



Create a *NEW* Dropbox account

1. Open your browser (Google Chrome, Internet Explorer, Mozilla Firefox, etc.). Go to the address bar, type in www.dropbox.com and press enter.

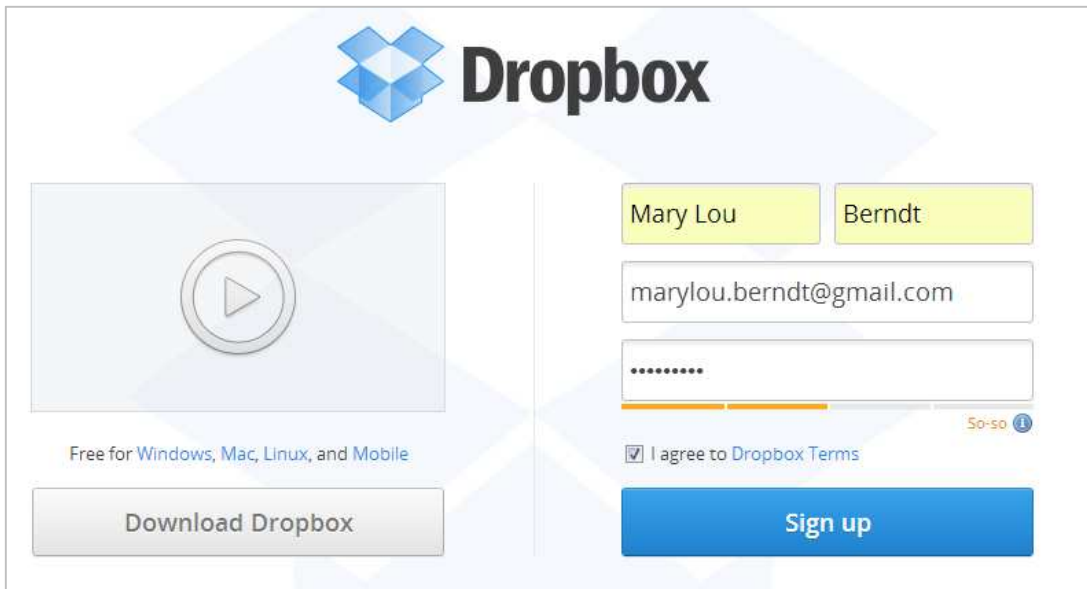


2. Dropbox will open in your browser.

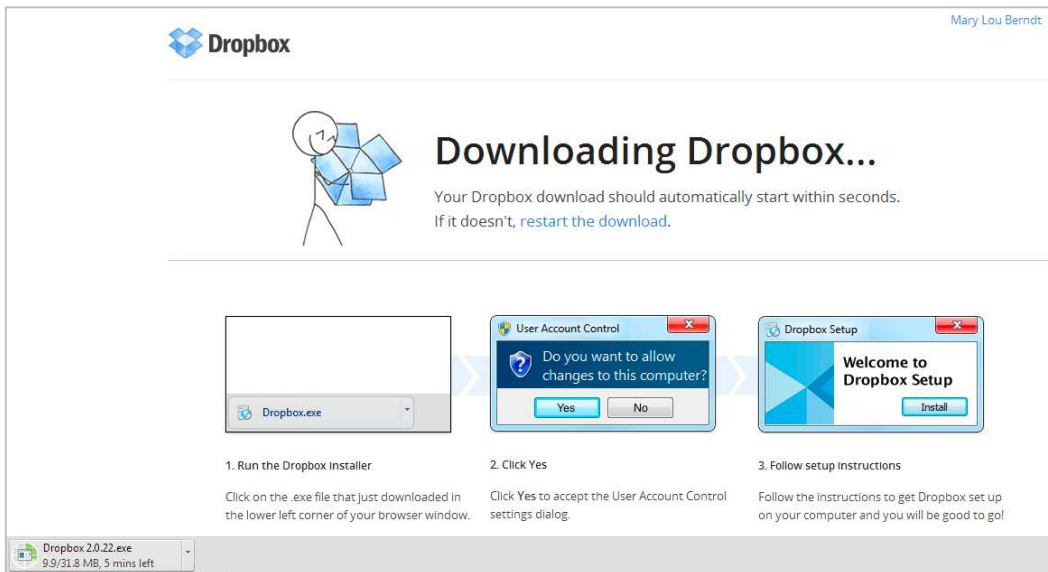


- To create a new account, fill in your personal information on the right-hand side of the page, starting with the [First name] textbox.

