

# FileDrop Instructions

Numbers in orange circles correspond to the user interface screens shown.

## Visit the Site

Go to the site URL (address) provided to you. It will be in the form of either "[something].filetransfers.net" or "[something].filegenius.com". **1**

You will come to a screen that will have a login area on the left and a **FileDrop** area on the right. Click on link that says **Upload a file without logging in.** **2**

## Enter Your Information and Select Your File(s)

On the shadowbox window that appears, fill in your name, email address and phone number. All three boxes are required.

On the right, under **Select Files**, click the **Choose File** button. **3** A window will appear allowing you to browse your computer files to locate the file you wish to upload. Once you have selected the file you want, click **Open**. If you wish to upload more than one file, click the **Choose File** button again and select your next file.

## Select Recipients (Optional)

Depending on how the site administrator has the options set, you may see an area called **Select a Recipient** **4** with one or more names. If you wish to have one or more of the people listed be notified if your upload, simply click their names (clicking again to unselect). Or, if you wish everyone to be notified, click the **Select All** link.

## Comments

If you wish to include a comment on your files, you may enter one in the box below **Comment on this upload.** **5**

## Upload

When ready, click the blue **Upload Files** button. NOTE: If this button does not appear, you may have not filled in all of the required information. Make sure your phone number has 10 digits and your email address is properly formatted. **6**

