**Using Dropbox**

Diocesan Technology Seminar • 16 January 2014

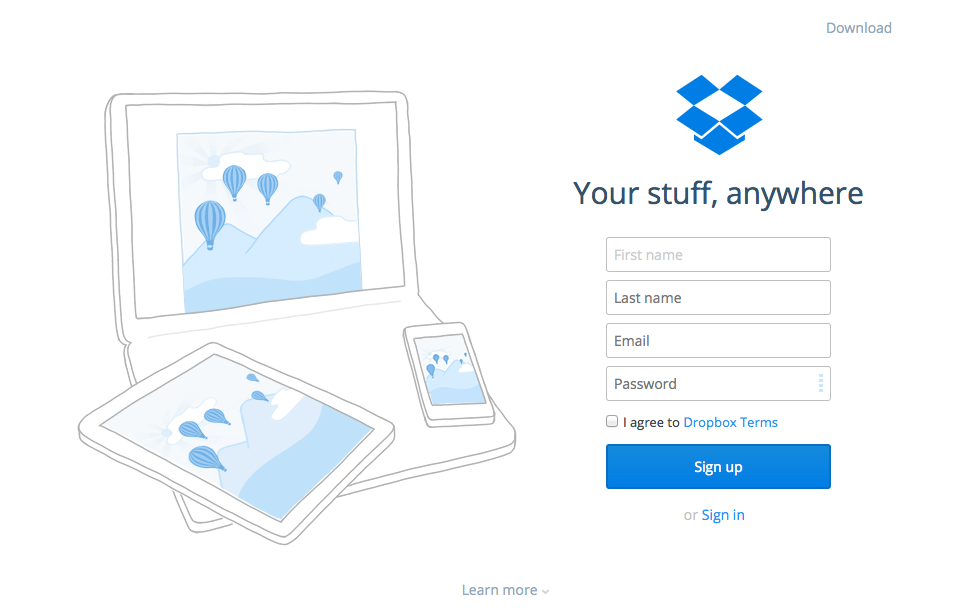
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**Set up your account**

Go to [www.dropbox.com](http://www.dropbox.com). Register your name and e-mail. Establish a password.

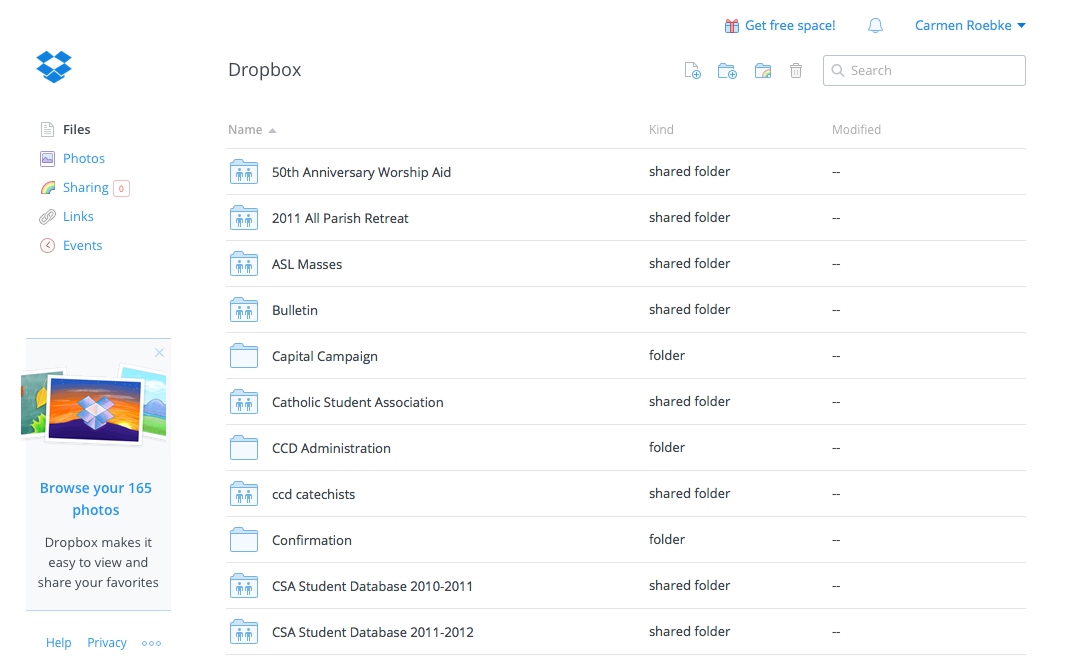
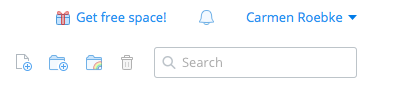
Option to download application

