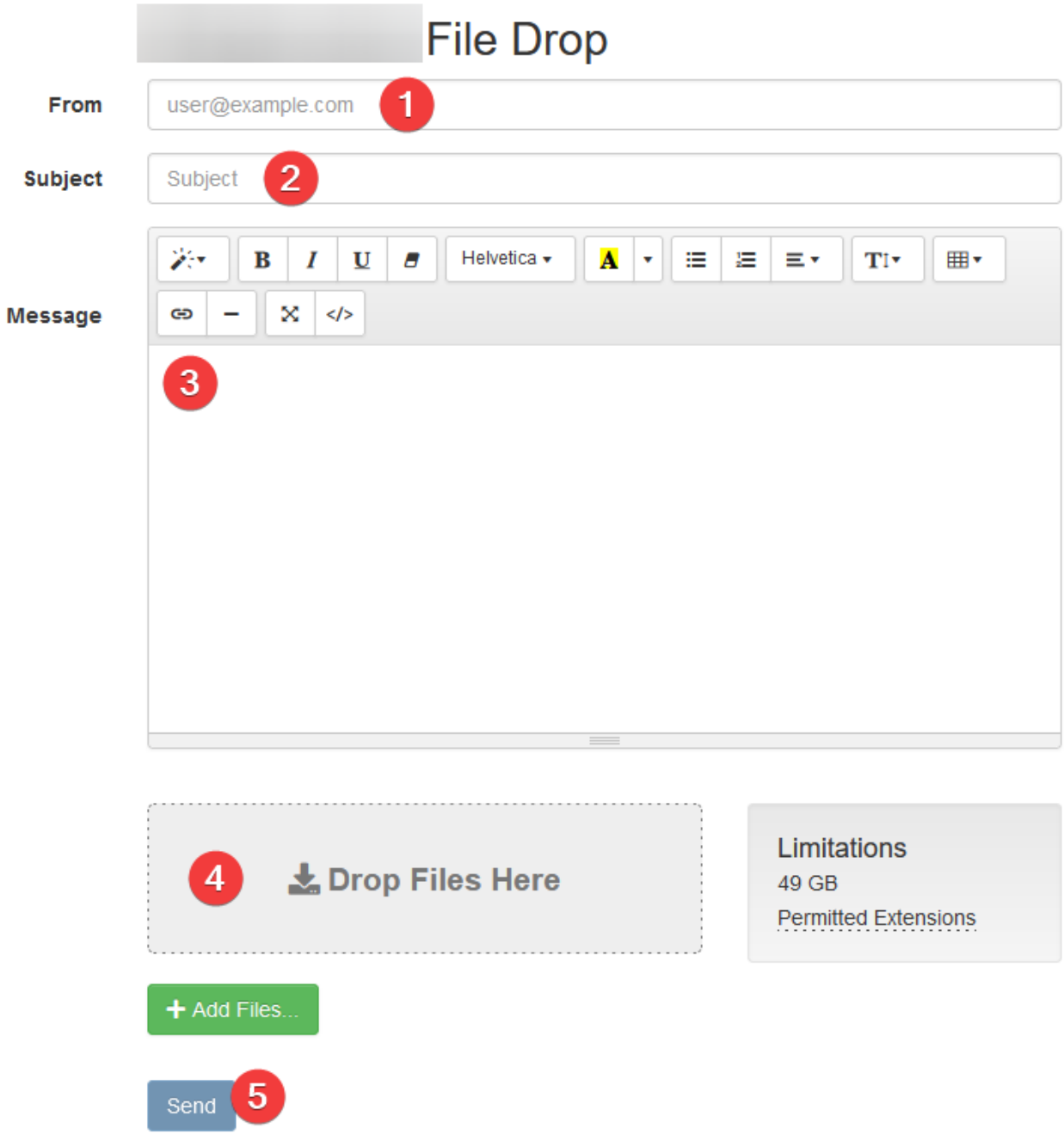
How to use a FileDrop

Use a Public FileDrop

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

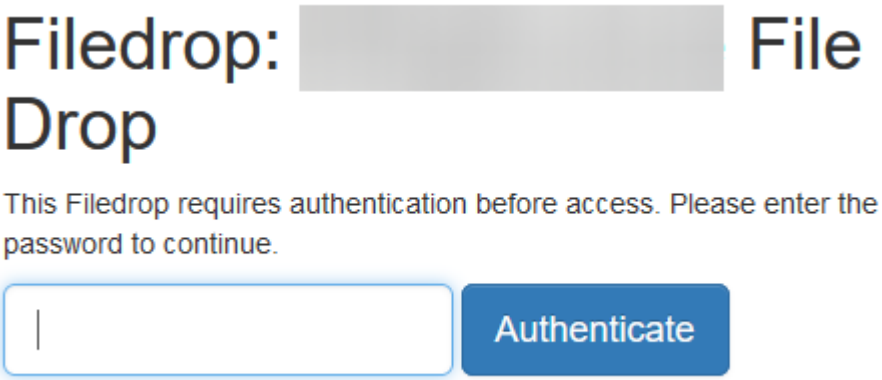
- Navigate to the link provided to you by an ICAO contact
- Enter the required information in the fileds
    1. From: Your email address
    2. Subject: A meaningful subject intentend to your ICAO contact
    3. Message: Optionnaly, a message to further process the attachment you are sending
    4. Add 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



