Getting Started with





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Step 1: How to Send a File Without Registering an Account

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 and click on the Send Your File button



2. Under **Send a File Now!** type your email address in the **From** field and the email address(es) of the recipient(s) of your files in the **To** field



3. Click on the **Choose File** button and browse to the file you want to send.

4. You can add a subject and a message to accompany your file. To do that, expand the **Subject** and **Message** fields and type the text

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: Create a DropSend Account and Choose a Plan

When you send a file from the DropSend home page, a **Free** account is automatically created using the email you've entered 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.



If you'd rather register before you start sending files, go to DropSend.com and click on the **Plans** menu entry.



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You will be taken to a page that has all the plans grouped for easy navigation (**Personal**, **Professional** and **Enterprise**). Plans within a group are listed side by side, so that you can easily compare them and select the one that suits you best. Click on the **Sign Up!** button to create an account



When you click on the **Sign Up!** button, you will be taken to a new page where you'll be asked 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 DropSend Basic Plan! Please enter your details below to get started							
Your Details			Credit Card Details (Secure)				
First Name:		â	Card holder name:				
Email: Password:		۲	Zip/Postal Code:	Ex: 123 Your Street, Your City			
Confirm Password:	At least 7 charac	.4	Country: Phone:	Select your country			
Remember me on this of the second	Remember me on this computer			Ex: +1987 6543210			
RODUC COMPLETE Pretonume	00% San 100% 256-bit SS 100% 256-bit SS 1843+104	100%	Card Number:	Ex: 1234 1234 1324 1234			
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			Expires:				

Your account will be created and you will be signed up for the plan you've chosen. Depending on your plan, you will be able to send files of up to 8GB in size and store files in your secure online storage space.

Step 3: How to Send Files from 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. A new window will open where you'll be able to upload your files and enter the recipient's details plus your message.

Dro	PSend Send Send Large Files With Ease
Send File	is
То	
Subject	
	Please Note: Files larger than 4GB are not supported
File to upload	Add file
	add files from your storage
Message	
	Click here to preview the email
	Copy sent file(s) to my online storage ? (You have 248.9MB free - please check if this is enough before uploading!)
	Cancel Send

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

If you have files you need to send on a regular basis, we recommend uploading them to your online storage. This way you won't have to re-upload the files every time you want to send

them. To do that, log into your DropSend account and click on the **Online Storage** button:



An upload window will be opened where you'll be able to upload your files with descriptions and create new folders to organize your files:

nline Storage Please choose the fil					Online St	
You have 248.9MB storage	free - please check t	nis is enough before upload	ing.		1.1MB u 248.9MB av	
File to upload	Choose Files No	file chosen				
File(s) To Uploa	id [Description (Option	al. 36 letter max.)			
Please choose a folder t		Storage		¢		
Or create a new folder t	o place the files in:	Type new folder	name here			
		Cancel	ок			

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 here** field and then click **OK**. Your new folder will be created and your files will be uploaded to that folder.

Now can send files from your storage. To do that, go to your **Storage** folder (or the folder you've created), select a file you want to send and click on the **Send** icon.

DropSend"			File Sends this month 0 used , 5 remaining		Online Storage	Send A File	
Folders	+ Add Edit	Share Send	Download Remove Move Copy Search				View ≣≣≣
 ☐ Inbox ✓ Sent Storage 		Туре	Name 12	Info	Uploaded	Size	
	 ∠	•	Screen Shot 2015-03-10 at 8.17.56 PM.png		11th Mar 2015	459.7KB	
			Screenshot_2015-01-19-16-20-19.png		19th Jan 2015	51.8KB	
			Shining Sea small.jpeg		5th Jan 2015	0.6MB	