

## Using Dropbox in Windows

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1. Once you have downloaded and installed Dropbox on your computer, your Dropbox folder becomes accessible through Windows. This means that you can access your files and folders saved in Dropbox in the same way that you would access any other files and folders.
2. You can access your Dropbox folder in several ways:

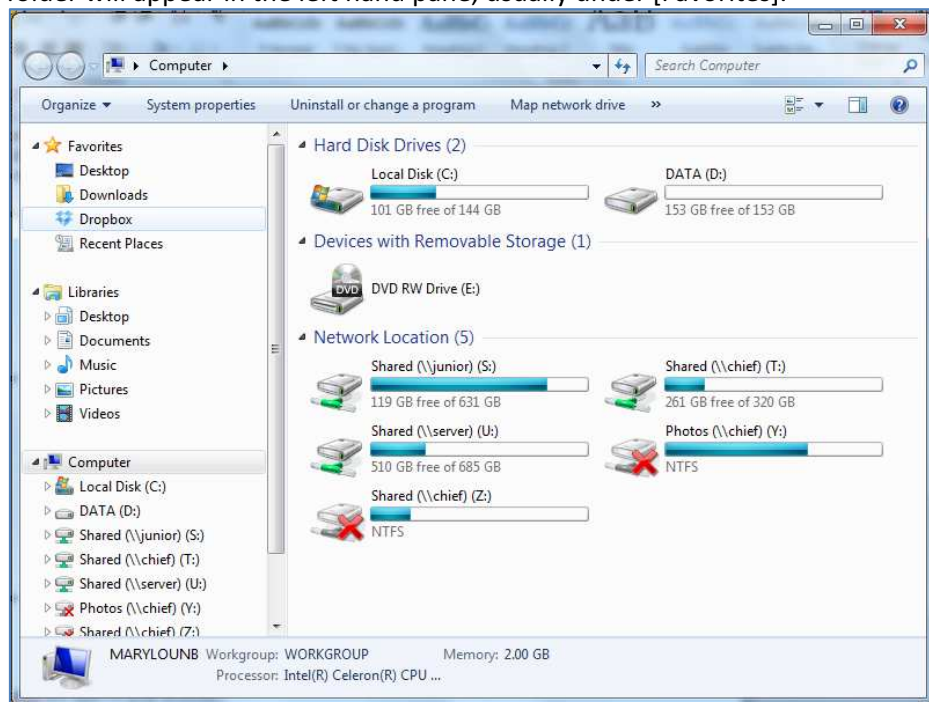
- Click on the Dropbox shortcut on your desktop;



- Click on the Dropbox icon in the system tray, which is the blue bar that runs across the bottom of your computer screen. The Dropbox icon is usually on the extreme right, next to the date and time.



- Go to [Computer] or [My Computer] by clicking on the [Start] button. Your Dropbox folder will appear in the left hand pane, usually under [Favorites].



3. With the Dropbox folder open you can perform file and folder management as you would in any other Windows folder. Any files and folders that are added to Dropbox in Windows are also automatically accessible via Dropbox's web interface.