

Sharing information via WeTransfer and Dropbox

To apply for a position at WDV, you may like to submit all, or some files via the cloud, particularly if they are a video or **voice recording. This includes:**

- Cover letter
- Resume / CV
- Response to the Key selection criteria

The below instructions show how to share files via WeTransfer and Dropbox. Both programs are free. If you choose to send files via WeTransfer, Dropbox, or another cloud storage site, you will need to inform Recruitment at WDV that you have done this.

These instructions were created for users using a web browser. You may like to use the phone or computer apps. The below instructions will be similar but not the same if you choose to use an app.

Instructions were up to date as of December 2020. Sometimes sites change their layouts, have different advertisements as backgrounds, or are a bit different depending on the type of computer / phone you are using.

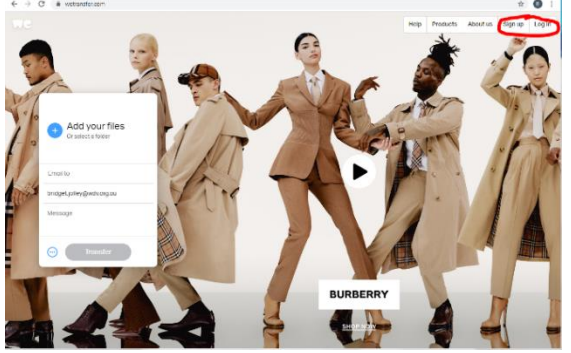
Unless stated otherwise, each image is solely a screenshot displaying the same key information given in text form

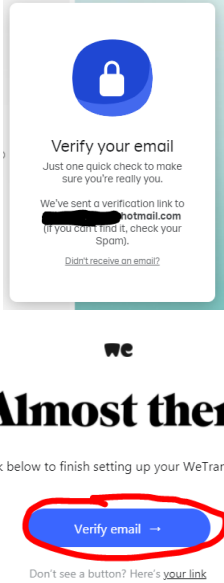
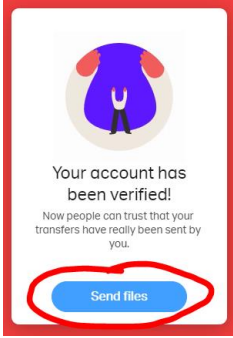
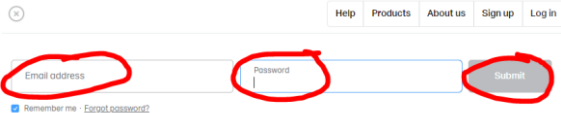
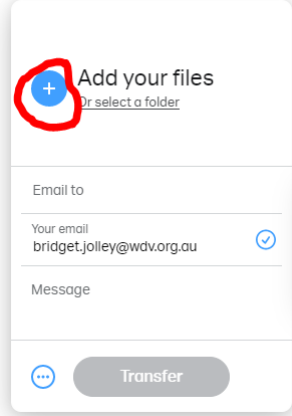
If you are having issues uploading and sending files across, you may like to ask someone that you know to assist you, or you can contact Recruitment. You will not be penalised for this.

Phone: 03 9286 7800

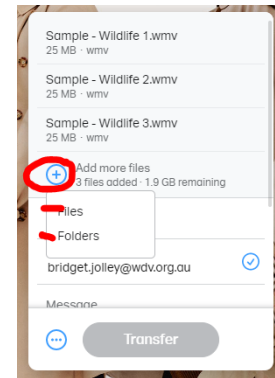
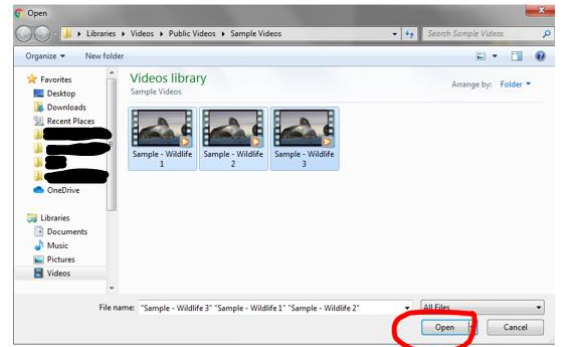
Email: recruitment@wdv.org.au

