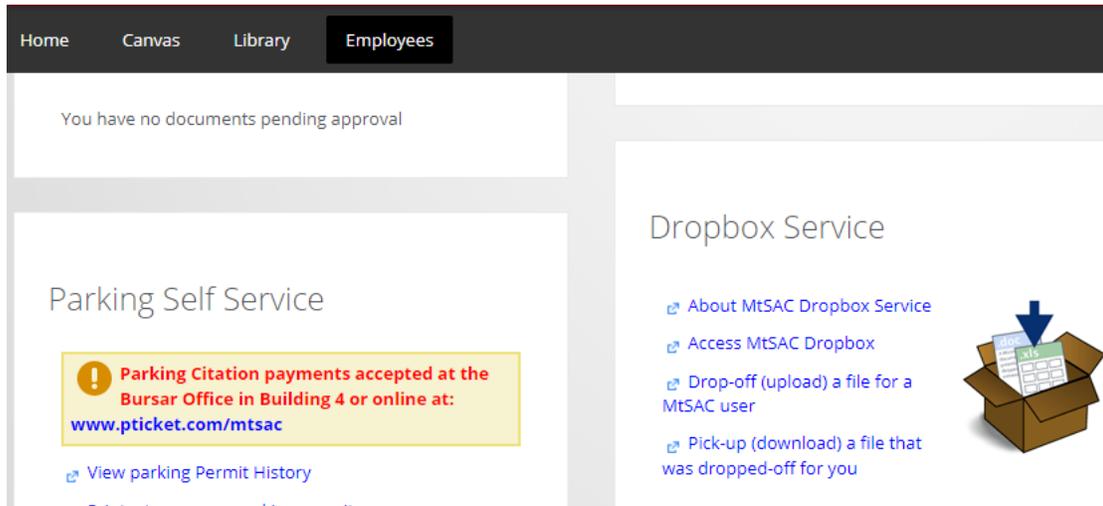


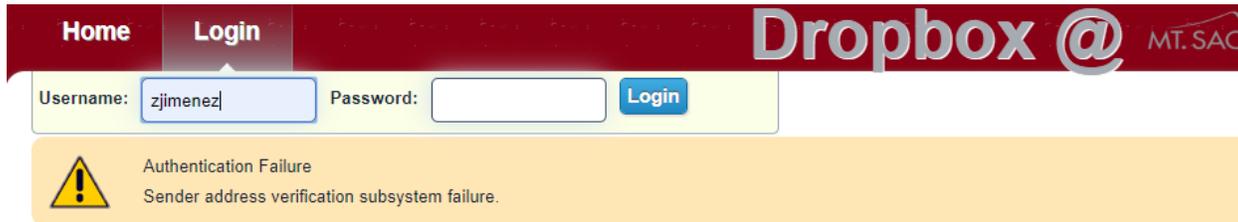
Dropbox Instructions

Internal Mt. SAC Users: Login to your portal at myportal.mtsac.edu and click on the Employee tab then scroll to the bottom of the page under Dropbox Service. Click on Drop-Off (upload) a file for a Mt. SAC user.



The screenshot shows the Mt. SAC portal interface. At the top, there is a navigation bar with 'Home', 'Canvas', 'Library', and 'Employees' (which is highlighted). Below the navigation bar, there is a message: 'You have no documents pending approval'. On the left side, there is a 'Parking Self Service' section with a yellow warning box that says: 'Parking Citation payments accepted at the Bursar Office in Building 4 or online at: www.pticket.com/mtsac'. Below this, there is a link to 'View parking Permit History'. On the right side, there is a 'Dropbox Service' section with three links: 'About MtSAC Dropbox Service', 'Access MtSAC Dropbox', and 'Drop-off (upload) a file for a MtSAC user'. There is also an illustration of a cardboard box with a blue arrow pointing down into it, representing a drop-off.

Click on Login and enter your credentials again



The screenshot shows the Dropbox @ Mt. SAC login page. At the top, there is a navigation bar with 'Home' and 'Login' (which is highlighted). To the right of the navigation bar is the 'Dropbox @ MT. SAC' logo. Below the navigation bar, there is a login form with 'Username:' and 'Password:' fields. The 'Username' field contains 'zjimenez|'. There is a 'Login' button. Below the login form, there is a yellow warning box with a yellow triangle icon and the text: 'Authentication Failure Sender address verification subsystem failure.'

