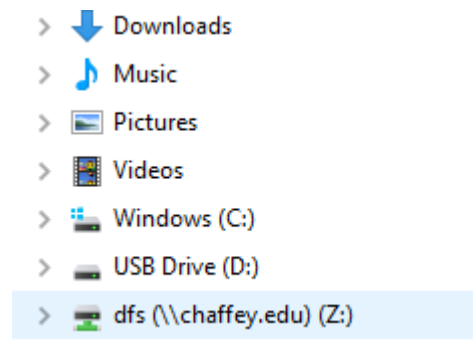
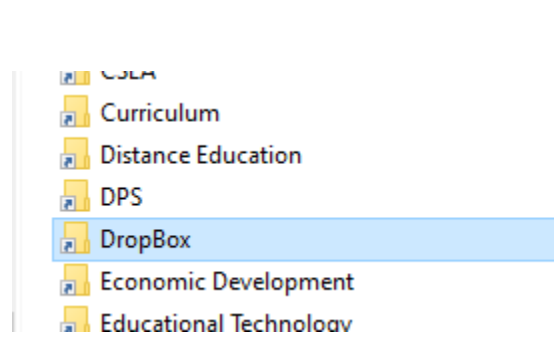


Sometimes emailing a file doesn't work. It might be too large, for instance. The z drive DropBox (not to be confused with the cloud storage service) might be the solution. This serves as a type of "scratch" area that allows you to hand off files to other users.

Go to the Z Drive on your district computer



Find the "Drop Box" folder



You can coordinate with the receiver of the file to determine when you will add your file to this location so that they can "collect" it.

**WARNING!!! This location is a public folder and a "temp only" location. All files left in this location will be deleted each night!!!**