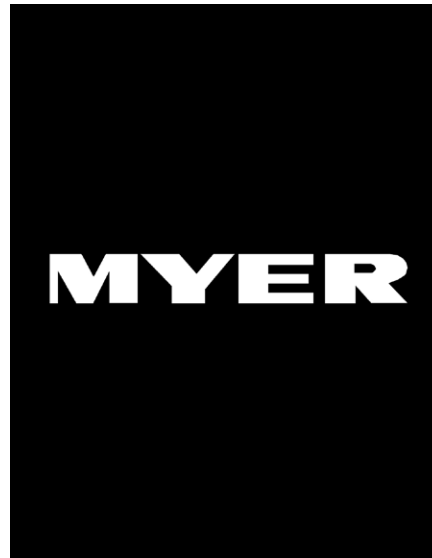
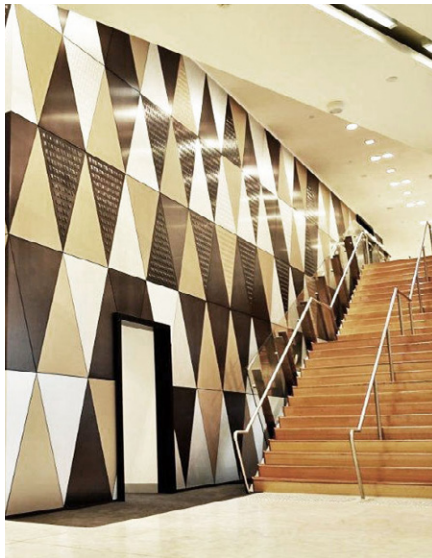
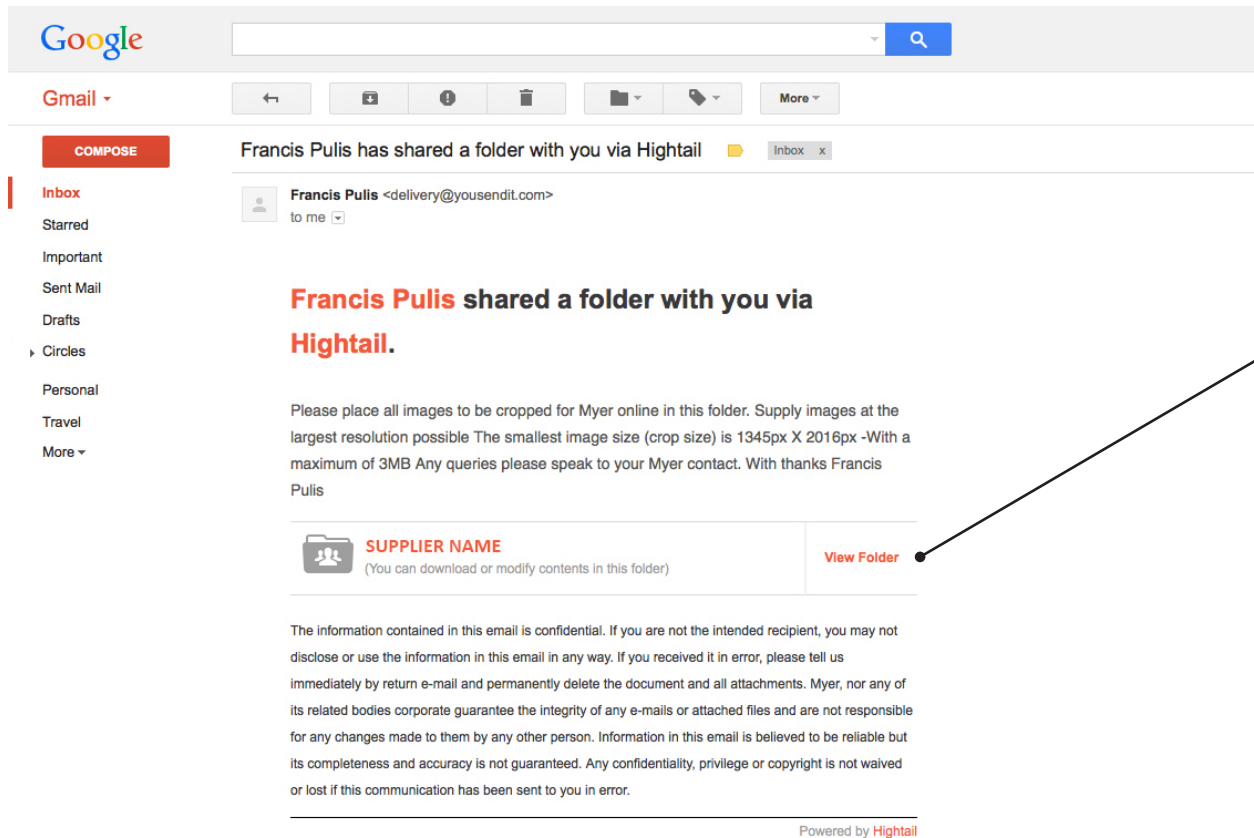


