

How to upload and send document through Dropbox

Information

To
Must be a valid UND email address.

From

Subject

Comments

File Upload

File No file chosen

Delete after days

Step 1: Fill in casey.morton@und.edu in the To field

Step 2: Type in your email address in the From field

Step 3: Type in the subject line (i.e., Fishbone Diagram or Week 3 QAPI Homework)

Step 4: In the comments field type in your facility name

Step 5: Click Choose File then select correct document to upload (if you are uploading more than one document click Add and repeat Step 5)

Step 6: Click in the box next to I'm not a robot (follow prompts – i.e., Select all images with a fire hydrant)

Step 7: Click Upload