Feature Guide: Inboxes

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Sending files to an Inbox

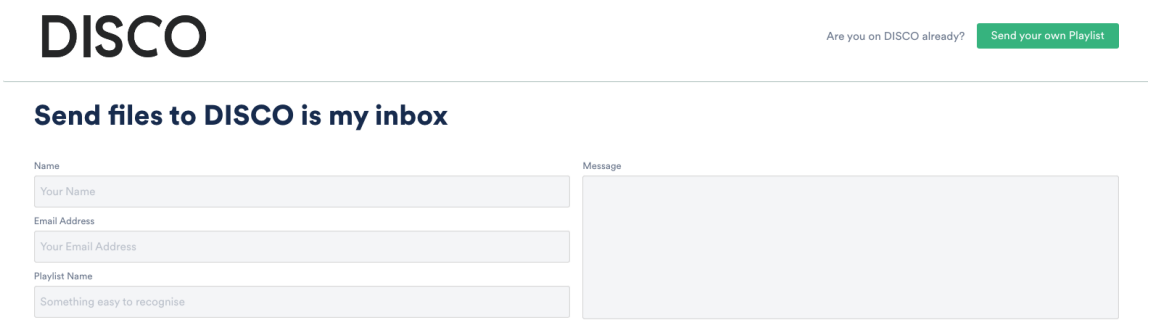
You can send files to a DISCO Inbox in two ways.

Method 1

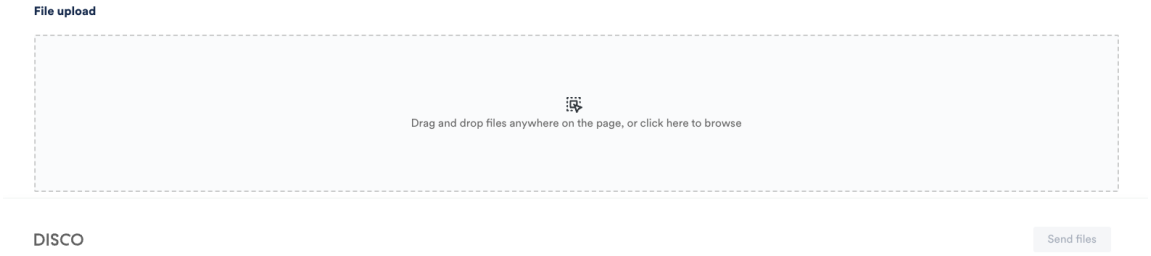
Anyone *(regardless of whether or not they're a DISCO user)* can upload files to a DISCO Inbox using the Inbox Share URL:

> ***Tip:*** *This method is recommended □*

1. Obtain the Inbox Share URL page from the DISCO user.
2. Open the Inbox Share URL page.
3. Enter your **Name**, **Email Address**, **Playlist Name**, and a **Message**.



4. Drag and drop files into the box or click to browse your computer.



> ***Note:*** *You can only drag files, not folders. Zip files should* ***not*** *be uploaded as they cannot unzip in DISCO.*

5. Alternatively, if you're a DISCO user, you can click the **Send your own Playlist** button in the top-right corner.



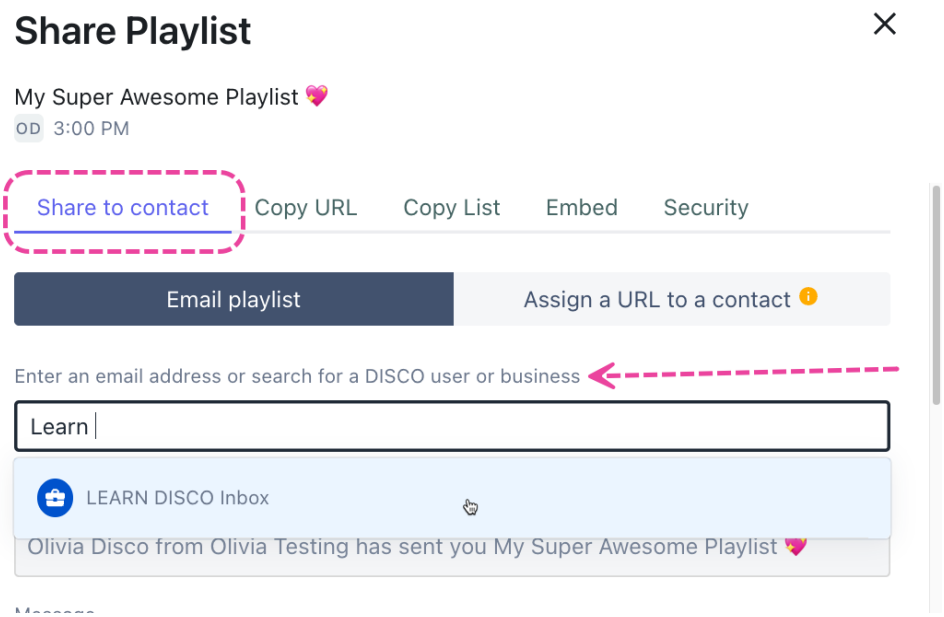
6. Click the **Send files** button.

Method 2

DISCO users can share Tracks and Playlists directly with other DISCOs using their business name.