HIGHTAIL SETUP GUIDE



HIGHTAIL SETUP GUIDE

INTRODUCTORY E-MAIL



When MYER has added your email address and brand to our supplier list, you will receive the following E-mail from Hightail.

Click on the **View Folder** button to proceed into Hightail website.

HIGHTAIL SETUP GUIDE

ACCOUNT LOGIN

MYER ismystore Features Apps Plans Enterprise Log In

Log In

You have received a shared folder from Francis Pulis. Please login to access this shared folder.

EMAIL: **supplier email address**

PASSWORD:

LOGIN

[Forgot password?](#)

Language English ▼

Sign in with

Or By signing in, you agree to Hightail's [Terms of Service](#) and [Privacy Policy](#).

HIGHTAIL Log In

You're joining Hightail for free!

Create your account

First name

Last name

Your email

Password

By joining you agree to our [Terms](#).

Join Hightail

You chose our
Lite Plan

Free forever

Storage
2 GB

File share size limit
250MB

E-signatures
5

Not enough?
Start a [Free Trial](#) of
Hightail Professional!

•

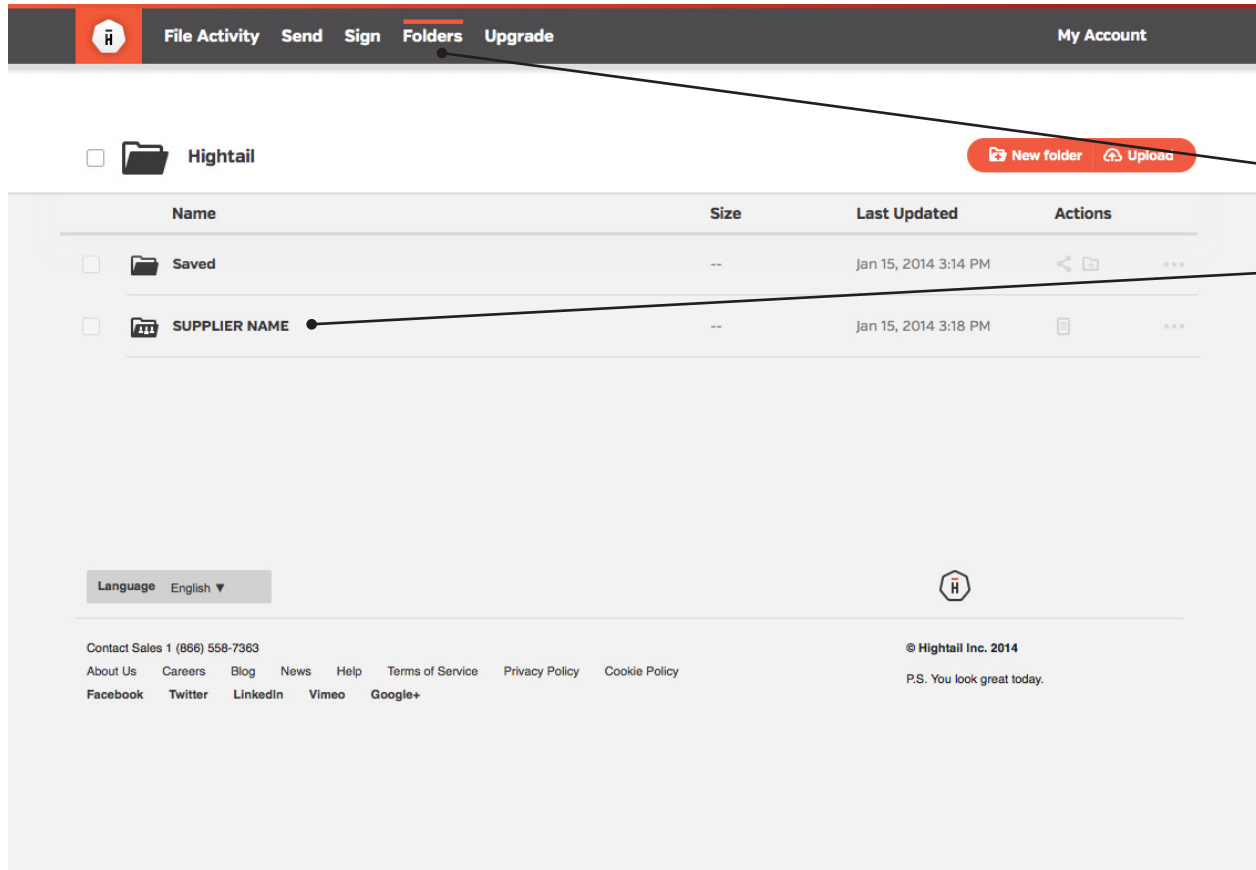
If you already have a Hightail account, log in with the email address the Hightail invitation was sent to.

- or -






You will need to create an account, using your E-mail

HIGHTAIL SETUP GUIDE

ACCESSING YOUR FOLDER



The screenshot shows the Hightail web interface. At the top is a navigation bar with a logo and tabs: File Activity, Send, Sign, Folders (highlighted), and Upgrade. A 'My Account' link is on the right. Below the navigation bar, there's a section for 'Hightail' with a folder icon and a 'New folder' button. A table lists folders with columns: Name, Size, Last Updated, and Actions. The table contains two entries: 'Saved' and 'SUPPLIER NAME'. The 'SUPPLIER NAME' folder is selected, indicated by a dot. At the bottom, there's a language dropdown set to 'English', a logo, and footer information including contact details, links, and copyright.

