# Dropping Off Files for a Mt. SAC Recipient

When a Mt. SAC employee needs to receive a large file (over 150MB) from an external sender, or if the a file cannot be transmitted over email for privacy reasons, you can use our **Dropbox@MtSAC** service to send files via https://dropbox.mtsac.edu/.

If your Mt. SAC contact sent you an email to "Request a Drop-off", please follow the link in the email and skip to Step 6.

To drop off a file for a Mt. SAC employee, you need to know the recipient's Mt. SAC email address. You do not need a Mt. SAC login to drop off files, only the recipient email. Double-check the email! An incorrect or invalid address will not generate any errors.
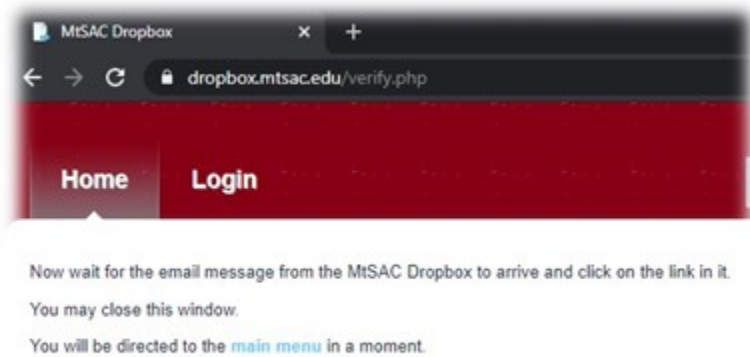
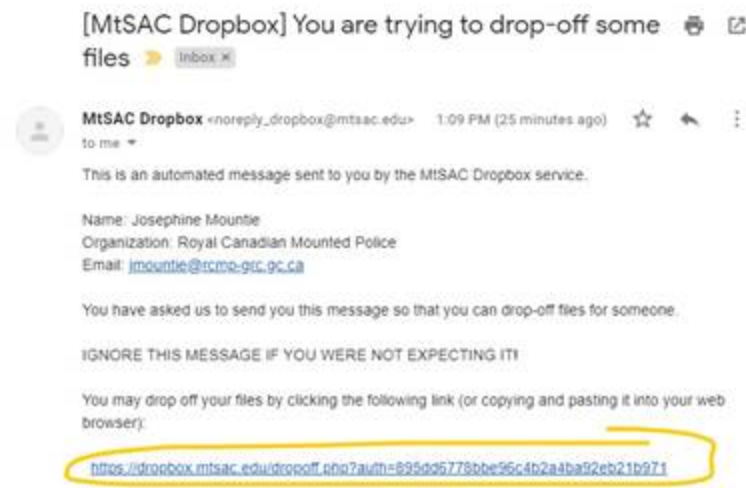1) Go to https://dropbox.mtsac.edu/ and click on the "**Drop-off**" button.
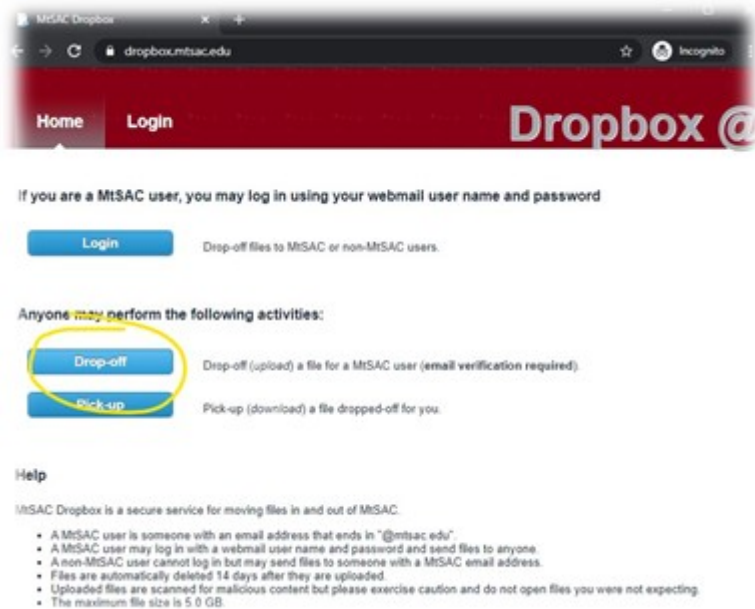
2) Fill in your own contact information and email and click the "**Send confirmation**" button.
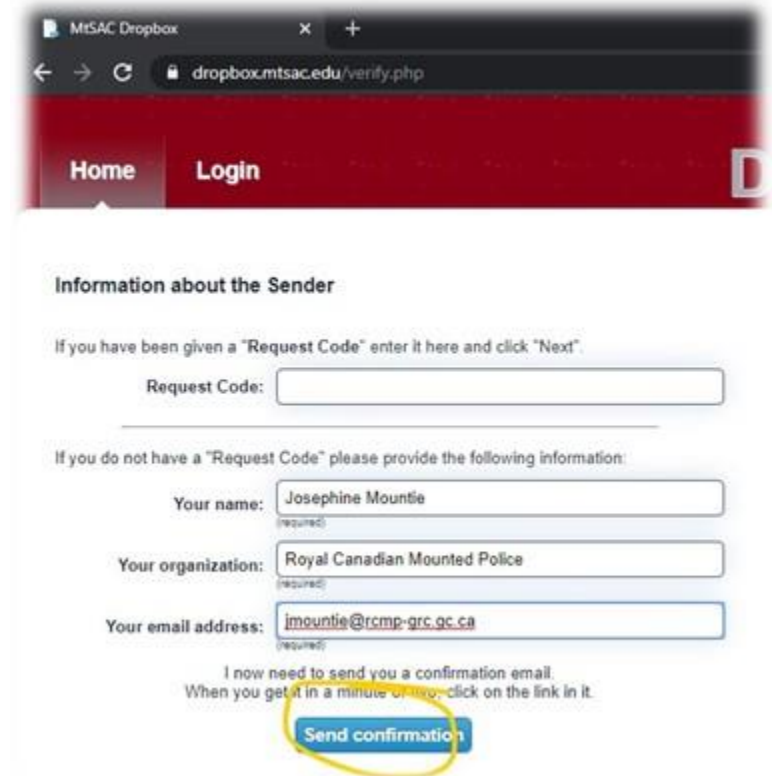
3) You will get a "check your email" message.

