

How to upload using Sharefile File Drop

Certain key members of staff are able to accept the submission of large files directly using the ShareFile 'File Drop' link

<https://bruford.sharefile.com/filedrop>



This service is currently limited to only certain members of staff that are listed in the drop list of step 2 below

If the person you are wanting to send the files to is not listed, please use the FTP link on the portal page <https://portal.bruford.ac.uk>

Step 1

Click on the link <https://bruford.sharefile.com/filedrop>

Then enter your (the senders) email address, first name, surname and company (if applicable), please note that the first 3 are compulsory, as shown below

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Your Information

Before you upload files, please provide your contact information so we can tell who the files are from.
NOTE: This information is for internal tracking purposes only and will not be shared with third parties.

Email *

First Name *

Last Name *

Company:

Store this information for next time
 Remember my info and skip this step

Then click on 'Continue to File Drop'

Step 2

Select the recipient from the 'Send to' drop down list, as shown below

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Upload Files to 'RBC'

Select a user you want to send to. To upload a file, click Choose Files. Select files from the pop-up menu, or drag files from your computer on to the box. To upload multiple files at once, hold down the Shift or Control key as you select files.

Note: To upload a folder, click [here](#) for instructions.

If you have trouble uploading files, you can try using [Flash uploader](#) or [Standard Uploader](#).

Send to:

Choose Recipient
Fallick, Samantha
Maloney, Anna
Roberts, Stephen
Wilson, Marc
Wilson, Thomas

Drop files

Clear All

DRAG FILES HERE

Step 3

Drop the files into the highlighted area or click on 'Choose files' to browse, as shown below



Then click on 'Upload Files'

The recipient selected in step 2 will then receive a notification email as follows:

