

How to Use Dropbox

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Set Up Your Account

1. You will get an email from **noreply@dropbox.com** inviting you to collaborate on a folder
2. Click on **Go to folder**
3. Enter your name and preferred password to set up your dropbox.com account or you can use your current gmail account if applicable
4. You will have the option to download dropbox, you can do choose to download or you can close the window and login directly online by going to www.dropbox.com
5. You will be taken the the “My files” section that contains some tutorials that can be helpful on using your dropbox account
6. Please click on the **Sharing** tab on the left side. You will see the shared folder (DFY – your name), **click on the Add** button to the right of the title (you may have to hover over the 3 dots to see the add button).

Logging in to Your Dropbox Account

First thing's first. Here's how to log in:

1. Go to <https://www.dropbox.com/login>
2. Enter your email/username on the right of the page
3. Enter your password
4. Click Log In

Forgot your password? No worries: Just click the **Forgot Password** link.

If you don't have an account, don't worry. You can create a personal account for free.

Uploading Files

It's a breeze to share files using Dropox, but first – naturally – you'll need some in your account! You've got two choices: Use Upload Files when you only have a few to get to the cloud, and Upload Folders when the job's a bit bigger.

To upload files on the website:

- [Sign in](#) to the Dropbox website.
- Choose the shared folder (DFY – your name)
- Click the Upload button at the top of the window.
- A window will appear. Click the Choose File button and then select the file on your computer that you'd like to add to your Dropbox.
- Choose as many files as you like, and then click the Start Upload button.
- Your files will start uploading, and you'll see a progress indicator. Once it's done, your files will be in your Dropbox!

Navigating Your Account

Once your files are in Box it's easy to access them wherever you are. Box's familiar, intuitive design makes it simple to navigate your account, and you've also got three slick shortcuts at your disposal: the Search tool, Jump to Folder and the Updates view.

Search

If you're looking for a certain file – or even a certain word or phrase within a file – jump right to it with the Search tool. Just pop your query into the search bar at the top of your page.

Dropbox will search the titles of your files and folders as well as the body of your documents. Receive too many results, simply apply some filters. You can sort by folder, file type, date, content type, and owner.

Adding Comments to a File

Comments provide a powerful way to drive discussion around content in your Box account. Use comments to request feedback from others, make notes to yourself, notify others of updates to a file, and a variety of other social interactions.

1. Mouse over the three dots to the right of the desired file and click on the add comments option
2. Type in your thoughts and click **Add comment**.