

DropZone User Registration Guide

1. The newly added user will receive an email notification as shown below. Click on the link to proceed to the registration screen.



2. Once user clicks on the link in the email notification, he/she will be taken to a user registration screen.

User Registration		
First Name:	IPRO	
Last Name:	TEST	
Email Address:	ipro1979@yahoo.com	
Enter Password:	•••••	Password must have at least:
Confirm Password:	•••••	8 characters 2 letters
Password Hint Phrase:		2 digits
Save		r non-aphanument symbol

Must fill out all the fields displayed and click on **SAVE** button.



3. Once the user has gone through the registration process, he/she will be taken directly into the shared folder. Depending on what permissions the owner of the folder has placed on the newly added user(s), he/she can upload, download, and possibly overwrite/update files.

	We	ekome, IPRO TEST	🕜 Help 🗸 F	Preferences	Logout
😽 DZ Lesson					
← DZ Lesson			\$ ~	🛨 Upl	oad
			Search		
Name	Size	Updated			
Folder is empty					

4. User will now be able to upload files to this folder, by clicking on the **upload** button on the right side of the screen.

UPHO /		
 SECURE MAILBOX 	🚳 Inbox 🗙 🍕 Facility Name_856 🗙	
✓ SECURE FOLDER		
🛧 Upload Files		
Ny Home	Schler updated.	×
AIMS Project	← ☆ Facility Name_856	🔹 👻 🕈 Folder 🔮 Upload
Facility Name_856	Linload Files ¥	Search
Search Files		Updated
A LISTS AND REPORTS	+ Add Remove	
	File Size	
	No file(s) selected for upload	
	Description:	
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	Upload Cancel	
		4

- Click Add and select the file you want to upload.
- Click Upload.

At this point file(s) will be uploaded and notifications will be sent to those who share the folder.