WeTransfer – Computer

<p>1. Go to https://wetransfer.com</p>			
<p>2. Create an account or login</p> <ul style="list-style-type: none"> • Choose either Sign up or Login (both found in the top right corner), depending on whether you already have an account • WeTransfer does not require people to have an account to send files, but we recommend setting up a free account 	<p>with WeTransfer Pro</p> <div data-bbox="954 990 1449 1411"> <table border="0"> <tr> <td style="border: 1px solid #ccc; padding: 10px;"> <p>WeTransfer Account Free forever</p> <ul style="list-style-type: none"> ✗ No storage ✓ Send up to 2 GB ✓ Email transfers to up to 10 people ✓ Link transfers to unlimited people ✓ Transfers expire after 7 days ✓ Resend, forward and delete transfers <p style="text-align: center;">Sign up for free</p> </td> <td style="border: 1px solid #007bff; padding: 10px; background-color: #007bff; color: white;"> <p>WeTransfer Pro</p> <p>\$13 per month \$130 per year, save 17%</p> <ul style="list-style-type: none"> ✓ 1 TB storage ✓ Send and receive up to 20 GB ✓ Email transfers to up to 50 people ✓ Link transfers to unlimited people ✓ Decide when transfers expire ✓ Resend, forward and delete transfers ✓ Password protection for transfers ✓ Your own Pro page and URL ✓ Customize your page and emails ✓ Same-day chat and email support ...and more <p style="text-align: center;">Get WeTransfer Pro</p> </td> </tr> </table> </div> <p style="text-align: center;">Sign up for a WeTransfer account</p> <div data-bbox="965 1500 1423 1832"> <p>Full name <input type="text"/></p> <p>Email address <input type="text"/></p> <p>Password <input type="password"/></p> <p>Confirm password <input type="password"/></p> <p><input type="checkbox"/> I agree to the Terms of Service and I have read the Privacy & Cookie Statement</p> <p><input type="checkbox"/> I would like to receive WeTransfer news and product updates</p> <p style="text-align: center;">Let's go</p> <p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">OPTIONAL</p> </div>	<p>WeTransfer Account Free forever</p> <ul style="list-style-type: none"> ✗ No storage ✓ Send up to 2 GB ✓ Email transfers to up to 10 people ✓ Link transfers to unlimited people ✓ Transfers expire after 7 days ✓ Resend, forward and delete transfers <p style="text-align: center;">Sign up for free</p>	<p>WeTransfer Pro</p> <p>\$13 per month \$130 per year, save 17%</p> <ul style="list-style-type: none"> ✓ 1 TB storage ✓ Send and receive up to 20 GB ✓ Email transfers to up to 50 people ✓ Link transfers to unlimited people ✓ Decide when transfers expire ✓ Resend, forward and delete transfers ✓ Password protection for transfers ✓ Your own Pro page and URL ✓ Customize your page and emails ✓ Same-day chat and email support ...and more <p style="text-align: center;">Get WeTransfer Pro</p>
<p>WeTransfer Account Free forever</p> <ul style="list-style-type: none"> ✗ No storage ✓ Send up to 2 GB ✓ Email transfers to up to 10 people ✓ Link transfers to unlimited people ✓ Transfers expire after 7 days ✓ Resend, forward and delete transfers <p style="text-align: center;">Sign up for free</p>	<p>WeTransfer Pro</p> <p>\$13 per month \$130 per year, save 17%</p> <ul style="list-style-type: none"> ✓ 1 TB storage ✓ Send and receive up to 20 GB ✓ Email transfers to up to 50 people ✓ Link transfers to unlimited people ✓ Decide when transfers expire ✓ Resend, forward and delete transfers ✓ Password protection for transfers ✓ Your own Pro page and URL ✓ Customize your page and emails ✓ Same-day chat and email support ...and more <p style="text-align: center;">Get WeTransfer Pro</p>		
<p>3a. Sign up</p> <ul style="list-style-type: none"> • Scroll down to the bottom of the page, and click on Sign up for free • Complete the required information, including the Terms of Service and Privacy and Cookie Statement • You can choose to opt in or not to opt in, to 'receive WeTransfer news and product options' • Click on Let's go 			

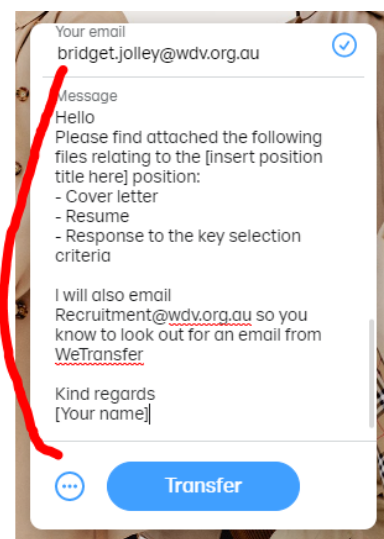
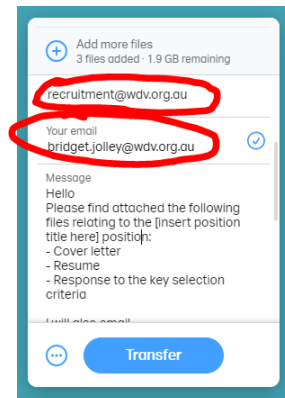
<ul style="list-style-type: none"> You will be asked to verify your email address Go to your email, and open the email from WeTransfer and click on Verify email 	 <p>Verify your email Just one quick check to make sure you're really you.</p> <p>We've sent a verification link to [redacted]@hotmail.com (if you can't find it, check your Spam).</p> <p>Didn't receive an email?</p> <p>we</p> <h2>Almost there</h2> <p>Hit the link below to finish setting up your WeTransfer account.</p> <p>Verify email →</p> <p>Don't see a button? Here's your link</p> <p>This link will be active for 2 days. If you don't make it in time, don't sweat it, just request a new one.</p>
<ul style="list-style-type: none"> You will be redirected back to WeTransfer with a message saying 'Your account has been verified' Click on Send Files Go to Step 4 	 <p>Your account has been verified!</p> <p>Now people can trust that your transfers have really been sent by you.</p> <p>Send files</p>
<p>3b. Login</p> <ul style="list-style-type: none"> Enter your email address and password, then click on Submit Go to Step 4 	 <p>Help Products About us Sign up Log in</p> <p>Email address Password Submit</p> <p><input type="checkbox"/> Remember me Forgot password?</p> <h3>Get more out of</h3>
<p>4. Add files</p> <ul style="list-style-type: none"> Click on Add your files or select a folder 	 <p>+ Add your files Or select a folder</p> <p>Email to</p> <p>Your email bridget.jolley@wdv.org.au</p> <p>Message</p> <p>Transfer</p>

