

Christian Dior Couture IT Department	Dior File Transfer Guide	Date : April 17th 2012
Version :1.0		Written by J BONNAVENTURE / MN HUSELSTEIN / N RISTESKI

## ***DIOR FILE TRANSFER GUIDE***

This secured platform is dedicated to send one or several large files to one or several recipient(s) for an available period of 72 hours.

1) How to connect to the Dior File Transfer Platform.....	2
2) Your correspondence .....	3
3) Files to send .....	3
4) File Transfer .....	5
5) The recipient(s).....	6

Christian Dior Couture IT Department	Dior File Transfer Guide	Date : April 17th 2012
Version :1.0		Written by J BONNAVENTURE / MN HUSELSTEIN / N RISTESKI

## 1) How to connect to the Dior File Transfer Platform

Please copy and paste the following link into your Internet Explorer :

<http://send.christiandior.fr/>.

and bookmark it as a Favorite.

Select your language by clicking on the country flag at the top end right of the screen. It translates all information fields into :

- English or
- Spanish or
- Italian.

Christian Dior Couture IT Department	Dior File Transfer Guide	Date : April 17th 2012
Version :1.0		Written by J BONNAVENTURE / MN HUSELSTEIN / N RISTESKI

## **2) Your correspondence**

### a) Sender information

In the field “**Sender**”, please complete your e-mail address (or the person who is sending the file) and your name.

The Sender can be a valid Dior e-mail address or not.

### b) Recipient(s) information

Fill in all e-mail addresses in the “**Recipient’s**” Edit Field.

If you want to send more than one person, each address must be separated by a **semi-colon**.

Example:

John.doe@yahoo.com ; pmoulin@christiandior.fr

The Sender can be a valid Dior e-mail address or not.

### c) Message

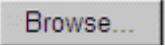
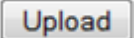
In the field “**Message**”, you can write a message to the recipient.

### d) Rules

- You will have to access the sender e-mail box,
- One of the addresses must be valid ‘Dior’ e-mail (sender or recipient).

## **3) Files to send**

To select and upload your File(s) :

- Step 1/      Click on  to select the file to send,  
Step 2/      The file appears in the field. Click on .

**BE CAREFUL :** If you want to transfer more than 1 file, you need to upload them one at the time repeating the steps 1/ and 2/ as many times as needed.

Christian Dior Couture IT Department	Dior File Transfer Guide	Date : April 17th 2012
Version :1.0		Written by J BONNAVENTURE / MN HUSELSTEIN / N RISTESKI

**Upload the file(s)**

The uploading time depends directly of the size of the file. The bigger, the longer the upload will take.

Once the file appears below, the file is ready to be sent.

**FILE(S) TO SEND**

---

**Upload the file(s)**

**Remove some files**

proposition commerciale1.docx (12687 octets).

It is possible to delete one or several files by selecting them and removing them like this :

**FILE(S) TO SEND**

---

**Upload the file(s)**

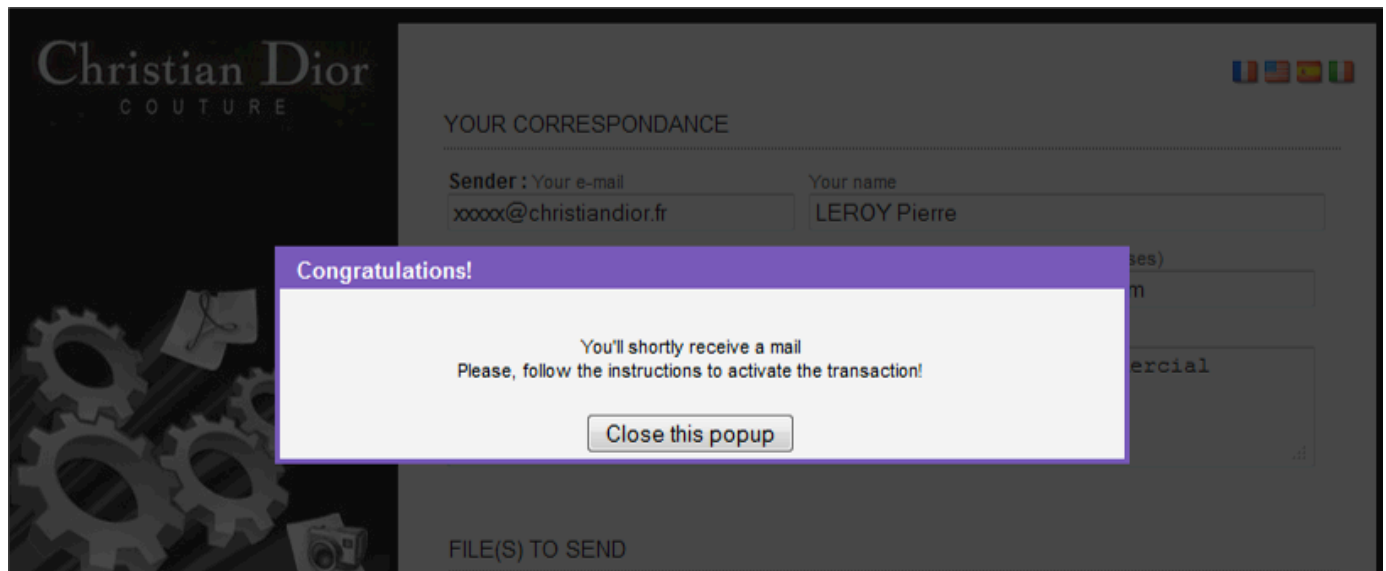
**Remove some files**

proposition commerciale1.docx (12687 octets).  
 proposition commerciale numero2.docx (12693 octets).  
 ma 3eme proposition commerciale.docx (12708 octets).