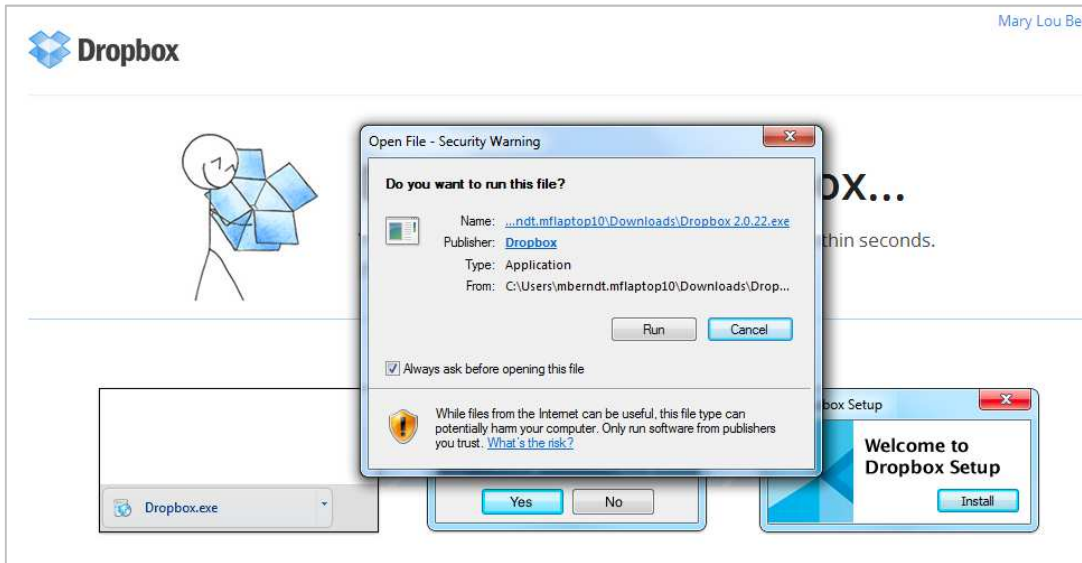
Note: Dropbox accounts are linked to an email address so use one of your existing email addresses – the email address you use becomes your Dropbox username. [Password] refers to a unique password that YOU create - this becomes your Dropbox password and is linked to the email address you have entered. **REMEMBER TO WRITE DOWN YOUR EMAIL AND PASSWORD COMBINATION AND KEEP IT IN A SAFE PLACE!**



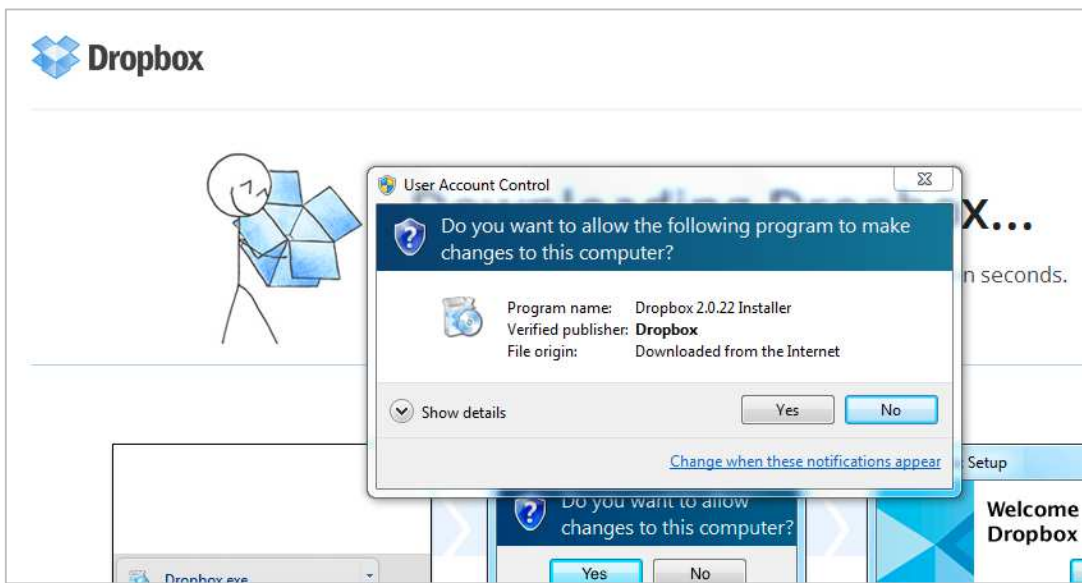
- Once you have entered your user information, click on the checkbox to agree to the Dropbox terms, and click on the [Sign up] button.
- Dropbox will automatically start downloading.



