DropSend®

DropSend Outlook Plugin
Quick Start Guide

Send & Upload Files using DropSend for Microsoft Outlook
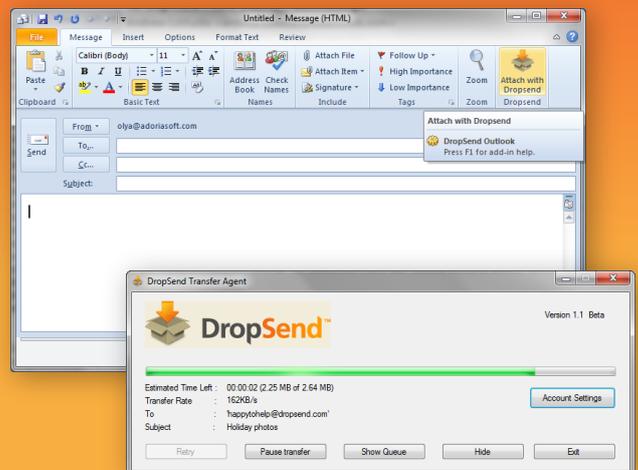
Windows ⊞

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

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 http://www.dropsend.com/outlook.php 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
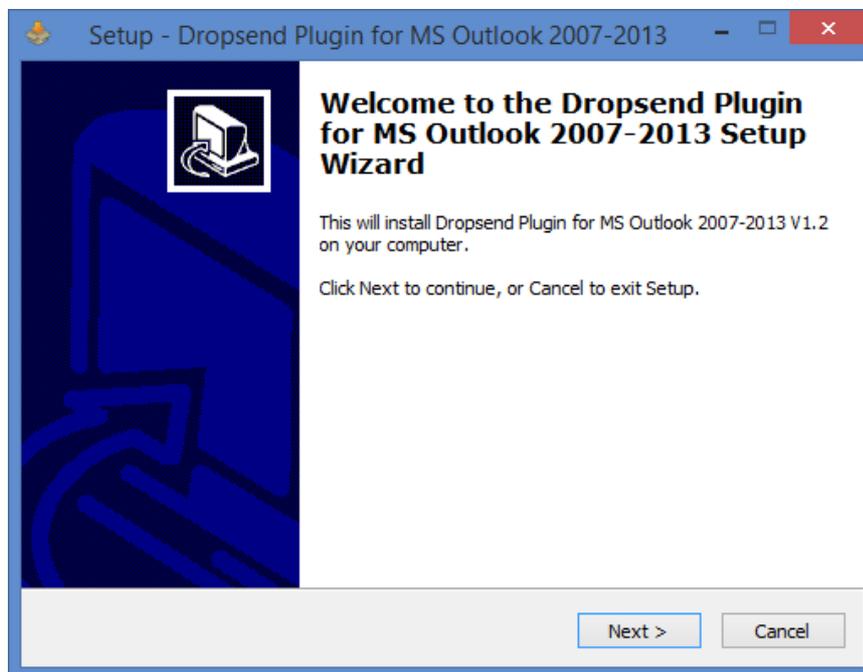
3. Follow the prompts of the **Setup Wizard** to install the plugin. You may need to download and install Visual