to your computer



**Your Home Page**

Upload, create a new folder, share folders



**Sharing Folders**

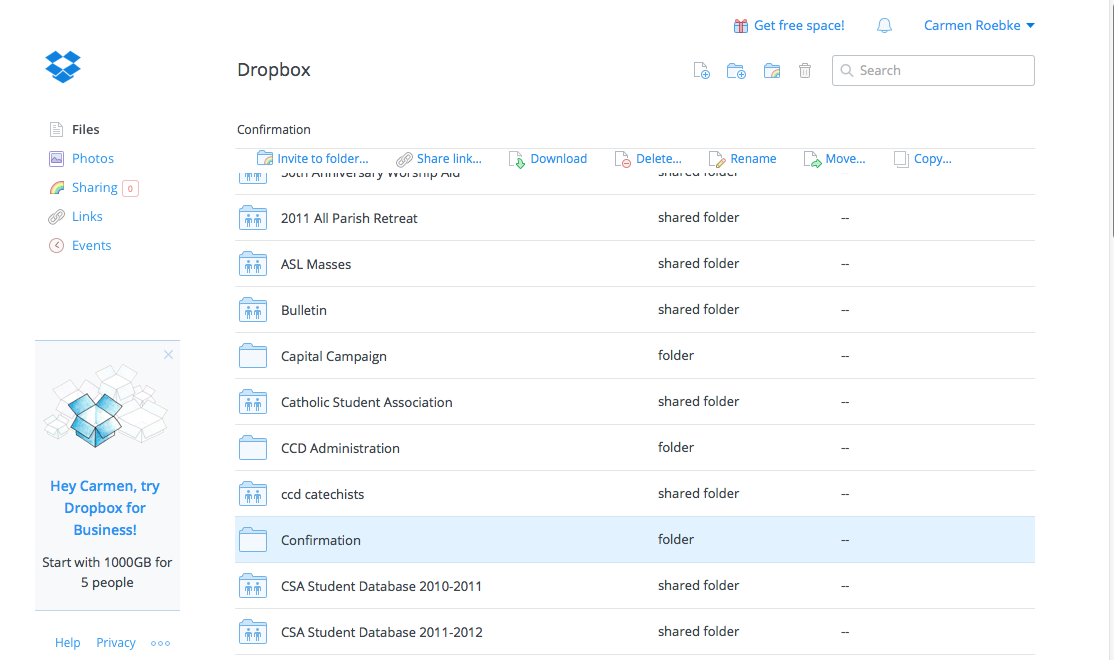


Click on Sharing icon on top right of home page:

Your list of folders will come up. Select the folder you would like to share.

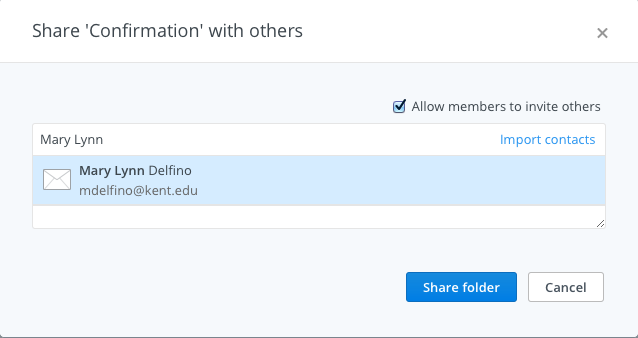
File options appear at top

Selected file



A dialogue box will appear. Type in the e-mail address of the intended recipient.  
If you have established a contacts list in Dropbox, a name will bring up the e-mail address.

