## **Sharing Dropbox folders**

- 1. To share a Dropbox folder, it is necessary to access Dropbox online.
- 2. Open your browser (Google Chrome, Internet Explorer, Mozilla Firefox, etc.) and type in <u>www.dropbox.com</u> in the address bar, press [Enter] on your keyboard.



3. Dropbox will open in your browser. Click on the [Sign in] button on the top right hand corner of the screen. **DO NOT** enter your name and surname, etc. as you did when you first joined!

	Sign in 🔻
	and an
	xoado.
	First name Last name
	Email
	Password
ndows, Mac, Linux, and Mobile	I agree to Dropbox Terms
wnload Dropbox	Sign up

4. Once you have clicked on the [Sign in] button, you will be prompted to enter your Dropbox credentials that you used to sign up for Dropbox initially. Click on the [Sign in] button.

		Sign in 🔻
nhov	maryloumin@te	lkomsa.net
xoaqa	🕅 Remember me	e Sign in
	Sign up fo	or Dropbox
First name	Last name	
Email		

5. Your Dropbox area opens. You will notice that all your files and folders that are in your WINDOWS Dropbox folder are replicated exactly in the Dropbox web interface.

www.dropbox.com/home	e		
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Dinks	Photos	folder	11 11
Get Started	Public	folder	
	TeachMeet	shared folder	13)
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× ~	test.docx	document docx	4/19/2013 9:52 AM
CAN B			

6. To share a folder, click on the rainbow folder icon near the top left of the page.

www.dropbox.com/hon	ne					
💱 Dropbox	💱 Dropbox	Share a folder				
D Photos	Name 🔺	Kind	Modified			
Generating	my stuff	folder				
<ul> <li>Links</li> <li>Events</li> </ul>	Photos	folder	~			

7. A pop-up window will appear prompting you to either create and share a new folder OR share an existing folder. Click on [I'd like to share an existing folder] and click the [Next] button.

萠 Share a folder	×
Dropbox shared folders let you collaborate on a set of files. When someone joins a shared folder, the folder appears inside their Dropbox, and syncs to their computers automatically.	,
<ul> <li>I'd like to create and share a new folder</li> <li>New folder name</li> <li>I'd like to share an existing folder</li> </ul>	
Next Cancel	

8. A pop-up window will list all of your existing Dropbox folders. Choose the one you would like to share by clicking on it (it will be highlighted in blue). Click on the [Next] button.

Note: Only the owner of a folder has permission to share a folder, i.e. you cannot share a folder that has been shared with you by someone else, UNLESS that person has specifically allowed members of that folder to invite others. This is done by checking or unchecking a box in the next window (see 9. below).

👬 Choose folder to share	
😵 Dropbox	▲ 
🗉 💼 my stuff	
🗄 💼 Photos	=
🗄 💼 Public	
🗄 🕮 TeachMeet	
	*
	Next Cancel
	Next Cancel

9. A pop-up window will prompt you to enter email addresses for the individuals you would like to share you folder with. Enter the email addresses of those you would like to share the folder with (separate each address with a ; ). You can import contacts from Facebook, Gmail and Yahoo mail by clicking on [Import contacts]. Click on [Share folder].

	Allow members to invite others
🔤 marylou.berndt@gmail.com 🗙	Import contacts
Add a message	

Note: you can allow members of your shared folder to invite others by checking [Allow members to invite others].

10. Dropbox will return to your Dropbox area. Note that the folder you have shared will now be indicated as a [shared folder].

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D Photos	Name 🔺	Kind	Mc
C Sharing	my stuff	shared folder	2023
Links     Events	Photos	folder	122
Get Started	Public	folder	124
	👬 TeachMeet	shared folder	575

- 11. When you share a folder with someone on Dropbox (or vice versa) an email is sent to them inviting them to share your folder.
- 12. To accept an invitation to share a Dropbox folder, open the email program associated with your email address that you used to sign-up to Dropbox with.

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+marylo	I Search	Images	Maps	Play	YouTube	News	Gmail	Drive	Calendar	More -				
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Inbox (1)			☆ 6	Mary L	.ou via Dro	pbox	mar	/ lou beri	ndt wants to	share "my s	tuff" with yo	u - H) Mary Lou,	, Mary Lou invite	d you to a Dropbox
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Important Sent Mail			☆ D	Partne	rs in Learnin	ig Net.	Your	school is	an Innovative	School - Noti	ifications Cor	ngratulations! Yo	ur school has be	en recognized as a

13. Open the email from Dropbox.

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Search, chat, or SMS				Hi Mar Mary I	ry Lou. .ou invited	d you to a	Dropbox sh	hared folder called	"my stuff."	
				Enjoy! - The I	Dropbox T	eam				

14. Click on [View folder] in the email. Your browser will open automatically and you will be prompted to sign in to Dropbox to accept the invitation.

💱 Dropbox		
Contraction of the second seco	Sign in	(or create an account)
	marylou.berndt@g	gmail.com
A PLAM	🔲 Remember me	Sign in
	Forgot your password?	

15. Your Dropbox area will open with a notification that you have a new shared folder invitation. Click on [1 new shared folder invitation].

	🛗 Get free space!	Mary Lou Berndt 🔻
😵 Dropbox	Sharing	
D Photos		
	Dropbox shared folders let you collaborate on a set of files. When someone joins a shared folder, the f	older appears
🌈 Sharing 🔟	inside their Dropbox, and syncs to their computers automatically. Learn more.	
🖗 Links	m New charait falder	
	iei new shared rober	
C Events		
🕜 Events 🦉 Get Started 国		

16. A pop-up window appears, prompting you t confirm that you accept the invitation. Click on the [Accept] button.



17. The shared folder will now appear in your online Dropbox area AND the Dropbox Windows application on your computer.