Documentary WeTransfer Instructions
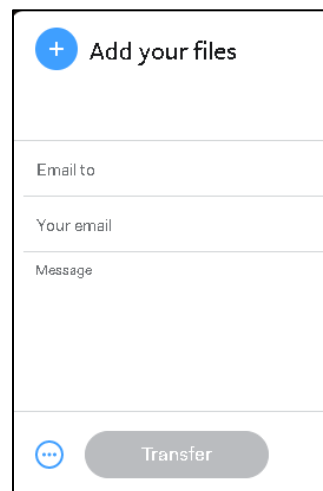## **Please make sure your Documentary is an MP4 or an MOV file**

1. Go to https://wetransfer.com/. No need to create an account.
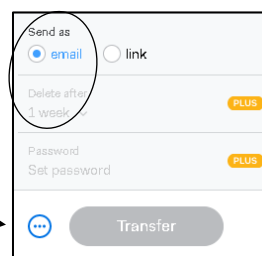2. Click on the **+** symbol to add your video file.
   a.
   NOTE: The file must be under 2GB. If you have a larger file, consider using your video software or a free online service to reduce the size.
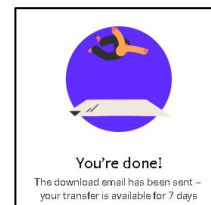
3. Email to: chicagohistoryfair@gmail.com

4. Enter your email address. (We recommend NOT using a student CPS email address).

5. In the Message field, type the following:
   YOUR FIRST & LAST NAME(S) (If this is a group, all group members names should be listed)
   SCHOOL NAME
   "Group" or "Individual"
   "PROJECT TITLE"

   NOTE: _If you click on the circle with three dots, you will see that there are two options for sending files: Email and Link. Please use "Email," as it enables you to add the information listed above._
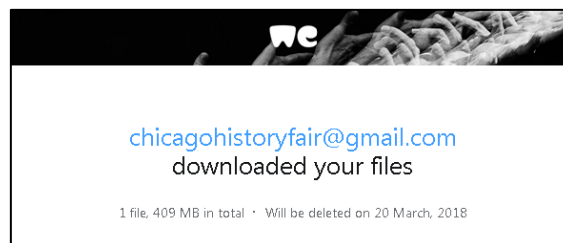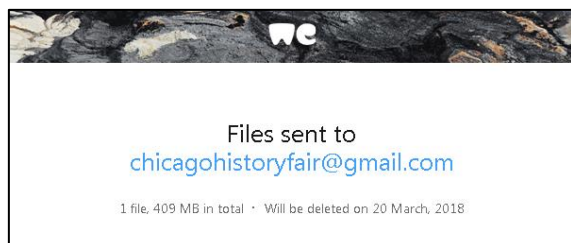
The transfer can take approximately 5 minutes, depending on your internet connection. When complete, you will see this message on your screen.

You will also receive two emails:
The first is a confirmation that the file was sent.

The second is a confirmation that we have downloaded the file.(This email may come a few days after you send your documentary)

   NOTE: If you entered a student CPS email address, you may not receive this notification email. Don't worry; we still received your email.

Thank you for sending us your documentary!

We look forward to seeing you at the Fair. Remember to bring your Summary Statement Form & Annotated Bibliography!

Questions? Email the documentary manager at Norise@chicagohistory.org.