

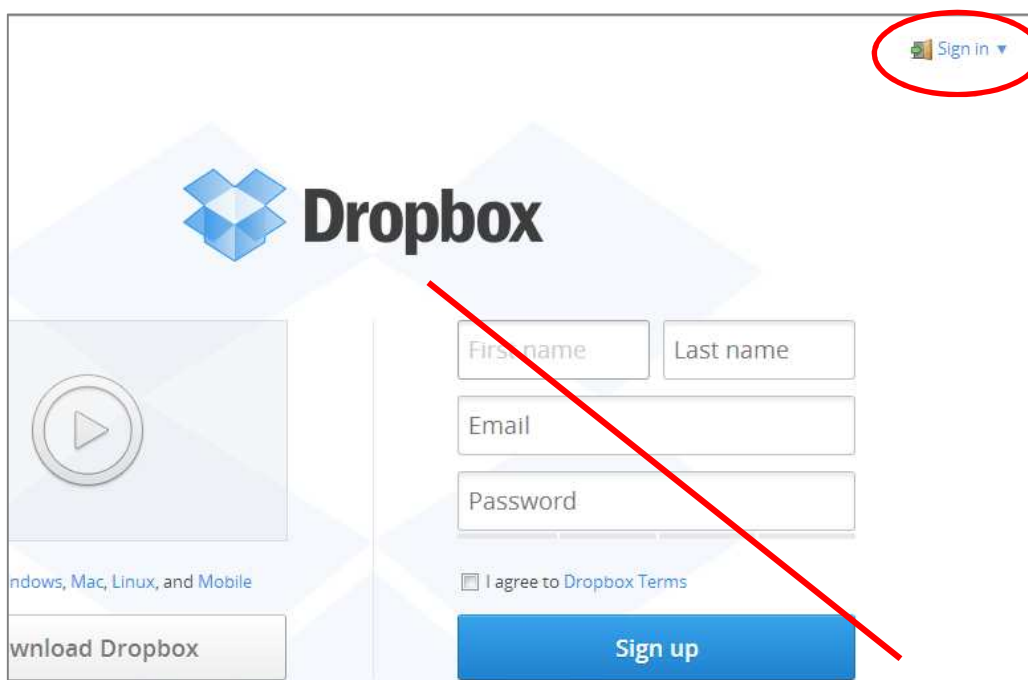
## Sharing Dropbox folders

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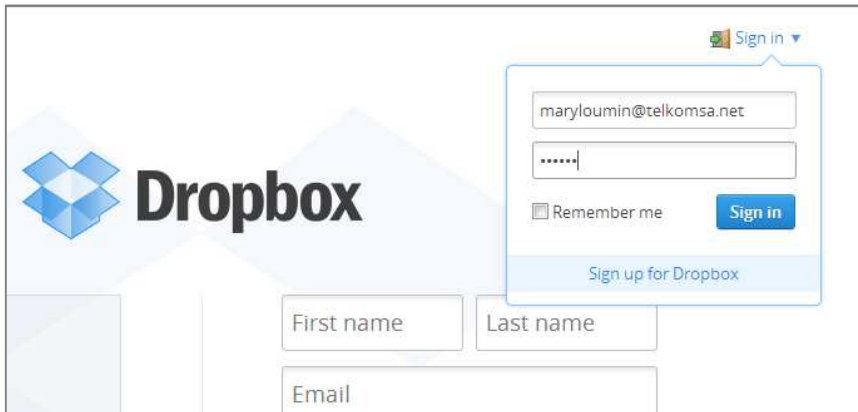
1. To share a Dropbox folder, it is necessary to access Dropbox online.
2. Open your browser (Google Chrome, Internet Explorer, Mozilla Firefox, etc.) and type in [www.dropbox.com](http://www.dropbox.com) in the address bar, press [Enter] on your keyboard.



