

THE DROP BOX



UPLOADING A LARGE FILE TO THE INTERNET TO AVOID E-MAILING

WHAT IS THE DROP BOX?

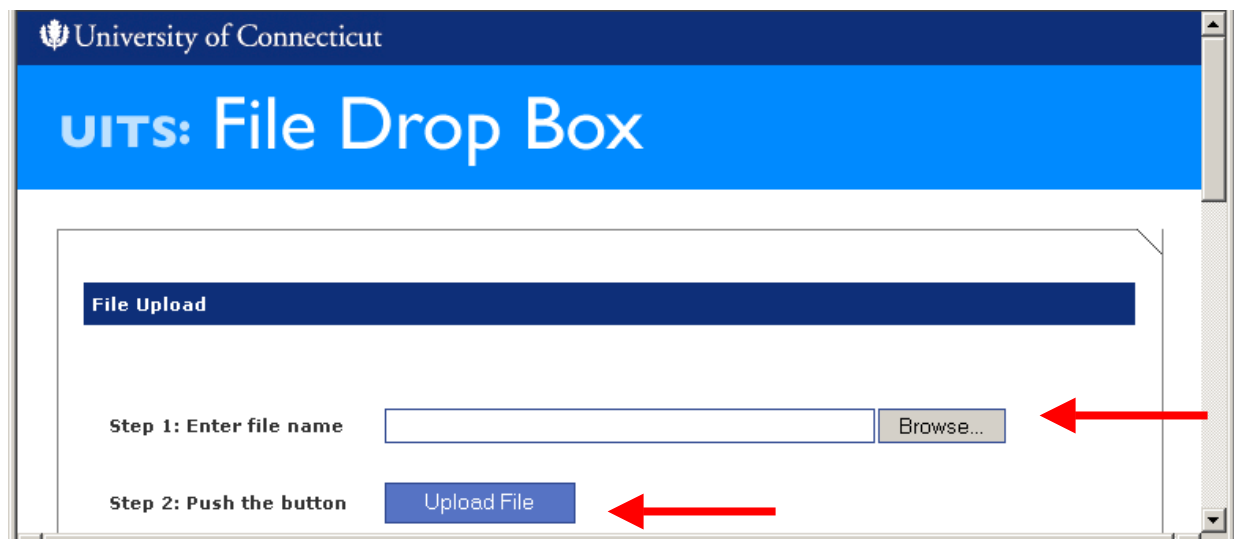
* The University of Connecticut offers a file “drop box,” a place to store large documents. When you upload your file to this drop box, you are given a link that will connect to the document. Then, you send this link to the intended recipient in an e-mail.

IMPORTANT INFORMATION ABOUT THE DROP BOX:

- * The feature is **only** available when **either the sender OR receiver** of the document resides at the **UConn campus and has a uconn.edu address!!!**
- * The link will **remain active** for **14 days ONLY!!!** The service is intended for sharing rather than long term storage.
- * The **maximum** file size is **150 MB!!!** This limit is enforced after you upload your file. Your file **will not be** rejected until **after** your transfer completes.

TO USE THE DROP BOX:

- ➔ In your internet address bar, type the URL **http://dropbox.uconn.edu**
 - This will take you to the site that you will upload the file to; Steps to upload a document are listed on the screen



- ➔ Complete **Step 1** on the screen; Enter a file name or click on **BROWSE** to look in your computer for the file
- ➔ Once you have selected a file from your computer, complete **STEP 2** by clicking on **UPLOAD FILE** on the screen and a link to your document will appear

UITS: File Drop Box

File Upload Successful (Test.txt)

Please send the following link to your intended recipient(s).

<http://dropbox.uconn.edu/dropbox?n=Test.txt&p=W5T1ZB76bGNSRuSch>



- **Copy the link by highlighting** it with the cursor and pressing **CTRL** and the letter **C** on the keyboard simultaneously or right clicking and selecting **COPY**
- Paste the link to the e-mail by pressing **CTRL** and the letter **V** on the keyboard simultaneously or right clicking and selecting **PASTE** and then send the e-mail. You yourself can also access the document by clicking on the link

