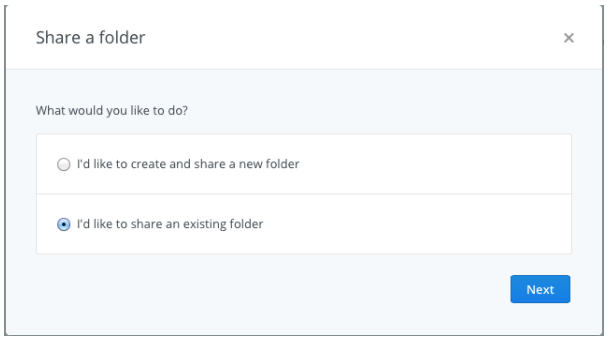
Sharing a Folder in Dropbox

Sharing folders in Dropbox with others allows you to access and place documents in the folder for each person to share. If Person A shares a folder with Person B, then Person B can access Person A's documents, and can put documents in the folder for Person A to see, and vice versa. The original owner of the folder is the only person with the right to remove others from sharing. You can share folders with more than one person; if groups of students are working on a project, they can share a folder amongst each other. You can share a folder from both the Dropbox website or from the Dropbox folder on your hard drive. Here are directions for how to share a folder.

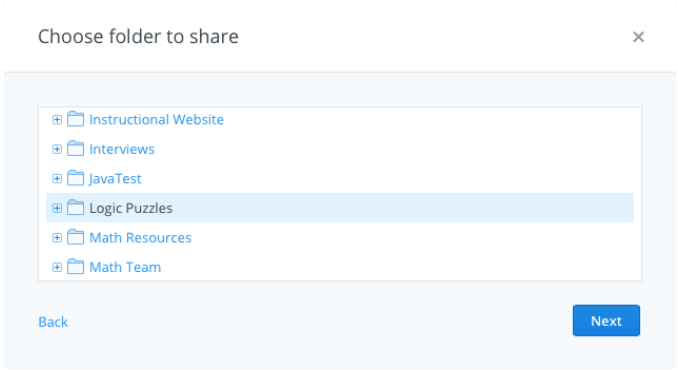
From the Website

Go to Dropbox.com, and sign in. You will see a folder with a rainbow over it near the top of the website:

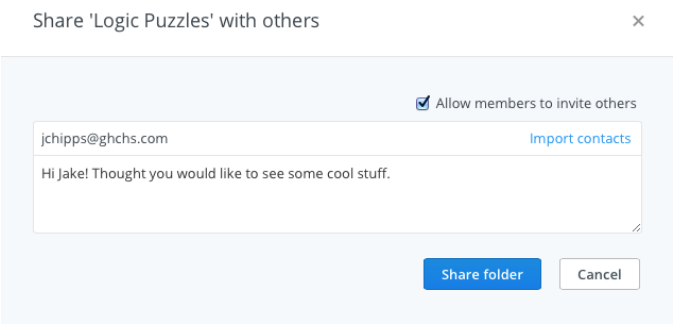
Click on the folder with the rainbow. You will see this screen:



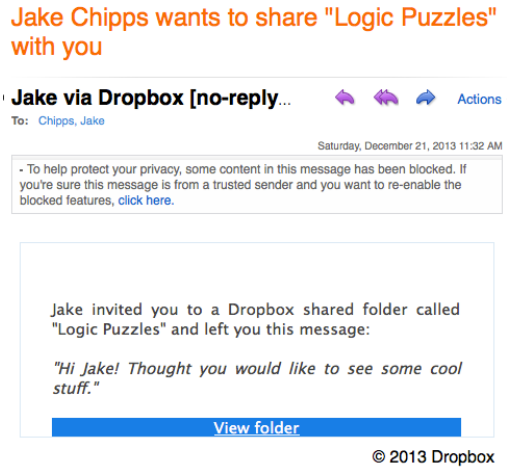
You can create and share a folder on the spot or you can share an existing folder. If you click share an existing folder, you will see a list of your current folders in Dropbox:



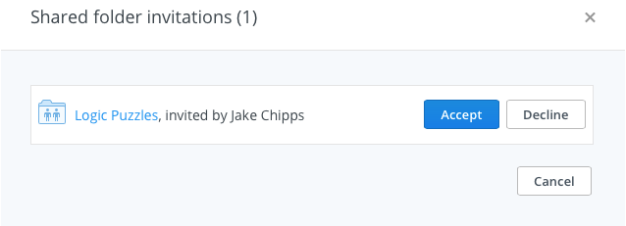
Highlight the folder you want to share and click “Next.”