Click on Drop-off (upload) a file for someone else

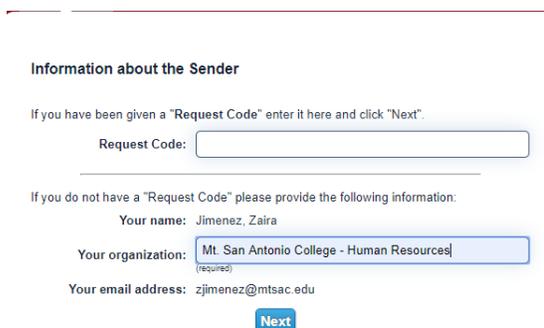


The screenshot shows the Mt. SAC portal interface. At the top, there is a navigation bar with 'Home', 'Inbox', 'Outbox' (which is highlighted), and 'Logout'.

You may perform the following activities:

- Drop-off** Drop-off (*upload*) a file for someone else.
- Pick-up** Pick-up (*download*) a file dropped-off for you.
- Request a Drop-off** Ask another person to send you some files.

Enter your organization then click on next



The screenshot shows the 'Information about the Sender' form. It starts with the text: 'If you have been given a "Request Code" enter it here and click "Next".' Below this is a 'Request Code:' field. Then, it says: 'If you do not have a "Request Code" please provide the following information:'. Below this are three fields: 'Your name: Jimenez, Zaira', 'Your organization: Mt. San Antonio College - Human Resources|' (with '(required)' below it), and 'Your email address: zjimenez@mtsac.edu'. At the bottom, there is a 'Next' button.

Click on "To:" to add the recipient's email you want to send files to. Then click "choose file" to attach files. Finally click on "Drop off Files"

From: Jimenez, Zaira (zjimenez@mtsac.edu) Mt. San Antonio College - Human Resources

Send e-mail message to recipients
 Send an email to me when the recipient picks up the file(s).

To:

Short note to the Recipients

Choose the File(s) you would like to upload

File 1: No file chosen Description: ✘

File 2: No file chosen Description: ✘

You will receive an email from the Dropbox as receipt you sent files.

Thu 3/26/2020 3:11 PM
MtSAC Dropbox <noreply_dropbox@mtsac.edu>
[MtSAC Dropbox] Jimenez, Zaira has dropped off a file for you

To: Lopez, Daniel

This is an automated message sent to you by the MtSAC Dropbox service.

Jimenez, Zaira (zjimenez@mtsac.edu) has dropped-off a file for you.

IF YOU TRUST THE SENDER, and are expecting to receive a file from them, you may choose to retrieve the drop-off by clicking the following link (or copying and pasting it into your web browser):

External Users: <https://dropbox.mtsac.edu/>

Click on Drop-off, make sure you have the email of the Mt. SAC employee you are sending your hire documents to. Complete "Information about the Sender" and click on Send confirmation.

Home Login English (US) MT.SAC

MtSAC Username: Password:

If you are a MtSAC user, you should login above to avoid having to verify your email address, and be able to drop-off files to non-MtSAC users.

Anyone may perform the following activities:

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

Pick-up (download) a file dropped off for you.

1 MtSAC users: you may login with your username and password and send files to anyone, in or out of MtSAC.
Non-MtSAC users: you cannot log in, but can still send files to MtSAC users if you know their email address. Start by clicking the "Drop-off" button.
MtSAC users who wish someone outside MtSAC to send them files, can make it a lot easier for them by logging in and clicking "Request a Drop-off". That saves the other person having to prove who they are. The request created will be valid for 7 days.

dropbox.mtsac.edu is a service to make it easy for you to move files, including large files up to 10.0 GB, in and out of MtSAC.

2 How secure is dropbox.mtsac.edu?

3 Files are automatically deleted from dropbox.mtsac.edu 14 days after you upload them.

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Home English (US) MT.SAC

Information about the Sender

Have you been given a "Request Code"?

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.

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