Steps for Sending Certificates to Dropbox
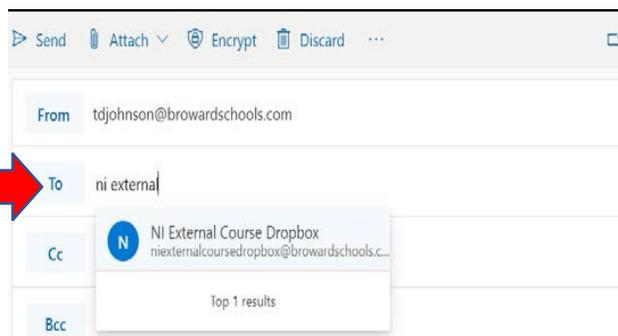
Step 1- Login to your Office 365 account.
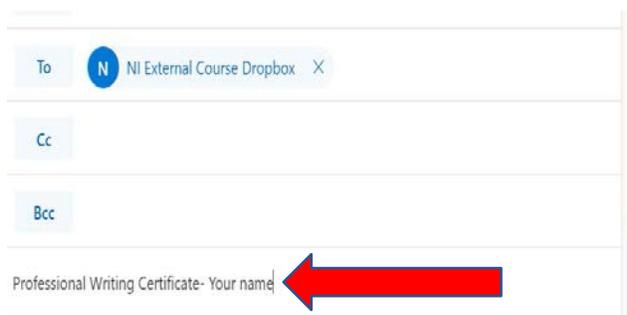

Step 2- Click on "new message."

Step 3- In the "To" box, type in "NI External Course Dropbox". The name should pop-up in the box.


Step 4- In the "add a subject" box, type in the name of the course that you are attaching a certificate for (ex. Professional Writing Certificate- Your name).
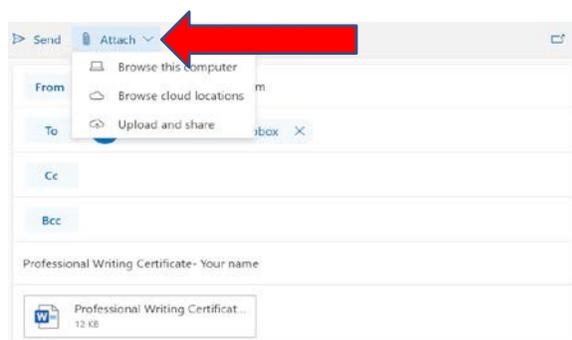
Steps for Sending Certificates to Dropbox

Step 5- Find the certificate that you would like to submit for completion credit / participation hours. Your default for downloads may be the Download Folder, your Desktop, or OneDrive. Search each of these to find your certificate.
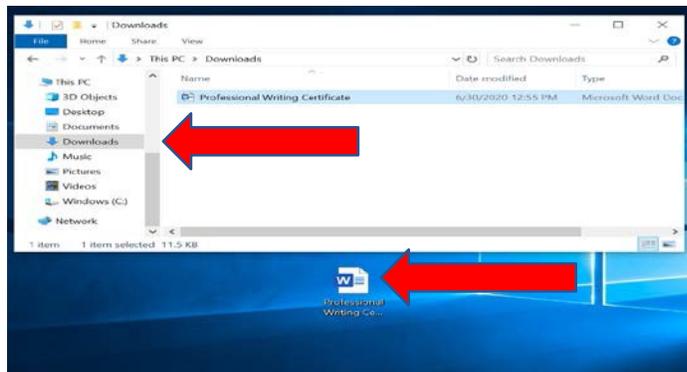
Step 6- Attach the certificate by dragging & dropping in the body of the email or by clicking the attachment icon (click browse this computer).

Step 7- Click send!