- Once Dropbox has downloaded completely, run the application by clicking on *Dropbox.exe*. A pop up window will appear as shown below. Click on the [Run] button.



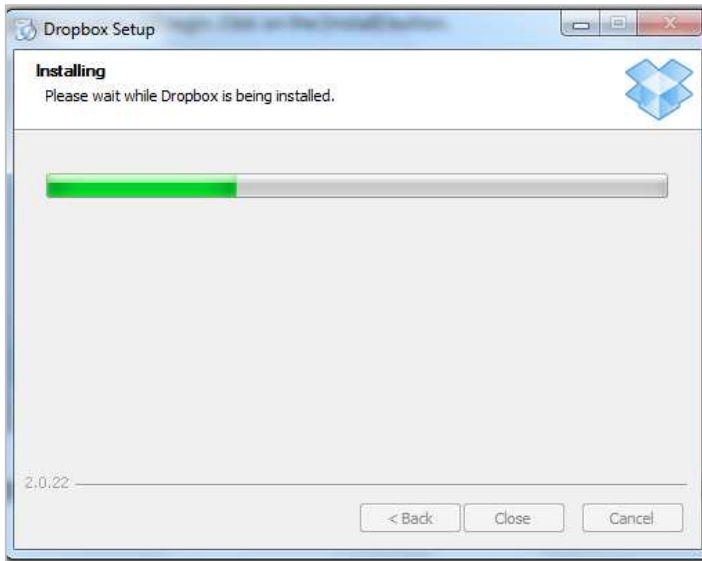
- A second pop up window will appear, as shown below. Click on the [Yes] button.



- Dropbox setup will begin. Click on the [Install] button.



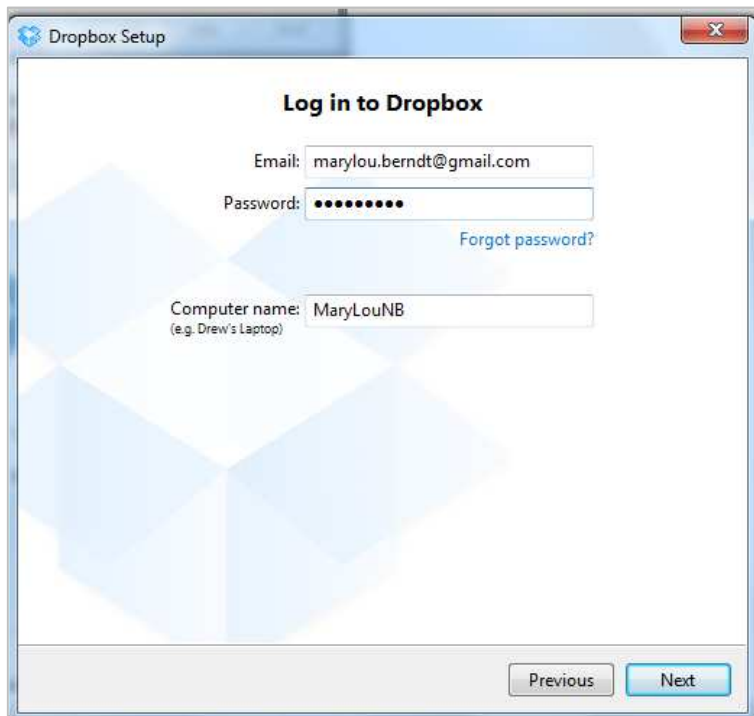
9. Dropbox will install.



