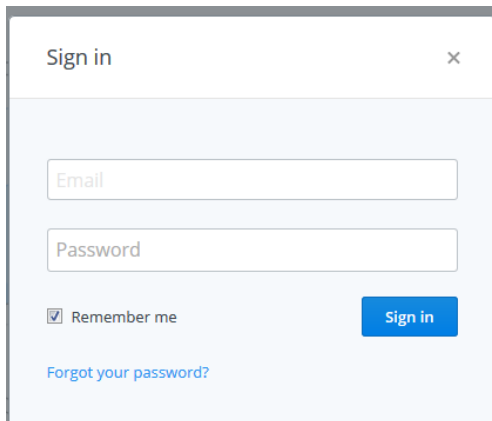
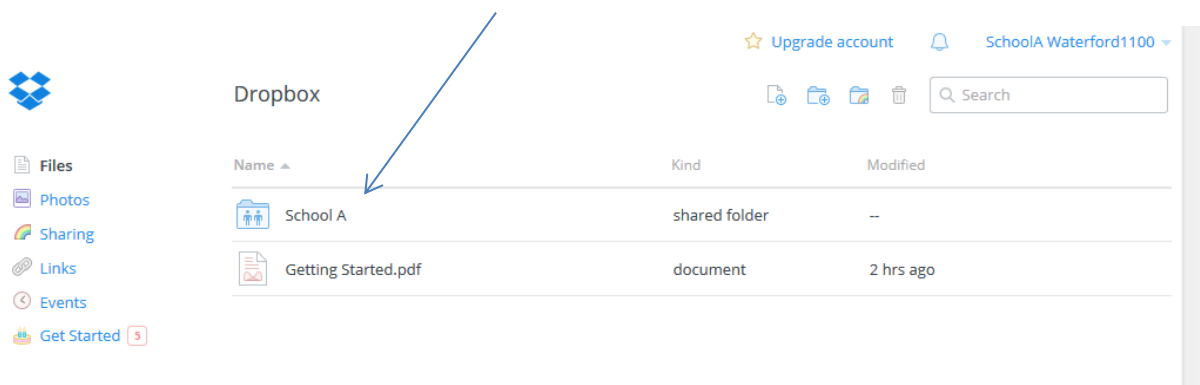


## Steps to submitting Waterford 1100 files to shared folder on Dropbox

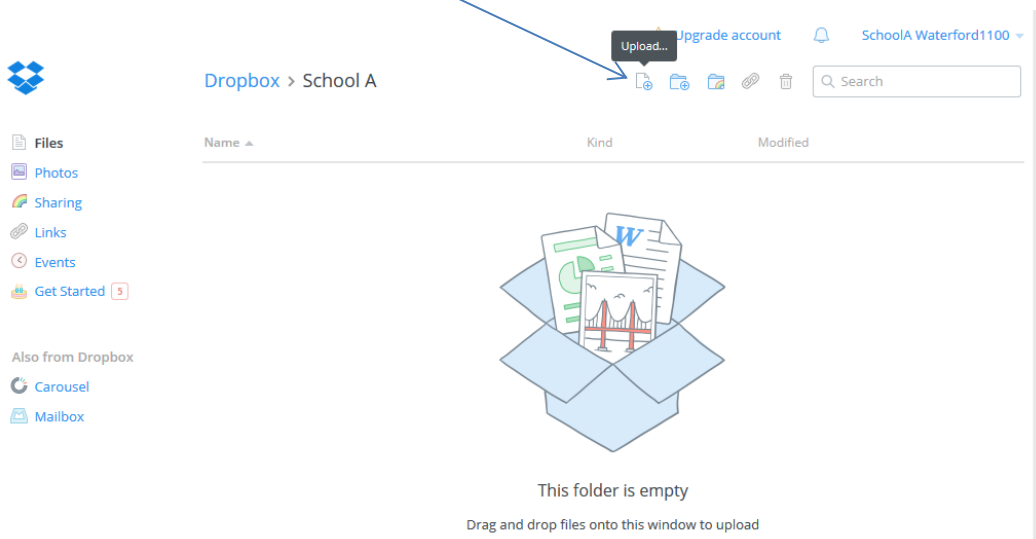
1. Go to the Dropbox Website: [www.dropbox.com](http://www.dropbox.com)
2. Click on the [Sign in](#) link
3. Enter the email and password provided in your documentation in lower case format and click on the Sign in button



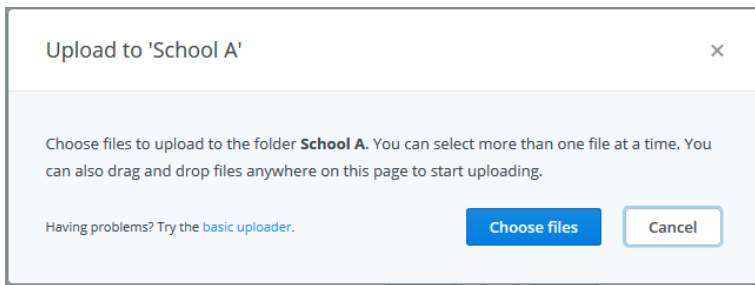
4. Depending on which school username you have been assigned you will see a folder titled School A, B, C, D or E. Click into this Folder