Christian Dior Couture IT Department	Dior File Transfer Guide	Date : April 17th 2012
Version :1.0		Written by J BONNAVENTURE / MN HUSELSTEIN / N RISTESKI

#### 4) File Transfer

When all information have been filled up and all files have been uploaded,  
Click on , this message will appear:



Click on “**Close this popup**”.

An automatic validation e-mail has been send to the “**Sender**” e-mail address.

This e-mail will be coming from [**Christian Dior**] as below:

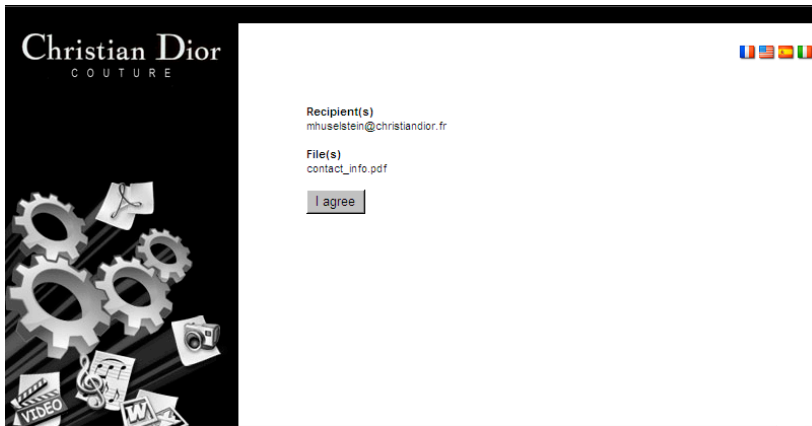
^	Qui ^	^ Date ▼	Heure	Taille ▼	Objet ^
	[Christian Dior]	17/04/2012	11:45	11 049	Activate your notification

You must click on ‘[Click here to activate the notification](#)’ to send the file to the recipient(s).

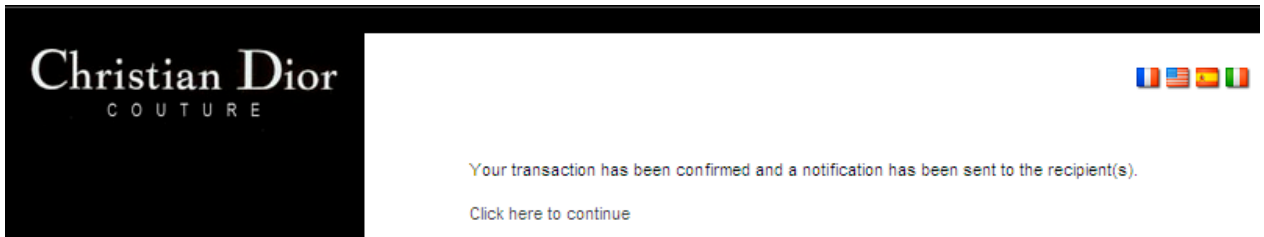
**IMPORTANT :** You have **72 hours** to activate the file transfer and your recipient has also **72 hours** also to retrieve the files.

Check the information and click on “**I agree**” to process the transfer.

Christian Dior Couture IT Department	Dior File Transfer Guide	Date : April 17th 2012
Version :1.0		Written by J BONNAVENTURE / MN HUSELSTEIN / N RISTESKI



This message appears :



Click on [Click here to continue](#) to close the application.

An e-mail from **[Christian Dior]** has been sent all recipients.

### 5) The recipient(s)

Your recipient will receive this e-mail :

^	Qui ^	^ Date ▼	Heure	Taille ▼	Objet ^
	[Christian Dior]	17/04/2012	12:25	10 989	File(s) to download

Your recipient will have to open it and click on the file to download it.

Christian Dior Couture IT Department	Dior File Transfer Guide	Date : April 17th 2012
Version :1.0		Written by J BONNAVENTURE / MN HUSELSTEIN / N RISTESKI

<b>"[Christian Dior]" &lt;exploit@christiandior.fr&gt;</b> 17/04/2012 12:25	A	mhuselstein@christiandior.fr
	cc	
	ccc	
	Objet	File(s) to download

## Christian Dior C O U T U R E

Available Download

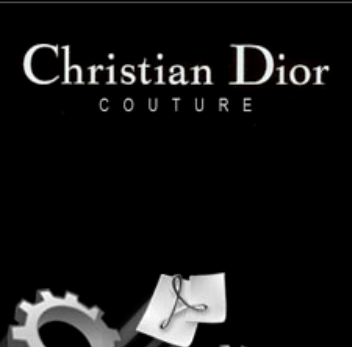
Hi,  
Marie-Noëlle HUSELSTEIN mhuselstein@christiandior.fr invite you to download the following file(s):  
[contact\\_info.pdf](#)


**You dispose a delay of 72 hours from now to download the file(s).**

Marie-Noëlle HUSELSTEIN sends to you this message  
Please find enclosed the IT contacts. Best regards,

[More about this solution? Click here](#)

A message appears with the file.





We invite you to download the following file(s) :

- contact\_info.pdf

**IMPORTANT :** Your recipient(s) have **72 hours** to retrieve the file(s).