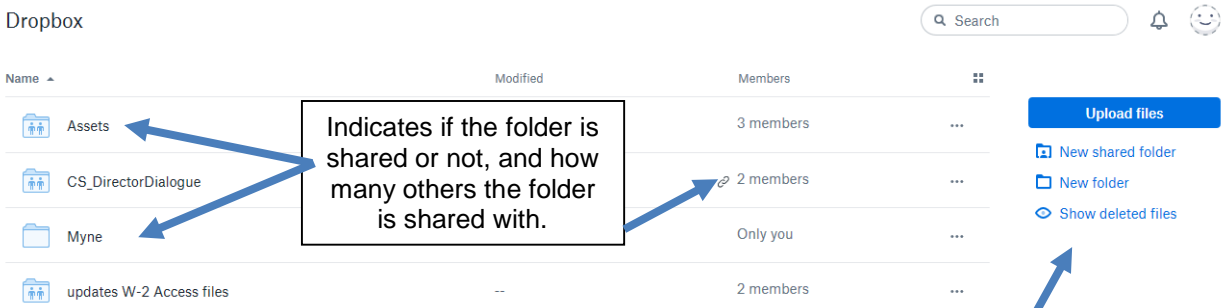


# File Sharing – DropBox Overview

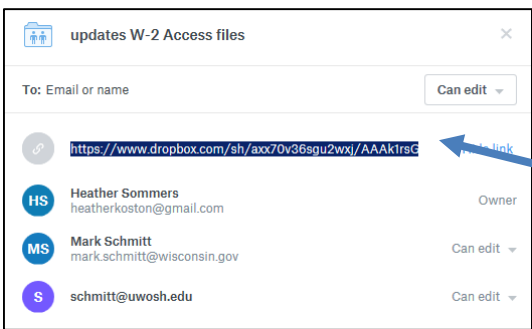
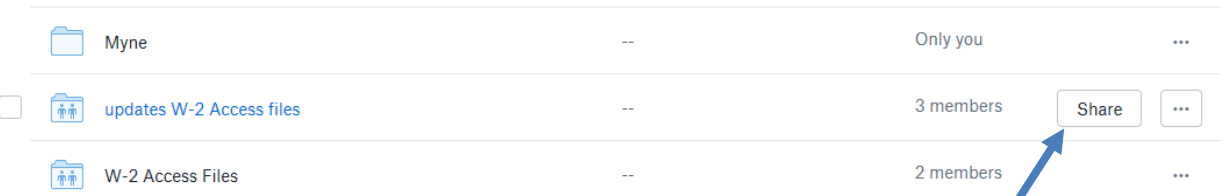
DropBox is an online storage space used to share files between computers or to share files with others. It is particularly useful for sharing files too large for email with others.

Users who want to store and share files must have an account. However, you do not need an account to view and download files that have been shared with you.

DropBox is free to use, and comes with 2GB of storage space. More storage space can be added for a fee.



Folders can be created using the right sideline tools. Use the Upload Files button in this navigation bar, or simply drag the files you want to upload to the DropBox window.



To share a file or a folder, hover over the item and click the Share button. In the dialogue box, add the email addresses of the people you want to share with, or copy the link created and email the link

**NOTE:** If you share a file or folder with an email address, that person must have a DropBox account to view the file. If you copy and email a link to the shared item, the person does not need a DropBox account.

## Opening a Shared File From Someone Else

The screenshot shows a Dropbox interface with a list of shared folders. The first folder is 'Myne' (Only you). The second is 'updates W-2 Access files' (3 members), and the third is 'W-2 Access Files' (2 members). A context menu is open for the 'W-2 Access Files' folder, showing options: Download, Rename, Move, Copy, Delete, and Events. A sidebar on the right shows 'Favorites' including Desktop, Downloads, Recent Places, MyDocs, MyStuff, Inetpub, Courses, Pathlore\_SDrive, DHS\_SDrive, and 2017\_NWT. A text box with arrows pointing to the '...' button and the 'Download' option contains the following text:

To download a file or folder that's been shared with you, click the "..." button on the right and choose Download, or put a checkmark on the item in the left margin and choose Download from the right sidebar menu.

If the selected item is a single file, it will simply be downloaded to your Windows Downloads folder. If the selection is a folder or multiple files, a Zip file will be created and saved to your Windows Downloads folder. This Zip file will then need to be opened and the files extracted before you can use them.

**NOTE:** If someone shares files with you, and sends you a link, you can click the link and download all the files shared at the same time. A Zip file will be created and it will be saved to your Windows Downloads folder. This Zip file will then need to be opened and the files extracted before you can use them.

**NOTE:** DropBox is not the only online storage space application available. Other popular applications include Google Drive and Microsoft OneDrive.