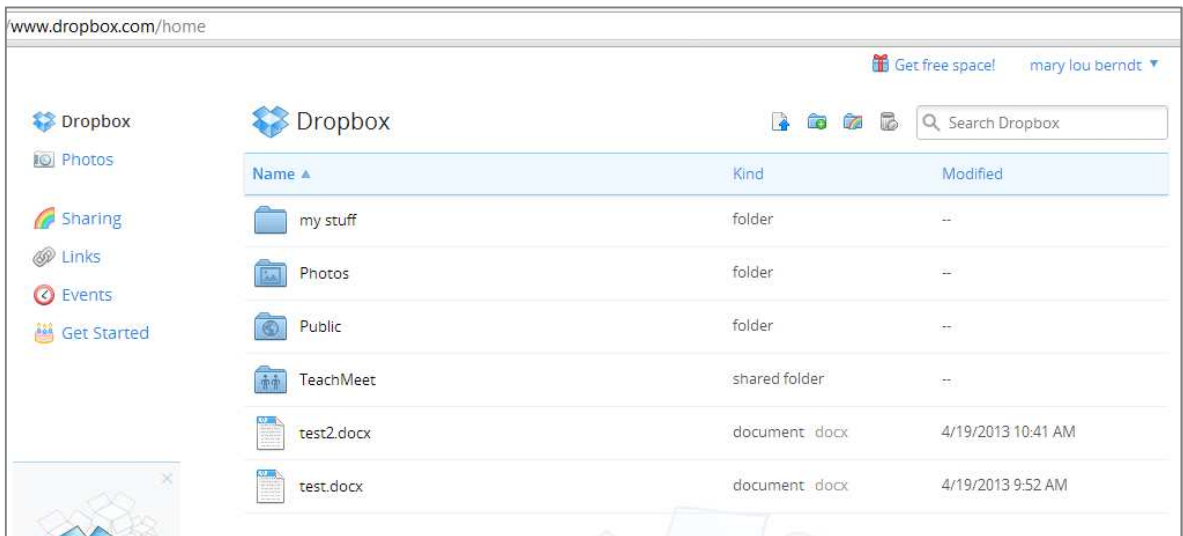
3. Dropbox will open in your browser. Click on the [Sign in] button on the top right hand corner of the screen. **DO NOT** enter your name and surname, etc. as you did when you first joined!



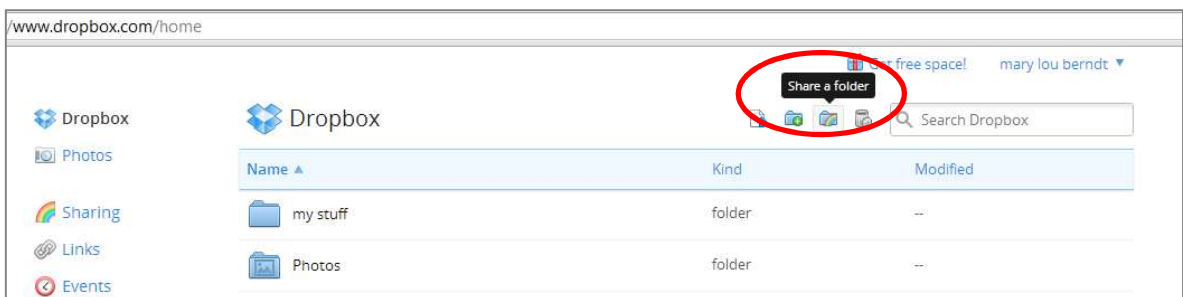
- Once you have clicked on the [Sign in] button, you will be prompted to enter your Dropbox credentials that you used to sign up for Dropbox initially. Click on the [Sign in] button.



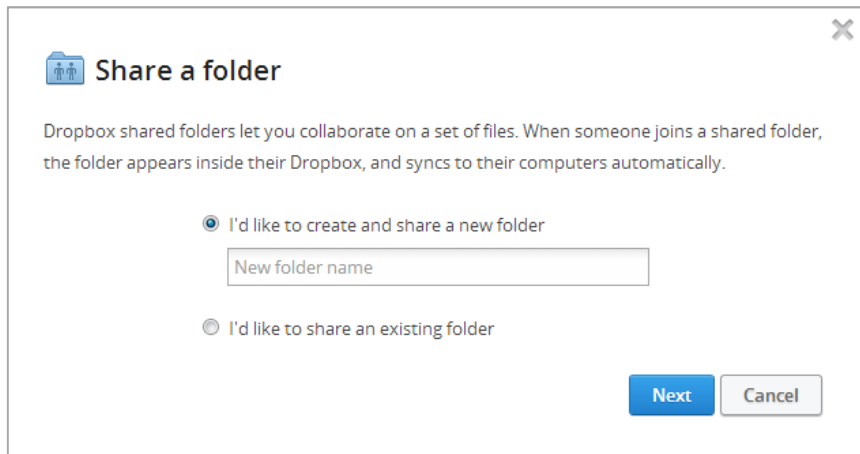
- Your Dropbox area opens. You will notice that all your files and folders that are in your WINDOWS Dropbox folder are replicated exactly in the Dropbox web interface.



