

Dropbox Quickstart Guide

Overview

Dropbox is a free service that allows you to share files between computers with speed and ease without sending yourself emails or dealing with zip drives. By saving documents in a designated folder on your desktop, Dropbox syncs files through the internet so they can be accessed on other computers, mobile devices or tablets.

To Use

How to get started:

1. First, go to the Dropbox website at <https://www.dropbox.com> and create an account by entering your name, email address and a password. Next, using that account, download and install the Dropbox software onto computers, mobile devices and tablets that you want to share information between.
2. Once installed, a Dropbox folder will appear in your computer's toolbar and home folder. To place documents in the Dropbox folder, simply drag and drop files into it or save them directly to that folder. This is just like saving files to a normal folder except that the Dropbox folder will automatically sync with your online account and other Dropbox devices.
3. During the upload process, the document and folder will show blue arrows to indicate that syncing is not complete. After a few moments, the blue arrows should turn into a green checkmark to indicate that syncing has been successful. If the sync is unsuccessful, a red and white "x" icon will appear to indicate failure. Successful upload must be achieved in order to access documents from other computers (see picture below).

During Syncing



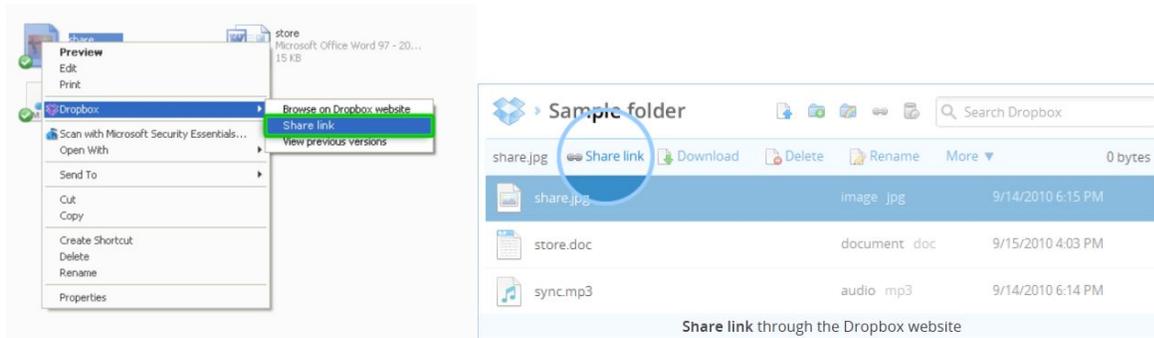
Finished Syncing



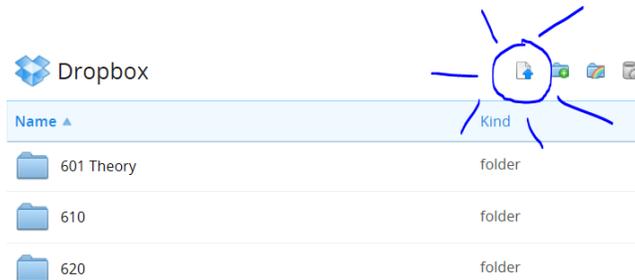
- After files are synced successfully, they can be accessed online by signing into your online account at dropbox.com. Alternately, files can be accessed on other devices that have also downloaded Dropbox through the same account.

Advanced Features:

Sharing Files: Files can also be shared instantly with others by right clicking on a file and selecting “share link” (see picture on left) or by selecting “share link” from the Dropbox menu online (see picture on right). This link can then be emailed or text messaged to anyone so that they can directly access the material through the internet.



Uploading Online: If you are using a computer that does not have Dropbox software, you can still upload files to your account online. Simply log into your account and click the “Upload” icon to browse files on the computer and select which ones to upload.



Program Manufacturer Contact Info

Dropbox Company

<https://www.dropbox.com/>

Free for 2GB