

Moray College UHI 50th Birthday submissions

What is Dropbox? Dropbox is a means of sending files that are too large for email systems.

Creating a Drop-off on the UHI Dropbox service

When a user creates a drop-off, they enter some identifying information about themselves (name and email address) and choose what files should be uploaded to make the drop-off. If the files are successfully uploaded, an email is sent to the recipient(s) explaining that a drop-off has been made. This email also provides a link to access the drop-off. Other information (the Internet address and/or computer name from which the drop-off was created, for example) is retained, to help the recipient(s) check the identity of the sender.

1. First, click on the **Drop-off** button on <https://dropbox.uhi.ac.uk/>.

Drop-off

Drop-off (upload) a file for a user (email verification required).

2. Then select “**No**” to the question “Have you been given a Request Code?”, then type in your name and email address and click **Send confirmation**.

Have you been given a "Request Code"? **Yes** **No**

Your name:

(required)

Your organization:

Your email address:

(required)

I now need to send you a confirmation email.
When you get it in a minute or two, click on the link in it.

Send confirmation

3. Wait for the email confirmation to come through to the email address you provided and click on the link in the confirmation email.
4. When prompted to Add a recipient, type “50th Birthday” in the **Name** box, and 50years.moray@uhi.ac.uk in the **Email** box, then click **Add & close**.
5. In the “**Short note to the Recipients**” box, please provide a small explanation of the content (such as who, what, when).
6. There are several ways in which an outside user can drop-off multiple files at once:
 - a. Drag-and-drop multiple files at once onto the drop-off page
 - b. Click on the “Add Files” button on the drop-off page, and select 1 or more files at once using combinations of click, Shift+click and Ctrl+click (Cmd+click on a Mac)
 - c. Archive and compress the files into a single package and attach the resulting archive file on the drop-off page. There are many ways to archive and compress files: Mac users can select the files in the Finder and “Compress” (see the File menu), Windows users can create a “compressed folder” or use, Linux/Unix users could try “PeaZip” or “File Roller”.
7. The option to “**Send email message to recipients**” should automatically be ticked. If not, please ensure this option is ticked otherwise we will not be able to pick up your files. Your settings should have all but one option ticked as per below.

Encrypt every file Calculate SHA-256 checksum of each file Send me an email when each recipient picks up the files Send email message to recipients which includes Passcode as well as Claim ID Recipients must agree to terms and conditions

8. After you have selected your files, you will see an uploading progress bar appear. Once this has completed, you can then click on “**Drop-off files**”.

Drop-off Files

9. We will automatically receive an email notification to let us know you have dropped-off files. Once we pick up (download) the files, you will receive an email to let you know we have successfully received the files.