



# DropSend Getting Started Guide

Files [Support](#) [My Account](#) [Contacts](#) [Upload Tools](#) [Logout](#)

 **DropSend™** File sends:

**Send Files** [Back to files](#)

To:

Subject:

File to send:   Description - 40 char. max (optional)

Message:

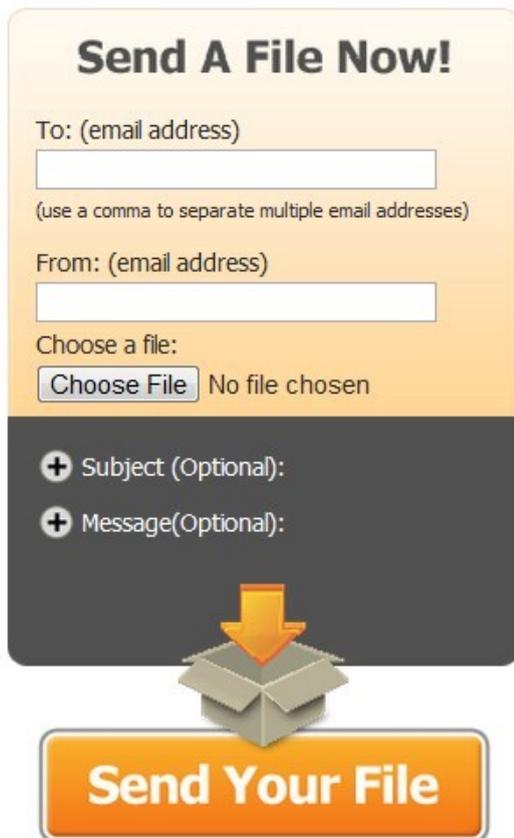
[Click here to preview the email](#)

Copy sent file(s) to my online storage 

## Step 1: How to send a file without registration

If you want to quickly send a large file, you can do it from the homepage in just a couple of clicks. Here is how:

1. Go to [DropSend.com](https://DropSend.com)
2. Under **Send a File Now!** type the email address(es) of the recipient(s) of your files and your own email address in the **From** field.

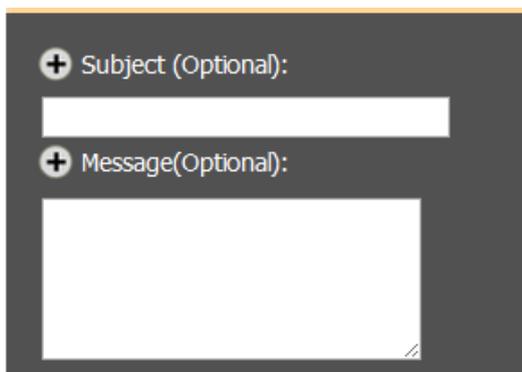


The screenshot shows a form titled "Send A File Now!". It has a light orange header and a dark grey body. The form contains the following fields and buttons:

- To: (email address)**: A text input field with a placeholder "(use a comma to separate multiple email addresses)".
- From: (email address)**: A text input field.
- Choose a file:**: A button labeled "Choose File" and the text "No file chosen".
- Subject (Optional):**: A plus sign icon followed by the text "Subject (Optional):".
- Message(Optional):**: A plus sign icon followed by the text "Message(Optional):".

Below the form is a large orange button with a white border and a shadow, labeled "Send Your File". An orange arrow points down from the form to the button.

3. Click on the **Choose File** button and browse to the file you want to send.
4. You can include a subject and a message with your send. To do that, expand the **Subject** and **Message** fields and type the text.



The screenshot shows the expanded "Subject (Optional)" and "Message(Optional)" fields. The "Subject (Optional)" field is a text input field. The "Message(Optional)" field is a larger text area with a white background and a dark grey border.

5. When you are ready to send, click on the **Send Your File** button.



The recipient(s) will receive an email containing your message and a link to the file.

