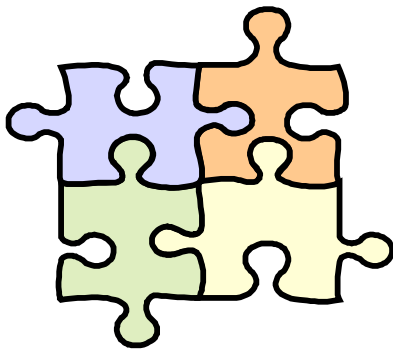


# HOW TO USE INBOX For the PC



18<sup>th</sup> February, 2004  
Version 1.2

If you require any assistance, please contact the IT Helpdesk on x5825.

For more Questions and Answers regarding the new E-mail policy,  
please refer to <http://ipc-intranet/>

### Introduction

InBox provides users with a method to send and receive large files over 16Mb in size. In order to gain access to InBox, a unique user name and password must be created. Account requests are to be emailed to [KRT\\_Helpdesk@ipcmedia.com](mailto:KRT_Helpdesk@ipcmedia.com), with authorisation from an Editor/Department Head attached. Upon receipt of the necessary authorisation, an account will be created and the login details supplied by the IT Department.

### Points to remember

- Each directory has a limit of 2Gb.
- There are no size limits to the individual files sent via InBox.
- User Names and Passwords are case sensitive.
- Files older than 30 days are automatically purged.
- File names must not contain spaces or special characters.
- It is advised that files sent across MAC platforms be compressed prior to sending.
- Please ensure that you have supplied your external client with instructions on how to use InBox.
- Your external client will require a user name and password. This can be created upon request to the IT Helpdesk. The Service Level Agreement for an account creation is a 1 hour response and 8 hour fix.
- Your external client will require details of the directory where the file will need to be picked up or dropped off.
- If using Netscape 6.2, users may experience a problem downloading files. If so, use Netscape 4 or Internet Explorer instead.

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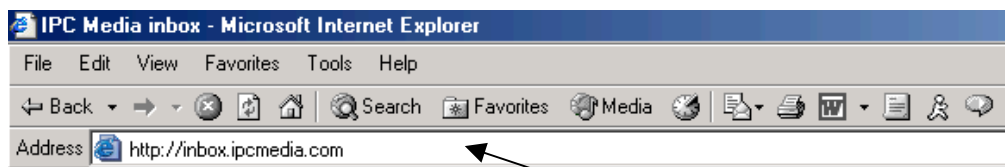
**Need help? Please contact the IT Helpdesk x5825 (020 7261 5825)**

Access to the InBox system can be gained using the following instructions:

## Logging In



1. To access InBox,  
launch **Internet Explorer**



2. Type the following URL into the  
Address window  
***http://inbox.ipcmedia.com***

**Note:** Please use the Time Inc. IT standard web browser in conjunction with the InBox application.

- [19](#)
- [25 Beautiful Homes](#)
- [25 Beautiful Gardens](#)
- [25 Beautiful Kitchens](#)
- [4x4](#)
- [Aeroplane](#)
- [Amateur Gardening](#)
- [Amateur Photographer](#)
- [Angler's Mail](#)
- [Better Digital Photography](#)
- [Bird Keeper](#)
- [CALM Advertising](#)
- [CALM Online](#)
- [CALM Production](#)
- [Cage & Aviary Birds](#)
- [Caravan](#)
- [MiniWorld](#)
- [Mizz](#)
- [Model Collector](#)
- [Motor Boat & Yachting](#)
- [Motor Boats Monthly](#)
- [Motor Caravan Magazine](#)
- [Mountain Bike Rider](#)
- [NME](#)
- [Now](#)
- [Nuts](#)
- [Park Home & Holiday Caravan](#)
- [Practical Boat Owner](#)
- [Practical Parenting](#)
- [Prediction](#)
- [Racecar Engineering](#)
- [Rugby World](#)

3. Click on the link which will take you to  
the directory of your desired department.

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- [Login to InBox](#)
- [Login as Guest](#)

4. Click on the necessary link to login to inbox.

**Note:** Accounts must be requested from Editor level via an e-mail to the Helpdesk.

Your account details will be provided upon completion.



Name  Password

5. Enter your departments Username and Password in the space provided.

Click on the **Enter InBox** button.

**Note:** If logging on a Guest, the user will not be prompted for a Login Name and Password.

When accessing the directory as Guest, users will be able to 'drop off' files only.

Accounts can be created upon request to provide further privileges.

