

Name the drop: <http://drop.io/>
• Minimum of 7 characters.

Password protect:
(optional)

Delete drop after: (you can renew later)

Others can:

- View Only
- View & Add Content
- View, Add & Delete Content

You agree to the drop.io [Privacy Policy](#) & [Terms of Use](#).

Drop it.

Your drop has been created, Would you like an Admin password?

With an admin password you can

- Renew a drop
- Change drop permissions and passwords
- Move or destroy a drop
- Delete or add content (even if drop is set so others can't)

Password:

Confirm:

You can't do this later.

Continue, with Password

No, I don't need one

Next you get your url and a unique phone number and extension. (Do not use the one shown here, it will not work). Call that number and you will be prompted for the extension. Once the extension is entered start your recording!

Drop Details

[Edit Admin](#)

URL:

Email [\[?\]](#):

Phone [\[?\]](#):

Conf. call [\[?\]](#): [Private conference](#)

Fax [\[?\]](#): [Receive a fax](#)

Add

[Files](#) [Links](#) [Note](#) [Via-Widget](#)

1. Go to <http://drop.io>
Enter a url for your "drop" under name the drop. I entered edtech123. Remember yours!

I entered the same for my password. Enter your password if you want one, remember it, then click Drop It.

(If you are recording a podcast, leave the ADD File field on the top blank)

2. Here I repeated the password. Repeat yours if you want one.

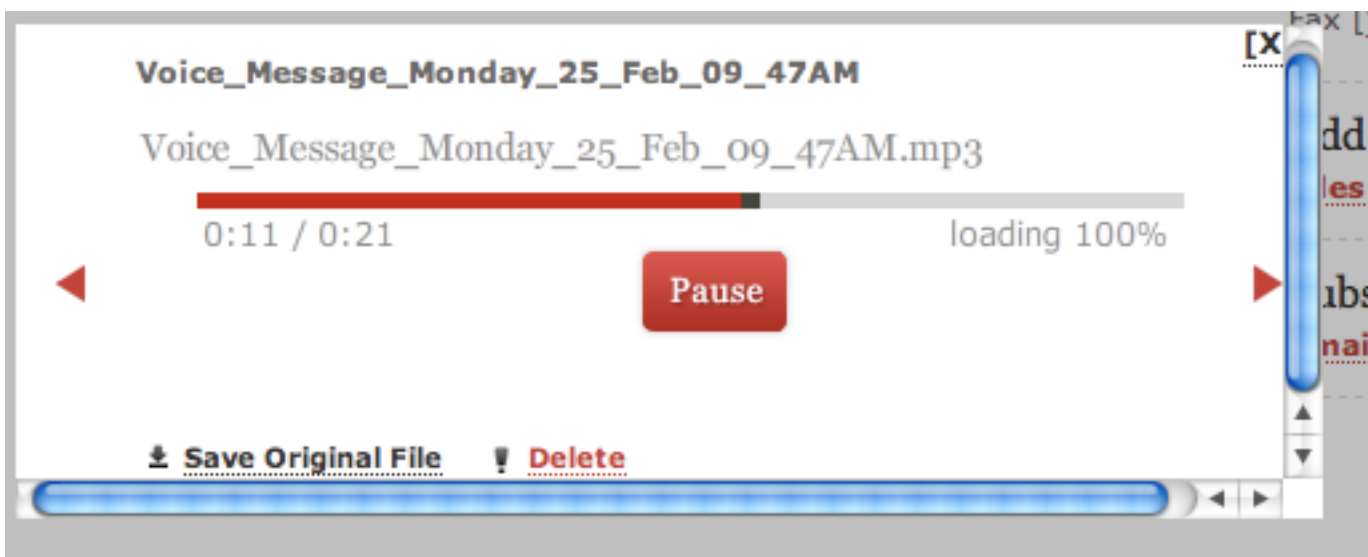


Audio

Voice_Message_Monday_25_Feb_09_47AM
326 KB

[Listen](#)

4. Later when you return to your the url you created (you will be asked for the password if you created one) you will see your recording. Click “Listen”. (You can view mine at <http://drop.io/edtech123> with password edtech123)



5. Click “Save Original File” and you will be download it to your desktop. It’s an mp3 and named with the date and time but you can rename the file.

Done!!