## Step 2: How to create a DropSend account

When you send a file from the DropSend home page, a **Free** account is automatically created using the email you enter in the **From** field. Once the file is sent, you are automatically logged

into your account so that you can edit your details and select the plan that fits your needs.



Thank you for joining Dropsend. Once your file has completed being uploaded you may [click here to see your sent files](#).

Change Your Plan

	YOUR CURRENT PLAN	Upgrade	Upgrade	Upgrade	Upgrade
Plan Name	Free	Basic	Standard	Pro	Business
Price per month	\$0.00	\$5.00	\$9.00	\$19.00	\$99.00
Sends per month	5	15	45	Unlimited	Unlimited
Online storage	250.0MB	1.0GB	10GB	25GB	500GB
Ads	Yes	No	No	No	No

If you'd rather register before you start sending files, go to DropSend.com and click on the **Pick Your Perfect Plan Now!** button.



You will be taken to a page that has all the plans listed side by side, so that you can easily select the one that suits you best. Click on the **Sign Up!** button to create an account or click on the **More Details** link to learn more about a particular plan.



When you click on the **Sign Up!** button, you will be taken to a new page where you'll need to enter your details, and read and agree to **DropSend Terms and Conditions**. When ready, click on the **Submit Secure Order** button.

Thank you for choosing the Free DropSend Plan!  
Please enter your details below to get started. All fields marked '\*' are required.

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#### Your Details

First Name *	<input type="text"/>	
Last Name *	<input type="text"/>	
Email *	<input type="text"/>	
Password *	<input type="password"/>	<i>Must be at least 7 characters with no spaces</i>
Confirm Password *	<input type="password"/>	

Remember me on this computer

**TERMS & CONDITIONS**

**NOTICE TO USER: PLEASE READ THIS AGREEMENT CAREFULLY. BY USING AND/OR PAYING FOR THE SERVICE(S) SET OUT HEREIN YOU ACCEPT THE FOLLOWING TERMS. YOU AGREE TO BE BOUND BY ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT AND YOU AGREE THAT IT IS ENFORCEABLE AS IF IT WERE A WRITTEN NEGOTIATED AGREEMENT SIGNED BY DROPSSEND LIMITED ("DROPSSEND") AND**

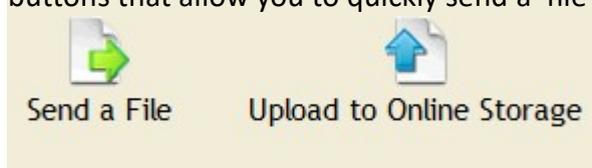
I have read and agree to the DropSend Terms and Conditions



Your account will be created and you will be signed up for the plan you've chosen. You will be able to send files of up to 2GB in size and store files in your online storage space.

### Step 3: How to send files using your DropSend account

To send large files directly from your account, sign in using your email address and password. Once you are logged in, you'll be able to see a summary of your account including the number of remaining sends, your details and your online storage status summary. There are also buttons that allow you to quickly send a file and upload a file to your online storage.



To send a file, click on the **Send a File** button. You will be taken to a new page where you can upload your files and enter the recipient's details plus your message.

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**Send files | [Advanced Flash Upload](#)**

---

Subject

**Please Note - Files larger than 2GB are not supported**

File to upload  No file chosen  [remove file](#)

or [add files from your storage](#)

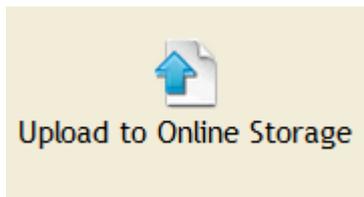
Message

You can use either the regular or the **Advanced Flash Upload** mode. The Flash Uploader allows you to select multiple files.

Once you are ready to send the file(s), click on the **Send** button below the message field.