6. Click on **Drop Off**, **Pick Up** or **Delete** to manage your files.



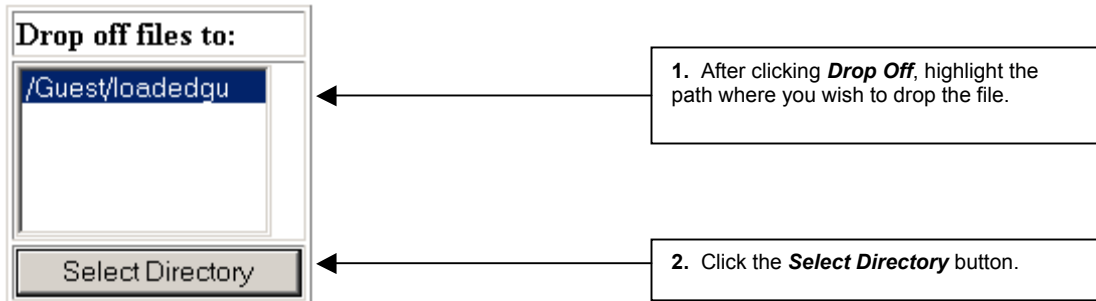
All files older than 30 days are automatically purged.

**Note:** Netscape 6.2 users may experience a problem downloading files. If so, use Netscape 4 or Internet Explorer instead.



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## Dropping off a file



**Drop off files to:**

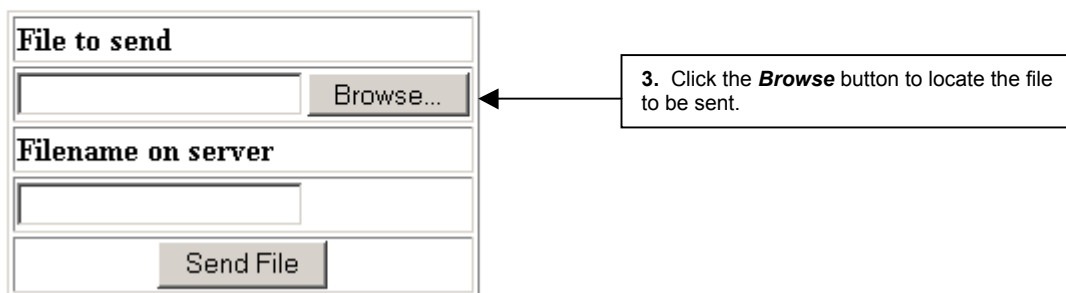
/Guest/loadedgu

Select Directory

1. After clicking **Drop Off**, highlight the path where you wish to drop the file.

2. Click the **Select Directory** button.

## Drop off file to /ipcmmedia/loaded: Enter file information



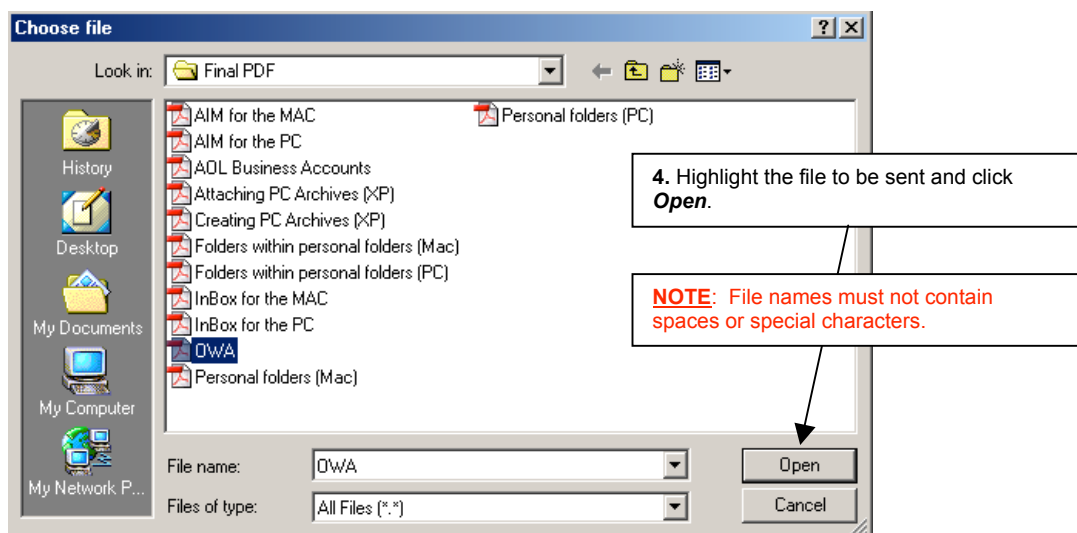
**File to send**

Browse...

**Filename on server**

Send File

3. Click the **Browse** button to locate the file to be sent.



**Choose file**

Look in: Final PDF

AIM for the MAC  
AIM for the PC  
AOL Business Accounts  
Attaching PC Archives (XP)  
Creating PC Archives (XP)  
Folders within personal folders (Mac)  
Folders within personal folders (PC)  
InBox for the MAC  
InBox for the PC  
DWA  
Personal folders (Mac)

File name: DWA

Files of type: All Files (\*.\*)

Open  
Cancel

4. Highlight the file to be sent and click **Open**.

**NOTE:** File names must not contain spaces or special characters.

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## Drop off file to /Guest/loadedgu: Enter file information

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<b>File to send</b>	
<input type="text" value="H:\Project Managemen"/>	<input type="button" value="Browse..."/>
<b>Filename on server</b>	
<input type="text"/>	
<input type="button" value="Send File"/>	

5. The file will appear in the **File to send** box.

Click on **Send File**.