4) Check your email for "**[MtSAC Dropbox] Your are trying to drop-off some files**" and open the message. You will find a link for your drop-off page. Please click on the link.

5) Your name and email will be automatically filled in based upon your previous responses. In the middle of the page, look in the "**To:**" section, click on the "**+**" symbol to add a name an email address for your recipient, and then click "**Add Recipient**". Repeat as needed.
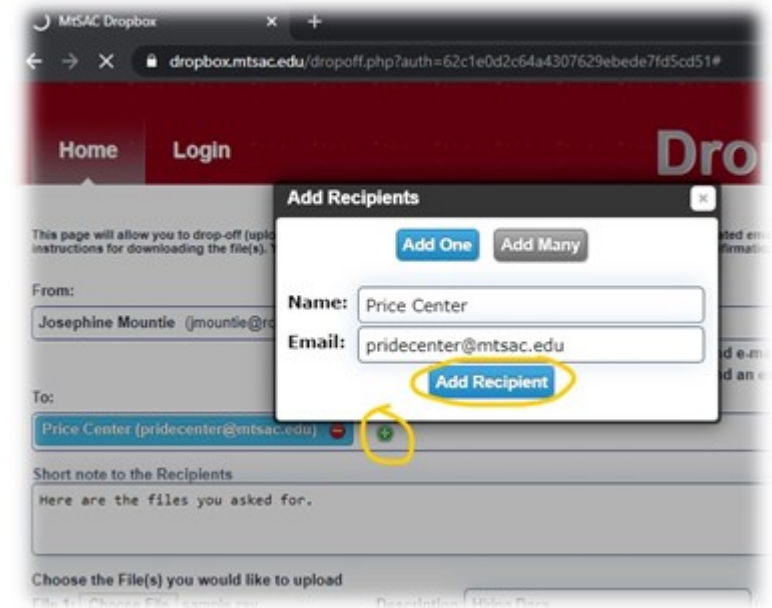
6) Put in a short note to the recipient(s) if desired. Click on "**Choose File**" to select a file from your computer. Put in a description if desired. Repeat as needed. When done adding files, click on "**Drop off Files**".

7) You will see a confirmation screen and a status for your current pick-up status.

8) You have completed dropping off files.