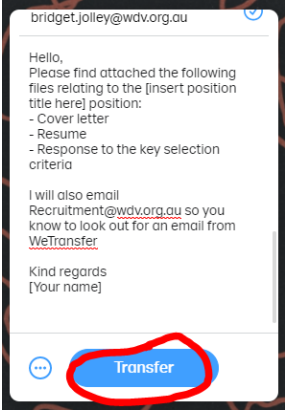
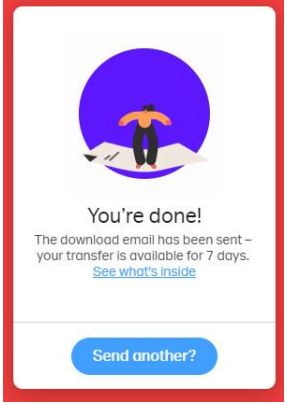


- From your library, choose the files or folder you would like to upload. You can choose multiple files at a time
- Please note, there is a 2GB maximum per transfer
- Click on **Open**
- Your chosen files have been added to the transfer
- If you would like to add further things, click on 'Add more files' and choose either 'files' or 'folders'
- Repeat the previous step



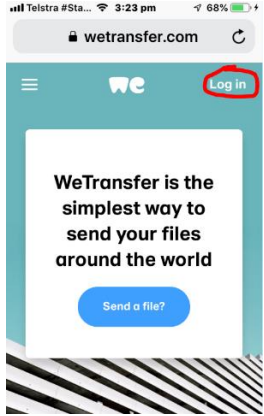
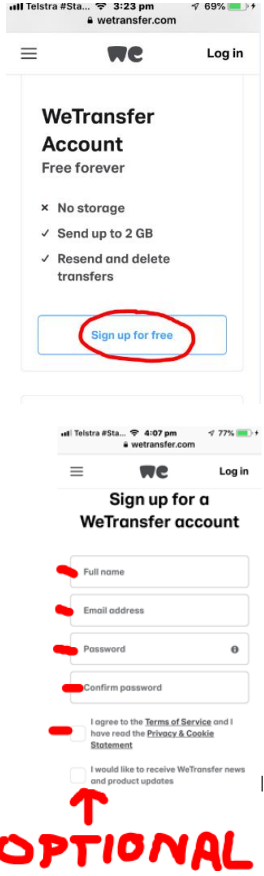
5. Complete message details

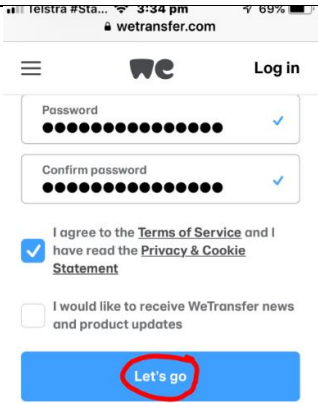
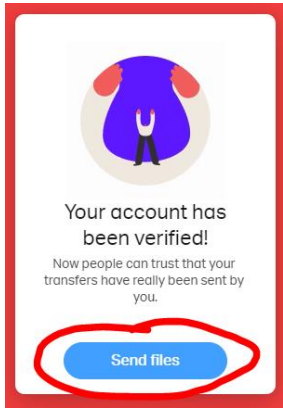
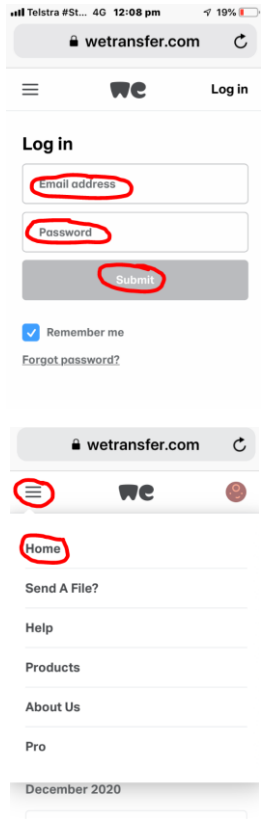
- For 'email to' field, **enter Recruitment@wdv.org.au**
- Check 'your email' is correct
- Enter your message, please include:
 - What is the job position your files relate to
 - What files you are transferring, e.g. response to the key selection criteria only, or a cover letter, response to the key selection criteria and your resume, etc.
 - How you will be advising WDV that you've shared files (e.g. by phone or email)



<ul style="list-style-type: none"> ○ Your full name, particularly if it is not in your email address 	
<p>6. Check details and Transfer</p> <ul style="list-style-type: none"> • Check that all your required files/folders are ready to be transferred • Check email addresses are correct • Check your message has all key information • Click on Transfer • Do not leave the page until you get a message saying 'You're done' 	 
<p>7. Advise WDV that you've sent files via WeTransfer</p> <ul style="list-style-type: none"> • Contact WDV by phone or email, and advise which files you've sent via WeTransfer, and which job position they relate to <ul style="list-style-type: none"> ○ Phone: 03 9286 7800 ○ Email: Recruitment@wdv.org.au 	 

