Uploading your large files to MMM – Step 1

Go to our upload site at:
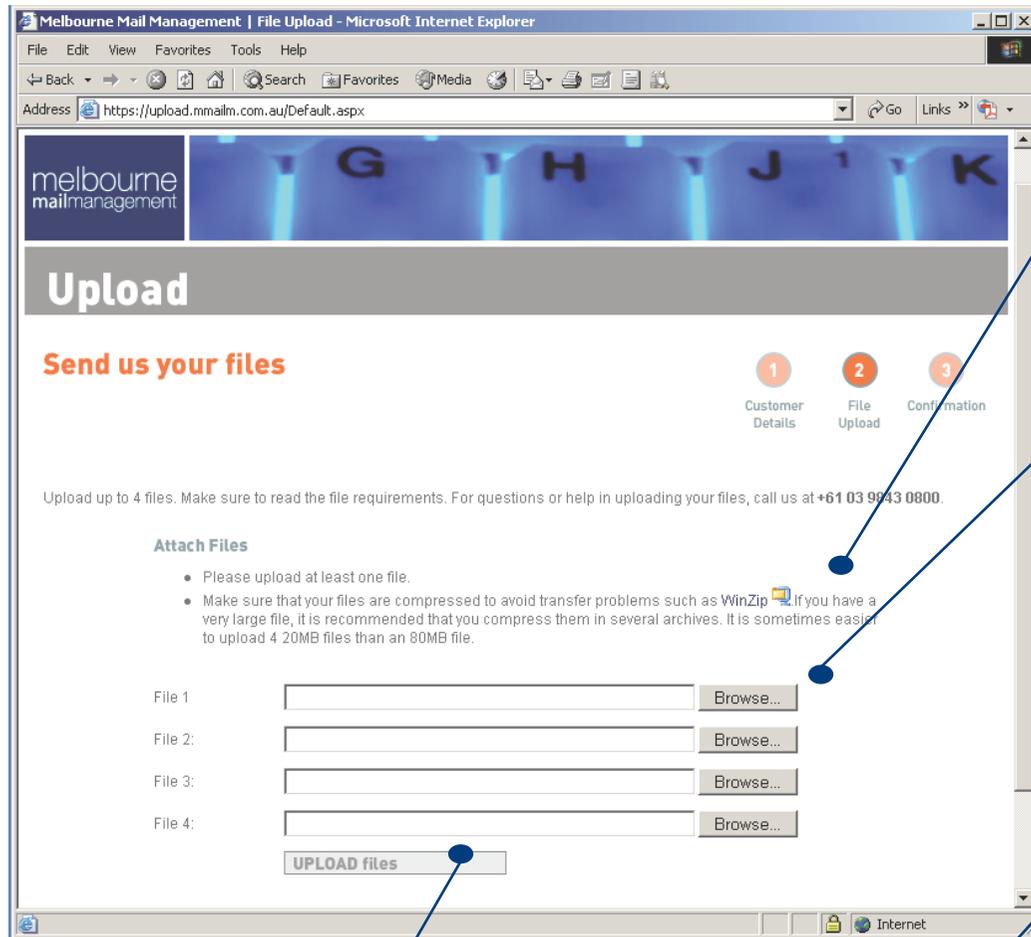**upload.mmailm.com.au**

Shows you which stage of the upload process you are at.

Fill in all your details

Please make sure that your campaign name will help us link the files to the correct job

When all the details with the orange asterisk next to them have been filled out, continue to step two by clicking the button.
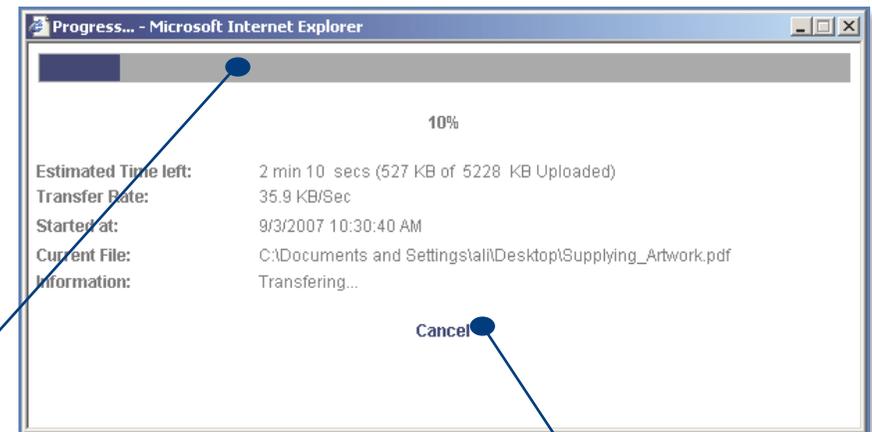

Melbourne Mail Management | File Upload - Microsoft Internet Explorer

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Address   ps://upload.mmailm.com.au/Default.aspx   Go   Links

mailmanagement

Upload

Send us your files

① Customer Details   ② File Upload   ③ Confirmation

A quick , easy and secure way to send us your files. For questions or help in uploading your files, call us at **+61 03 9843 0800**.

Customer Details

Company Name: *   Melbourne Mail Management

First Name: *   Ali

Last Name: *   Hansen

Email Address: *   ali@mmailm.com.au

Street Address: 68 Lexton Rd

City: Box Hill North

State: VIC   or

Post Code: 3121

Country: Australia   or

Phone: *   03 9843 0800

Fax: 03 9843 0899

Campaign Name: *   How to uploa

Other comments and Instructions

CONTINUE to Step 2

Internet

Step 2 – Selecting your file

If you have a file with linked images, put them all in a folder, then zip the folder using WinZip (PC) or Stuffit (Mac)

Select your file by clicking on the browse button and double clicking on your file.

When you have selected all the files you need click on the Upload files button

After clicking on the Upload Files button a pop up window with the transfer details will come up

If something isn't right, you can always press cancel.

Step 3 – Confirmation

Once the files have been uploaded, the origonal screen (not the pop up) will move to the confirmation page

You can print this screen for your records

At this stage the site will generate you an invoice number, which will be also sent to MMM and can be used to track your file.

Your files are listed so you have a record of what has been uploaded