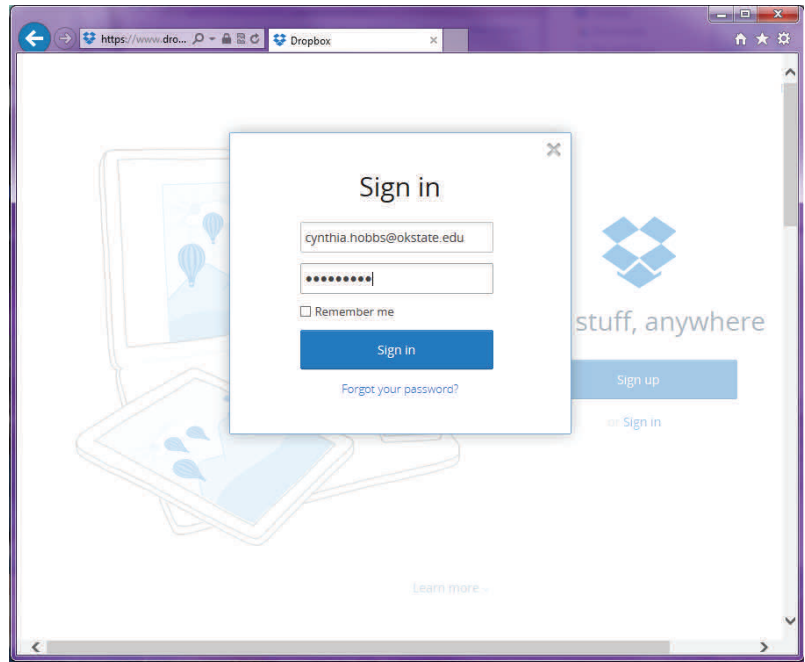


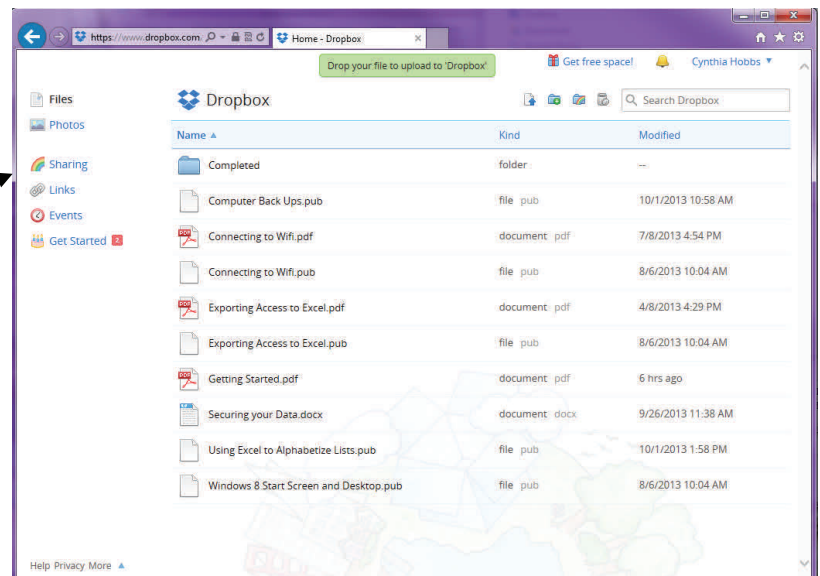
Sharing a Folder in Dropbox

To share a document in Dropbox, go to dropbox.com and sign into the site.



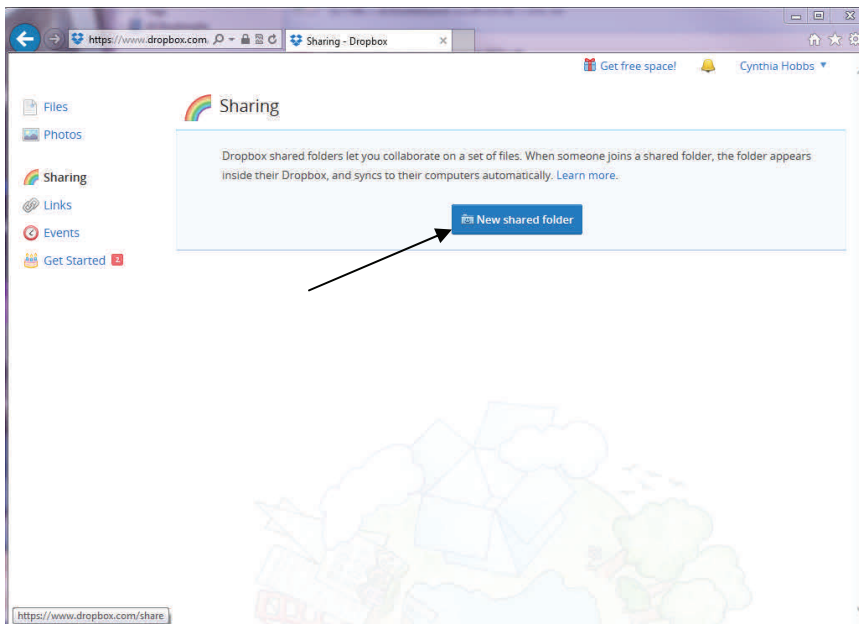
Once you log in, you will be able to see all of the files and folders you have uploaded to your Dropbox.

