

BT Digital Vault Uploading Instructions

To use our upload facility at BT Digital Vault (BTDV) we recommend you either print off this page of instructions before clicking on the link below - or click here to download as them a pdf file

<http://digitalvault.bt.com/base/login.jsp>

On opening BTDV - Under Existing User - please login as

minsterct12 (all lowercase)

password is also

minsterct12 (all lowercase)

click "Login"

New page opens

Now select either Photos or Documents (whichever is applicable)

New page opens

Now open the appropriate folder by clicking on its title

1/ Village Website

2/ Minster Matters

3/ Both

Under Photos

click - "Add photos now"

select - "photos from this computer"

click - "next"

Under Documents

click - "Add documents now"

select - "documents from this

click - "next"

New page opens (For either photos or documents)

At bottom of page click - "Select Files" (twice !!)

A new smaller window now opens - locate and select the photos or documents you wish to upload from your computer (you may add as many as you wish before you upload them)

click - "Upload"

and when finished click - "Complete"

This returns you to the folders page and you will then be able to see that your photos or documents have been successfully uploaded

Now please email us to let us know they are there -

You can do this by clicking on "> share" just above and to left of folders on the blue bar below folder title

New page opens

Under contacts double click either village or newsletter (or both) so as the appropriate email address appears in the "To box" - highlight and delete everything in the "Message box" and then write your own message to us - now click "Send invitations" at bottom right of page.

Click - Finish

Finally - At top right of page, just below the BT logo click - "logout" - that's it !!

We are aware that BT Digital Vault seems to suffer quite regularly with site problems (Theirs not Ours) and does not allow files to be uploaded (especially at weekends and early evening) but if you are unable to upload them first time then please try again later - thank you