You need to have the email address of the recipient (the same one they used for their Dropbox account!!), and you can leave a message for the recipient. Then click “Share folder,” and the recipient will be sent an email notifying them that a folder has been shared with them:



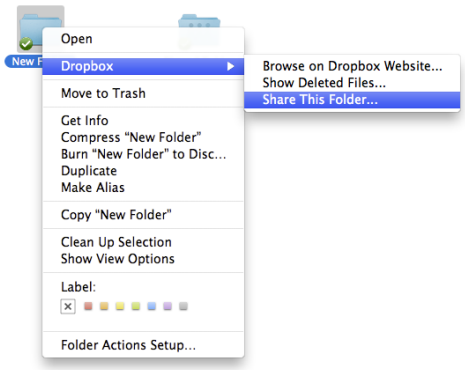
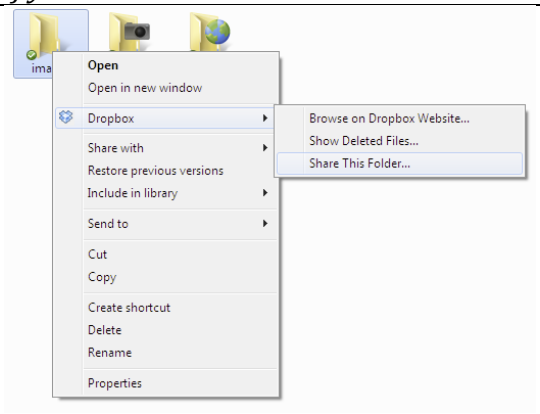
When the recipient clicks on “View folder” in the email they received, they will be asked to sign in, and they will be asked if they want to accept the shared folder:



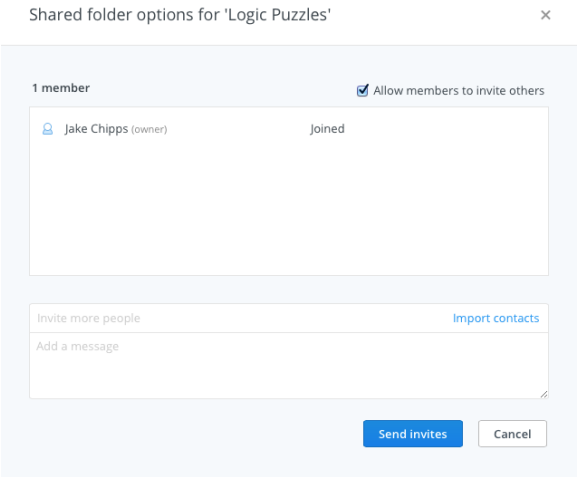
Once accepted, the folder will now show up in the recipient’s Dropbox as a shared folder (shared folders have people holding hands on them):

From the Dropbox folder on your hard drive

Locate your Dropbox folder on your hard drive. Then locate the folder inside that you would like to share. This process looks slightly different for Mac users and Windows users. For either, just right click the folder, and you will see:

If you have a Mac	*If you have Windows*
	

When you click "Share This Folder…" you will be sent to the Dropbox website:



From here, the directions are the exact same as if you were sharing a folder from the website. Input the recipients email address (same as what they used for their Dropbox account), write a message (optional), and send the invite. The recipient will receive the email and will have the opportunity to accept or decline the shared folder.

Advanced: Let's say you share a folder called Level1, and the Level1 folder has 3 folders: Level2A, Level2B, Level2C. By sharing Level1, you are therefore sharing everything inside that folder including Level2A, Level2B, and Level2C.