



5 quick steps for sending a 'File request'

1.	Sign up to Dropbox	Create an account at https://www.dropbox.com .
2.	Create a 'File request'	Log into your Dropbox account and select the 'Files' link. On the following screen, select the 'File requests' link and then the 'Request files' button accordingly.
3.	Simplify your URL link	Copy the 'File request' URL from Dropbox and open ' https://goo.gl ' in a web browser. Paste the Dropbox link here and then copy the new simplified URL link.
4.	Add simplified URL to slides/email/whiteboard	Anyone can now send you files by entering the simplified 'File request' URL in their computer/tablet/mobile device.
5.	Access submitted files	Navigate to the designated 'File request' folder in your Dropbox account to view the files that have been uploaded.

Essential short cuts

Dropbox	https://www.dropbox.com
Simple URL	https://goo.gl/
Copy	Windows: Control (Ctrl) + C Mac: Command (Cmd) + C
Paste	Windows: Control (Ctrl) + V Mac: Command (Cmd) + V