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



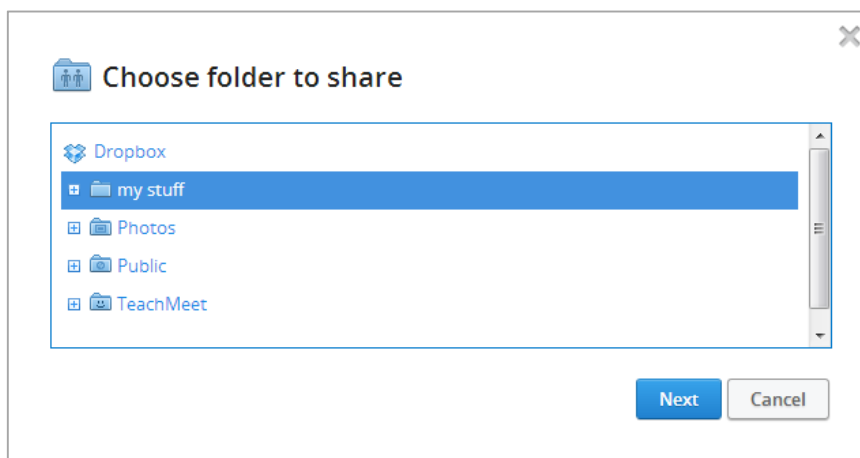
7. A pop-up window will appear prompting you to either create and share a new folder OR share an existing folder. Click on [I'd like to share an existing folder] and click the [Next] button.



The screenshot shows a dialog box titled "Share a folder" with a close button (X) in the top right corner. Below the title is a folder icon. The main text reads: "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." There are two radio button options: "I'd like to create and share a new folder" (which is selected) and "I'd like to share an existing folder". Below the first option is a text input field labeled "New folder name". At the bottom right, there are two buttons: "Next" (highlighted in blue) and "Cancel".

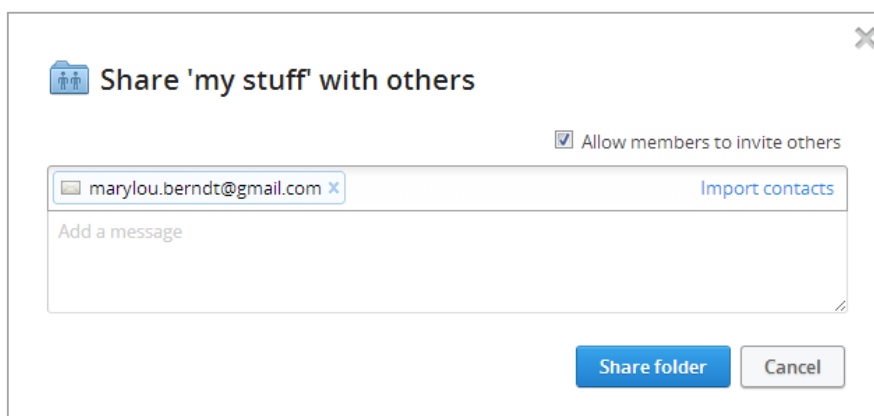
8. A pop-up window will list all of your existing Dropbox folders. Choose the one you would like to share by clicking on it (it will be highlighted in blue). Click on the [Next] button.

*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).*



The screenshot shows a dialog box titled "Choose folder to share" with a close button (X) in the top right corner. Below the title is a folder icon. The main content is a list of folders: "Dropbox", "my stuff" (highlighted in blue), "Photos", "Public", and "TeachMeet". At the bottom right, there are two buttons: "Next" (highlighted in blue) and "Cancel".