To share a folder, click on the Sharing link on the left side of the page.

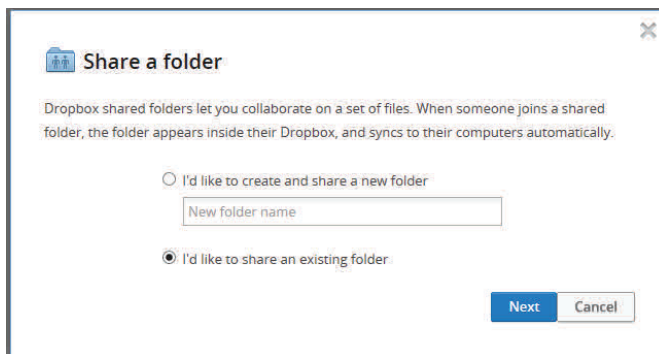


Sharing a Folder in Dropbox

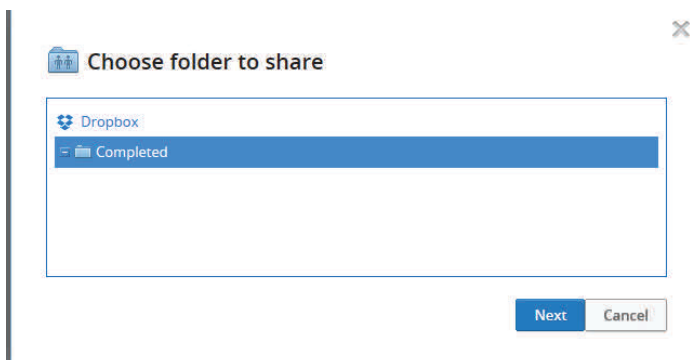
Click “New Shared Folder”



Select “I’d like to share an existing folder” and click next.

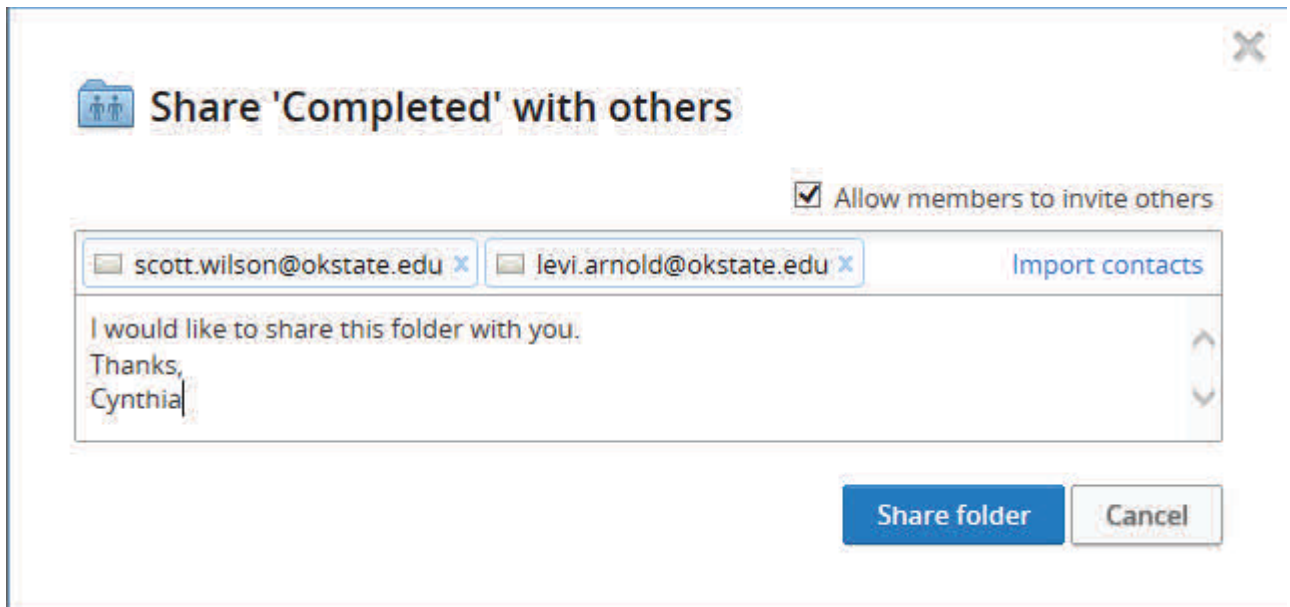


Chose the folder you would like to share and click next.



Sharing a Folder in Dropbox

Type the email addresses of the people you want to share the folder with and click “Share folder”.



They will receive an email asking them to join the shared folder. Now anyone who has access to the shared folder can open documents and edit them.

Please note:

*If several people are editing the same document at the same time, the last person to save will be kept.

**Only folders can be shared, not individual files.

For more information or questions, contact your support specialist.