# **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:

| e Inbox Share URL pa |  |
|----------------------|--|
|                      | age.   |
| ur Name, Email Add   | dress, Playlist Name, and a Message.             |
| SCO                  | Are you on DISCO already? Sand your own Playlist |
| files to DISCO is my | inbox  |
|                      | Message  |
|                      |  |
|                      |  |
|                      |  |
| sy to recognise      |  |
|                      | files to DISCO is my in the key to recognise     |

DISCO

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

Send files

 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.



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:



| Livvy Sings has sent you a playlist:   |  |  |  |  |  |
|--|--|--|--|--|--|
| My Super Awesome Playlist<br>16 Tracks WATERMARKED<br>Hey there!<br>Check out my DISCO Playlist and feel free to visit my DISCO Catalog<br>for more :) |  |  |  |  |  |
| -Livvy   |  |  |  |  |  |
| These tracks are watermarked, and are for your personal listening only.  |  |  |  |  |  |
| Open in DISCO View files   |  |  |  |  |  |
| My DISCO link: https://discoismyinbox.disco.ac   |  |  |  |  |  |
| 01 Broken coin (Final Master) 2<br>Soft and Furious  |  |  |  |  |  |
| 02 Penelope Fresh<br>Sugar World   |  |  |  |  |  |

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.



### **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:

#### **Team Inbox Settings**

| Inbox name  |  |                   |              |              |
|---|--|-------------------|--------------|--------------|
| Team Inbox  |  |                   |              |              |
| Managers 🕕  |  |                   |              |              |
| Olivia Disco  |  |                   |              | ~            |
| Members 🕕   |  |                   |              |              |
| olivia.g@disco.ac   | × Livvy Sings  | ×                 |              | ~            |
| Visible to all use  | rs   |                   |              |              |
| <ul> <li>✓ Allow bulk uploa</li> <li>✓ Let other DISCC</li> </ul> | ads? 0<br>) businesses find (  | my team inbox and | d send to me |              |
|   | and the second s |                   | Cancel       | Undate inhov |

#### **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.

| SETTINGS                | Default inboxes •               |     |
|-------------------------|---------------------------------|-----|
| > My Settings           |                                 |     |
| ✓ Workspace Settings    | My Inbox URL                    |     |
| Business Settings       | https://s.disco.ac/qfppyfwdwizj | Θ   |
| Users                   | Team Inbox URL                  |     |
| Billing & Subscriptions | https://s.disco.ac/fpdfsfiberat | ⊕ … |
| Metadata                |                                 |     |
| Track Tags              | Custom inboxes                  | > 🕀 |
| Playlist Tags           |                                 | (   |
| Inboxes                 |                                 |     |
| Channels                |                                 |     |
| Themes                  |                                 |     |

- 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.

| New inbox              |        | ×            |
|------------------------|--------|--------------|
| Inbox name             |        |              |
| Custom Inbox #1        |        |              |
| Managers 🕕             |        |              |
| Olivia Disco           |        | ~            |
| Members 😗              |        |              |
| Choose members         |        | $\sim$       |
| ✓ Visible to all users |        |              |
|                        |        |              |
|                        | Cancel | Create inbox |

- 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.