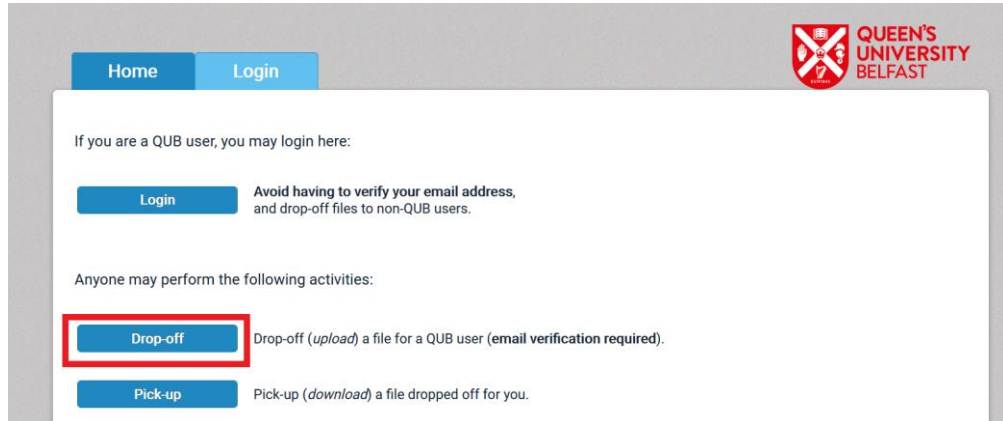


Instruction: Use QUB Dropoff Service to send your pre-recorded video (For non-QUB users)

1. Open this link <https://dropoff.qub.ac.uk/> in your browser.
2. Click “Drop-off” button.



3. In the new webpage, please enter your FULL name, your organisation, and your email address that you plan to use to send your video. Then click “send confirmation”.

4. Check your mailbox, and you will receive an automated message sent by the Dropoff service. Please click the link included in this email.

[QUB Dropoff] You are trying to drop off some files



QUB Dropoff <dropbox@qub.ac.uk>
20:52



This is an automated message sent to you by the Dropoff service.

Name:
Organisation:
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):

Click this link

<https://dropoff.qub.ac.uk/dropoff.php?auth=4115da43d17fc6a5838cd321c>

5. In the new webpage, please enter the Recipient Name 'Parallel2020' and email address 'Parallel2020@qub.ac.uk'. Click "Add & Close".

The screenshot shows a web browser window titled "Add Recipients". At the top, there are two buttons: "Add One" (highlighted in blue) and "Add Many" (greyed out). Below these are two input fields: "Name:" with the text "Parallel2020" and "Email:" with the text "Parallel2020@qub.ac.uk". At the bottom, there are two buttons: "Add" (greyed out) and "Add & Close" (highlighted in blue).

Please leave a short note with your paper number and paper title in the box. Once you finished, you can add files by clicking the button "click to add files or drag them

here”.

Home

QUEEN'S UNIVERSITY BELFAST

PLEASE NOTE

Files uploaded to Dropoff 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 every file if any contain sensitive information (e.g. personal private information)!

This web page will allow you to drop-off (upload) one or more files for a QUB user. 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:

To:

Parallel2020 <Parallel2020@qub.ac.uk>

Short note to the Recipients:

Paper number: Paper title: Please leave your paper number and paper title here.

974 / 1000 left

Encrypt every file
 Calculate SHA-256 checksum of each file
 Send me an email when each recipient picks up the files
 Send email message to recipients which includes Passcode as well as Claim ID
 Recipients must agree to terms and conditions

Click to Add Files or Drag Them Here

6. Make sure you choose the correct file from your device, and then click “Drop-off Files”. **Please name your file as PaperNo_CorrespondingAuthorName**, e.g. 01_Yan_Jin. Please ensure your file size is less than 500 Mb.

Filename	Size	Description
1: 01_Yan_Jin.mp4	KB	<input type="text"/>

KB / 10240 MB

Drop-off Files

7. It may take for a while until the file is sent successfully. When it is finished, you will see below webpage. Now your video has been sent to us successfully.

Drop-Off Summary

Your files have been sent successfully.

Filename	Size	SHA-256 Checksum	Description
01_Yan_Jin.mp4	KB	C91A357365AC5C151778F4352F3866E C947F8ADC75D35F3B5844545FAACE79	

1 file

From:

on 2020-07-30 16:11

Comments:

Paper number: Paper title:

If you have any problem, please contact parallel2020@qub.ac.uk.