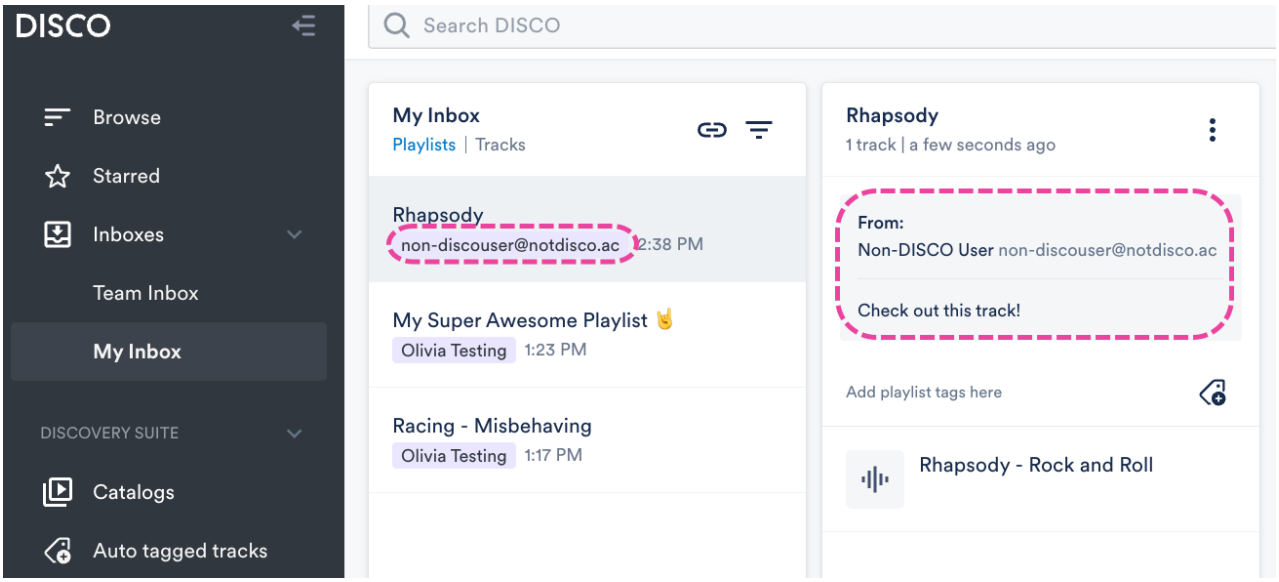
> ***Note:*** *This method is only available to DISCO users.*

1. Open the **Playlist menu (⋮)** or **Track Menu (⋮)** and select **Share**.
2. From the **Share to contact** tab, select the **Email playlist** or **Email track** option.
3. Search for the DISCO user or business.



4. *Optional:* Edit the **Subject** and enter a **Message**.
5. Click the **Send to recipient** button.

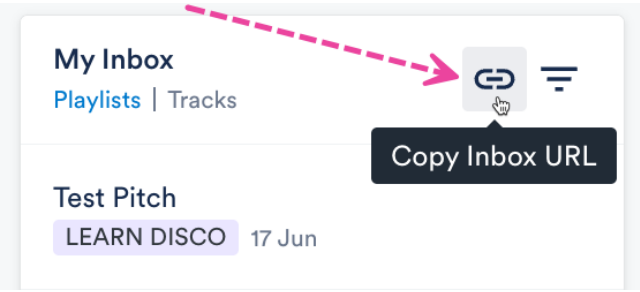
Here's an example what the recipient will see in their Inbox:



Receiving files in an Inbox

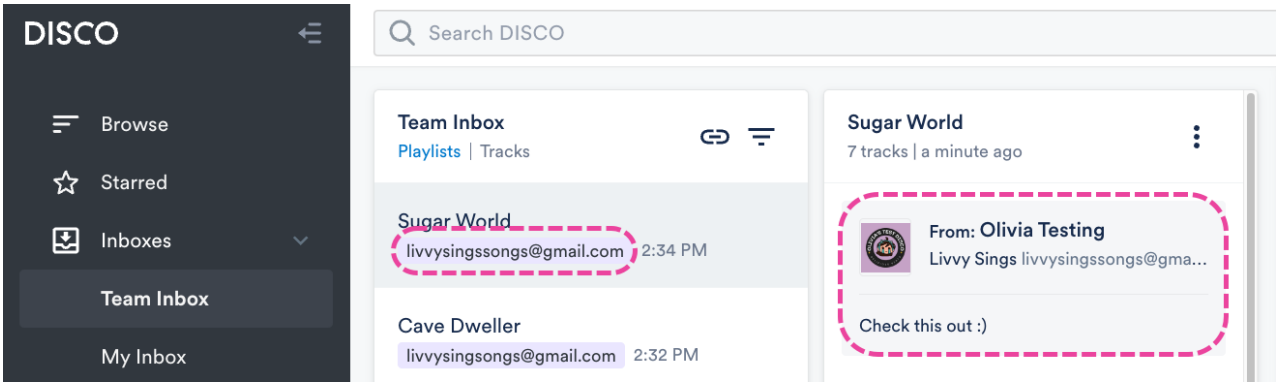
You can receive files from *anyone*, regardless of whether or not they're a DISCO user!

Provide them with your public Inbox URL so they can upload files directly to your Inbox. Every Inbox on DISCO has its own URL. To find your public Inbox URL, go to your Inbox and click on the link icon to **Copy Inbox URL**.



Users can also share Playlists directly to your Team Inbox by searching for your business name from the Share page. If you would prefer to disable this, you can do so from the Inbox **Edit settings**.

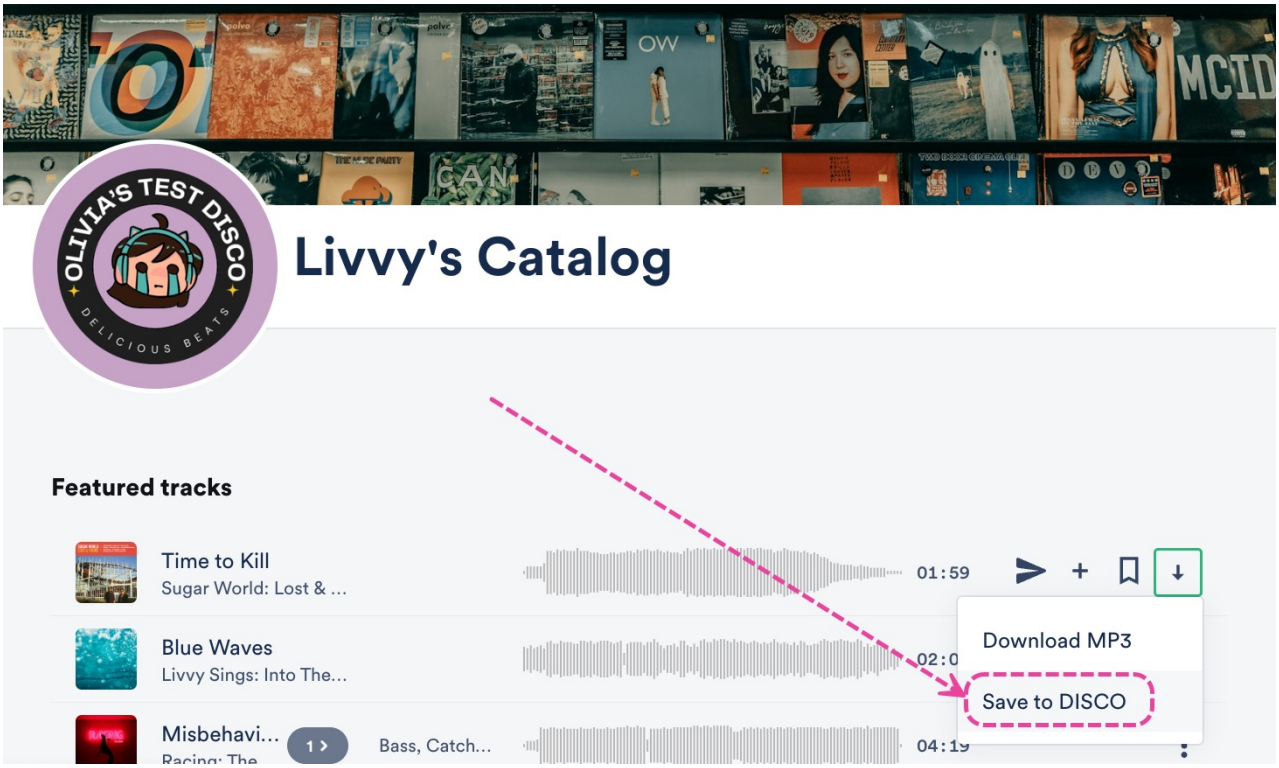
Once the files are in your Inbox, you can see who they were sent from and any **Messages** they added.

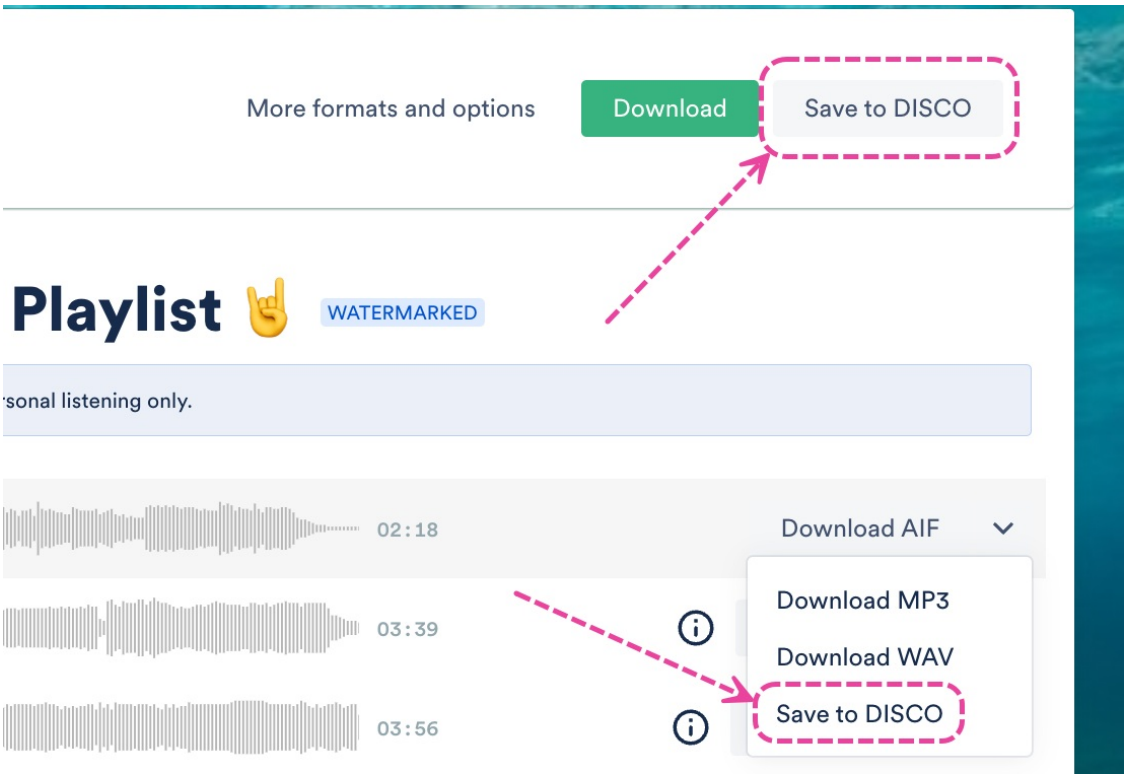


You can then decide to add the files to your DISCO, remove them from your Inbox, or remove them from your DISCO.

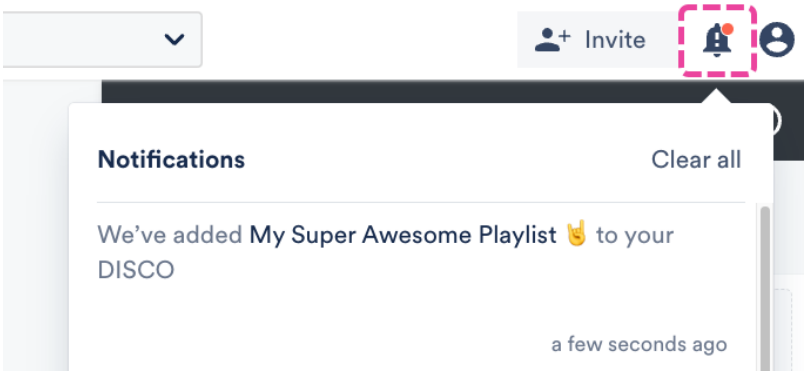
Using the Save to DISCO button

When you use the **Save to DISCO** button on a DISCO Catalog or on a public Playlist share page, the files go into your personal Inbox (**My Inbox**).





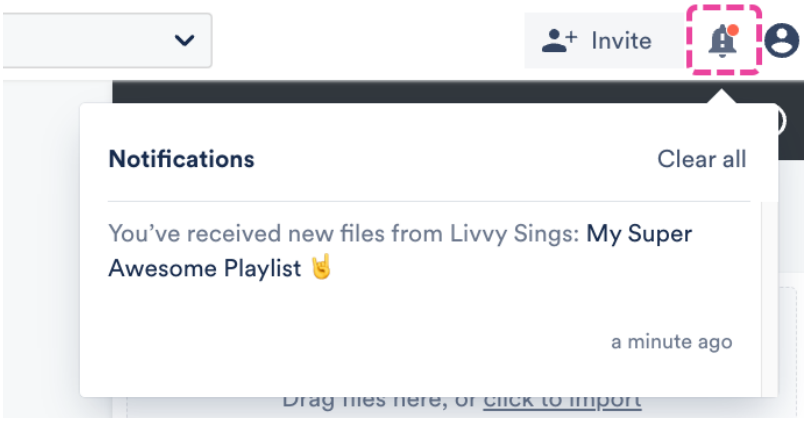
You'll also receive a notification in your DISCO to confirm the files have been added:



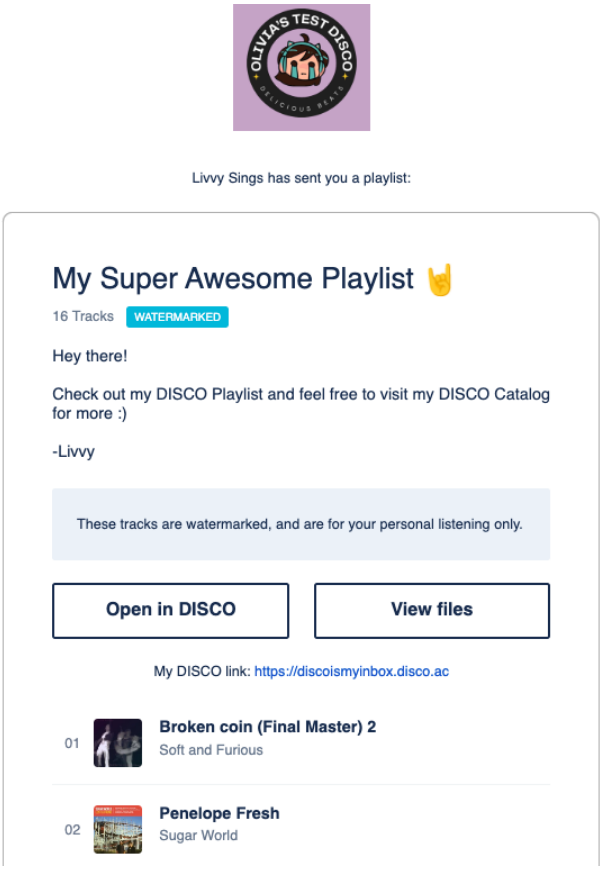
Once the files are in your Inbox, you can decide to add them to your DISCO or remove them. For more information on the Save to DISCO button, check out this article.

Notifications

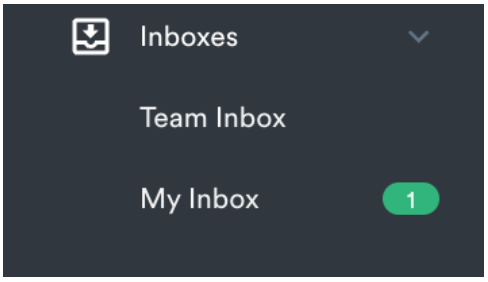
When your Inbox receives files, each **Member** of the Inbox will receive a notification from the **Notification** bell in DISCO:



Managers of the Inbox will receive the Notification in DISCO, as well as an email notification:



The sender will also get a confirmation email telling them their files were sent. Additionally, there will be a notification badge on the Inbox in the left sidebar of your DISCO.



