



Title: ZendTo – Dropping off a File (External to Internal)

Created By: Sara Smith

Date: rev. July 13, 2022

To have one of your external contacts drop off a large file for you.

<https://zendto.countyofessex.ca/> ← access the page here

A series of images regarding what you will see when using the zendto drop off feature.

Please note, there is a file size limit of 20gb

If you are a CoE user, you may login here:

Login Avoid having to verify your email address, and drop-off files to non-CoE users.

Anyone may perform the following activities:

Drop-off Drop-off (*upload*) a file for a CoE user (**email verification required**).

Pick-up Pick-up (*download*) a file dropped off for you.

1 CoE Users: you may login with your username and password and send files to anyone, in or out of the County of Essex.
Non-CoE Users: you cannot log in, but can still send files to CoE users if you know their email address. Start by clicking the "Drop-off" button.
CoE users who wish someone outside the County of Essex to send them files, can make it a lot easier for them by logging in and clicking "Request a Drop-off". That saves the other person having to prove who they are. The request created will be valid for 7 days.

County of Essex - File Drop-off is a service to make it easy for you to move files, including large files up to 20.0 GB, in and out of the County of Essex.

2 How secure is County of Essex - File Drop-off?

1 Files are automatically deleted from County of Essex - File Drop-off 14 days after you upload them.

You may leave the “request code” option to “No”

Information about the Sender

Have you been given a "Request Code"?

Your name: (required)

Your organization:

Your email address: (required)

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

Check the email you entered above. You will receive a link to the drop-off page

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



ZendTo <no-reply@countyofessex.ca>
to me ▾



This is an automated message sent to you by the County of Essex - File Drop-off service.

Name: Sara
Organization: Smith
Email: [REDACTED]

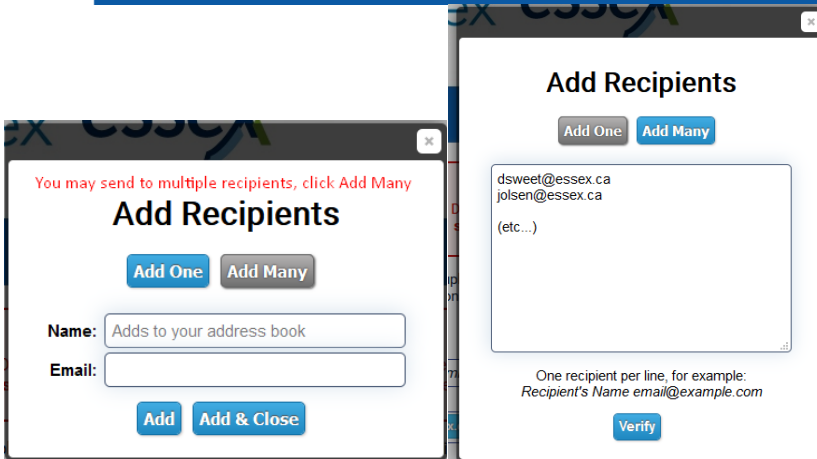
You have asked us to send you this message so that you can drop-off some files for someone.

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://zendto.countyofessex.ca/dropoff?auth=a6e7f1d3b80dc2fd8f8dd83938404471>

Copyright © 2020 ZendTo | [About](#)
This service is provided by



PLEASE NOTE

Files uploaded to County of Essex - File Drop-off 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 CoE 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:

Sara [REDACTED] Smith

To:

<dsweet@essex.ca> <Jolsen@essex.ca>

Short note to the Recipients:

1000 / 1000 left

- Encrypt every file
- Calculate SHA-256 checksum of each file
- Send me an email when each recipient picks up the files
- Send e-mail message to recipients
- which includes Passcode as well as Claim ID

[Click to Add Files or Drag Them Here](#)