

## **File Transfer Solution**

We will share files to colleagues, suppliers, customers in our daily work. Today we are

going to introduce to you a few transmission method for sharing files.

Network	Sodexo X drive	Baidu Network Drive	WeTransfer	HiDrive
Drive Name Access Link	<u>x:\</u>	http://pan.baidu.com/	https://wetransfer.com/	https://www.free- hidrive.com
Description	Internal network shared Drive	Main function: users can upload files, share the download link of the file can be generated and made available to external users for download.	Main functions: user uploaded file on the page, share the download link of the file can be generated and made available to external for download.	Main functions: user need install client to upload files, share the download link of the file can be generated and made available to external users for download.
Using the example	Shanghai Office user A want to share a file to user B in Guangzhou Office. Steps: upload a file to the x drive, once the transfer is complete, inform B drive paths, such as get in the x:\IT folder.	User A in Shanghai Office want to share 80M video files to customer B at Guangzhou, Steps: upload a file to the Baidu Network Drive, once the transfer is complete, send the video file download link to customer B.	Sodexo employees required transmit a 20M PPT file to customer B, B at United States. Steps: Open WeTransfer page to upload files, fill in user B mailbox, completing the transfer. B user receives the message, open the message in the link on the page to download the file.	Sodexo employees want to transfer one 100M video file to customers B in the United States. Steps: A need installed HiDrive client, uploading files, once completed, send to customer b video file download link.
Users who can access	Sodexo users in offices (Australia, China, India, Singapore)	All User	All users (foreign users preferences)	All users (foreign users preferences)
Account	Sodexo account	Need to apply for account by yourself	Need to apply for account by yourself	Need to apply for account by yourself
transfer the file size Suggestion	0 - 100GB	0 - 2000GB	10MB - 20MB	20MB - 5GB
Download Speed	fast	fast	normal	normal
security	normal	normal	low	low
language	null	Chinese	English	English

See you next time.