Studio 2010 Tools for Office Runtime. The Setup Wizard will do that automatically.
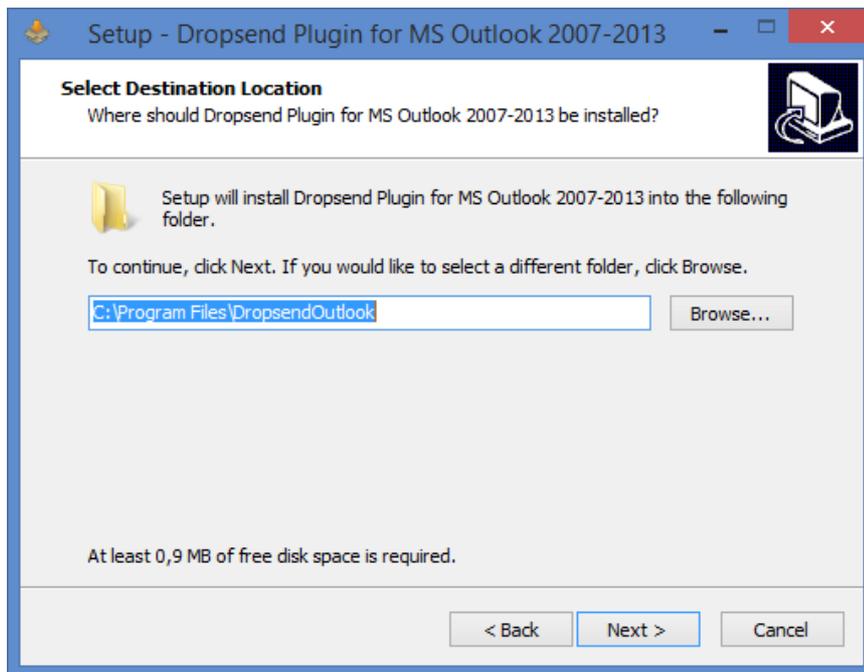
4. When DropSend for Outlook and all the necessary components are installed, click on the **Finish** button to exit setup
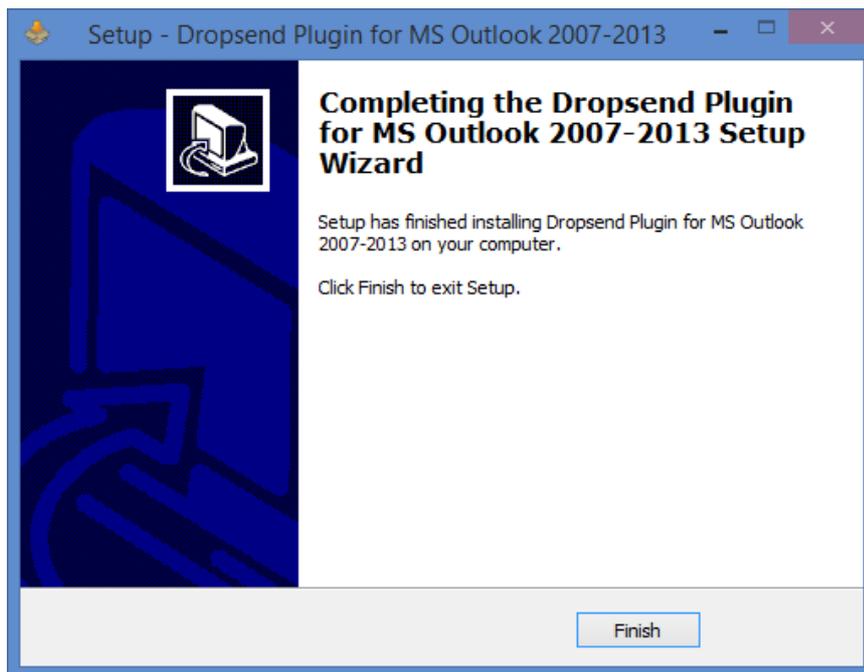
Now that you have DropSend for Outlook installed on your computer, you will see it in your Outlook toolbar:
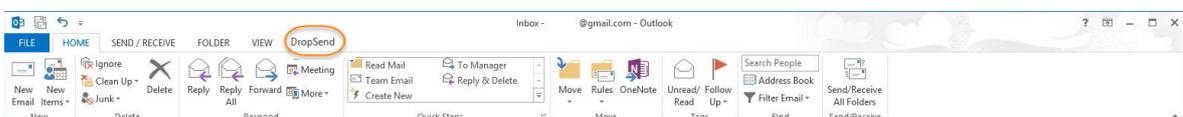
You can configure DropSend options and start using the plugin to send files.

