

## How to Save a File from Email to the Dropbox with iAnnotate

1. On your PC or Macintosh desktop computer, download the Dropbox program from [www.dropbox.com](http://www.dropbox.com)
  - a. As part of the installation process, Dropbox will create a file in your “My Documents” folder. Anything that you save to that folder will be viewable from your iPad.
2. Create a Dropbox account for yourself; remember the password because you’ll have to enter it every time you access the account from your iPad. It can be the same or different from your University password, but I would recommend different for security reasons.
  - a. You should now have a Dropbox account with 2 GB of free storage.
  - b. Drag a file into that folder for testing purposes.
3. Download the Dropbox application on your iPad.
  - a. Log into the Dropbox once it’s installed.
  - b. You should see the file you dragged to the Dropbox.
4. You can upload any photos or video files from your iPad to your Dropbox, but not any documents or PDFs. This is where iAnnotate comes in...it communicates between your email and your Dropbox, being the 3<sup>rd</sup> party.
5. Download the iAnnotate application on your iPad.
6. You should now be able to send a PDF from email to iAnnotate, and from iAnnotate to the Dropbox, all from the iPad.