This is the default setting. If you want total control over who has access to the file, deselect this.

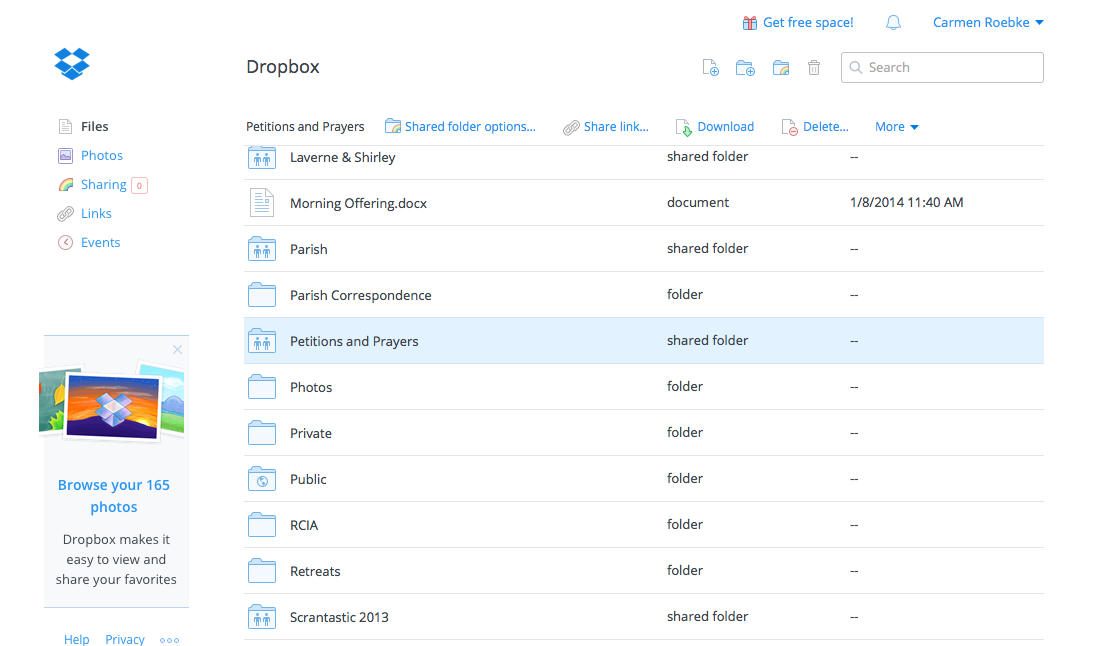


**Un-sharing folders**

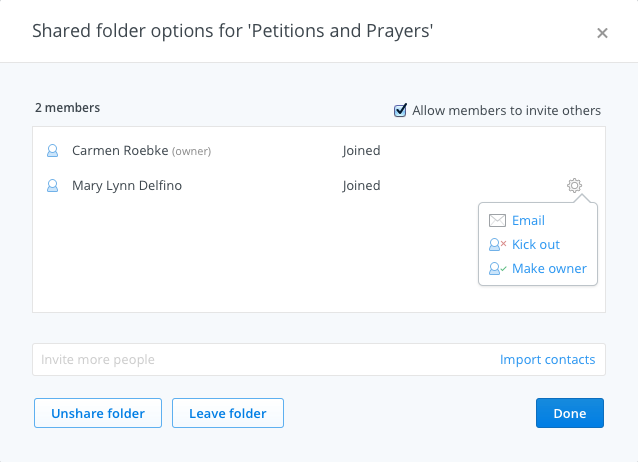
On your home page, select folder that you wish to un-share. Click on “Shared folder options:

Selected file

File options appear at top



A dialogue box will come up. Click on the gear following the person you wish to remove. Another dialogue box will come up. Select desired action.



**On Your Computer**

