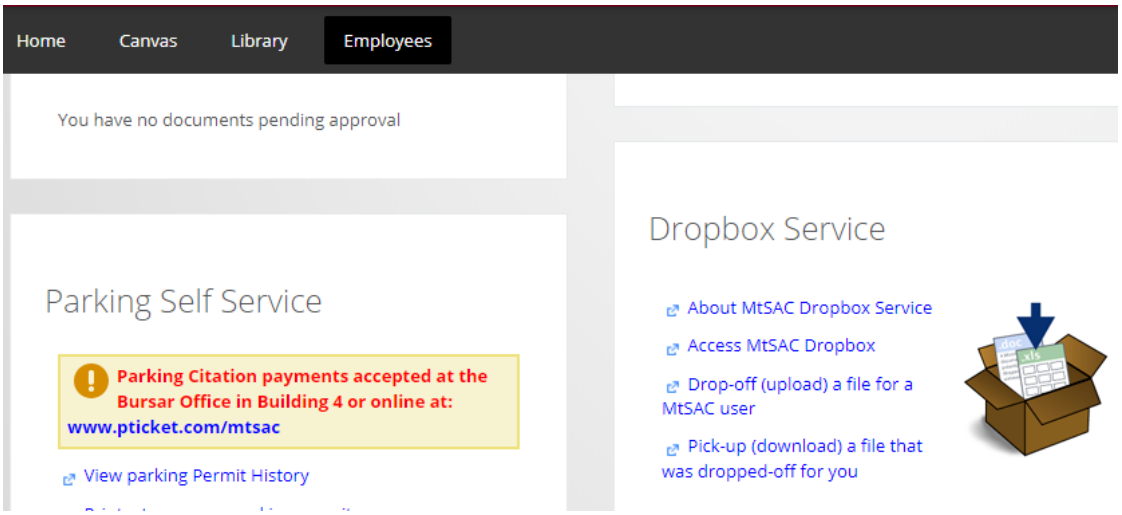
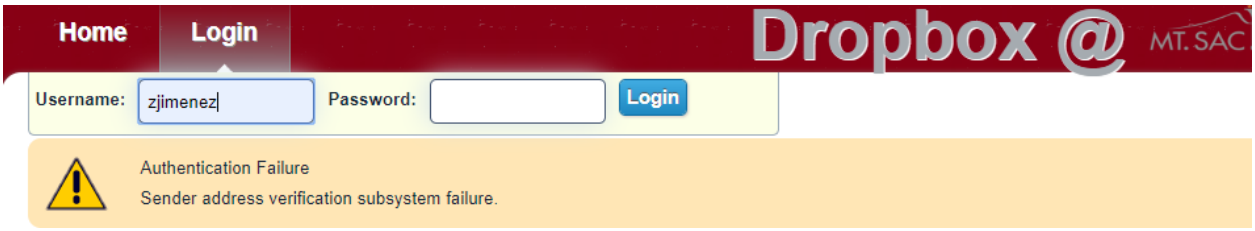
Dropbox Instructions

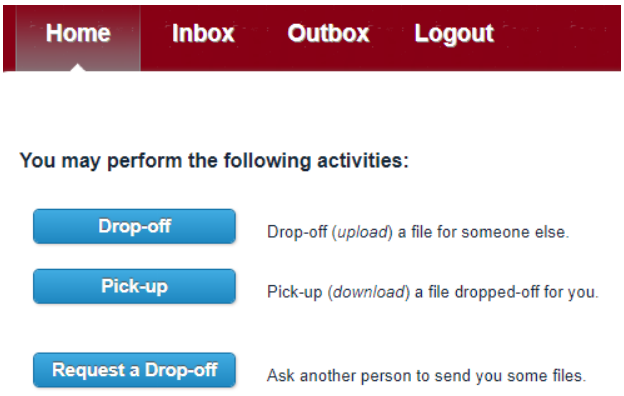
Internal Mt. SAC Users: Login to your portal at myportal.mtsac.edu and click on the Employee tab then scroll to the bottom of the page under Dropbox Service. Click on Drop-Off (upload) a file for a Mt. SAC user.



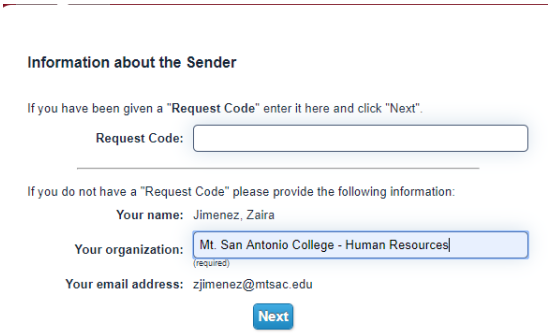
Click on Login and enter your credentials again