### **Upload files to your online storage**

If you have a file you need to send on a regular basis, then we recommend uploading it to your online storage. This way you won't have to re-upload the file every time you want to send it. To do that, go to the **My Account** tab and click on the **Upload to Online Storage** button.



You will be directed to the upload page where you can upload files with descriptions and create new folders to organize your files.

By default your files are uploaded to the **Storage** folder. To create a new folder, simply type the name of the folder you want to create in the **Type new folder name** field and then click on the **Start Upload** button. Your new folder will be created and your files will be uploaded to that folder.

**Please choose the file(s) to upload to your Online Storage area**  
(You have 249.6MB storage free - please check this is enough before uploading.)

**Please Note - Files larger than 2GB are not supported**

File(s) To Upload	Description - 36 letter max (optional)
<input type="button" value="Choose File"/> No file chosen	<input type="text"/> <a href="#">remove file</a>
<input type="button" value="Choose File"/> No file chosen	<input type="text"/> <a href="#">remove file</a>
<input type="button" value="Choose File"/> No file chosen	<input type="text"/> <a href="#">remove file</a>
<input type="button" value="Choose File"/> No file chosen	<input type="text"/> <a href="#">remove file</a>
<input type="button" value="Choose File"/> No file chosen	<input type="text"/> <a href="#">remove file</a>

Please choose a folder to place the files in:

Storage

Or create a new folder to place the files in:

Now you'll be able to send files from your storage. To do that, click on the **add files from your storage** link instead of uploading them.

**Send files | Advanced Flash Upload**

Subject

**Please Note - Files larger than 2GB are not supported**

File to upload  No file chosen  [remove file](#)

or

Message

## Step 4: How to use DropSend Direct

**DropSend Direct** is a software tool that makes sending large files even quicker and easier. With its help you can send files directly from your desktop without having to go to DropSend.com. DropSend Direct works on all modern versions of Windows and Mac OS X provided Adobe AIR is installed.

The key benefits of DropSend Direct are:

- ✓ The ability to resume interrupted uploads
- ✓ Intuitive user interface
- ✓ Drag & Drop support
- ✓ Full integration into the operating system
- ✓ Automatic updates

To start using DropSend Direct you'll need to install it first. To do that go to

<http://www.dropsend.com/uploadtools.php> and download the installation file. If you don't

