



ABC Incorporated  
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## MEMORANDUM

To: All Employees of ABC, Inc.  
From: Informational Technology Services  
Date: February 7, 2011  
Subject: New Storage Procedure for Documentation

As of 1 March, 2011, ABC, Inc. will switch to a new cloud storage for all of its documentation. Please follow these steps to ensure that your documentation is backed up properly.

1. In a web browser, go to <http://www.abcinc.com/upload>
2. Enter your employee ID in the User Name field and the password that was emailed to you in the Password field.
3. After logging in, click the “Browse this computer” button that is on the screen.
  - a) If you do not see this screen, click “Upload Files” on the top bar.
4. Select your file and wait for it to upload. If you have multiple files, click “Add More Files” before uploading.
  - a) If this upload process fails, please email ITS with the error code.
5. To ensure the file uploaded correctly, click “My Files” on the top bar. This is where your files uploaded.
  - a) If the file does not open correctly, please try uploading again. If a second confirmation fails, please contact ITS.
6. After confirming that the file opens correctly, please click “Log Out” in the top right side of the screen.

If any issues occur outside of the possible issues included above, please contact ITS with any error codes or screen shots of the issue.

With these changes, your files will be automatically synced to the cloud server with each save, ensuring your back ups are protected beyond your computer's hard drive. With cloud storage, you can also access your files via [http://www.abcinc.com/\(Employee ID\)/](http://www.abcinc.com/(Employee ID)/), and you will be prompted to log in.

Thank you for your compliance.

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Informational Technology Services