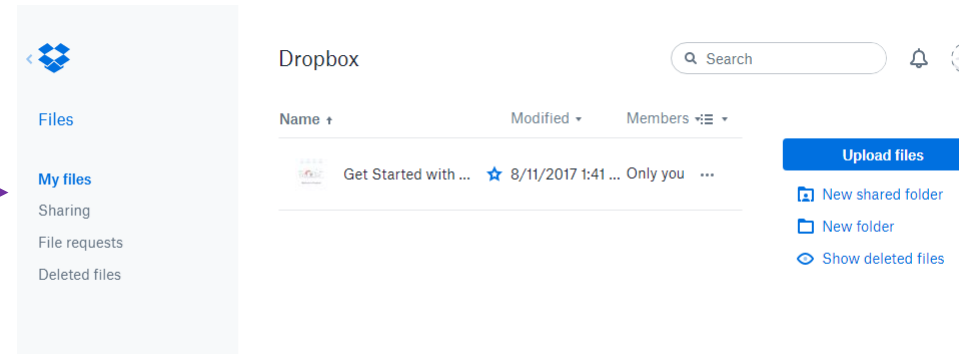


Information about How to use Dropbox Business

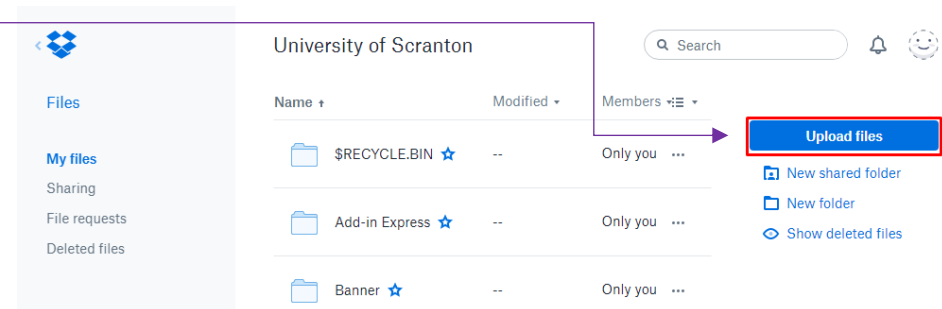
Access Dropbox in the *cloud*

1. Open a web browser.
2. Go to dropbox.scranton.edu.
3. Log in with your Royal ID and my.scranton password.
4. Click *Sign in*.
5. You should now see your files and folders.



Add files to your Dropbox

1. Click the blue *Upload Files* button at the top of the window.
 2. Choose the file you'd like to add and click *Open*
- Or drag and drop files directly into your web browser.