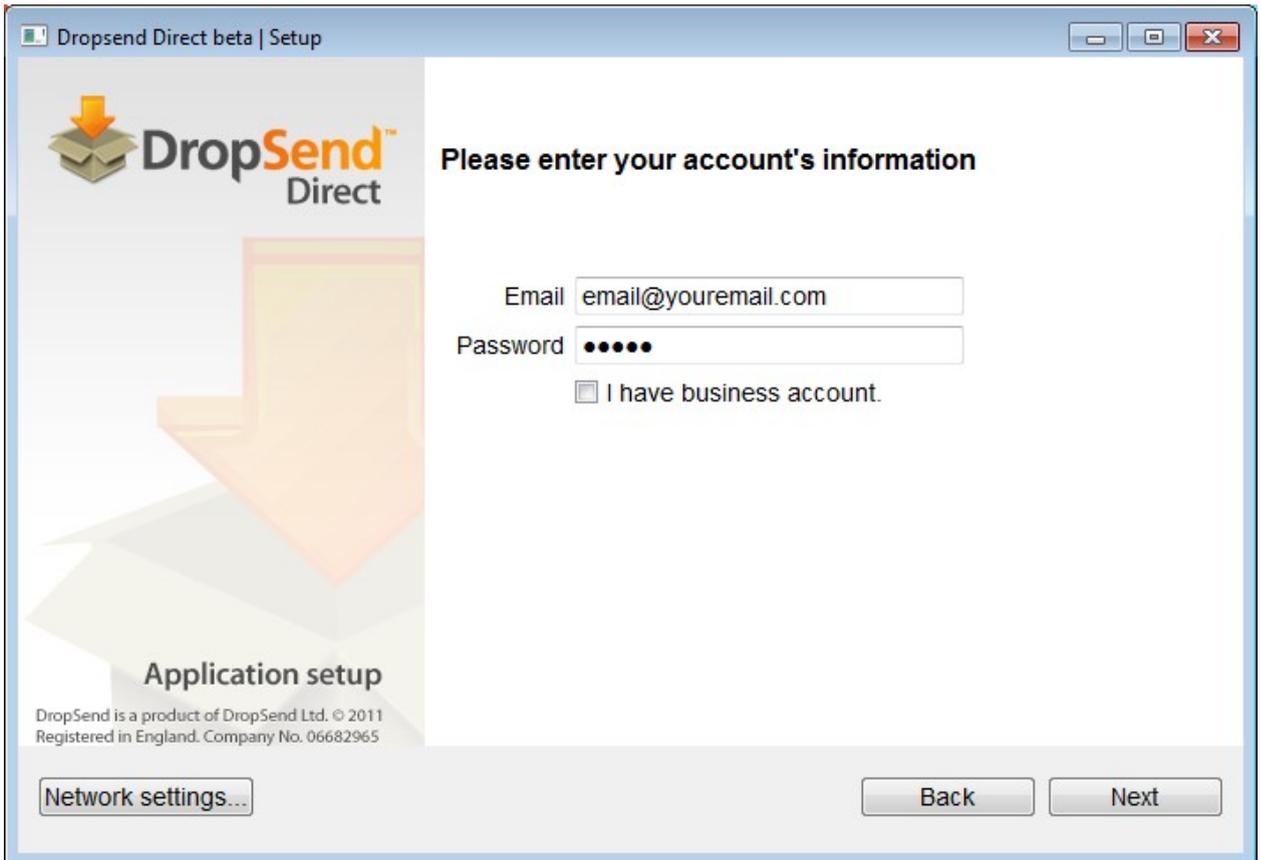
have Adobe AIR installed on your computer, you will need to install it before installing DropSend Direct. When you are ready, double click on DropSend Direct installation file and follow the Installer's instructions.

Once DropSend Direct is installed on your computer, you will need to configure it to be able to send files. Here is how it's done:

1. Double-click on the DropSend Direct icon on your desktop to launch the tool
2. If you already have a DropSend account, select the **Yes, I already have a DropSend account** radio button. If you don't have an account yet, select the other option and you will be prompted to create an account.



3. Log into your DropSend account using your email address and password



DropSend Direct beta | Setup

**DropSend Direct**

Please enter your account's information

Email: email@youremail.com

Password: ●●●●●

I have business account.

