

CHRISTIAN TABERNACLE CHURCH

WE TRANSFER PHOTO & VIDEO SHARING

QUICK CHECKLIST

PURPOSE

Use this checklist when sending original photos and videos to the CTC Communications Team through WeTransfer. This process preserves the original file quality, avoids oversized email attachments, and does not require a WeTransfer account.

1



GO TO WETRANSFER

Open wetransfer.com in your browser. Choose the free transfer option if prompted.

2



ADD YOUR FILES

Click Add files (or the + button), then select the original photos and/or videos you want to share.

3



ENTER THE EMAIL DETAILS

Send to: administrator@ctcchurch.org

Your email: Enter your own email address so WeTransfer can identify and verify your transfer.

4



ADD A SHORT MESSAGE

Include your name plus the event or ministry name and date, when known. This helps us identify and organize the files.

5



CLICK TRANSFER

Click Transfer. WeTransfer may email you a verification code. Enter it if requested and keep the browser open while the files upload.

6



CONFIRM IT WAS SENT

Wait for WeTransfer to confirm that your transfer was sent successfully before closing the browser window.

REMEMBER

Don't forget: Please do not send large photo/video files as regular email attachments. WeTransfer helps preserve file quality and avoids oversized email attachments.

Need help? Contact the CTC Communications Team at administrator@ctcchurch.org

Living Out Our Motto: "A Church Without Walls."

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