Improving Healthcare for the Common Good®

DropZone
User Registration Guide

1. The newly added user will receive an email notification as shown below. Click on the link to proceed to the registration screen.


2. Once user clicks on the link in the email notification, he/she will be taken to a user registration screen.

*Must fill out all the fields displayed and click on **SAVE** button.*

3. Once the user has gone through the registration process, he/she will be taken directly into the shared folder. Depending on what permissions the owner of the folder has placed on the newly added user(s), he/she can upload, download, and possibly overwrite/update files.
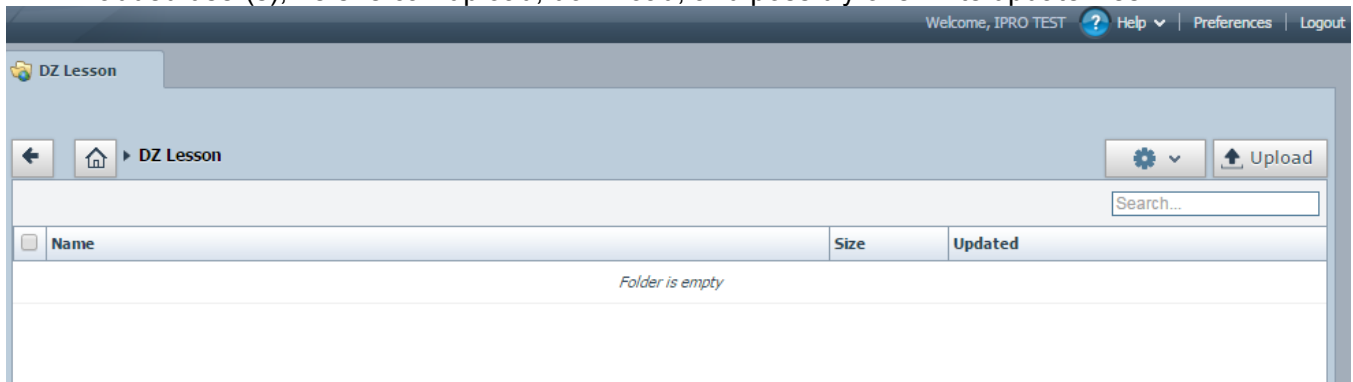
4. *User will now be able to upload files to this folder, by clicking on the **upload** button on the right side of the screen.*
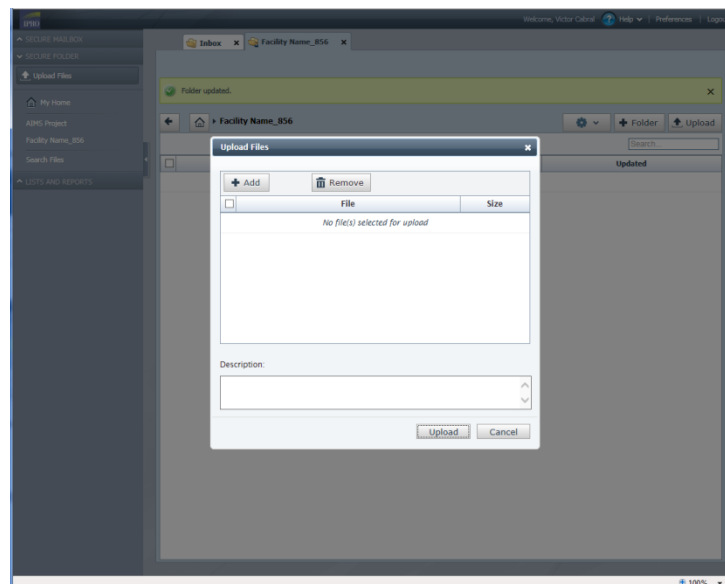
   • *Click **Add** and select the file you want to upload.*
   • *Click **Upload**.*

   At this point file(s) will be uploaded and notifications will be sent to those who share the folder.