

How to use a FileDrop

Use a Public FileDrop

Use the procedure below to upload a file to ICAO recipients using a Public FileDrop.

- Navigate to the link provided to you by an ICAO contact
- Enter the required information in the fields
 1. From: Your email address
 2. Subject: A meaningful subject intended to your ICAO contact
 3. Message: Optionnaly, a message to further process the attachment you are sending
 4. Add the required files by drag and dropping them to the area or click "Add Files" to select them manually
 5. Click Send to send your message


File Drop

From user@example.com **1**

Subject Subject **2**

Message

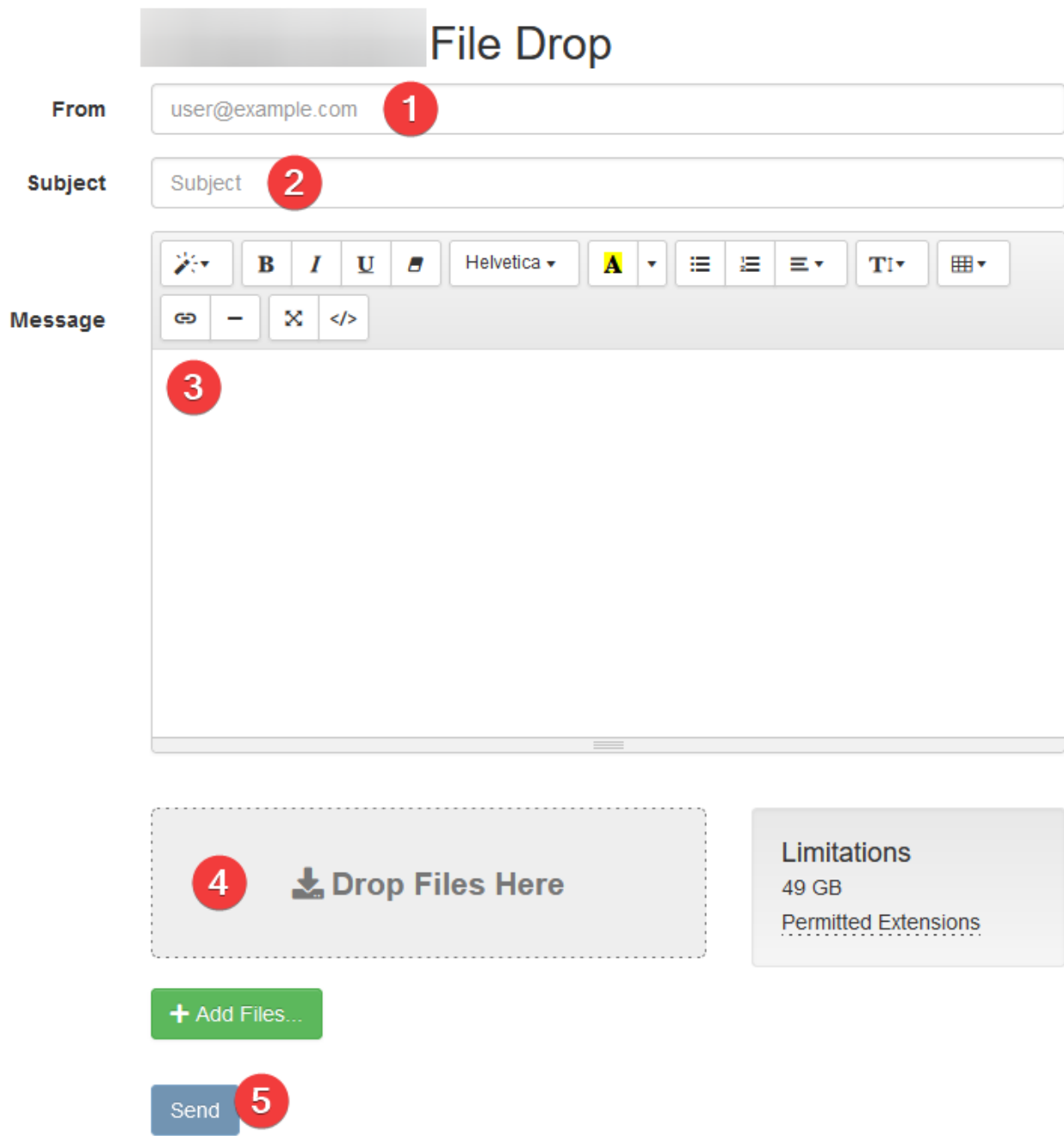
3

4  Drop Files Here

5 Send

Limitations
49 GB
[Permitted Extensions](#)

+ Add Files...



Use a File Drop with an Access Password

Use the procedure below to upload a file to ICAO recipients using a FileDrop set with an Access Password.

- Navigate to the link provided to you by an ICAO contact
- Enter the Access Password information provided to you by an ICAO contact

Filedrop: File Drop

This Filedrop requires authentication before access. Please enter the password to continue.