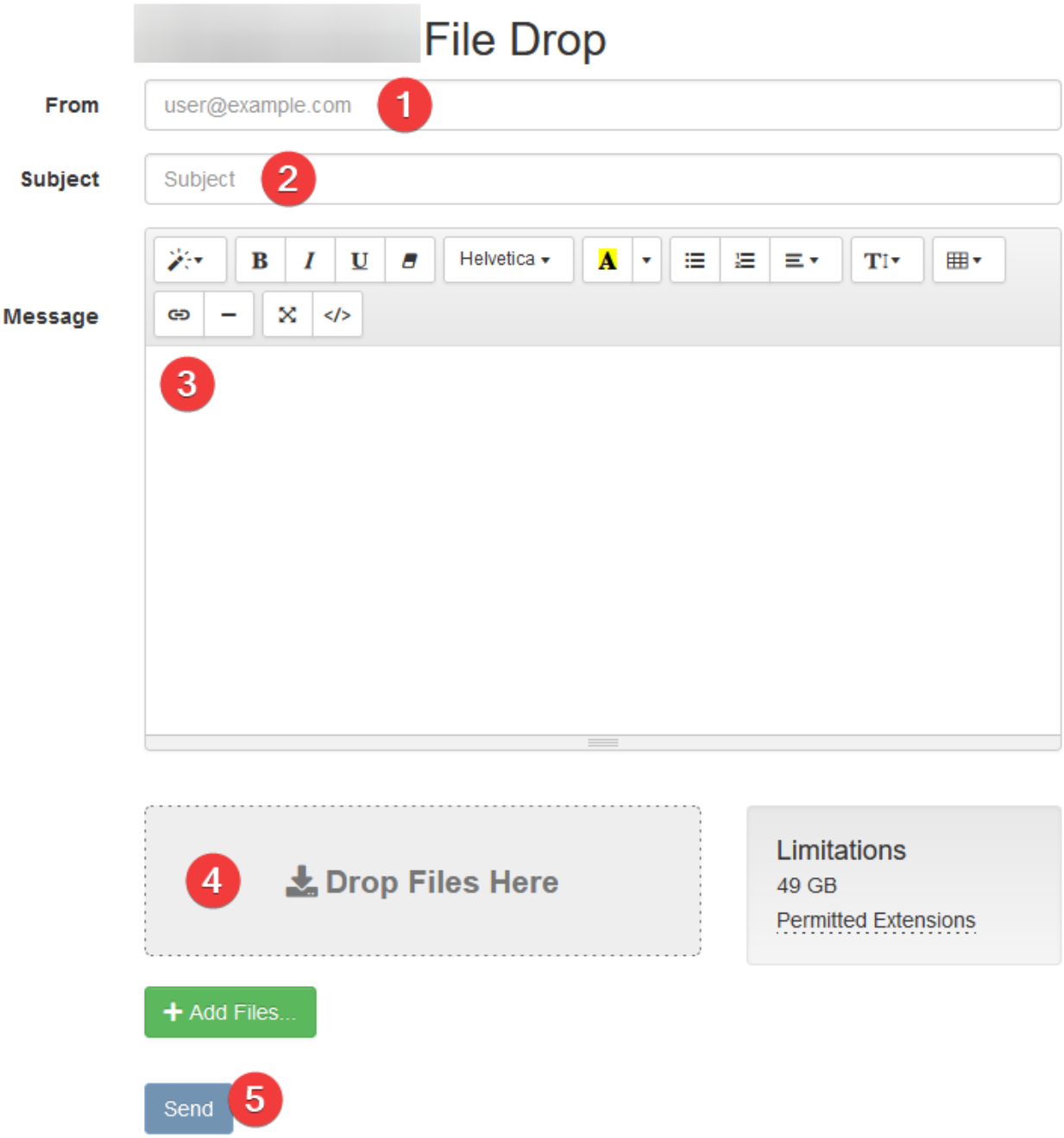
Use a File Drop with an Access Password

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



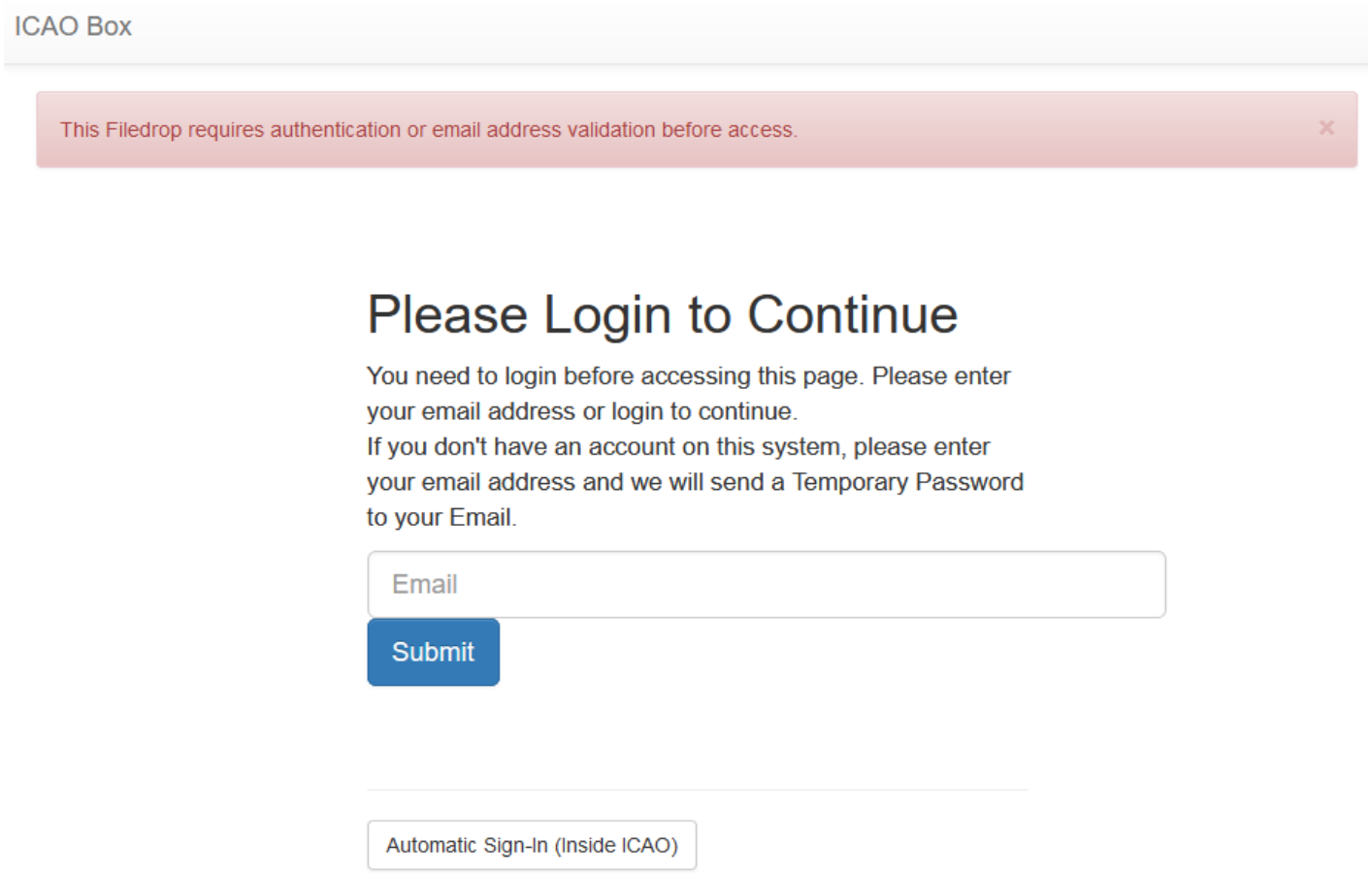
- Enter the required information in the fileds
    1. From: Your email address
    2. Subject: A meaningful subject intentend to your ICAO contact
    3. Message: Optionnaly, a message to further process the attachment you are sending
    4. Add the required files by drag and dropping them to the area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



