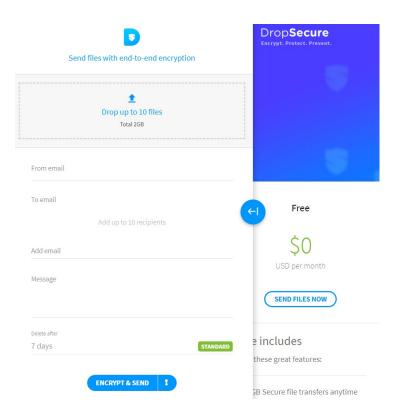
Using DropSecure For Secure File Transfers

Visit <u>www.dropsecure.com</u> – You do not need to create an account. Files are encrypted securely and are deleted after seven days.

Desktop: Click on blue arrow on the left side of the homepage, this will bring up the free transfer tab. Upload the files, and enter the email to send from and to, along with any message you would like to add.

- By default, the file will also be sent to the sender, you can remove sender email from the final list if you don't want to receive a copy of the file.
- When you retrieve files, the system may make you confirm your email address with a confirmation code sent to your email.
- You will be notified at your 'from' address when the files have been viewed by the recipient.



Mobile: Same process as on desktop, but the arrow is instead located in the upper left corner of the browser window. ->