- Enter the required information in the fileds
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File Drop

From user@example.com **1**

Subject Subject **2**

Message

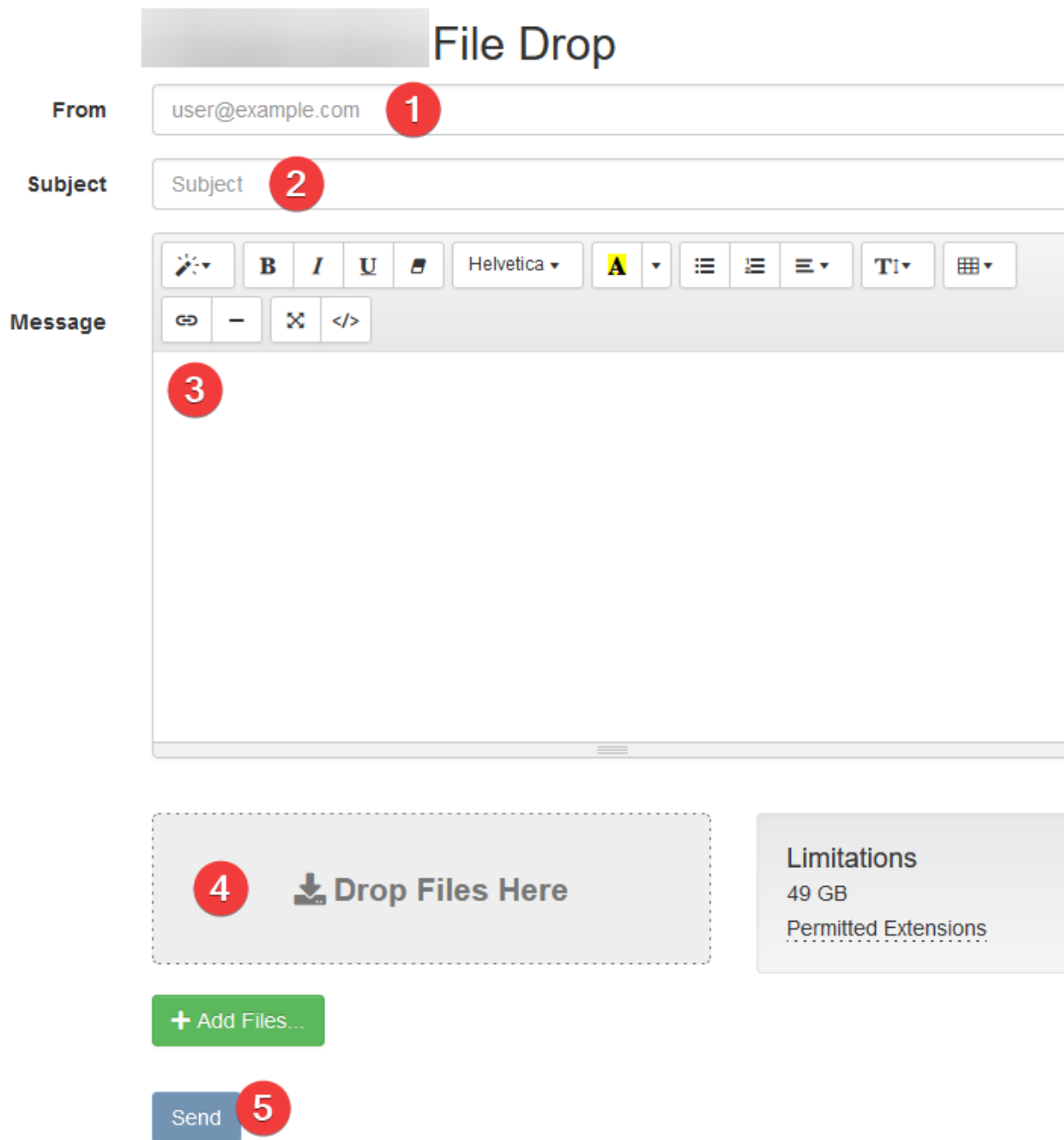
3

4  Drop Files Here

5 Send

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+ Add Files...



Use a File Drop with Email verification

Use the procedure below to upload a file to ICAO recipients using a FileDrop set with an email verification.

- Navigate to the link provided to you by an ICAO contact
- Enter your email address to confirm you are indeed the sender

This Filedrop requires authentication or email address validation before access.



Please Login to Continue

You need to login before accessing this page. Please enter your email address or login to continue.

If you don't have an account on this system, please enter your email address and we will send a Temporary Password to your Email.

A temporary password is sent to your email address. You will receive an email from box@icao.int.

Validate Your Email:

s.soulard@outlook.com

A Temporary Password has been sent to your email address: [redacted]@[redacted].com. Please either click on the link or enter the Temporary Password here to verify your email address and continue.

Resend Validation Email

- You can copy/paste the password in the File Drop page or you can click “Validate” to validate your email

The screenshot shows an email interface with a dark background. At the top, it says "Validate Email: Box.icao.int". The sender is "box@icao.int" with a purple profile icon, dated "Mon 6/7/2021 10:16 AM". The subject is "Validate Email ICAO Box". The body text reads: "You are trying to access: https://Box.icao.int. In order to verify your email please either enter the Password below, or click on the Validate Email button/link." Below this is a dark green box containing the password: "Password: UBBA-qevK-Qo1r". Underneath, it says "Email: [redacted]@[redacted].com". There is a blue button labeled "Validate Email" next to a link: "https://Box.icao.int/session/email/[redacted]". A note at the bottom states: "Please note that this Password is unique to your email: [redacted]@[redacted] and will be used to identify you as having accessed https://Box.icao.int. Please do not share this Password." At the very bottom, it says "ICAO Box Service: https://Box.icao.int" and has "Reply" and "Forward" options.

- Enter the required information in the fields
 1. Subject: A meaningful subject intended to your ICAO contact
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Infrastructure File Drop

From

Subject

 1

Message

Rich text editor toolbar with icons for bold, italic, underline, strikethrough, font color, background color, bulleted list, numbered list, indent, text color, and table. Below the toolbar are icons for link, unlink, insert link, and code. The main message area is empty and contains a red circle with the number 2.

Drop Files Here 3

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+ Add Files...

Send 4