



DROPBOX INSTRUCTIONS

(new scanning customers)

Welcome to Docksider Mail! As a new scanning customer, you will soon receive an email invite to Dropbox. Visit <https://dropbox.com/> to create an account or log in. Your folder will be labeled "Box#LastName" and look like something this:

The screenshot shows a Dropbox interface for a folder named 'Docksider Mail > 160Docksider'. The left sidebar contains navigation options: Files, My files, Sharing, File requests, and Deleted files. The main area displays a table of folders:

Name	Modified	Members	Actions
Deposit Check	--	Only you	...
Forward	--	Only you	...
Hold for pick up	--	Only you	...
Open and Scan	--	Only you	...
Shred or Recycle	--	Only you	...

On the right side, there are buttons for 'Create new file' and 'Share folder', and a list of actions: 'Upload files', 'Upload folder', 'New folder', and 'Show deleted files'.

Newly scanned mail and packages will appear under these folders as PDF documents, each labeled by a number and the sender. For example:

This screenshot shows the same Dropbox folder view as above, but with two newly scanned documents added to the bottom of the list:

Name	Modified	Members	Actions
Deposit Check	--	Only you	...
Forward	--	Only you	...
Hold for pick up	--	Only you	...
Open and Scan	--	Only you	...
Shred or Recycle	--	Only you	...
001_Wells Fargo	1 min ago	Only you	...
002_AT&T	40 secs ago	Only you	...

(see other side)

Deposit Check- If you receive a check and would like it deposited, drag and drop the item to this folder. If you choose this service, please provide us with a deposit slip for your account. There is an \$8.00 fee to take the check to your bank.

Forward- Drag and drop an item to this folder if you want us to forward it to you. Please email us separately the address you want it mailed to, along with how to send it (USPS First Class, USPS Priority, FedEx, etc.) As a reminder, the domestic forward fee is \$5.00 per forward, and the international forward fee is \$10.00 per forward. Postage, packaging, and labor are not included.

Hold for pick up- Use this folder if you stop by on occasion or a family member/friend is picking up items for you. Please email us in advance if a family member/friend is picking up so we can be sure we have your approval.

Open and Scan- Drag and drop an item to this folder if you want us to open and scan its inner contents. Once completed, we will move the item back to your main folder with an "OS" in its label. For example:

Shred or Recycle- Drag and drop an item to this folder if you want us to delete the PDF file from your Dropbox and physically shred the item in our office. Please do not delete items yourself so we can be sure that the physical item is shredded.

Please contact us if you have any questions! 😊