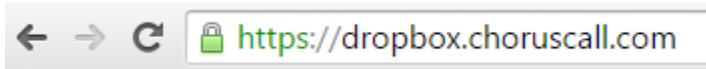
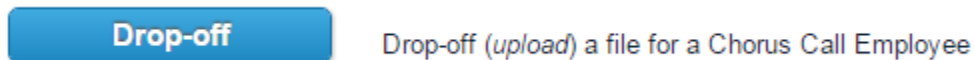


Chorus Call Dropbox Drop-Off Instructions

1. Navigate to **dropbox.choruscall.com** with your web browser.



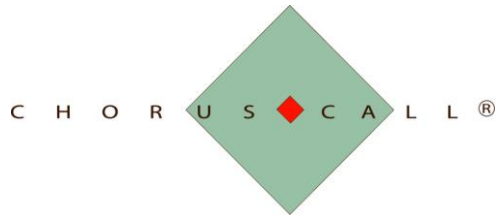
2. Click "Drop-off".



3. Enter a request code if you have been given one.

Request Code:

If not, continue by entering your name, organization, and your email address and entering the characters you see in the RECAPTCHA picture into the RECAPTCHA text field.



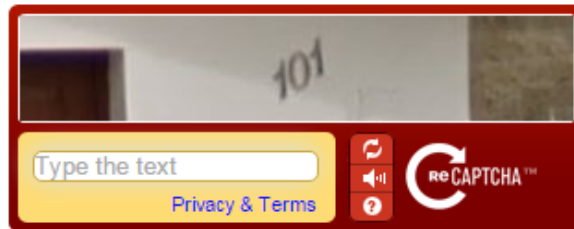
If you do not have a "Request Code" then please complete the rest of this form:

Your name:
(required)

Your organisation:
(required)

Your email address:
(required)

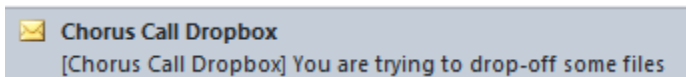
To confirm that you are a *real* person (and not a computer), please play the quick game below:

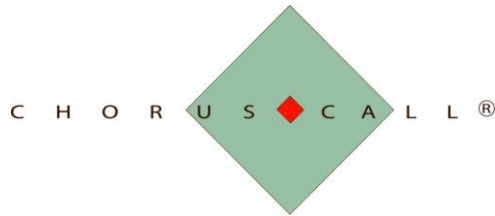


4. Click "Send confirmation."



5. A confirmation email will be sent to you. If you do not see the confirmation email, check your system's spam/junk folder.





6. Once you receive the email, open it and either click on the link or copy and paste the link into your web browser.

This is an automated message sent to you by the Chorus Call Dropbox service.

Name:
Organization: Chorus Call
Email:

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

IGNORE THIS MESSAGE IF YOU WERE NOT IMMEDIATELY EXPECTING IT!

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

<https://dropbox.choruscall.com/dropoff.php>

7. Once the link opens you will be on the file drop page.

Home Login

PLEASE NOTE

Files uploaded to Chorus Call Dropbox are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also strongly encouraged to encrypt any files containing sensitive information (e.g. personal private information) using a tool such as "Winzip" or "Encrypt Files", before sending them via Chorus Call Dropbox!

This web page will allow you to drop-off (upload) one or more files for a Chorus Call Employee. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From:

To:

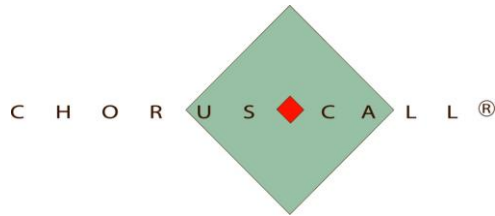
Short note to the Recipients

Choose the File(s) you would like to upload

File 1: No file chosen Description:

File 2: No file chosen Description:

