Drop-Box Instructions

External Users: https://dropbox.mtsac.edu/

1. Click on Drop-off.

Login MtSAC Username: Password: If you are a MtSAC user, you should login above to avoid having to verify your email address, and be able to drop-off files to non-MtSAC users. Anyone may perform the following activities Drop-off (upload) a file for a MtSAC user (email verification requ Pick-up (download) a file dropped off for you. MtSAC users: you may login with your username and password and send files to anyone, in or out of MtSAC. Non-MtSAC users: you cannot log in, but can still send files to MtSAC users if you know their email address. MtSAC users who wish someone outside MtSAC to send them files, can make it a lot easier for them by loggi Drop-off. That saves the other person having to prove who they are. The request created will be valid for 7 da dropbox.mtsac.edu is a service to make it easy for you to move files, including large files up to 10.0 GB, in an How secure is dropbox.mtsac.edu? • Files are automatically deleted from dropbox.mtsac.edu 14 days after you upload them. Version 6.0-1 | Copyright © 2021 ZendTo | About dropbox.mtsac.ed This service is powered by a copy of ZendTo Home Information about the Sender Have you been given a "Request Code"? Yes No Your name Your organizatio Your email address I now need to send you a confirmation email. When you get it in a minute or two, click on the link in it Version 6.0-1 | Copyright © 2021 ZendTo | About dropbox.mtsac.edu This service is powered by a copy of ZendTo [DropBox] You are trying to drop off some files DropBox <noreply_dropbox@mtsac.edu>

This is an automated message sent to you by the dropbox.mtsac.edu service.

IGNORE THIS MESSAGE IF YOU WERE NOT IMMEDIATELY EXPECTING IT!

https://dropbox.mtsac.edu/dropoff?auth=a021d86fec6b10f6bad487bfad0cfd3b

You have asked us to send you this message so that you can drop-off some files for someone

Otherwise, continue the process by clicking the following link (or copying and pasting it into your web browser):

HRHin

Organization: Mt. San Antonio College

hrhire@mtsac.edu

Name:

Email:

3. You will receive an automated email from Dropbox. Click (or copy and paste) the link on the bottom to continue to drop-off files.

2. Complete "Information about the sender" and

click on Send Information. Once submitted, you

will need to check your email for confirmation.

4. Enter the name and email of the Mt. SAC email (HRHire@mtsac.edu) you are sending your hire documents and click Add and Close. You may add a message to the recipient.

Click to add files or drag to the box, then send. *File name: Last name, First name - Classification (Ex: Professional Expert, Hourly, Student Assistant, Substitute, Adjunct Faculty)

