

## Dropbox Instructions

Login to your portal at [myportal.mtsac.edu](http://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'. The main content area is divided into two columns. The left column has 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](http://www.pticket.com/mtsac)'. Below this is a link to 'View parking Permit History'. The right column has 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). Below the navigation bar, there is a login form with 'Username:' and 'Password:' fields. The 'Username' field contains 'zjimenez|' and the 'Login' button is highlighted. 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 Dropbox interface with a navigation bar at the top containing 'Home', 'Inbox', 'Outbox', and 'Logout' (which is highlighted). Below the navigation bar, there is a section titled 'You may perform the following activities:' with three buttons: 'Drop-off', 'Pick-up', and 'Request a Drop-off'.

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 'Request a Drop-off' form. At the top, there is a section titled 'Information about the Sender'. Below this, there is a message: 'If you have been given a "Request Code" enter it here and click "Next".' followed by a 'Request Code:' input field. Below this, there is another message: 'If you do not have a "Request Code" please provide the following information:'. This is followed by three input fields: 'Your name: Jimenez, Zaira', 'Your organization: Mt. San Antonio College - Human Resources|', 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:   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:	<input type="button" value="Choose File"/> No file chosen	Description:	<input type="text"/>	<input checked="" type="checkbox"/>
File 2:	<input type="button" value="Choose File"/> No file chosen	Description:	<input type="text"/>	<input checked="" type="checkbox"/>

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

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To  Lopez, Daniel

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

Jimenez, Zaira ([zjimenez@mtsac.edu](mailto: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):