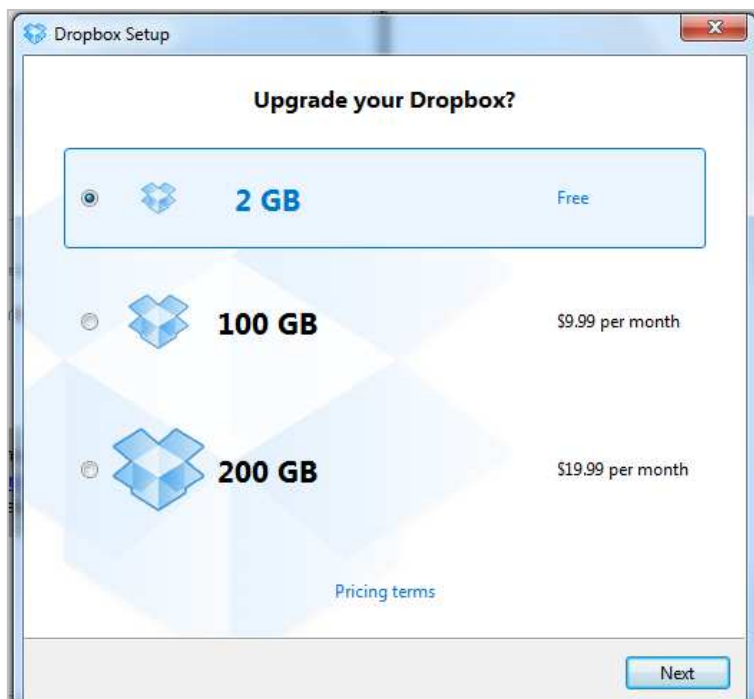
10. Once installation is complete, a pop up window will appear, as shown below. Click on [I already have a Dropbox account]. Then, click the [Next] button.



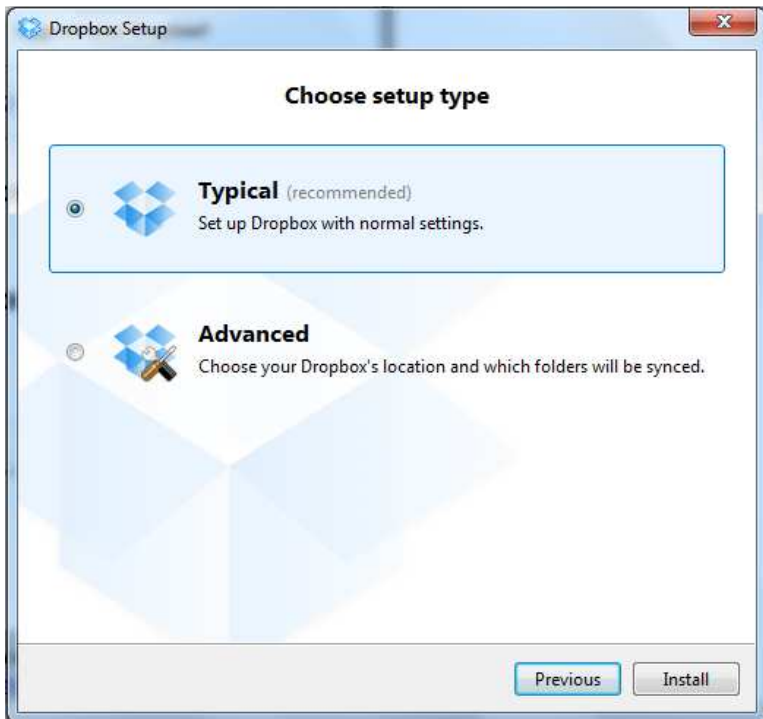
11. Login to Dropbox using your Dropbox username (email address) and password you created earlier. Click the [Next] button.



12. After a few moments, a pop up box appears. Click on the top option [2GB] and click on the [Next] button.



13. Click on the [Typical] option and click on the [Install] button.



14. The Dropbox Welcome Tour opens. DO NOT skip this tour – there is valuable information about using Dropbox AND you receive extra Dropbox storage space if you complete the tour! Go through the tour by clicking on the [Next] button. There are 5 screens in the tour.

15. Once the tour is finished, click on the [Finish] button.



16. Your Dropbox folder on your computer automatically opens and you can view the contents. It looks like a regular folder on your computer. You can add and remove files and folders just as you would normally do in any other folder on your computer.