**Sending Large Files using York University’s Dropbox**

Students submitting e-copies of their thesis to members of their examining committee or submitting large files to course directors for assignments may make use of York University’s Dropbox.

**How to use York University’s Dropbox**

1. Log in at <http://dropbox.yorku.ca> using Passport York
2. Click “Choose File” and select the file to upload from your device
3. Enter **only your email address** in the “Recipient(s) Email” field
4. Click “Upload file and send notification”
5. Access your email to locate the unique download link
6. Draft an email to your recipients and include the unique download link

Alternatively, if your recipients are expecting the file, you can choose to have York University’s Dropbox send the file directly to them:

1. Log in at <http://dropbox.yorku.ca> using Passport York
2. Click “Choose File” and select the file to upload from your device
3. Enter all recipient email addresses in the “Recipient(s) Email” field (it is recommended you include your own email address so you receive a copy of the unique download link)
4. Click “Upload file and send notification”

**Note:** All files uploaded to the York University’s Dropbox are maintained for 3 days, upon which they are deleted. Recipients must ensure they download the file prior to its expiration.

Students can contact [ithelp@yorku.ca](mailto:ithelp@yorku.ca) for assistance with York University’s Dropbox.