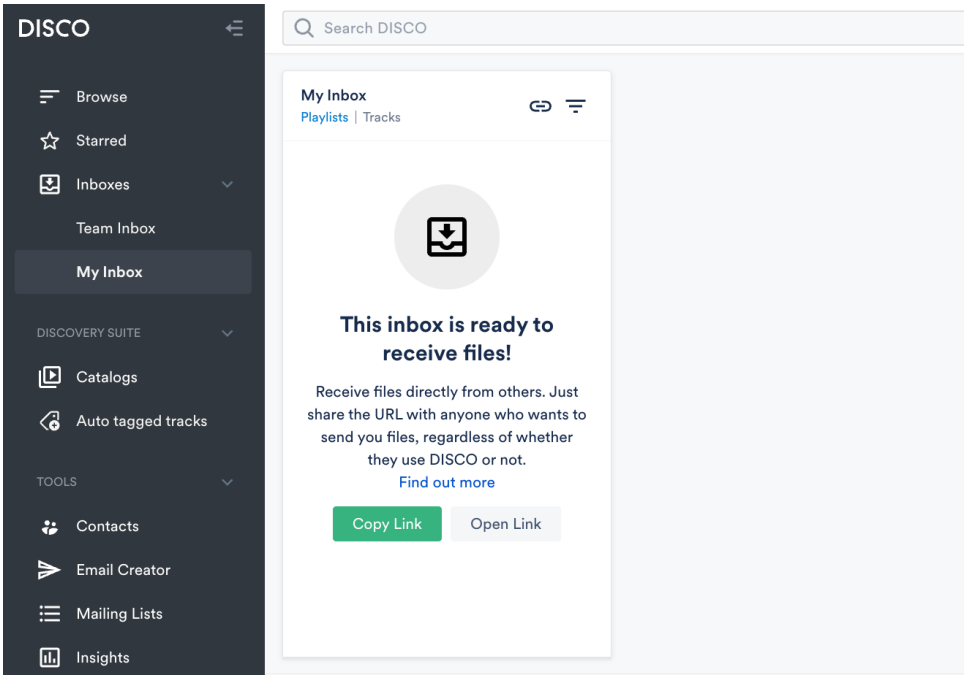
Adding and removing content

At a glance

Files appear in Inboxes in two ways:

- when someone sends them directly to your Inbox
- when you use the **Save to DISCO** button on a DISCO Catalog or on a Playlist share page

Once the files are in your Inbox, you can decide to add them to your DISCO or remove them.

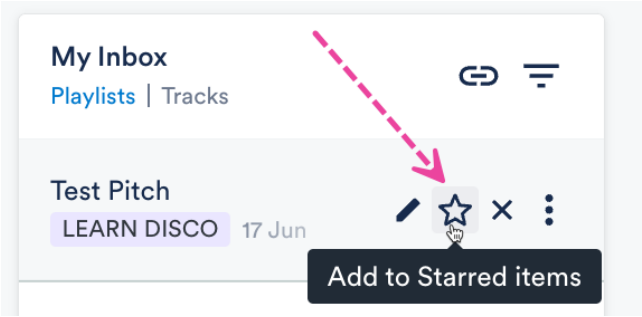


Adding content from Inboxes to your DISCO

By default, content you receive in your Inbox is *not* automatically added to your DISCO, meaning it does *not* appear in your **Browse** section and is *not* visible in searches.

To add content from your Inbox to your DISCO you can either:

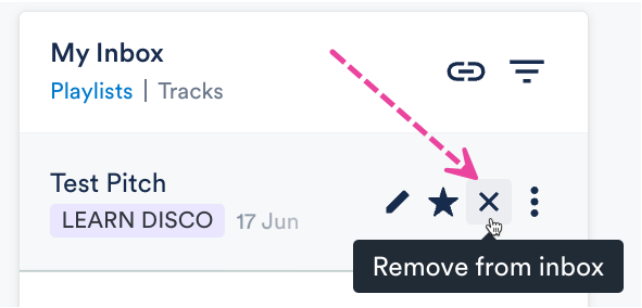
- click the star icon to **Add to Starred Items** (will become visible in both your **Starred** and **Browse** sections and will appear in Search Results)



- drag it into the Playlist Creator and save it as a new Playlist (will become visible in your **Browse** section and will appear in Search Results)
- drag it into a Channel (will become visible in your **Browse** section and will appear in Search Results)

