Dropbox File Requests – Cent$ible Nutrition

I accept video files through Dropbox. You don’t need to be signed in and don’t need to upload videos to your own Dropbox. Please follow the instructions below to ensure I receive footage.

1. Let me know you have clips ready on Teams or email. I will create a Dropbox File Request with your name.
2. Look for an email from Dropbox. Open it on the device with the video files. Click the upload button inside the email. Select the files you want to upload. Save this email, you will need it later.
	* Send me everything from the shoot.
	* Don’t delete files out of Dropbox even if you uploaded the wrong thing. I will delete ones we don’t need when ready.
	* Don’t delete, change, or move files on the iPad while uploading anything to Dropbox.
3. Let me know how many files to expect. I will let you know when I have everything or what I am missing.
4. Copy all files to your computer with the flash drive that plugs into the iPad. Save it in a folder inside Documents, not in the Downloads folder or on the desktop. Name the folder something you will remember if you need to find the files again.
5. Do not delete the files from the original device until you have confirmation I downloaded them. Best Practice is to leave files on the iPad until you need storage space. Confirm they are on your computer before deleting.

Dropbox File Requests – UW Extension

When using a Dropbox File Request, only the person requesting files needs to be signed into Dropbox. You do not have to have a Dropbox account or upload to your account to send files to the requestor’s folder.

1. If you are the requestor, create a Dropbox File Request folder in your account. Add the email addresses of those who will be uploading files and send the request.
	* Click “File requests” on the left menu. Click “New Request” button on right menu.
	* Name the folder and add an (optional) description. Check “set a deadline” box if you want files by a certain date.
	* Click “Create.”
	* Add email addresses for those who will be sending files. If you share the link instead you will not be notified when files have uploaded.
2. If you are the sender, look for an email from Dropbox. Open it on the device with the video files. Click the upload button inside the email. Select the files you want to upload.
	* Don’t delete, change, or move files on the iPad while uploading.
	* Let the requestor move files around Dropbox if needed.
3. The sender should tell the requestor how many files to expect. Dropbox will email the requestor when files are uploaded. The requestor should tell the sender when everything uploads or if files are missing.
4. The sender should keep the original files as a backup. Do not delete anything until the requestor confirms they downloaded the files successfully. The requestor should make a copy outside Dropbox.
5. You can use the same email to upload more content. Dropbox eventually tells you the folder is full even if the requestor has space and the files have been deleted. Make a new File Request.