

Step by Step Upload of files for UH FileDrop Lyon Arboretum Camp Registration



1. Please give your child's forms easy-to-recognize names such as LASTNAME_firstname_camp and LASTNAME_firstname_WAIVER
2. Go the File Drop webpage to start the process.
<http://www.hawaii.edu/filedrop>

 A screenshot of the UH FileDrop website's login page. At the top left is the University of Hawaii logo. The page title is "UH FileDrop". Navigation links include "Home", "Help", "Feedback", "Holidays", and "Campuses". A paragraph explains that the tool is for sharing files between UH faculty and staff and with non-UH users, with a 999MB total upload limit. Below this, there are two main sections: "UH Users" with a green "UH Login Here" button, and "Non-UH Users" with a form for name and email, and a "Continue" button.

Figure 1. UH FileDrop login page.

3. (Figure 1.) Click on "UH login here" for UH users, or type in your name and email address if you don't have a UH Username.
 - If you don't have a UH username, follow steps A and B on page 2.
 - If you DO have a UH username, skip to page 3.

- A. **If you do not have a UH username**, an email will be sent to the email address you entered. You will see a message on the UH FileDrop page confirming this (figure 2).
- B. Open your email inbox. (Figure 3.) You will see an email from UH FileDrop with a link. Click the link to continue to the upload page.
- C. Continue to page 3.

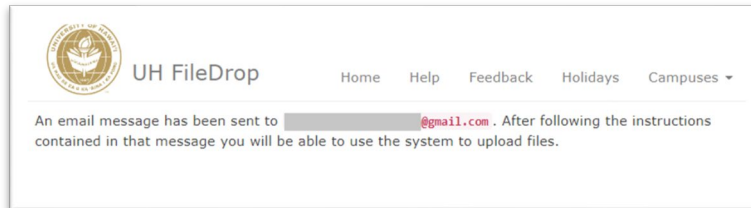


Figure 2. Confirmation message on UH FileDrop for non-UH users.

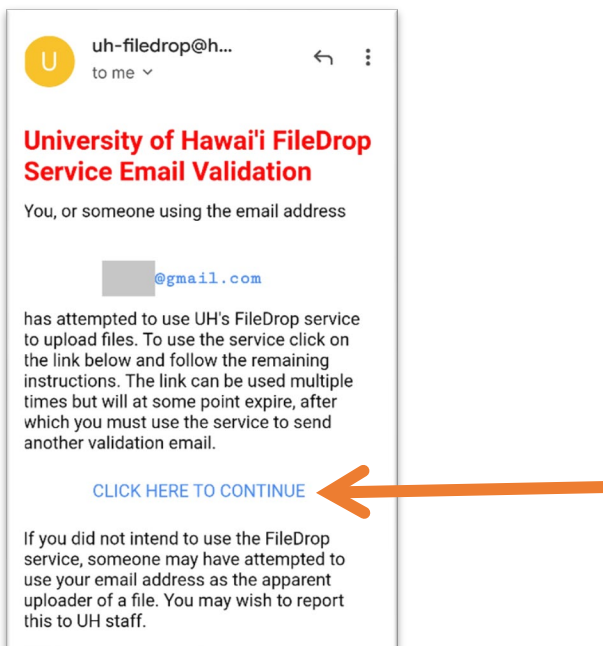


Figure 3. Email from UH FileDrop service with link to continue.

4. You will now see a page for recipient information (figure 4).
 1. Type in the email address of the recipient. For the recipient, enter LyonEdu or LyonEdu@hawaii.edu. (The capitalization is not important.)
 2. Click on “Yes, require recipient to log in using the UH Login”.
 3. Please put the expiration timer to the maximum time (14 days) to give our staff ample opportunity to download your file.
 4. Press the **Proceed** button to continue.

The screenshot shows the 'UH FileDrop' interface. At the top, there is a navigation bar with 'Home', 'Help', 'Feedback', 'Holidays', and 'Campuses'. The main content area is titled 'Upload Details' and contains the following sections:

- Sender email:** A text input field for the sender's email address.
- Recipient email:** A text input field for the recipient's email address, with the instruction 'Enter the UH Username or email address for the recipient.'
- Require Authentication:** A section with a blue information icon. It contains two radio button options: 'Yes, require recipient to log in using the UH Login (recommended)' (which is selected) and 'No login required (unsecure download available to anyone)'.
- Expiration Timer:** A section with a dropdown menu currently set to '5 days'.
- Optional message:** A text area for an optional message to be included in the email.
- Proceed:** A button at the bottom right of the form.

