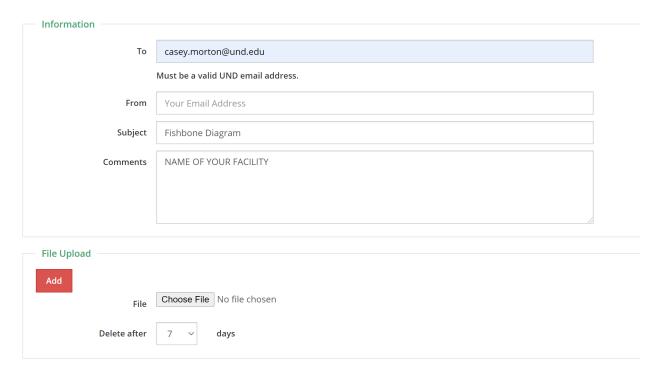
How to upload and send document through Dropbox



- Step 1: Fill in casey.morton@und.edu in the To field
- Step 2: Type in your email address in the From field
- Step 3: Type in the subject line (i.e., Fishbone Diagram or Week 3 QAPI Homework)
- Step 4: In the comments field type in your facility name
- Step 5: Click Choose File then select correct document to upload (if you are uploading more than one document click Add and repeat Step 5)
- Step 6: Click in the box next to I'm not a robot (follow prompts i.e., Select all images with a fire hydrant)
- Step 7: Click Upload