WeTransfer – Phone

<p>1. On your phone's web browser, go to https://wetransfer.com</p>	
<p>2. Create an account or login</p> <ul style="list-style-type: none">• Click on Login in the top right hand corner, whether or not you already have an account• WeTransfer does not require people to have an account to send files, but we recommend setting up a free account	 A screenshot of a mobile browser displaying the WeTransfer website. The page features a teal header with the WeTransfer logo and a 'Log in' button circled in red. Below the header, the main content area has a white background with the text 'WeTransfer is the simplest way to send your files around the world' and a blue 'Send a file?' button.
<p>3a. Sign Up</p> <ul style="list-style-type: none">• Scroll down the login page until you get to 'WeTransfer Account'• Click on Sign up for free <ul style="list-style-type: none">• Complete the required information, including the Terms of Service and Privacy and Cookie Statement• You can choose to opt in or not, to 'receive WeTransfer news and product options.'	 Two screenshots of the WeTransfer mobile website. The top screenshot shows the 'WeTransfer Account' page with a 'Sign up for free' button circled in red. The bottom screenshot shows the sign-up form with red checkmarks next to the 'Full name', 'Email address', 'Password', and 'Confirm password' fields. A red arrow points to the optional checkbox for receiving news, with the word 'OPTIONAL' written in red below it.

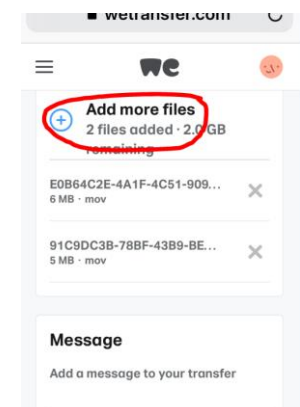
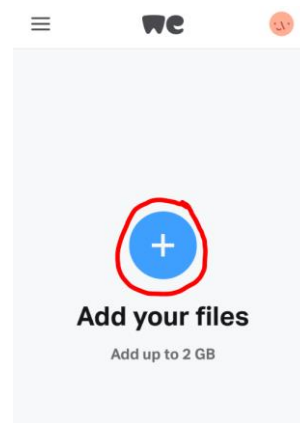
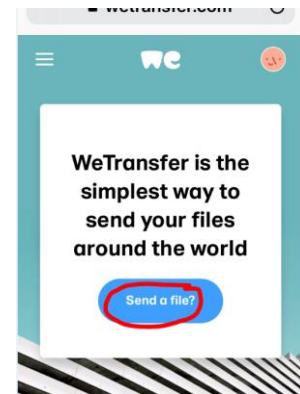
<ul style="list-style-type: none"> • Click on Let's go 	
<ul style="list-style-type: none"> • At this point, you need to verify your email address • Go to your email account and open the email from WeTransfer asking you to verify your email address. • Click on Verify email • You may need to re-enter your login details • You will see a message saying 'Your account has been verified' • Go to Step 4 	
<p>3b. Login</p> <ul style="list-style-type: none"> • Enter your email address and password, then click on 'Submit' • Go to the menu in the top left, and then click on Home • Go to Step 4 	

4. Add files

- Click on **Send a file**

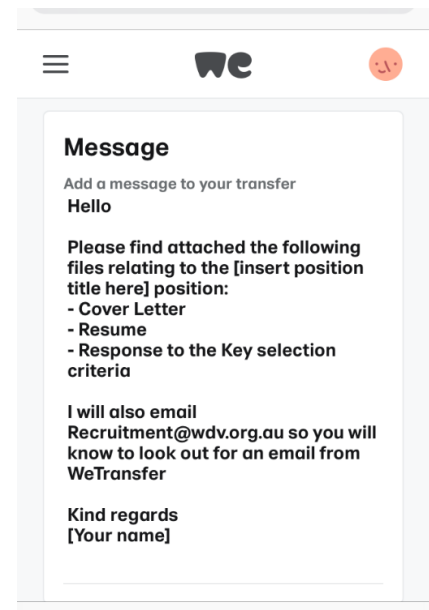
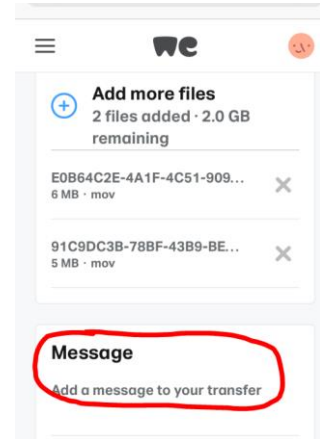
- Click on **Add your files**
- Add the required files stored on your phone.
- Please note, there is a 2GB maximum per transfer

- If you would like to add further things, click on 'Add more files'
- Add further files stored on your phone