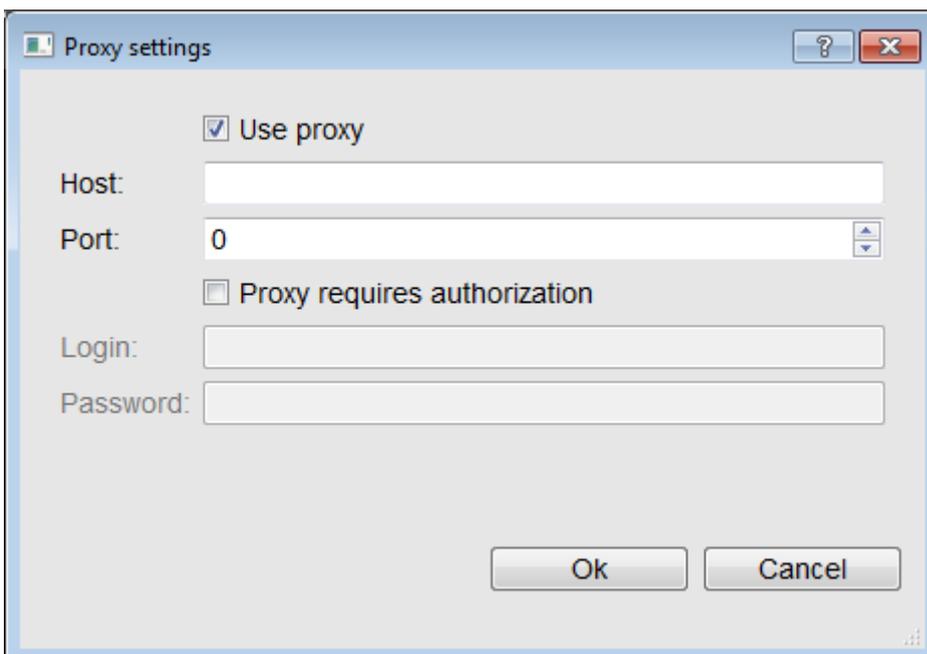
Application setup

DropSend is a product of DropSend Ltd. © 2011  
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Network settings... Back Next

If you have a business account, check the **I have business account** checkbox and enter your domain.

If you are using a proxy, click on the **Network settings...** button to configure the proxy:



Proxy settings

Use proxy

Host: [ ]

Port: 0

Proxy requires authorization

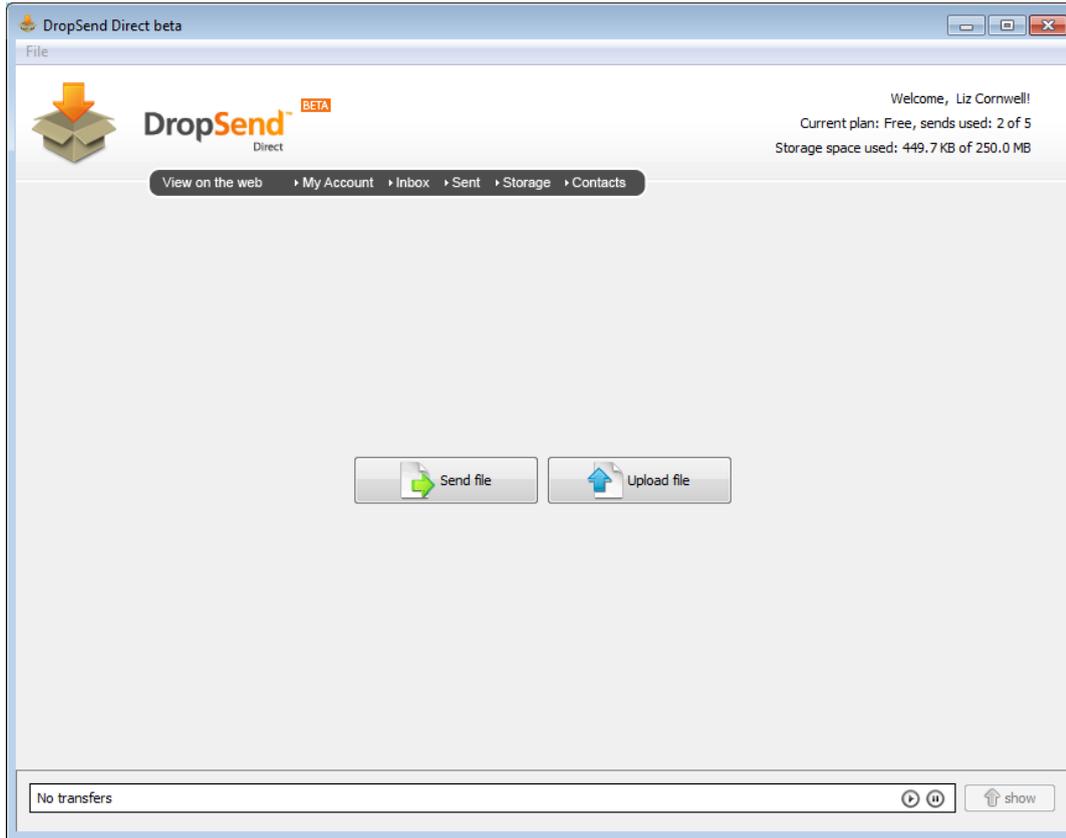
Login: [ ]