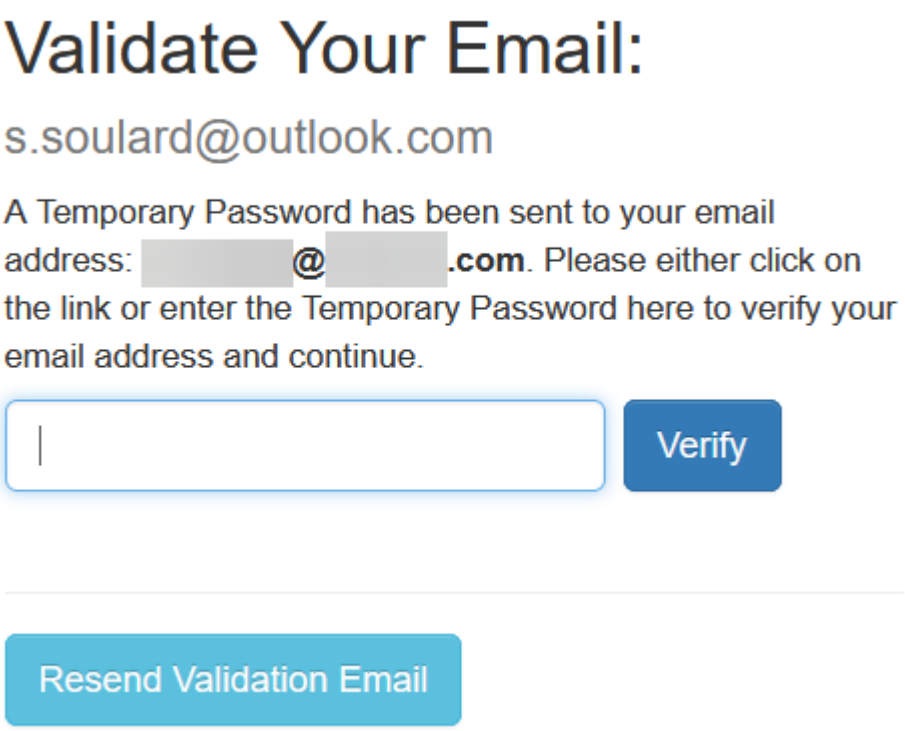
Use a File Drop with Email verification

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

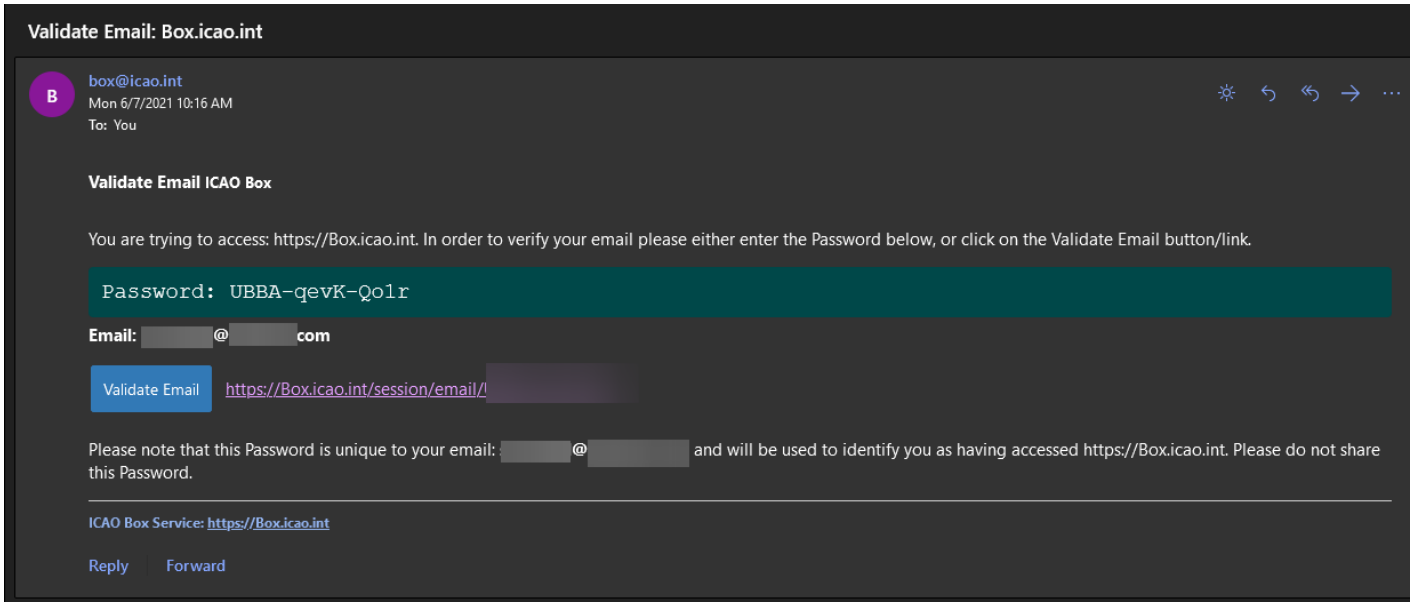
- Navigate to the link provided to you by an ICAO contact
- Enter your email address to confirm you are indeed the sender



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



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



- Enter the required information in the fileds
    1. Subject: A meaningful subject intentend to your ICAO contact
    2. Message: Optionnaly, a message to further process the attachment you are sending
    3. Add the required files by drag and dropping them to the area or click “Add Files” to select them manually
    4. Click Send to send your message

Infrastructure File Drop

From @ com

Subject Subject 1

Message

B I U Helvetica A

2

3 Drop Files Here

Limitations
49 GB
Permitted Extensions

+ Add Files...

Send 4