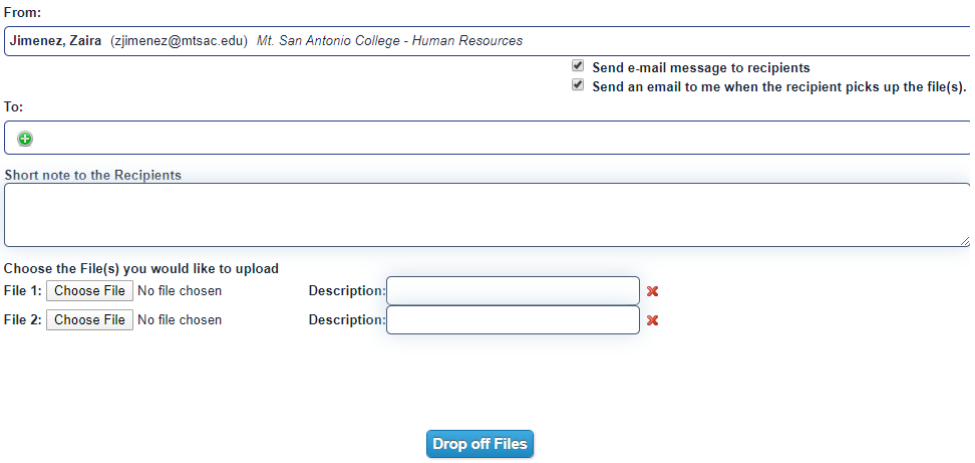
Click on Drop-off (upload) a file for someone else



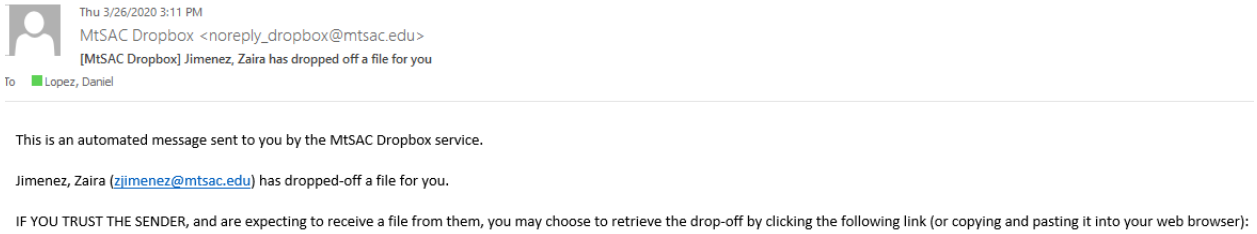
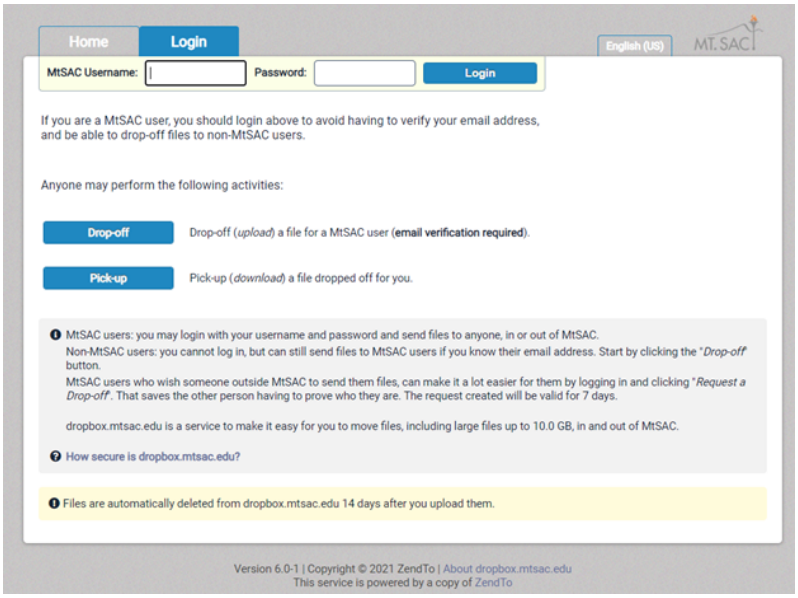
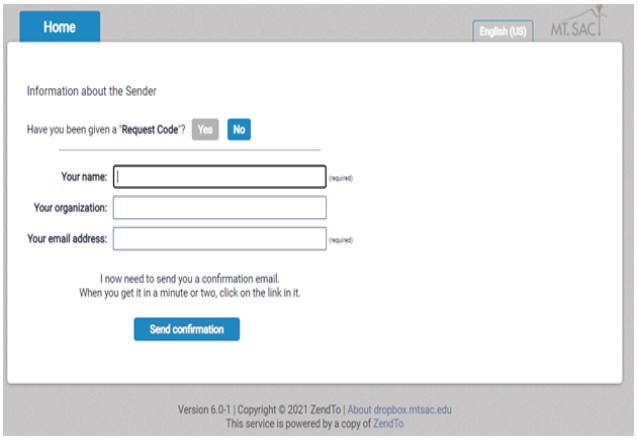
Enter your organization then click on next



Click on “To:” to add the recipient’s email you want to send files to. Then click “choose file” to attach files. Finally click on “Drop off Files”



You will receive an email from the Dropbox as receipt you sent files.



External Users: https://dropbox.mtsac.edu/
Click on Drop-off, make sure you have the email of the Mt. SAC employee you are sending your hire documents to. Complete "Information about the Sender" and click on Send confirmation.