

DropSend Outlook Plugin Quick Start Guide

Send & Upload Files using DropSend for Microsoft Outlook





SYSTEM REQUIREMENTS

- OS: Windows XP SP2/Vista/7 & 8
- 32 bit or 64 bit
- CPU: 400 MHz or higher
- RAM: 128 MB or more
- Hard Drive: 5 MB of free space

www.DropSend.com

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About DropSend for Outlook

DropSend is a service that lets businesses and individuals send large files, store files online and collaborate in a quick and easy way.

DropSend for Outlook is a plugin that you can add to your Microsoft Outlook 2007-2013 to send large files directly from your email client.

With DropSend for Outlook you can:

- Send large files from your Outlook mailbox
- Attach large files to outgoing emails
- Resume interrupted uploads

How to Install DropSend for Outlook

To install DropSend for Outlook, visit <u>http://www.dropsend.com/outlook.php</u> and download the plugin installation file. DropSend for Outlook is only available for Windows users.

Follow these steps to install DropSend for Outlook on your computer:

- 1. Download the installation file and save it on your computer
- 2. Double-click on the .exe file to launch the Setup Wizard and select your language



3. Follow the prompts of the **Setup Wizard** to install the plugin. You may need to download and install Visual Studio 2010 Tools for Office Runtime. The Setup Wizard will do that automatically.

🚸 🛛 Setup - Dropsend Plugin for MS Outlook 2007-2013 🚽 🗖 🗙					
Select Destination Location Where should Dropsend Plugin for MS Outlook 2007-2013 be installed?					
Setup will install Dropsend Plugin for MS Outlook 2007-2013 into the following folder.					
To continue, click Next. If you would like to select a different folder, click Browse.					
C: \Program Files \DropsendOutlook Browse					
At least 0,9 MB of free disk space is required.					
< Back Next > Cancel					

4. When DropSend for Outlook and all the necessary components are installed, click on the **Finish** button to exit setup



Now that you have DropSend for Outlook installed on your computer, you will see it in your Outlook toolbar:

FILE HC	÷ SEND / RECEIVE	FOLDER VIEW DropSend)	oox - @gmail.com - Outlook	0	? @ - 🗆 X
New New Email Items -	Gelgnore Clean Up ∗ Sunk ∗	Reply Reply Forward More *	 ✓ Read Mail ✓ To Manager ✓ Team Email ✓ Create New 	T Move Rules OneNote Unread/ Follow Read Up	Search People	
New	Delete	Respond	Quick Steps	rs Move Tags	Find Send/Receive	^

You can configure DropSend options and start using the plugin to send files.

Send Files with DropSend for Outlook

Emailing files with DropSend for Outlook is as easy as adding an attachment to your email message. With the plugin's help you can send large files with ease and automatically resume interrupted uploads. This means you won't waste any time because of Internet connection glitches or computer crashes.

Here is how you can attach files with DropSend for Outlook:

1. Open Microsoft Outlook and either compose a new message or reply to one. You will see an **Attach with DropSend** button on the right-hand side of the ribbon. Click on it.



2. Enter your log in credentials. If you have a business account, enter your subdomain.

\$	Login	×					
Send Large Files With Ease							
Login informatio	n						
Email	@gmail.com						
Password							
Do you ha	Do you have business account ? Domain						
Domain							
	Forgot Password Create New Account						
Proxy Information - Leave it empty if you don't use proxy							
Proxy Serv	er: Port						
	Update Cancel Sav	e					

- 3. Now browse to the files you want to send and select them as you normally would
- 4. Business account users can set expiration time, download limit and protect the file with a password

\$	Login		×			
DropSend Send Large Files With Ease						
		Account Se	ettings General Settings			
Expiration limit Downloads limit Protect sending	14 days					
	Update	Cancel	Save			

5. Send your email. You can track file attachment progress by clicking on the **DropSend Upload Status** button in the toolbar.

A new window will open where you can view the upload queue and pause the upload if you want to.

	DropSend Transfer Agent	- • ×
	ropSend [®] end Large Files With Ease	Version 1.2.0.61
Estimated Time Left : Transfer Rate : To : Subject :	01:19:50 (6,20 MB of 1,61 GB) 352KB/s @gmail.com dropsend	Account Settings
Retry	Pause transfer Show Queue Hide	Exit

Uninstalling DropSend for Outlook

To uninstall DropSend for Outlook, do the following:

- 1. Click on the **Start** button and go to the **Control Panel**
- 2. Under **Programs**, click on the **Uninstall a Program** link
- 3. Wait for Windows to open the list of your installed programs
- 4. Find DropSend Plugin for MS Outlook 2007-2013 and click on it to select it
- 5. Click on the **Uninstall** button at the top of the list of your programs
- 6. DropSend for Outlook will be removed from your computer