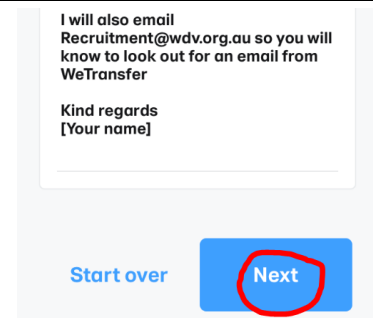
5. Complete message details

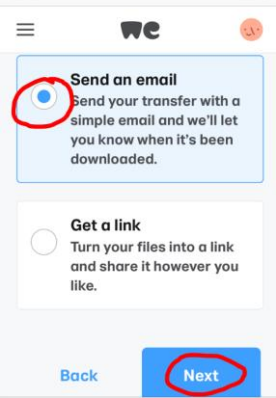
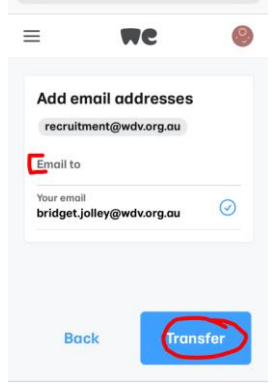
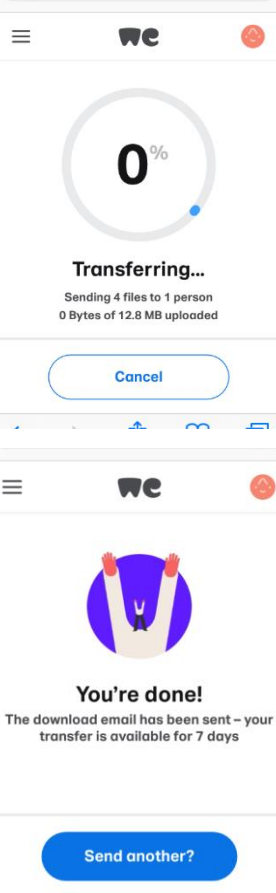
- Enter your message, please include:
 - What is the job position your files relate to
 - What files you are transferring, e.g. response to the key selection criteria only, or a cover letter, response to the key selection criteria and your resume, etc.
 - How you will be advising WDV that you've shared files (e.g. by phone or email)
 - Your full name, particularly if it is not in your email address



6. Check details


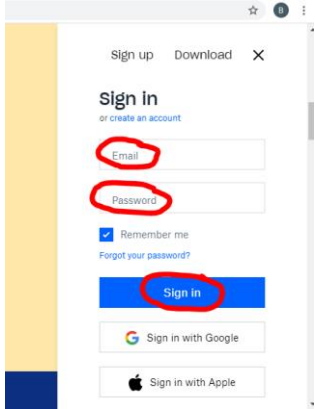
- Check the right files are attached
- Check you've included everything in your message
- Click on **Next**



<p>6. Choose between 'Send an email' or 'Get a link'</p> <ul style="list-style-type: none"> • Click on either Send an email (recommended), or Get a link • Click on Next 	
<p>7. Enter email details</p> <ul style="list-style-type: none"> • For 'email to' field, enter Recruitment@wdv.org.au • Click on Transfer 	
<p>8. Wait for files to be transferred</p> <ul style="list-style-type: none"> • A display will show as your files are being transferred • A message will say 'You're done' when your files have successfully been transferred 	

<p>9. Advise WDV that you've sent files via WeTransfer</p> <ul style="list-style-type: none"> • Contact WDV by phone or email, and advise which files you've sent via WeTransfer, and which job position they relate to <ul style="list-style-type: none"> ○ Phone: 03 9286 7800 ○ Email: Recruitment@wdv.org.au 	 
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Dropbox – Computer

<p>1. Go to https://www.dropbox.com/</p>	
<p>2. Create an account or login</p> <ul style="list-style-type: none"> • In the top right corner, choose Sign in or Sign up 	
<p>3a. Sign in</p> <ul style="list-style-type: none"> • Enter Sign in details, including your email and password • Click on Sign In • Go to Step 4 	

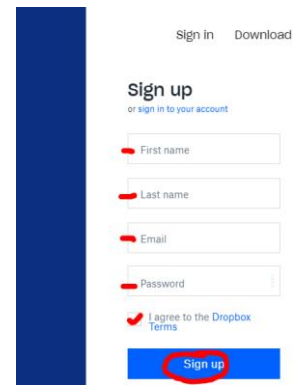
3b. Sign Up

- Create account details, including your first name, last name, email, and password.
- Check and tick **I agree to the Dropbox terms**
- Click on **Sign up**

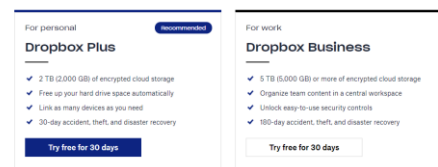
- Choose the free account by clicking on **Or continue with 2 GB Dropbox Basic plan**

- At this point, you need to verify your email address
- Go to your email account and open the email from Dropbox asking you to verify your email address.
- Click on **Verify your email**

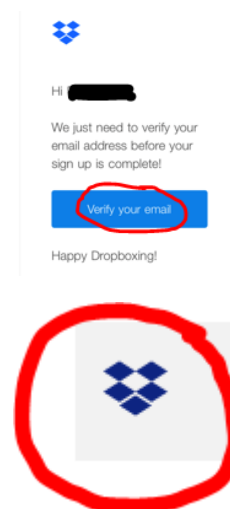
- You might be asked to download the app. You can download and use the app, or don't and navigate to the home page by clicking on the Dropbox icon on the left
- Go to Step 4



Dropbox for free

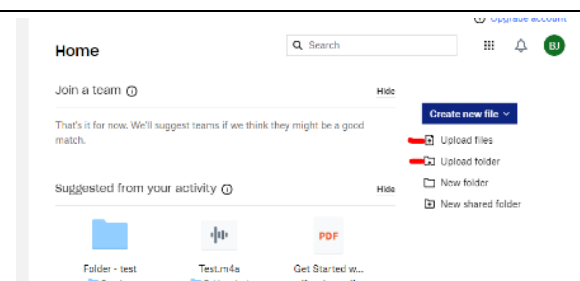


Or continue with 2 GB Dropbox Basic plan



4. Upload files / folder

- Click on either **upload files** or **upload folder**
- Choose the files or folder you would like to upload



