and *__log off teeone__* to complete the process and upload files.

Open Internet Explorer on your computer. The address for the Upload site is:

http://www.teeone.net/upload/upload.asp?*code*

Replace *code* with the name of your teeone server.

Figure 1

Figure 2

The first time you go to this site, you will need to install the Active X component it uses to select and upload files. You may get a screen that looks like Figure 1 or Figure 2. Follow the prompts to install this component.
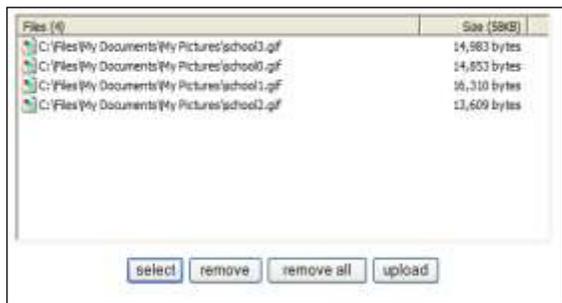

Figure 3

Once this control is installed, click the 'select' button to browse and pick the files you want to upload. Use the Ctrl or Shift key in combination with clicking the file name to select multiple files at the same time.

Figure 4

Once you've selected the files, click 'upload' and wait for the process to finish. Upon completion, you will see a screen like Figure 4. Make note of the folder name.

Browse to the Upload folder on the X drive on teeone to find the files you uploaded. You may want to move these files or the whole folder to another location. At the very least, you should rename the folder by clicking on it then pressing the F2 key so you can change the name to something meaningful.