



Alaska Department of Education and Early Development
Quick Guide:
How to Drop-Off Files Securely Using ZendTo

1. Go to <https://drop.state.ak.us/drop/>
2. Click on "Drop-off"

Anyone may perform the following activities:

	Drop-off (<i>upload</i>) a file for a State employee (email verification required).
	Pick-up (<i>download</i>) a file dropped-off for you.

3. On the next page, you will be prompted to enter in some information about yourself (the sender). Please enter in your name, your organization, and your email address.

If you do not have a "Request Code" then please complete the rest of this form:

Your name:	<input type="text"/>	(required)
Your organisation:	<input type="text"/>	(required)
Your email address:	<input type="text"/>	(required)

4. At the bottom of the screen, you will be asked to confirm that you are a *real* person by entering the numbers or text that appear in the picture.

To confirm that you are a *real* person (and not a computer), please play the quick game below:

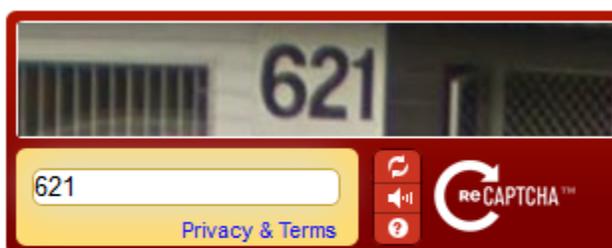


I now need to send you a confirmation email.
When you get it in a minute or two, click on the link in it.

[Send confirmation](#)

5. Then click “Send Confirmation”

To confirm that you are a *real* person (and not a computer), please play the quick game below:



I now need to send you a confirmation email.
When you get it in a minute or two, click on the link in it.

[Send confirmation](#)

6. The next page confirms that an email has been sent to the email you entered from ZendTo. This email should arrive just moments after this screen.

Now wait for the email message from the Alaska ZendTo to arrive and click on the link in it.

You may close this window.

You will be directed to the [main menu](#) in a moment.

- This is an example of what this email referenced above looks like. Click on link to be re-directed to the ZendTo site.

[ZendTo] You are trying to drop-off some files Inbox x

 **ZendTo** sysadmin@state.ak.us via alaska.gov 3:57 PM (1 minute ago) ↕
to me ▾

This is an automated message sent to you by the Alaska ZendTo service.
Name: ██████████
Organization: ██████████
Email: ██████████

You have asked us to send you this message so that you can drop-off some files for someone.

IGNORE THIS MESSAGE IF YOU WERE NOT IMMEDIATELY EXPECTING IT!

Otherwise, continue the process by clicking the following link (or copying and pasting it into your web browser):

<https://drop.state.ak.us/drop/dropoff.php?auth=9b1cee40b219f81ed0d4c35c9be566fd>

- The link in the email will take you to a page that looks like this. Your email, name and organization will already be in the 'From' field. You will need to fill in the 'To' field by clicking the green plus sign.

PLEASE NOTE

Files uploaded to Alaska ZendTo are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt any files containing sensitive information (e.g. personal private information) using a tool such as "Winzip" or "Encrypt Files", before sending them via Alaska ZendTo!

This web page will allow you to drop-off (upload) one or more files for a State employee. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From:

Send e-mail message to recipients
 Send an email to me when the recipient picks up the file(s).

To: ➔

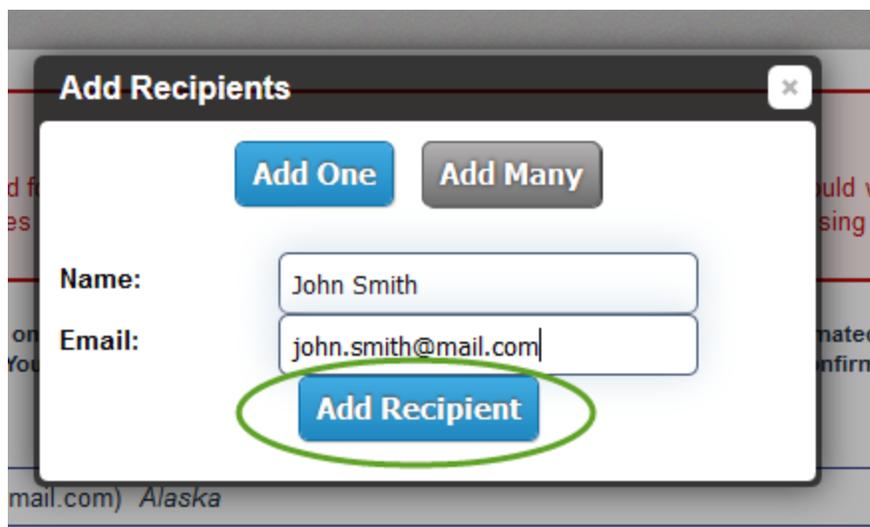
Short note to the Recipients

Choose the File(s) you would like to upload

File 1: No file selected. Description:

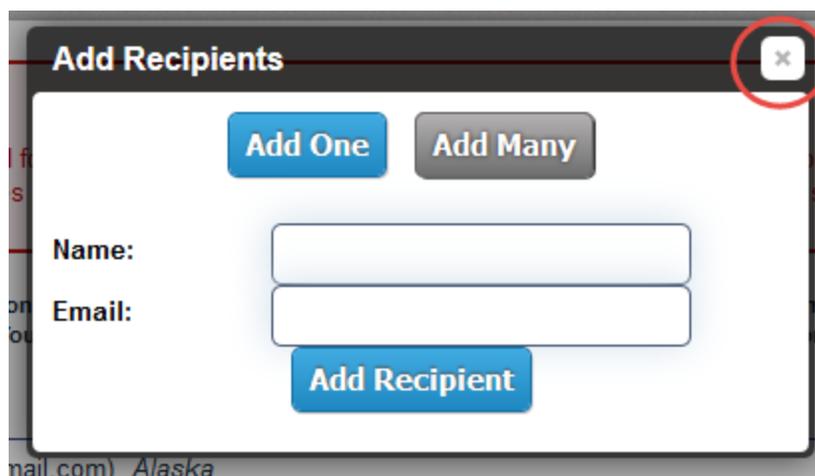
File 2: No file selected. Description:

9. A window will appear. This is where you enter the name and email of the person you wish to send the files to. Then click 'Add Recipient.'



The screenshot shows a dialog box titled "Add Recipients" with a close button (x) in the top right corner. Inside the dialog, there are two buttons: "Add One" (blue) and "Add Many" (grey). Below these buttons are two input fields: "Name:" containing "John Smith" and "Email:" containing "john.smith@mail.com". A blue button labeled "Add Recipient" is positioned below the email field and is circled in green. The background of the dialog is white, and the title bar is dark grey.

10. Once you click 'Add Recipient,' the recipient will appear in the 'To' field. You can choose to add another recipient or click the 'x' in the top right to close the window.



The screenshot shows the same "Add Recipients" dialog box, but the "Add Recipient" button is no longer visible. The "Name:" and "Email:" input fields are now empty. The "Add One" and "Add Many" buttons remain. The close button (x) in the top right corner is circled in red. The background of the dialog is white, and the title bar is dark grey.

11. Attach the file you wish to send by clicking 'Browse.'

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From:

Send e-mail message to recipients
 Send an email to me when the recipient picks up the file(s).

To:

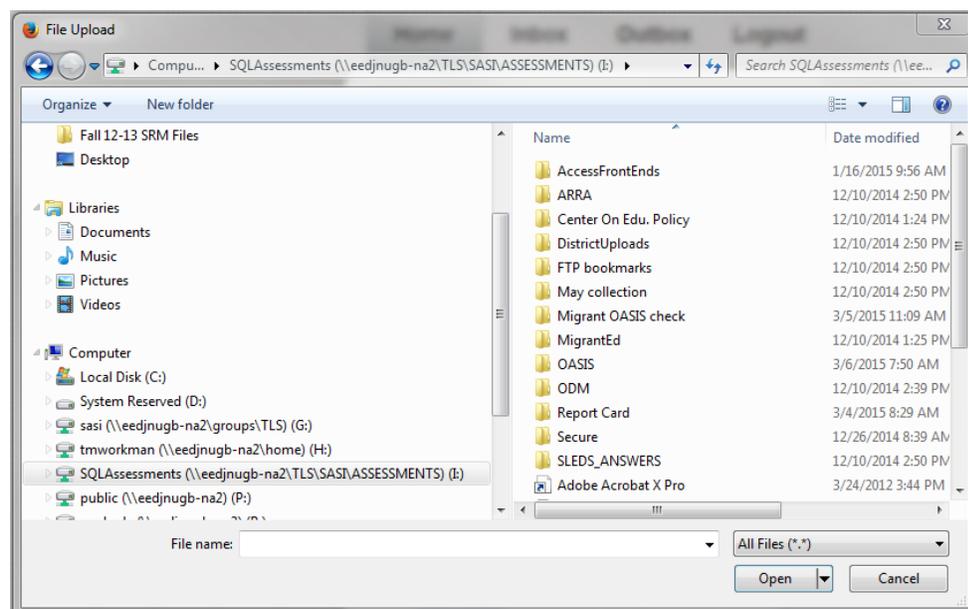
Short note to the Recipients

Choose the File(s) you would like to upload

File 1: No file selected. Description:

File 2: No file selected. Description:

12. Then select the file you wish to send.



13. After you select a file, it will appear next to 'File 1.' You may choose to enter a description in the box next to your file. Follow steps 11 and 12 for each file you wish to send.

Choose the File(s) you would like to upload

File 1: **SR_273464_M.pdf** Description: (0.16MB)

File 2: No file selected. Description:

File 3: No file selected. Description:

0.16MB / 10240MB

14. After you are finished uploading files, you may choose to write a short note to the recipient(s) in the box. When you are finished, click 'Drop off Files.'

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File 1: No file selected. Description:

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