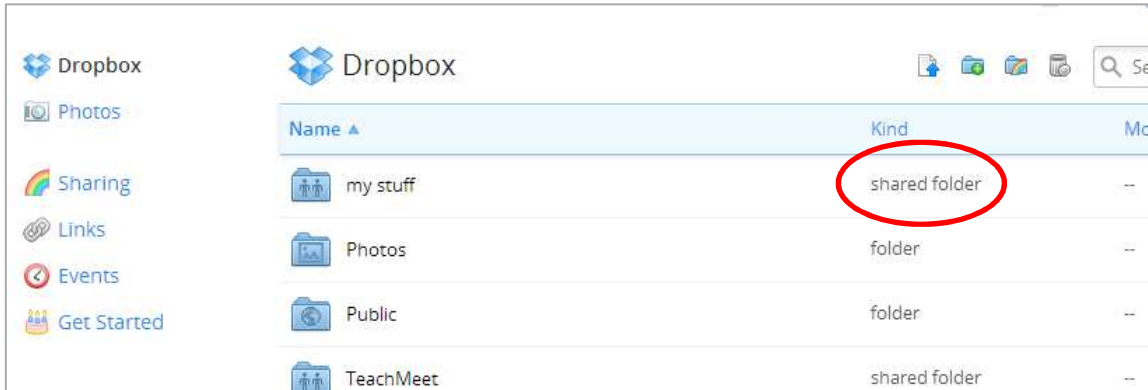
9. A pop-up window will prompt you to enter email addresses for the individuals you would like to share you folder with. Enter the email addresses of those you would like to share the folder with (separate each address with a ; ). You can import contacts from Facebook, Gmail and Yahoo mail by clicking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



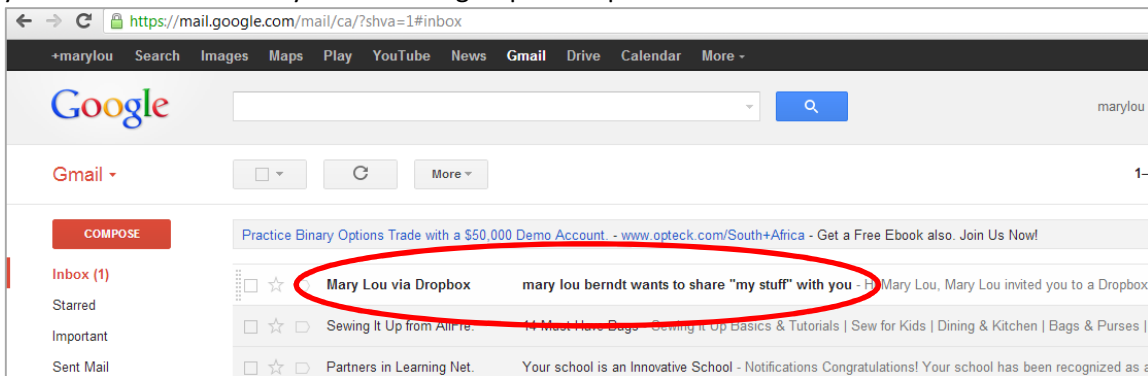
The screenshot shows a dialog box titled "Share 'my stuff' with others" with a close button (X) in the top right corner. Below the title is a folder icon. There is a checkbox labeled "Allow members to invite others" which is checked. Below this is a text input field containing the email address "marylou.berndt@gmail.com" with a small 'x' icon to its right. To the right of the input field is a link labeled "Import contacts". Below the input field is a larger text area labeled "Add a message". At the bottom right, there are two buttons: "Share folder" (highlighted in blue) and "Cancel".