**IMPORTANT:** If sending across Mac platforms, please ensure that the file to be sent has been compressed prior to 'drop off'. Possible formats include .sit, .zip.

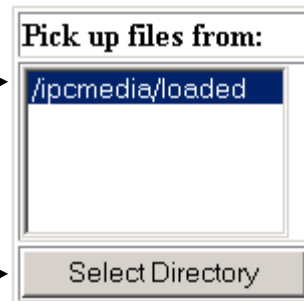
6. A page confirming the file upload will then appear.

**Thank You**

Thanks for the upload. You uploaded one file, which was 14336 bytes in size.

## Picking Up a file

1. After clicking the **Pick Up** link, highlight the appropriate directory.



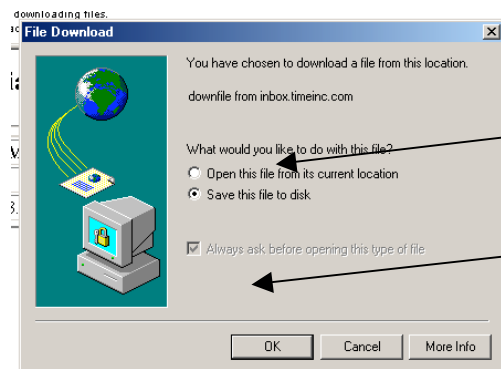
2. Click the **Select Directory** button.

3. Your mailbox will open.  
Click on the filename link to download the necessary file.

**Pick up file from /ipcmmedia/loaded:  
Select a file to pick up**

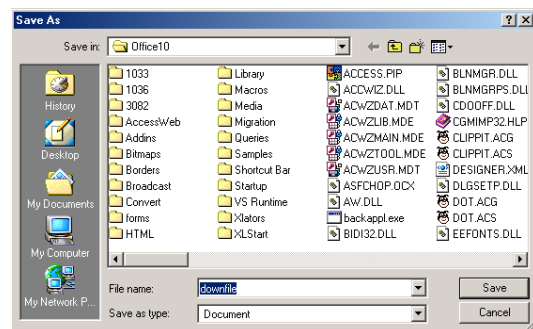
Filename	Last Modified	Size	Minimum Download Times		
			28.8	ISDN	T1
<a href="#">Book1.xls</a>	01/15/04 05:50	14.33 Kb	3.98 sec	0.89 sec	0.07 sec

**IMPORTANT:** All files older than 30 days will automatically be purged.



4. Select **Save this file to disk**.

5. Click **OK**.



6. Select the relevant area in which you wish to save the file.  
Click **Save**.

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## Deleting a file

**Delete files from:**

/ipcmmedia/loaded

Select Directory

1. After clicking on the Delete option at the top of the screen, highlight the appropriate path under *Delete files from*.

2. Click on *Select Directory*.

### Delete files from /ipcmmedia/loaded: Select files to delete:

3. Locate the file you wish to delete.

Place a check in the box next to the corresponding file.

DEL	Filename	Last Modified	Size
<input checked="" type="checkbox"/>	Book1.xls	01/15/04 05:50	14.33 Kb

Delete Selected Files

4. Click on the *Delete Selected Files* button.

Address <https://inbox.timeinc.com/cgi-bin/php.cgi/Applications/Inbox/login.html>

**INBOX**  
Secure Document Exchange

All files older than 30 days are automatically purged.

**Note:** Netscape 6.2 users may experience a problem downloading files. If so, use Netscape 4 or Internet Explorer instead.

**Actions**

IN  
Drop Off


OUT  
Pick Up

Delete

## Files deleted

Need help? Please contact the IT Helpdesk x5825 (020 7261 5825)

## Changing Passwords



**INBOX**  
Secure Document Exchange

All files older than 30 days are automatically purged.

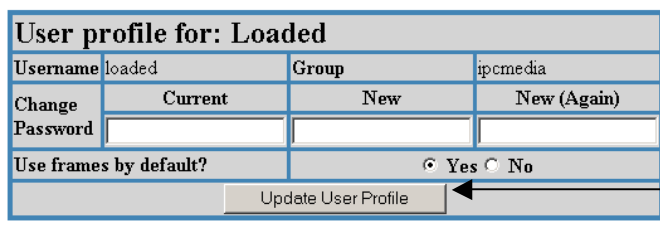
**Note:** Netscape 6.2 users may experience a problem downloading files. If so, use Netscape 4 or Internet Explorer instead.

Actions: IN Drop Off, OUT Pick Up, Delete

NO FRAMES  
OPTIONS  
HELP

1. Click on the **Options** button.

## InBox Options



**User profile for: Loaded**

Username	loaded	Group	ipcmedia
Change Password	Current	New	New (Again)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Use frames by default?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Update User Profile			

2. Type in the relevant boxes to change your password.

3. Click on **Update User Profile**.

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