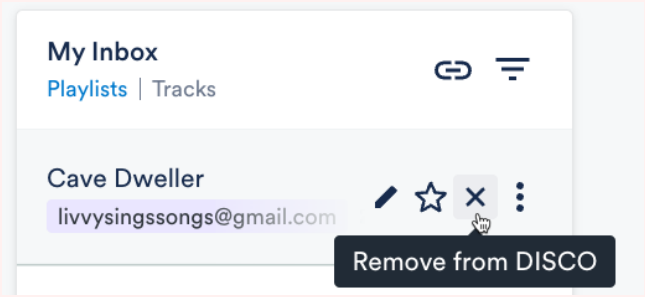
Removing content from Inboxes

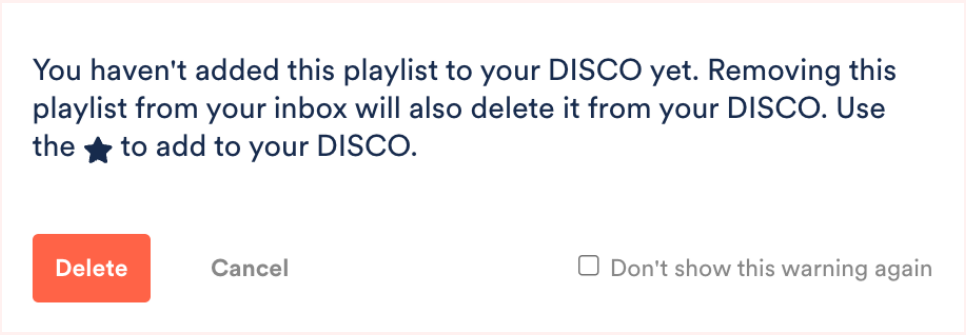
Once the content is added to your DISCO from the Inbox, you can choose to remove it from the Inbox by clicking the **X** to **Remove from Inbox**. This will remove it from your Inbox, but it will still remain in your DISCO.



Important:

- *Clicking the **X** on an item that has not previously been added to your DISCO will present the **Remove from DISCO** option, which will delete it entirely so it can no longer be added to your DISCO.*





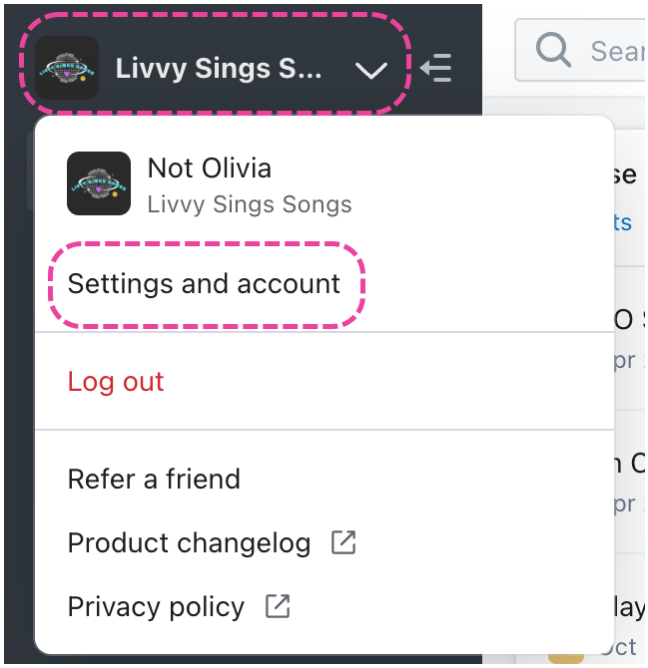
- *Opening the **Playlist** or **Track menu (⋮)** and selecting **Delete playlist** or **Delete track from DISCO** (from within the Inbox or anywhere else in your DISCO) will delete it from both your Inbox and from your DISCO, **even if** it had been previously added to your DISCO.*

Managing Inboxes

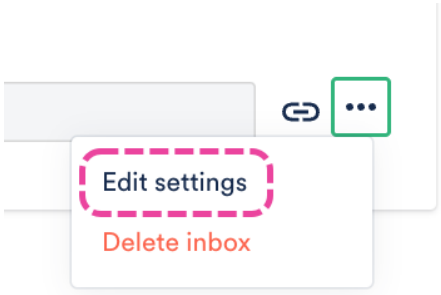
Edit Inbox settings

Only **Managers** of Inboxes can **Edit settings**.

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



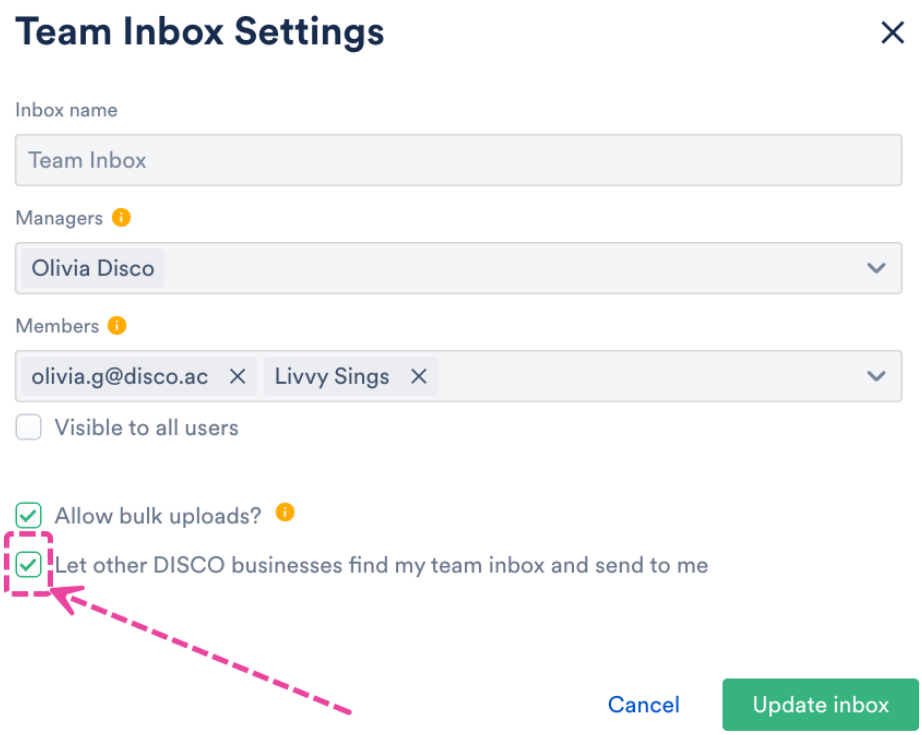
3. Under **Workspace Settings**, select **Inboxes**.
4. Open the menu (•••) next to the Inbox and select **Edit settings**.