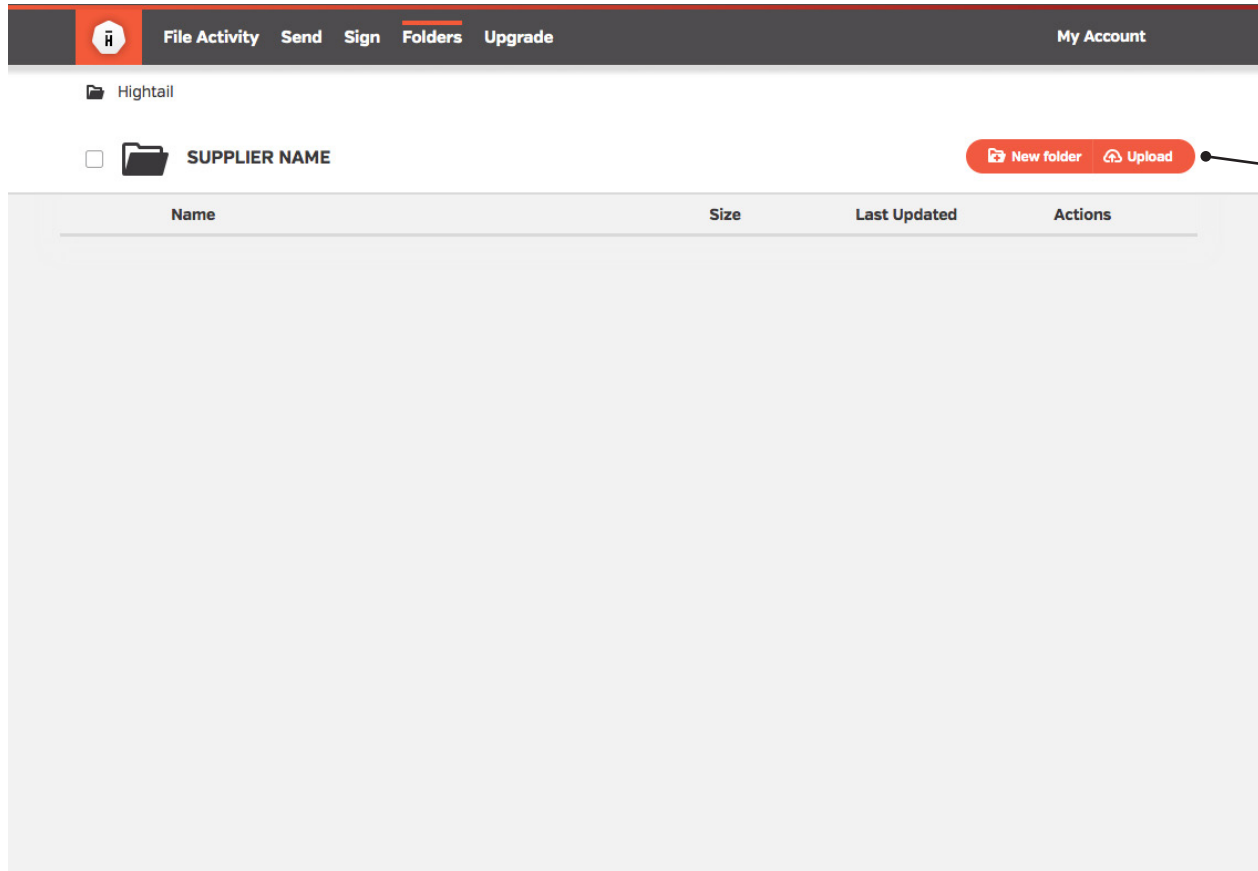
	Name	Size	Last Updated	Actions
<input type="checkbox"/>	 Saved	--	Jan 15, 2014 3:14 PM	  ...
<input type="checkbox"/>	 SUPPLIER NAME	--	Jan 15, 2014 3:18 PM	 ...

To share documents with MYER, enter the **Folders** tab.

You will see your brand's folder represented here.
Click this button to enter the folder that you will upload your product images to.

