



Northern Cemeteries

Always

Dropbox Instructions for Families

NOTE: You must have a Dropbox account to perform these actions

Please send in at least 48 hours prior to the service date so your presentation can be thoroughly tested and approved.

- Login to your Dropbox account <https://www.dropbox.com/home>
- Create a new folder in the name of the deceased
- Upload the media files you wish to share to your new Dropbox folder (not your PC)
- Video files should be smaller than 500MB, choose standard definition when creating your video (mp4 preferred), music MP3's.
- Once file/s have uploaded to your Dropbox, single click on the folder and a **Share** button will appear to the right of the file
- Click the **Share** button and a pop up window will appear.
- Enter email address chapels@nmct.com.au as well as **your contact phone number, full details of the deceased and the date of the service** and click send.

- Macquarie Park Cemetery and Crematorium will then receive a notification advising that the file has been received
- We will then download the file/s for testing
- Once tested, we will send a return notification through Dropbox, advising that the file has been successfully received and tested