Here you can:

- update the **Inbox name**
- manage permissions
    - add/remove **Managers** and **Members**
- make the Inbox **Visible to all users** in the DISCO account
- **Allow bulk uploads** to the Inbox
- **Add custom message** to the Inbox that will appear on the public upload page for the Inbox -- this is useful for advising senders how you'd like to receive files

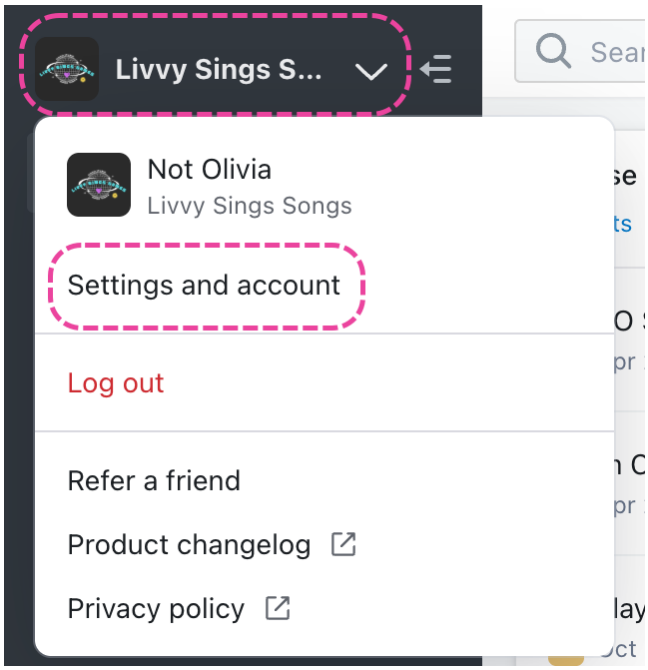
You can also disable the setting in the **Team Inbox** that allows other DISCO users to share Playlists directly to your Inbox from the Share page:



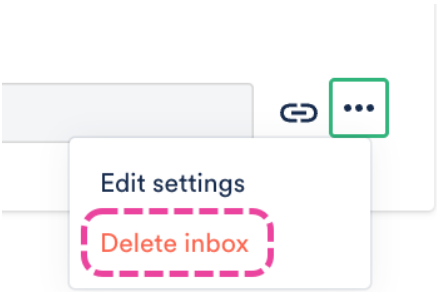
Deleting Inboxes

Only **Managers** of Inboxes can **Delete** inboxes.

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



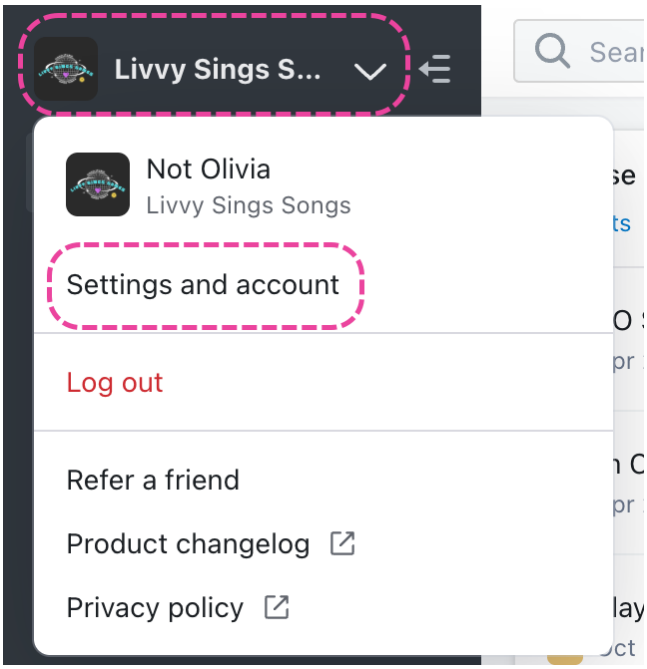
3. Under **Workspace Settings**, select **Inboxes**.
4. Open the menu (•••) next to the Inbox and select **Delete inbox**.