HIGHTAIL SETUP GUIDE

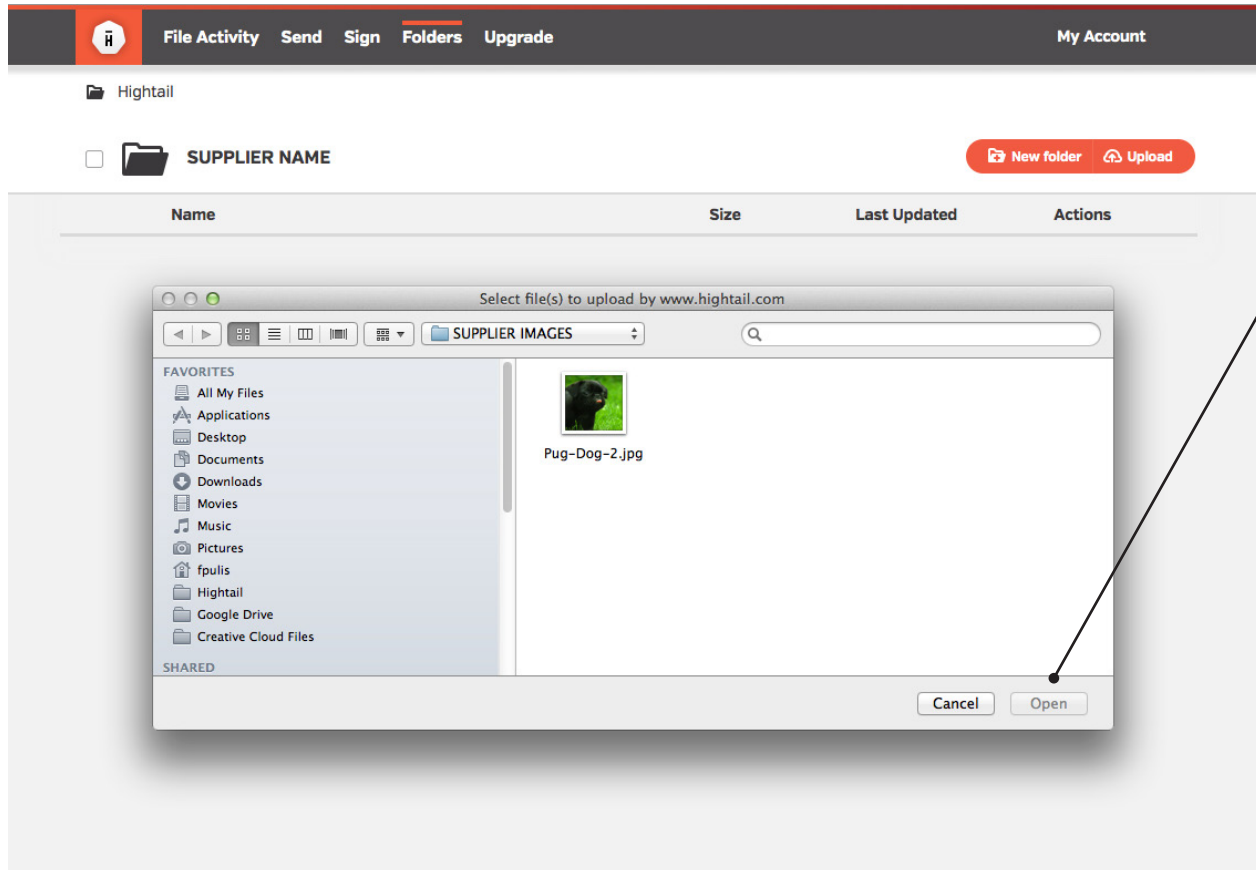
UPLOADING FILES



Click the upload button to open a window to your computer.

HIGHTAIL SETUP GUIDE

SELECTING FILES



This window represents your computer.
Select the files/folder you wish to upload and then
click open.

HIGHTAIL SETUP GUIDE

UPLOADED FILES

The screenshot displays the Hightail web interface. At the top, a dark navigation bar contains a logo, links for 'File Activity', 'Send', 'Sign', 'Folders' (highlighted), and 'Upgrade', along with a 'My Account' link. Below this, a breadcrumb trail shows 'Hightail' and a folder icon labeled 'SUPPLIER NAME'. To the right of the folder name are two buttons: 'New folder' and 'Upload'. A table below lists the uploaded files. The table has four columns: 'Name', 'Size', 'Last Updated', and 'Actions'. One file is listed: 'Pug-Dog-2.jpg' with a size of '27 KB' and a timestamp of 'Jan 15, 2014 6:30 PM'. The 'Actions' column for this file contains icons for download, share, and a menu. A black dot is placed on the file name 'Pug-Dog-2.jpg', and a line connects it to the explanatory text on the right.

Name	Size	Last Updated	Actions
<input type="checkbox"/> Pug-Dog-2.jpg	27 KB	Jan 15, 2014 6:30 PM	

•

Your uploaded file will appear here.
This will also show up in the MYER account.

Congratulations!
Your upload is complete