Password: [ ]

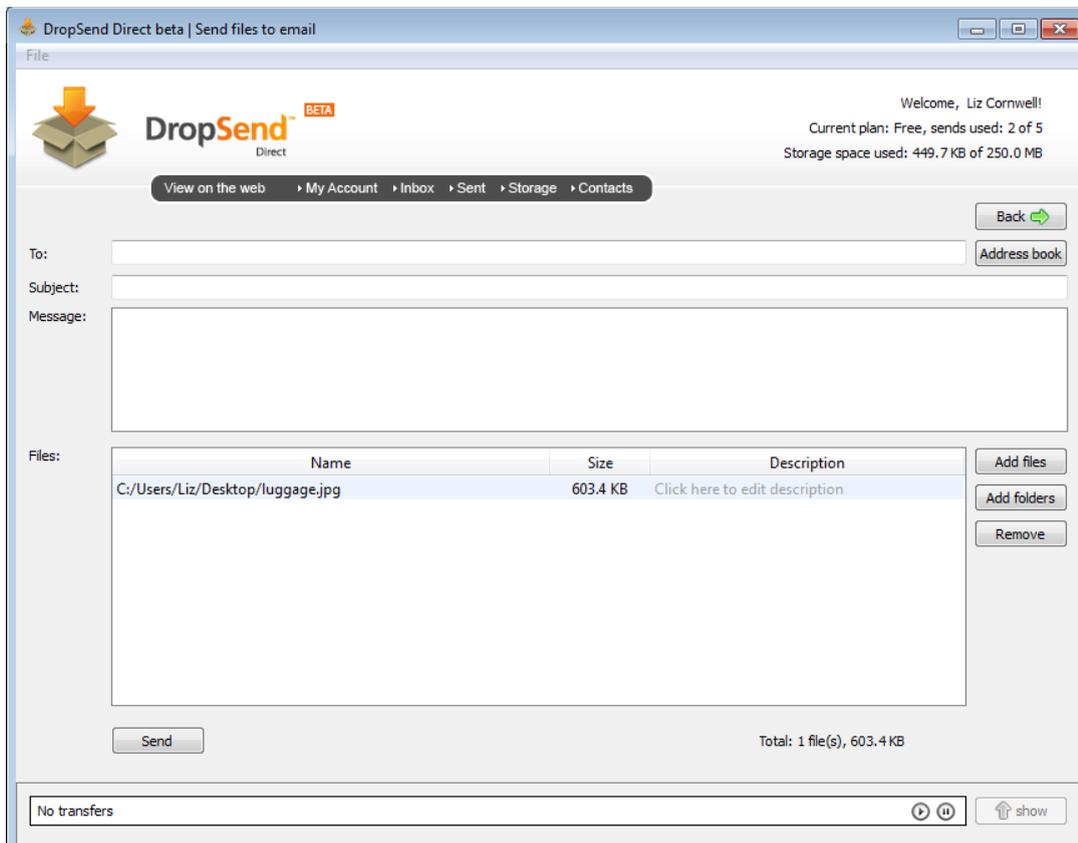
Ok Cancel

When done, click **OK** to go back to the previous screen and then click **Next**.