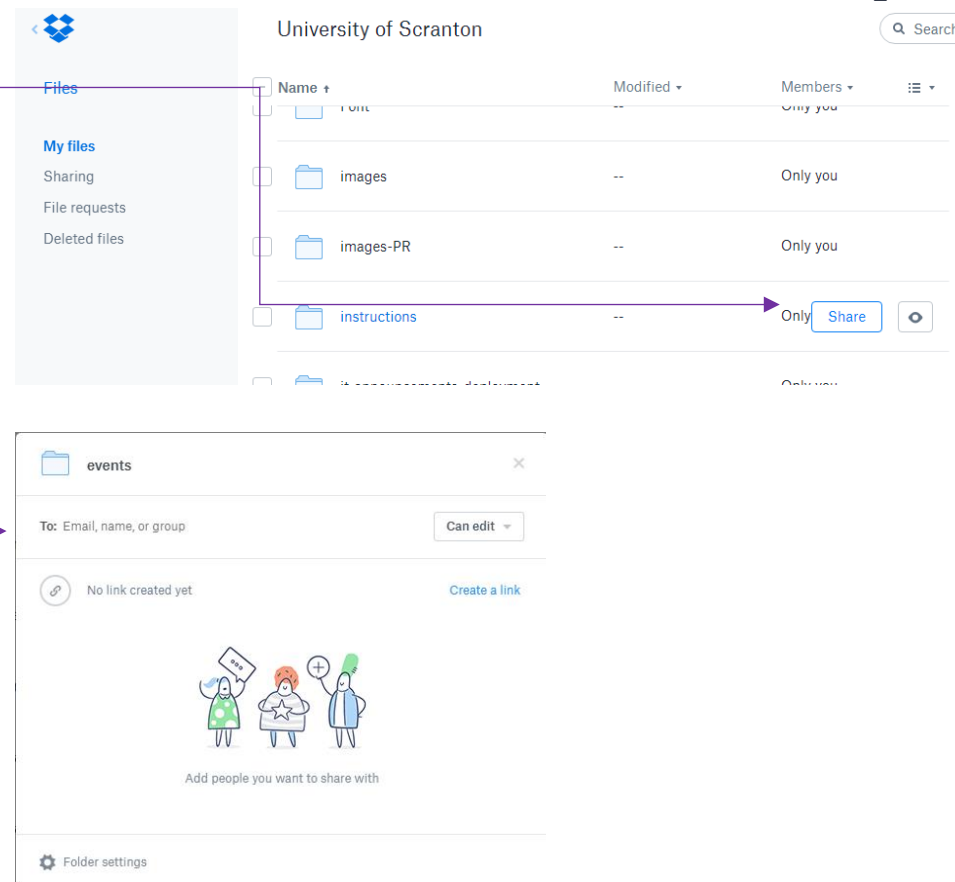


Send large files

Need to send a file? Just add it to your Dropbox, share a link to it. Anyone with the link can view or download a copy — even if they don't have a Dropbox account.

Note: The amount of space in your recipient's Dropbox account will prevent the recipient from accepting a shared folder invitation if the shared folder is larger than or will exceed the recipient's quota.

1. Find the file or folder you'd like to share.
2. Hover over the file or folder, and click the *Share* button that appears.
3. Enter the **email addresses** of the people you want share a file with and click *Share*.
4. Or click *Create a link* to share with anyone. You can copy and paste the link into an email, instant message, or wherever you'd like people to access it.

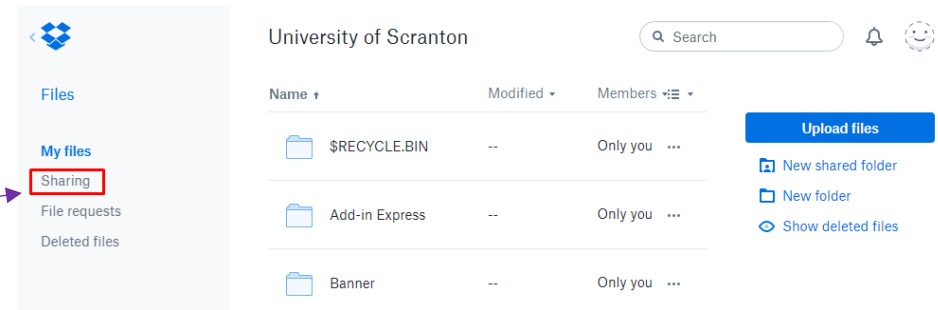


Work on files together

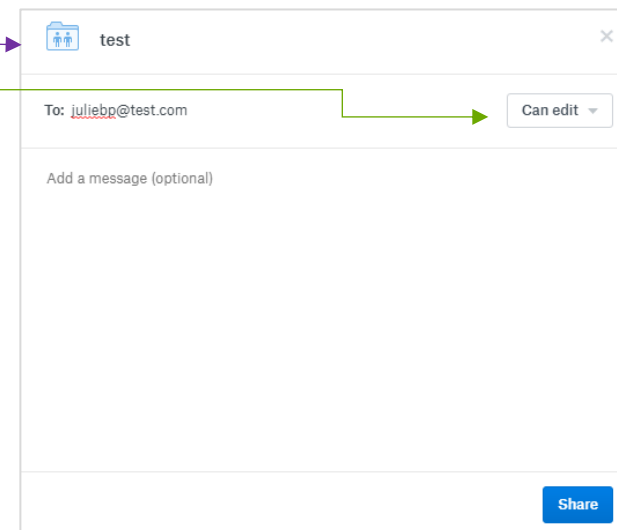
Collaborate on presentations and docs — without emailing files back and forth. Just create a shared folder and add other people to it.

Setup a shared folder:

1. Click on the *Sharing* tab on the left side of the window.
2. Choose *Create shared folder*.
3. Select *I'd like to create and share a new folder*, then click *Next*.



4. Enter a name for your shared folder.
5. Select which actions they may take – edit or view.
6. Add people you want to share it with.
7. Add a message (optional).
8. Then click *Share*.



Access your files with the Dropbox *client*

The downloadable Dropbox desktop application—also known as the desktop client—gives you access to your Dropbox directly through a folder on your hard drive. Download instructions can be found at: Scranton.edu/dropbox.

Add files using the client

Drag and drop files into the Dropbox folder. That's it!

Share a link to a file using the client

1. Open your Dropbox folder, and find the file or folder you'd like to share.
2. Right-click on the file and select *Copy Dropbox link*. The link will be copied automatically. Just paste it wherever you'd like.