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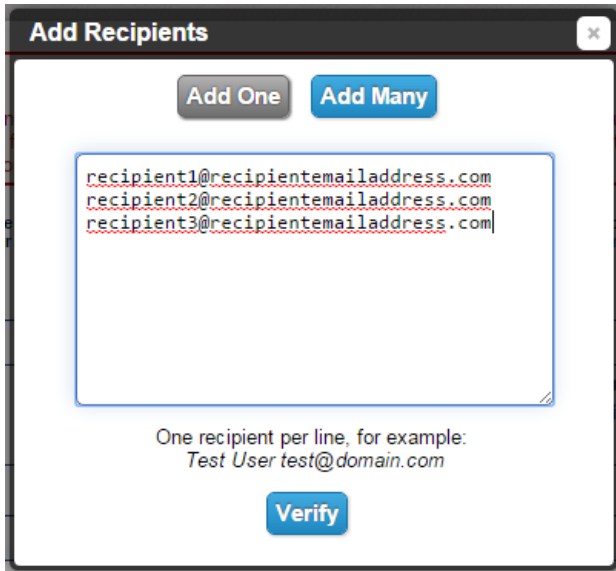
8. Click the green "+" (plus) symbol in the "To:" field to add file drop recipients.

To:

This will bring up the window to enter the information. The system defaults to add one email address at a time. If you only need to enter one address, enter the name and email of that recipient and click "Add Recipient".

A screenshot of a dialog box titled "Add Recipients" with a close button (X) in the top right corner. Inside the dialog, there are two buttons: "Add One" (blue) and "Add Many" (grey). Below these buttons are two input fields: "Name:" and "Email:". At the bottom of the dialog is a blue button labeled "Add Recipient".

If you would like to add multiple email addresses at once, click "Add Many". Once the field appears, add one email address per line by pressing enter in the field after each email address.



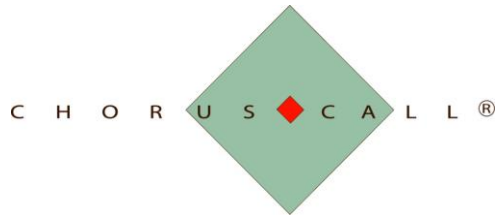
Once the email addresses are added into the field, click “Verify”.



9. After your email addresses are entered, you may enter a short note to the recipients which will populate in the file drop email that is generated by the dropbox system.

Short note to the Recipients

10. Once you have entered your recipients and your short note, you may choose files to add to the file drop. To do this, click on “Choose File”. You may add multiple files by this method so long as the total file size of all files does not exceed 4096MB (Megabytes).



Choose the File(s) you would like to upload

File 1: No file chosen

Description:

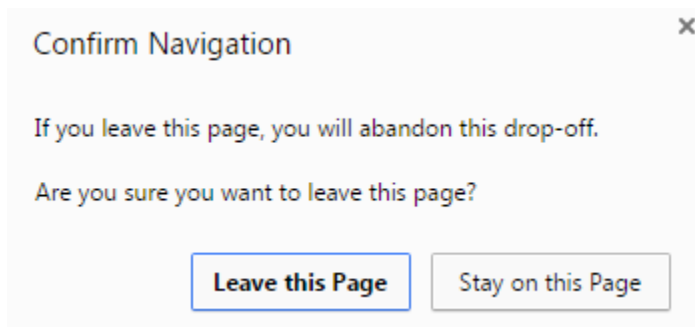
File 2: No file chosen

Description:

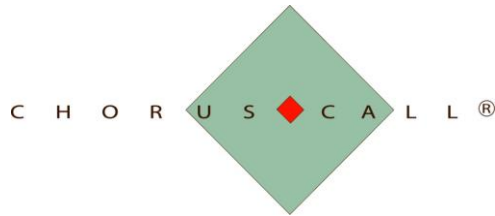
11. Click "Drop off Files".



If your web browser asks you to leave the page or stay on the page after clicking on "Drop off Files", click "Leave Page".



This will take you to the "Drop-Off Summary" page. This page contains information on who received the file drop, the file that was sent, and the applicable Claim ID and Passcode as well as the short note that was added into the field.



Home Login

CHORUS CALL

Drop-Off Summary

Filename	Type	Size	Description
	audio/wav	183.3 KB	1 file

From:

To:

Comments:

This is your short note message. Please pick up this file drop-off.

None of the files has been picked-up yet.

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12. Once your recipients have received your file drop via email, the system will notify you via email once the file has been picked and will provide you the email address of who has picked it up.

From: Chorus Call Dropbox
Sent: Thursday, August 20, 2015 11:05:45 AM (UTC-05:00) Eastern Time (US & Canada)
To:
Subject: [Chorus Call Dropbox] video@choruscall.com has picked up your drop-off!

This is an automated message sent to you by the Chorus Call Dropbox service.

The drop-off you made (claim ID:) has been picked-up.
The file CCTestPowerPoint.pptx was picked up.
video@choruscall.com made the pick-up from