



Northern Cemeteries
Always

Macquarie Park Cemetery and Crematorium

Dropbox Instructions for Families

NOTE: You must have a Dropbox account to perform these actions for instructions on how to create a dropbox account click [here](#)

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.

**If you require technical assistance, please call 0431 266 031
As we may be assisting other families, please leave us a
message and we will return your call as soon as possible.**