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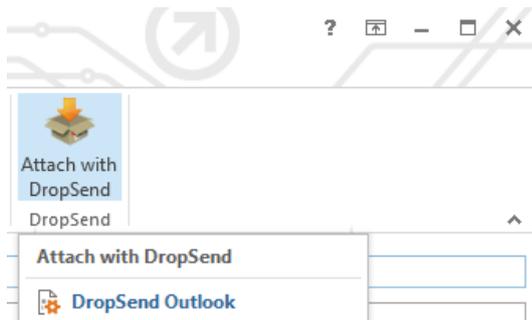
2. Enter your log in credentials. If you have a business account, enter your subdomain.

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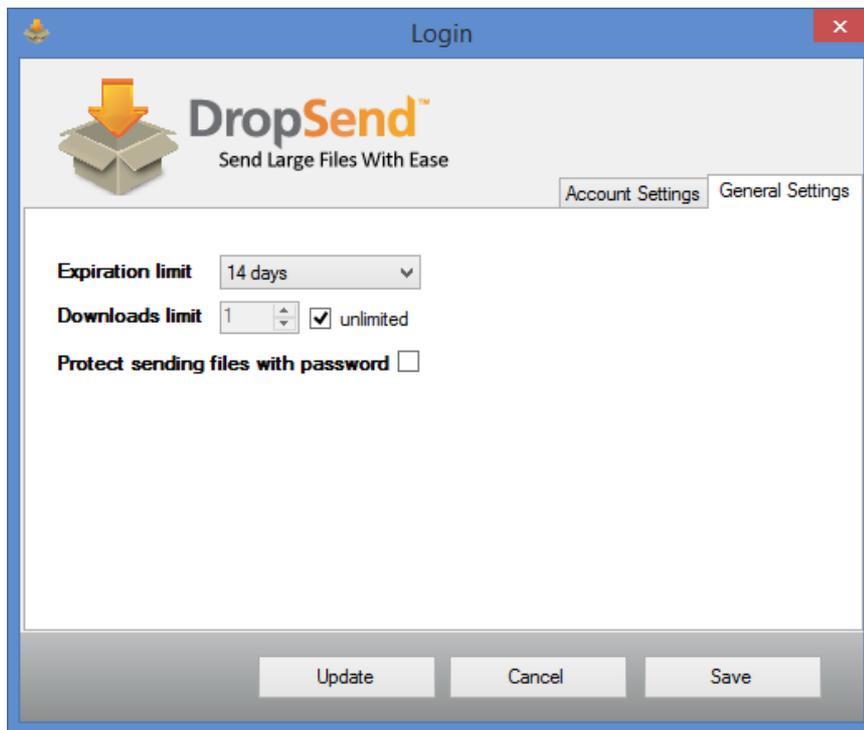
5. Send your email. You can track file attachment progress by clicking on the **DropSend Upload Status** button in the toolbar.

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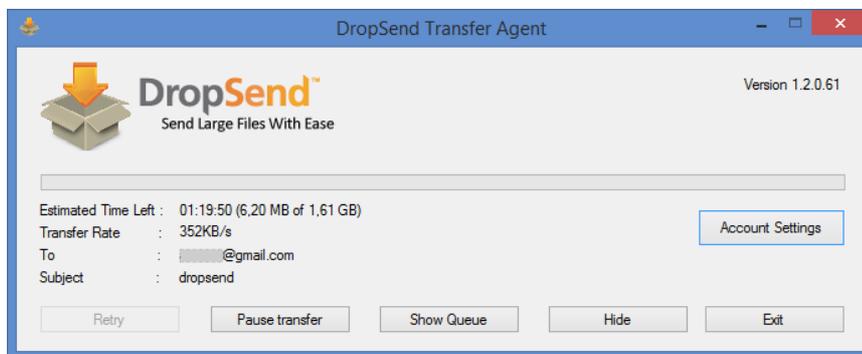
Uninstalling DropSend for Outlook

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