



Town of Essex - Information Systems

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Title: Zendto – Drop off a file (Internal to External)

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Date: rev. July 13, 2022

To drop off a large file to an external contact.

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

Click on Drop Off, log in with your County Assigned account.

Click Drop off again. You will see this: Add your recipients name and email. Fill out the form and Click to Add Files at the bottom or drag them to the button.

The screenshot displays the 'Add Recipients' modal window on the Zendto web application. The background shows the County of Essex logo and navigation links for 'Inbox', 'Outbox', and 'Logout'. A 'PLEASE NOTE' box is visible on the left, and a warning message is on the right. The modal form includes the following elements:

- Title:** Add Recipients
- Buttons:** 'Add One' and 'Add Many'
- Name:** Input field with placeholder text 'Adds to your address book'
- Email:** Input field
- Buttons:** 'Add' and 'Add & Close'

Below the modal, the 'From:' field is populated with 'Robert Auger <rauger@essex.ca> County of Essex'. The 'To:' field is empty. A 'Short note to the Recipients:' text area is present, with a character count of '1000 / 1000 left'. To the right of the text area is a list of checkboxes:

- 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

At the bottom of the modal, there is a large blue button labeled 'Click to Add Files or Drag Them Here'. The footer of the page contains the following text:

Version 5.17-4 | Copyright © 2020 ZendTo | About County of Essex - File Drop-off
You are currently logged in as Robert Auger
This service is provided by the County of Essex

Then click Drop off Files

County of Essex **essex**
Ontario, Canada

Home | Inbox | Outbox | Logout

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 anyone (either a CoE user or others). 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 Smith <ssmith@essex.ca> County of Essex

To:
Sara <sarasmith.essex@gmail.com>

Short note to the Recipients:

Short note optional
981 / 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

Filename	Size	Description
1: Zendto - Dropping off a File.docx	486.7 KB	<input type="text"/> x

486.7 KB / 20480 MB

Drop-off Files

An email with direction will be sent to the recipient.

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

Sara Smith <ssmith@essex.ca> has dropped off a file for you.

IF YOU TRUST THE SENDER and are expecting to receive a file from them, you may choose to retrieve the drop-off by clicking the following link (or copying and pasting it into your web browser):

<https://zendto.countyofessex.ca/pickup?claimID=DuFx7phZfQaHr9uu&claimPasscode=B2YcWcMJHdfGwD5P&emailAddr=sarasmith.essex%40gmail.com>

You have 14 days to retrieve the drop-off; after that the link above will expire.
If you wish to contact the sender, just reply to this email.

The sender has left you a note:

Short note optional

Full information about the drop-off:

Claim ID: DuFx7phZfQaHr9uu
Claim Passcode: B2YcWcMJHdfGwD5P
Date of Drop-off: 2022-07-13 09:11:40

— Sender —

Name: Sara Smith
Organization: County of Essex
Email Address: ssmith@essex.ca
IP Address: 205.207.202.40 (vpn.essex.ca)

— File —

Name: ZendTo – Dropping off a File.docx
Size: 486.7 KB
SHA-256 Checksum: E8593DDDBBF2D56A51436A20F874B1491CDF79E1C6E5D25C9158360679833A0F
Content Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document