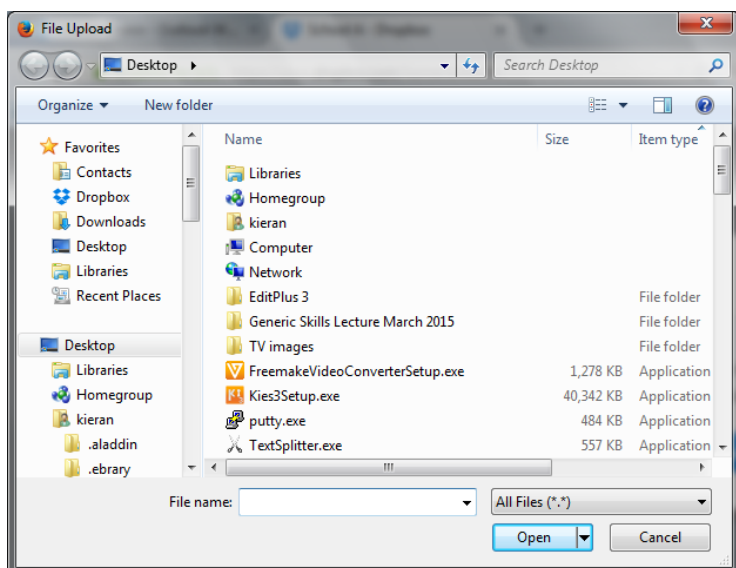
5. Then click on the Upload icon



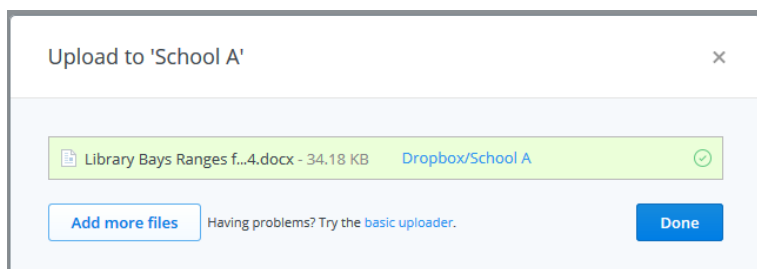
5. Click on Choose files to upload



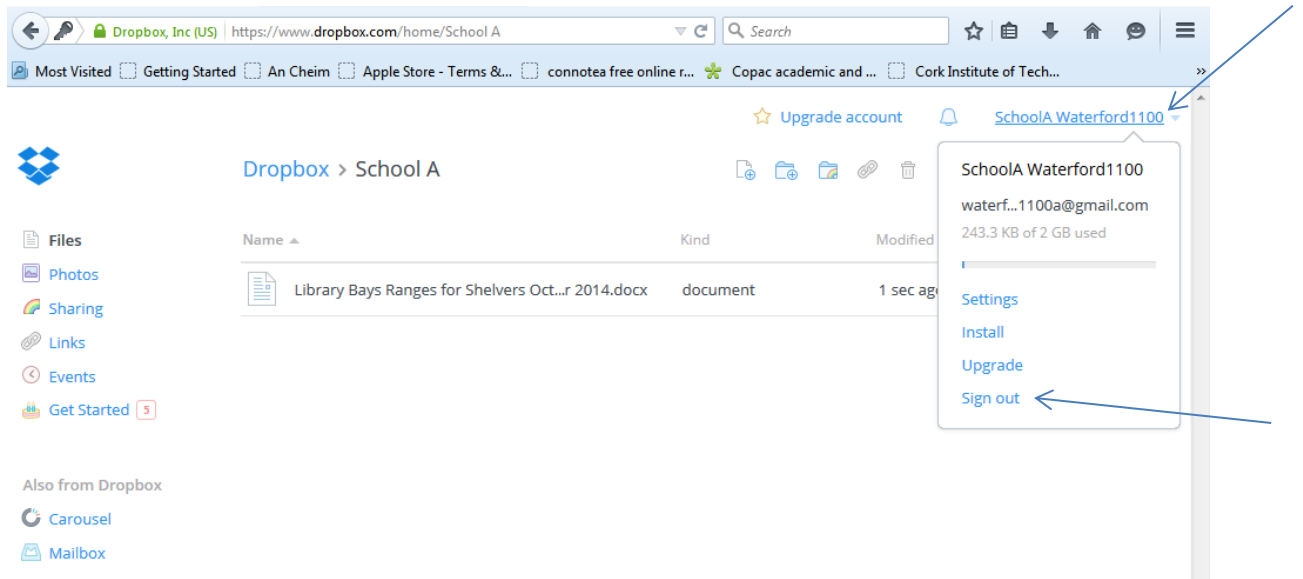
6. A File Upload window will appear where you can select the file you wish to upload and click on open



7. A window will appear showing that the file has been uploaded to the shared folder and also an option to add more files. Click on Done if finished.



8. Your file will appear within the folder. To sign out click on School\_ Waterford 1100 and click on Sign out



If you have any problems, please contact [kcronin@wit.ie](mailto:kcronin@wit.ie)