

# Sending Files Via YouSendIt<sup>®</sup>

You can send large and/or confidential files to others through a YouSendIt<sup>®</sup> dropbox to one of OYA's authorized license holders. The license holder will then forward your file to your intended recipient.

To begin, open OYA's secure dropbox on the YouSendIt<sup>®</sup> website: <http://dropbox.yousendit.com/oregonyouthauthority>

The YouSendIt<sup>®</sup> dropbox screen appears:

1. Select the name of the YouSendIt<sup>®</sup> license holder who will process the file for you from the list in the dropbox.
2. Add a subject.
3. Enter a transmittal message to the license holder — in your message to the license holder, be sure to include the following information:
  - Recipient address(es)
  - Message you want relayed to the recipient
  - Any other necessary information (e.g., file expiration, download options, and password for files containing protected or restricted information, timeline for sending the file, etc.)

## Sample Message Initiator to License Holder

*Please send the attached file to john.doe@mail.com and password-protect the file with strongP@ssw0rd.*

4. Enter your email address.
5. Click **Browse** to open a Choose File screen.

In the Choose File screen, navigate to the appropriate folder and select the file you want to send.

Click **Open**.

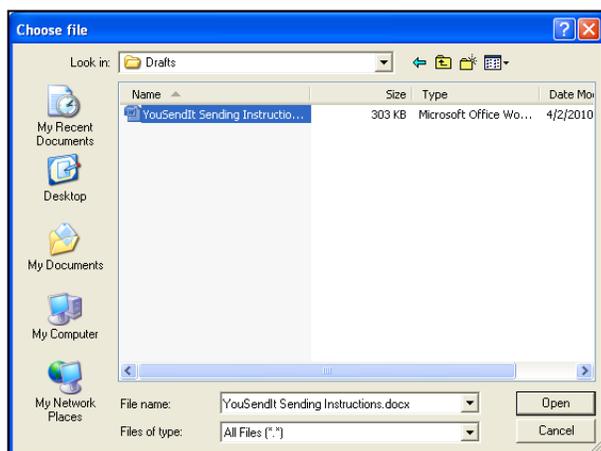
If you don't see the file that you are looking for in the appropriate folder, make sure that **All files (\*.\*)** is selected in the **Files of type** box.

The path and name of the file is returned to the YouSendIt<sup>®</sup> screen.

6. Click the **SEND IT** button.

NOTE: Up to five files can be sent, but they must be selected individually – click the Add another file link to open the Choose File screen to add additional files.

The screenshot shows the 'Send a File to Dropbox' interface. It features a dropdown menu for 'Dropbox Recipient(s)' with a list of license holders (Clackamas, Clatsop/Col, Switzer, Seller). Below this is a 'Subject' field, an 'Enter Message' text area, and a 'Your Email' field. A 'Browse...' button is next to the email field. A red circle highlights the 'Add another file' link below the file selection area. A green 'SEND IT' button is at the bottom. A note at the bottom states: 'Items marked with an asterisk (\*) are required. By clicking on the "Send It" button, you agree to Terms of Service.'



# Sending Files Via YouSendIt®

When the file is sent, YouSendIt® displays a confirmation screen that the file was successfully sent to the dropbox.



You will also receive an e-mail from YouSendIt® confirming that your file has been received and scanned – indicating that it has been delivered to the license holder.