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

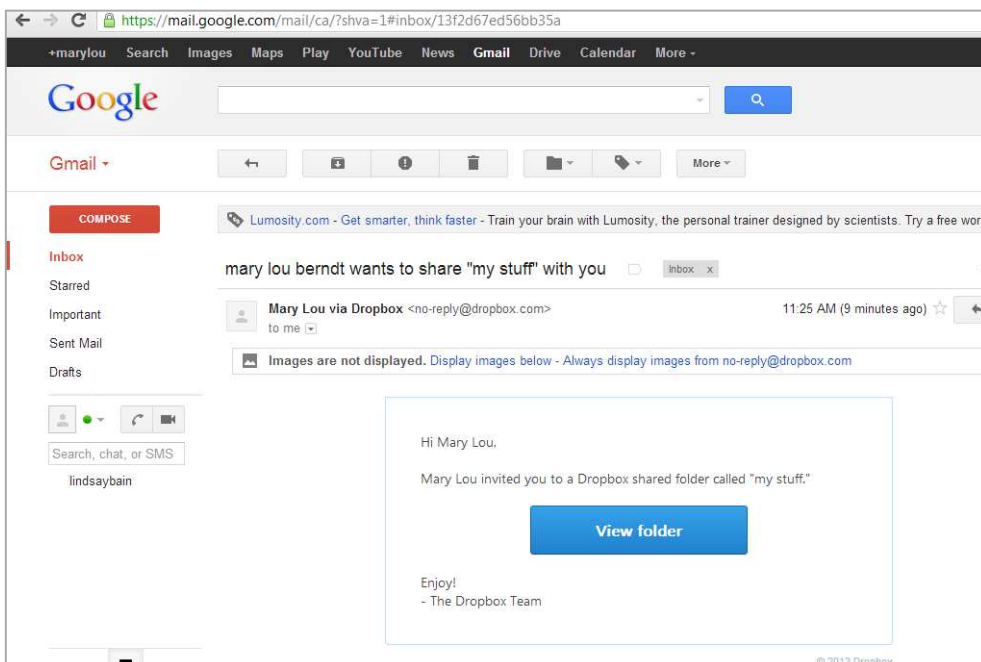
- Dropbox will return to your Dropbox area. Note that the folder you have shared will now be indicated as a [shared folder].



- When you share a folder with someone on Dropbox (or vice versa) an email is sent to them inviting them to share your folder.
- 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.



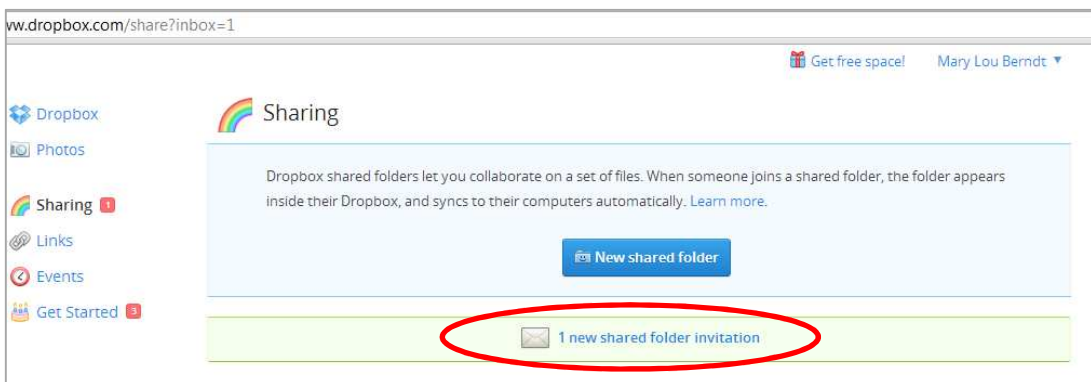
- Open the email from Dropbox.



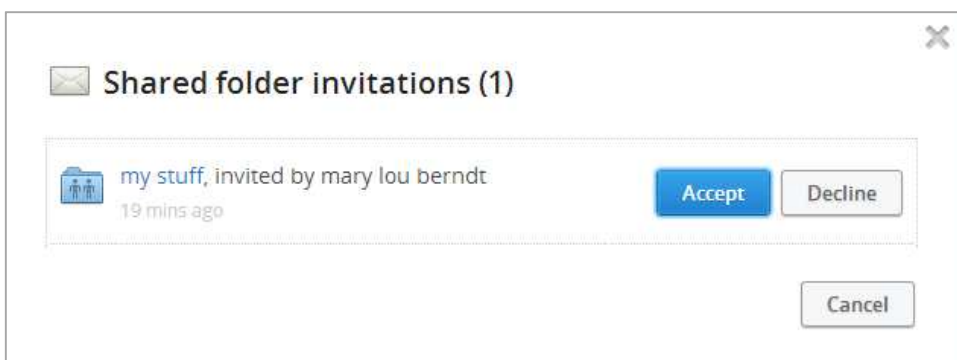
14. Click on [View folder] in the email. Your browser will open automatically and you will be prompted to sign in to Dropbox to accept the invitation.



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



16. A pop-up window appears, prompting you to 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.