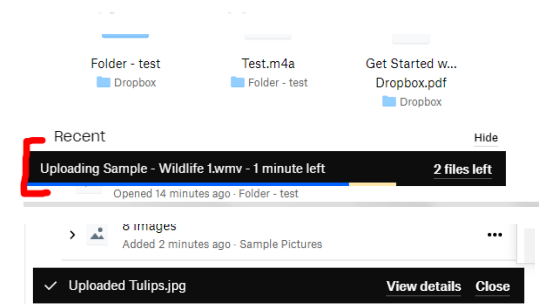
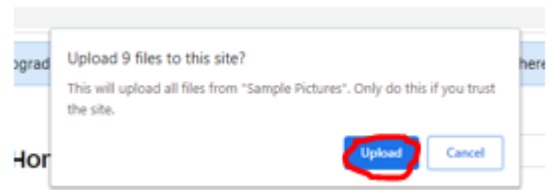
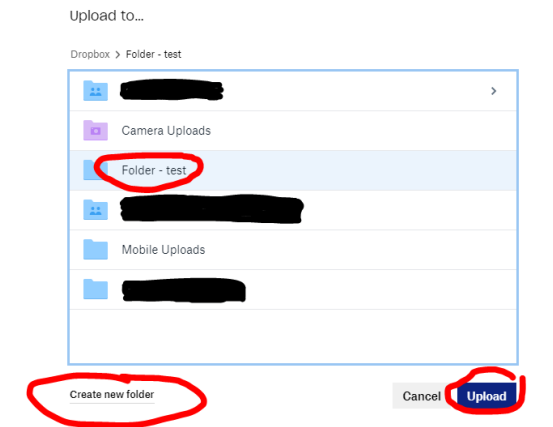
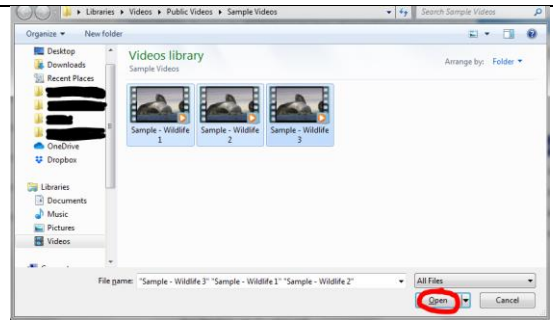
- Choose the required folder or files you would like to upload

- If uploading files, you will be asked to select a folder, or 'create new folder'
- Click on **Upload**
- Please note Dropbox's 2GB storage limit

- Confirm you would like to upload files/folder by clicking on **Upload**

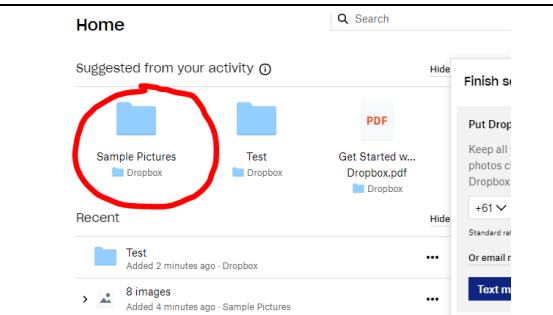
- A status bar will appear to say how long is left to upload the files/folder

- The status bar will change to say 'Uploaded...' once complete



5. Share file/s or folder with WDV

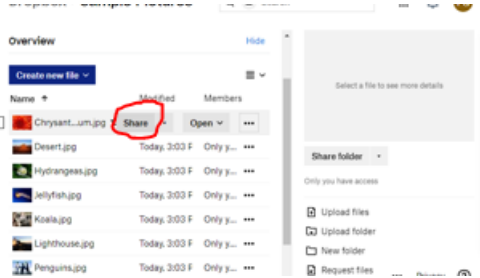
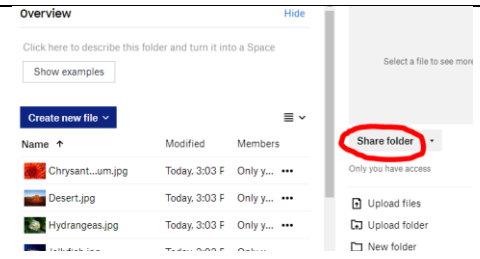
- For folders
- Click on the folder you would like to share
- In the column on the right, click on **Share**. (Do not click on the drop



down arrow to the immediate right of share)

- For files
- Navigate to the file/s you want to share. You can choose multiple files
- Click on 'Share'. (Do not click on the drop down arrow to the immediate right of share)
- Where it says 'Add an email or name', **enter in Recruitment@wdv.org.au**, and hit the 'enter' key
- You can then include a note/message
- Enter your message, please include:
 - What is the job position your files relate to
 - What files you are transferring, e.g. response to the key selection criteria only, or a cover letter, response to the key selection criteria and your resume, etc.
 - How you will be advising WDV that you've shared files (e.g. by phone or email)
 - Your full name, particularly if it is not in your email address
- An example message:

Hello



Share this file

Anyone with this link can view [Settings](#)

Import contacts

Chrysanthemum.jpg
2 people have access

Share this file

Anyone with this link can view [Settings](#)

Hello
Please find attached the following files relating to the [insert position title here] position:

Create then copy link [Share file](#)

Please find attached the following files relating to the [insert position title here] position:

- Cover letter
- Resume
- Response to the Key selection criteria

I will also email

Recruitment@wdv.org.au so you will know to look out for an email from Dropbox

Kind regards

[Your name]

- Check the email address and message that's been entered
- Click on **Share file**
- Your files/folder have now been shared

Share this file

Anyone with this link can view

[Settings](#)

recruitment@wdv.org.au x Add an email or name

Hello
Please find attached the following files relating to the [insert position title here] position:

[Create](#) then copy link

[Share file](#)

✓ Shared Chrysanthemum.jpg

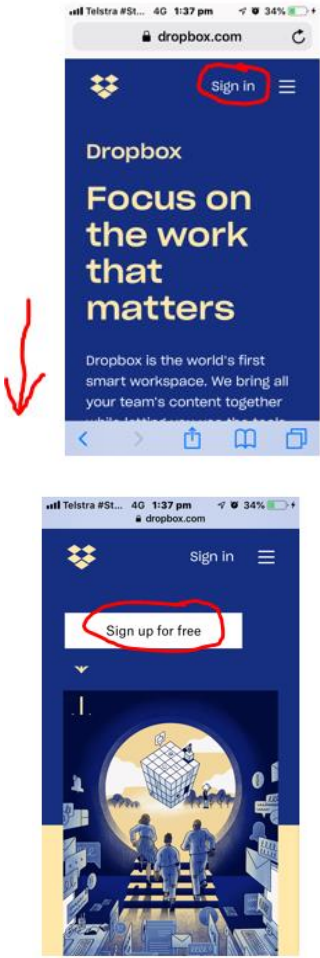
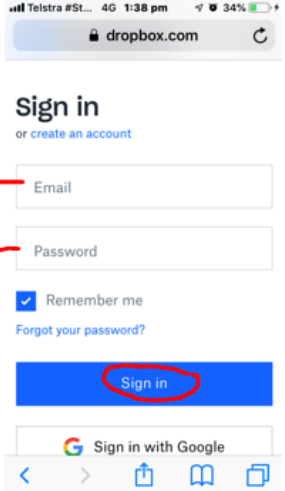
[Close](#)

6. Advise WDV that you've sent files via Dropbox

- Contact WDV by phone or email, and advise which files/folders you've sent via Dropbox, and which job position they relate to
 - Phone: 03 9286 7800
 - Email: Recruitment@wdv.org.au



Dropbox – Phone

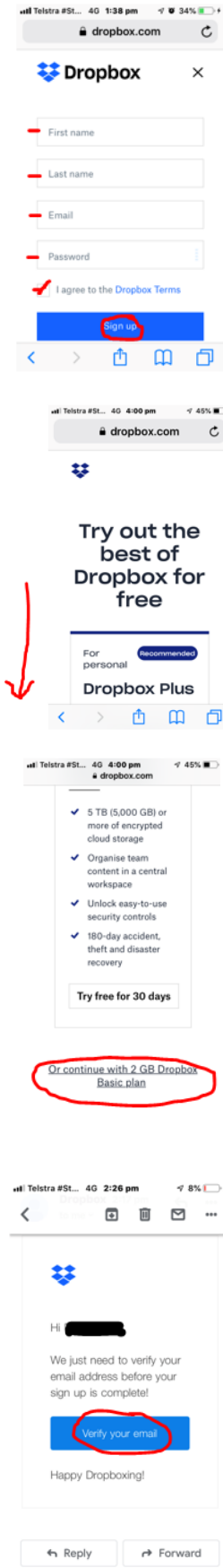
<p>1. Go to https://www.dropbox.com/</p>	
<p>2. Create an account or login</p> <ul style="list-style-type: none">• In the top right corner, choose Sign in or scroll down the home page to find Sign up for free	
<p>3a. Sign in</p> <ul style="list-style-type: none">• Enter Sign in details, including your email and password• Click on Sign In• Go to Step 4	

3b. Sign Up

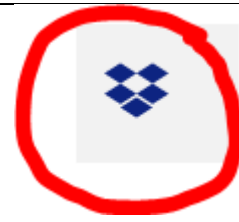
- Create account details, including your first name, last name, email, and password.
- Check and tick **I agree to the Dropbox terms**
- Click on **Sign up**

- Scroll down the page. Find and click on **Or continue with 2 GB Dropbox Basic plan**

- At this point, you need to verify your email address
- Go to your email account and open the email from Dropbox asking you to verify your email address.
- Click on **Verify your email**

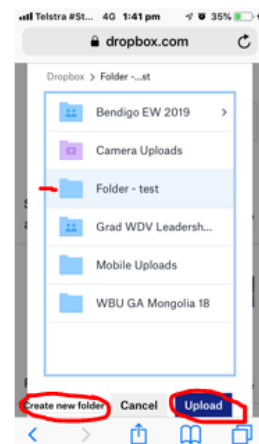
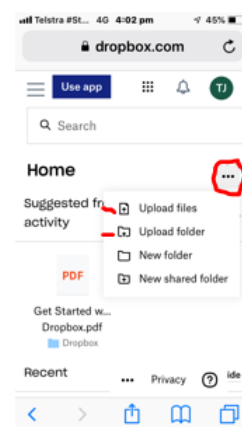