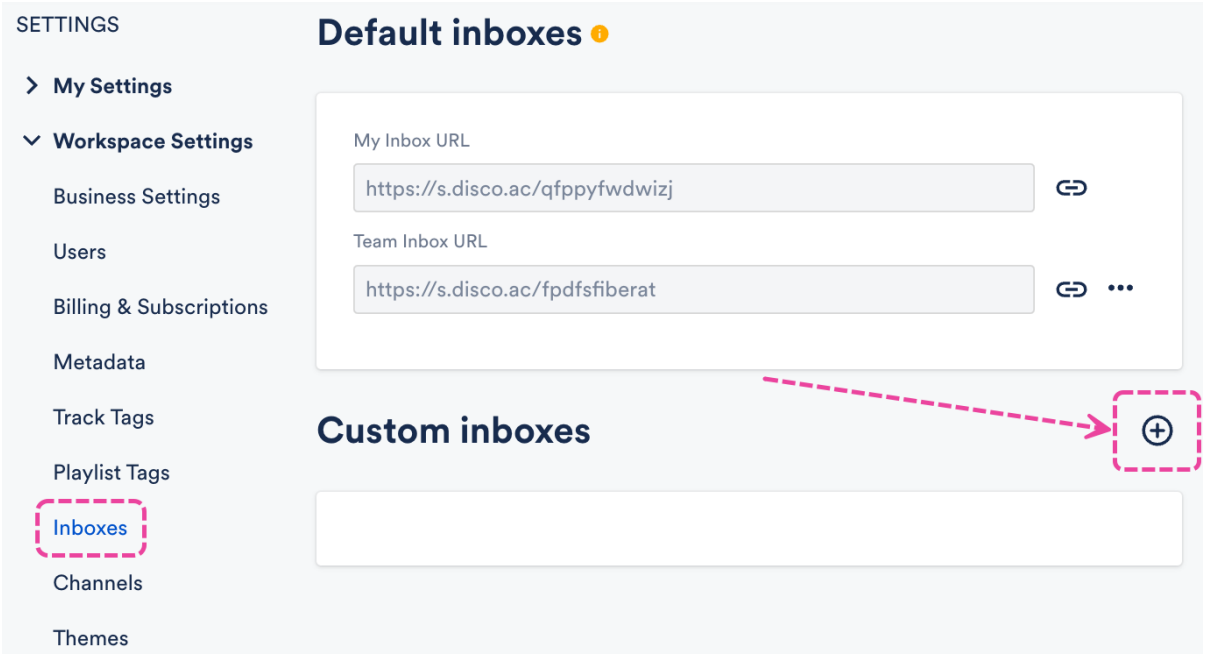
Creating custom Inboxes

Create a Custom Inbox

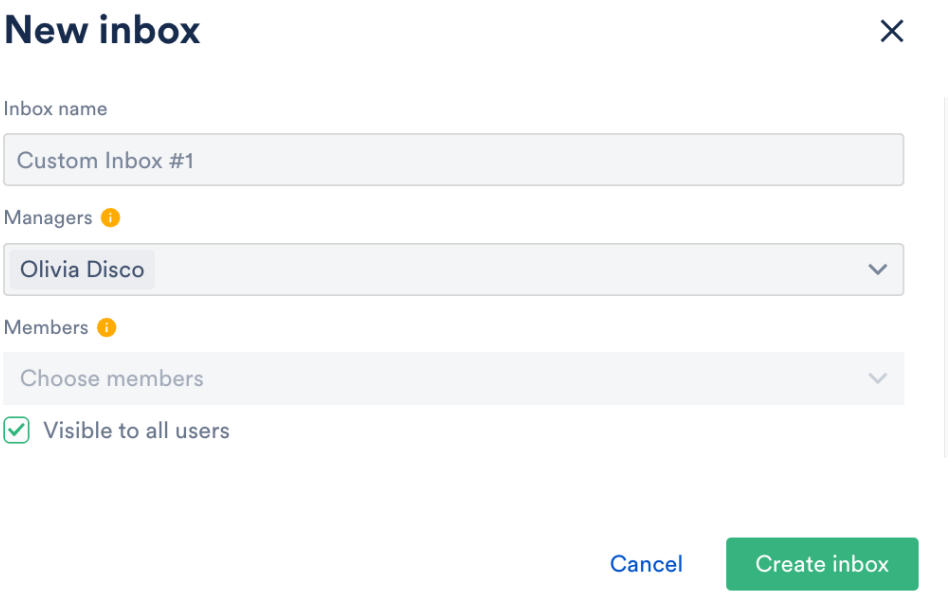
1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Inboxes**.
4. Click the **+ plus icon** to the right of **Custom inboxes**.

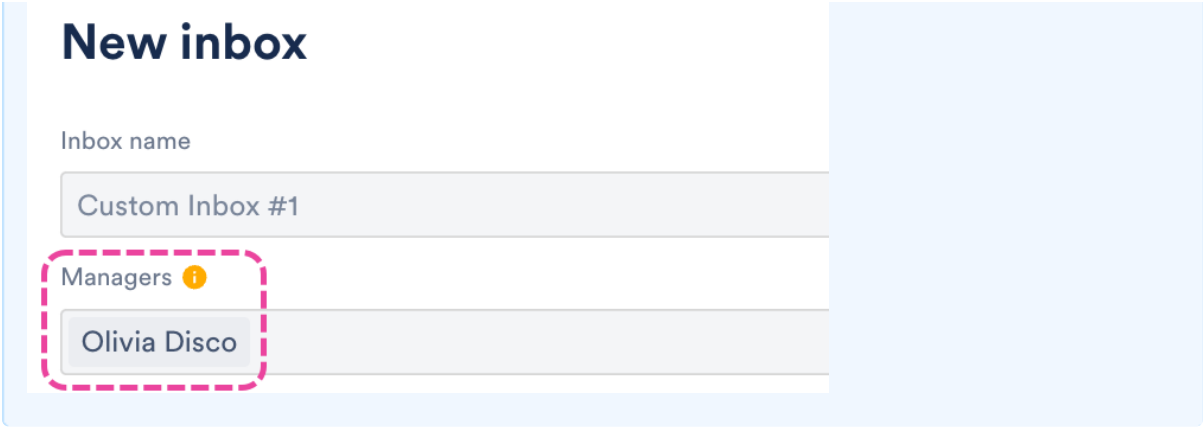


5. Add an **Inbox name**, **Managers**, and **Members**.
   - **Managers** are notified by email and in their DISCO whenever files are sent to the Inbox.
   - **Members** receive Notifications in their DISCO only.



6. Decide whether or not this Inbox should be **Visible to all users** in your DISCO by checking or unchecking the box.
7. Click the **Create inbox** button.

> ***Note:*** *The person who created the Inbox automatically becomes a* ***Manager*** *of that Inbox.*


New inbox
Inbox name
Custom Inbox #1
Managers
Olivia Disco