4. You will be logged into your DropSend account:

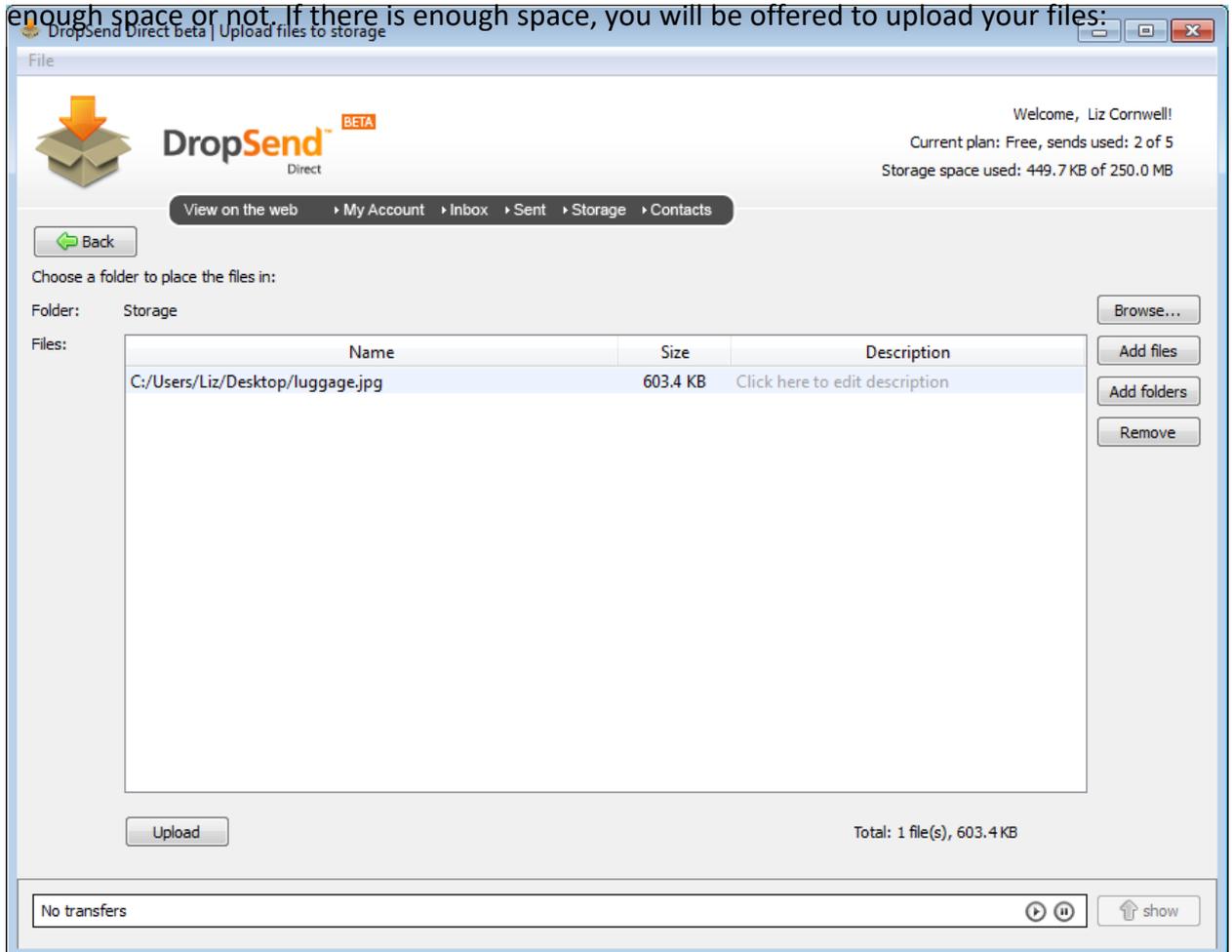


5. To send a file, click on the **Send file** button. You will then be able to drag and drop the files you want to send to the upload box, as well as use the rest of DropSend options:



If your Internet connection gets interrupted, your uploads will resume from where they left off. You won't have to upload files from scratch.

You can also use DropSend Direct to upload files and folders to your online storage space. To do that, go back to the main screen and click on the **Upload file** button. Drag and drop the files you want to upload to the upload box and wait for the application to check whether you have enough space or not. If there is enough space, you will be offered to upload your files:



## Contact us

Still have questions? Send us an email to [happytohelp@dropsend.com](mailto:happytohelp@dropsend.com) and we'll get back to you as soon as we can.