- You might be asked to download the app at this point. You can download and use the app. If you don't, navigate to the home page by clicking on the Dropbox icon on the left
- Go to Step 4



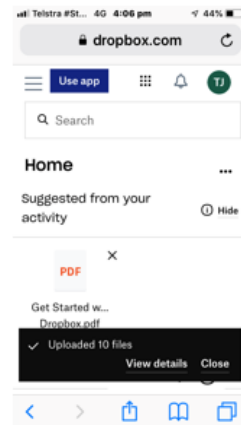
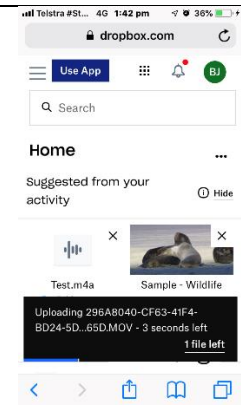
4. Upload files / folder

- Click on the uploads/folders menu
- Click on either **upload files** or **upload folder**
- Choose the files or folder you would like to upload from your phone
- Please note Dropbox's 2GB storage limit
- If uploading files, choose or create a 'new folder' for the files to sit under
- Click on **Upload**



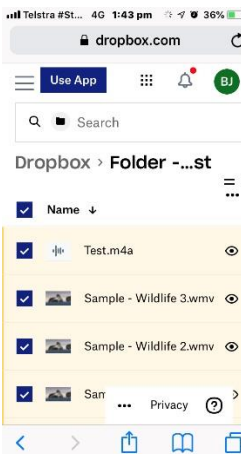
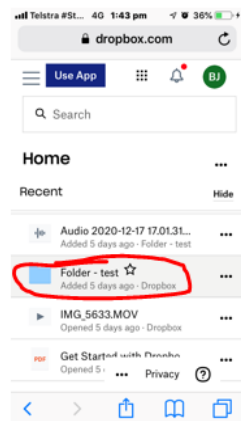
- A status bar will appear to say how long is left to upload the files/folder

- The status bar will change to say 'Uploaded...' once complete



5. Share file/s or folder with WDV

- Under 'Recent', select the folder, and then/or, files you would like to transfer



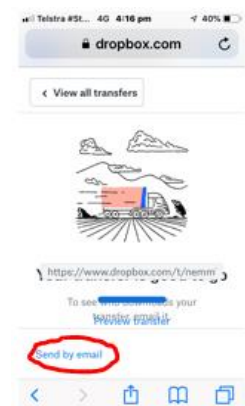
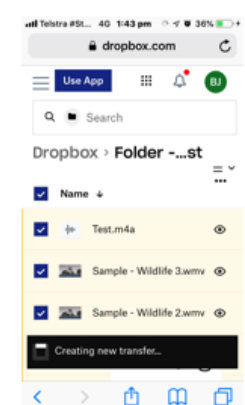
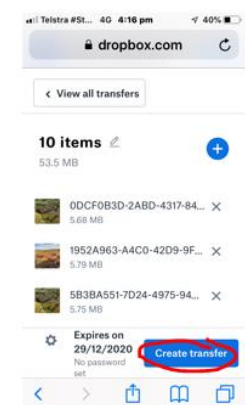
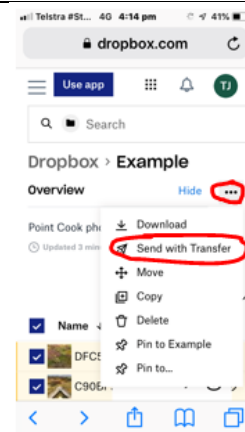
- Use the menu on the right to find and click on **Send with Transfer**

- Check files are correct and click on **Create Transfer**

- A status bar will appear to say 'Creating new transfer'

- Click on **Send by email**

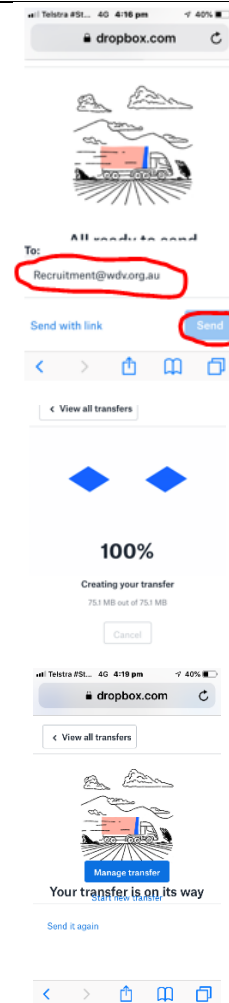
- In the 'To' field, enter in Recruitment@wdv.org.au



- Click on **'Send'**

- A status page will appear to say 'Creating your transfer'

- Once complete, a message will say 'Your transfer is on its way'



6. Advise WDV that you've sent files via Dropbox

- Contact WDV, and advise you've sent file/folders via Dropbox
 - Phone: 03 9286 7800
 - Email: Recruitment@wdv.org.au
- Make sure you include
 - What is the job position your files relate to
 - What files you are transferring, e.g. response to the key selection criteria only, or a cover letter, response to the key selection criteria and your resume, etc.