Four callouts are present on the left side of the form:

- 4.1:** A blue circle with an arrow pointing to the 'Recipient' input field.
- 4.2:** A blue circle with an arrow pointing to the 'Require Authentication' section.
- 4.3:** A blue circle with an arrow pointing to the 'Expiration Timer' dropdown menu.
- 4.4:** A red circle with an arrow pointing to the 'Proceed' button.

Figure 4. Recipient information page.

5. Figure 5. Select the file(s) from your local computer that will be uploaded to our UH File Drop site.
 1. Remember to name the files an easy-to-recognize name before uploading, such LASTNAME_firstname_camp and LASTNAME_firstname_WAIVER
 2. Click on the Browse button to find and select the file(s) that you wish to upload. You can also put in a description of the file but this is optional. Note that you can enter up to three files to be transferred but the combined size of all three files must not exceed 999MB.
 3. Press the **“Start Upload”** button when you are done.

Choose the files to upload. You may upload as many as five files in a single drop. You may also include a short description of each file. Remember: the maximum **total** upload size is 999MB.

File uploads can sometimes take a considerable time, so be patient.

Your recipient will be
LyonEdu@hawaii.edu, a UH recipient.
 If this is not your intended recipient,
[click here to re-enter the recipient.](#)

File 1
 File: No file chosen
 Description:

File 2
 File: No file chosen
 Description:

File 3
 File: No file chosen
 Description:

File 4
 File: No file chosen
 Description:

File 5
 File: No file chosen
 Description:

Figure 5. Upload page.

6. Note the download page in the following screen (figure 6). **You are done!**
Mahalo!
1. At the top there should be a message reading, “An email has been sent to LyonEdu@hawaii.edu.”
 2. The page also includes a hyperlink. This is a randomly generated page. If you wanted to share your file with others, you could copy this link and email it to others. However, you don’t need to do anything else for us.

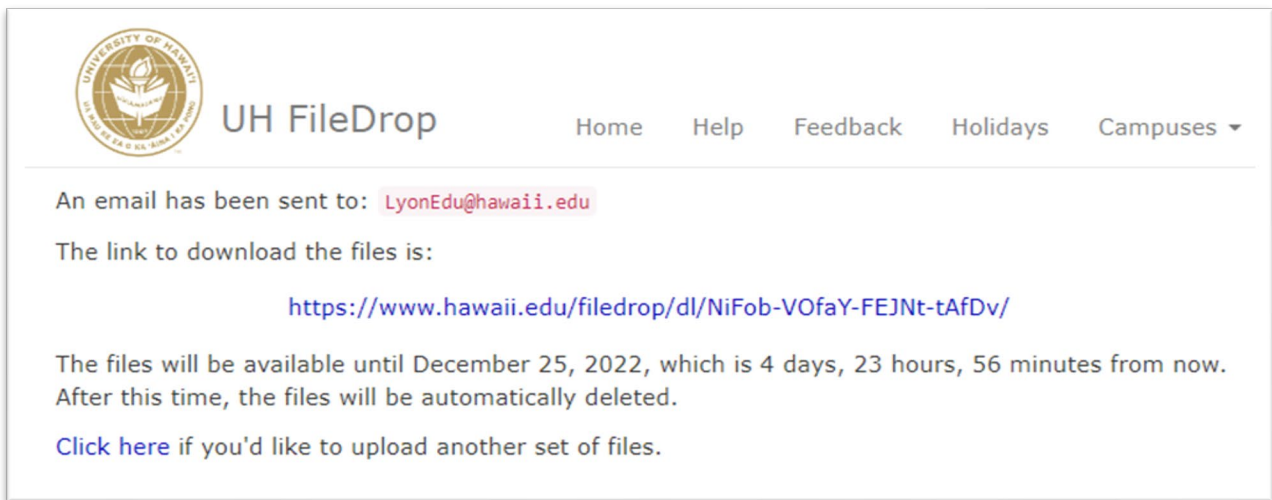


Figure 6. Confirmation page.

Thank you for sending in your form using UH FileDrop!

If you have questions or comments, please contact us at LyonEdu@hawaii.edu or call our office at (808) 988-0461. We are here to help!