

Tips, Tricks, & Techniques

Dropbox: Sharing Folders

The instructions in this document are intended for people who have a Dropbox account and wish to share a folder with other people who have Dropbox accounts. Dropbox offers this capability. Only the contents of the designated folder are shared. The non-shared folders and documents in your Dropbox folder are not visible to anyone else.

The following steps will allow you to set up a folder that can be shared with others.

1. Log on to the Dropbox website <http://www.dropbox.com> using your email address and password. A list of the sub-folders and documents in your Dropbox folder are displayed.
2. In the My Dropbox section of the screen click on the tab "Share a folder".
3. Enter the name of the new folder you would like to create and share in the "I'd like to create and share a new folder" section or change the selection to "I'd like to share an existing folder" and choose the folder within Dropbox that you would like to share.
4. A box appears titled "Share Folder Name" with others". It contains two sub-boxes. The first is for the e-mail addresses of the people you wish to share the folder with. The second is for the e-mail message you would like to send these folks to invite them to share the folder. Fill in these two boxes as necessary and then click "Share a folder".

Note: The recipients of your invitation must accept it to be able to share the folder.

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