



DROP BOX INSTRUCTIONS

Go to: <https://www.dropbox.com/>

Once you access the website, click “Sign Up” in the right hand corner

Enter your valid email address and Click CONTINUE

Enter First and Last Name, Choose and enter a password and Click SUBMIT

You will automatically be sent an email, open the email and click the link to verify the account

A Window will open offering different plan options, choose the text “Basic plan” at the very bottom

It will ask what you are using DropBox for with choices of: work, school, and personal

It will ask if you want to add files from your computer, you can use the SKIP button for this

In the upper left hand corner Click on the “All Files” then look toward the middle of the screen

When you are ready to create you first file folder with photos, Click “Create Folder” in the upper middle section

Type in whatever you want to call the file then Click CREATE

If you prefer to have split-screen you can drag a file or folder over from File Explorer to the large upload arrow. If not,

Click the Upload box in the top middle. You will have a choice to load a file or a folder. It will take you to File Explorer where you can choose the photos.

Select all the photos that you want, then Click OPEN

The photos will upload into the DropBox file you created.

A black window will open in DropBox to show the progress of your uploading photos.

If you decide to add more, there is a green box at the bottom of the black section. Click the drop-down ADD button, choose File or Folder, then select the photos you want to add.

At the point there will be a smaller black box that says, “Share to Collaborate”. You can choose to click that box and choose who to share with or you can click the “X’s” and close out both of the black boxes.

If you click on “Share to Collaborate” it takes you to a window where you can choose sharing options.

You can choose from the drop down menu for Anyone with this link: choose either “can view” or “can edit”

You can also put in an email to share your DropBox file with someone else

If you want more advanced settings, you can Click the “cog” icon near the top right hand corner of the current window

This opens a new window with the following options listed near the top: Folder Settings (on the left); Link for Editing (in the middle); and Link for Viewing (on the right).

Folder Settings allows you to Manage who accesses your file

Click Manage Access and choose one of the following:

- Folder Access – choosing this will allow people who can edit to also add other people
- Only the Owner – choosing this means that only the owner can add people
- Viewer Info – you can choose whether editors can see people who are viewing

If you want, you can create a link and send it to people who you want to edit or View.

Click Link for Editing and then Click “[Create Link](#)”

Click Link for Viewing and then Click “[Create Link](#)”

You can also share by clicking the blue box in the top right corner that says SHARE FOLDER, that will open the same window as above and you will have the same options.

You can click the tiny blue drop down arrow beside the blue SHARE FOLDER button and it will give you options to either:

“Use DropBox to share” OR “Send a copy with DropBox Transfer”