How to use Dropbox

Please read the University of Melbourne Guidelines on Dropbox and University Information prior to use.

What is Dropbox
Dropbox lets you easily share and collaborate on documents with others. You can save docs, photos, videos and other files all in one place and access the files from any device, anywhere.

1. Keep your files safe
2. Take your stuff anywhere
3. Send large files
4. Work on files together

This guide will cover:

• How to set-up a Dropbox account
• How to add files to Dropbox
• How to access your files from anywhere
• How to share files
• How to un-share files
• How to collaborate on files

Additional assistance is available at the Dropbox Help Center https://www.dropbox.com/help
How to set-up a Dropbox account
1. Go to https://www.dropbox.com/
2. Create a Dropbox account
3. Click on ‘Download the app’ in the top right hand corner
4. Save ‘Dropbox.Installer.exe’
5. You will be asked for administrative login. Click No.
6. A dialogue box will inform you no administrative permission is necessary. Click Yes.
7. When the download is complete, run the Dropbox installer
8. You now have access to Dropbox

How to ADD files to your Dropbox

On Windows or Mac
1. Make sure you’ve installed the desktop app on your computer.
2. Drag and drop files into the Dropbox folder.
**On dropbox.com**
1. Sign in to dropbox.com
2. Click the Upload button at the top of the window.
3. Choose the file you’d like to add, and click Open.
4. Or, just drag and drop files directly into your web browser.

![Dropbox Interface](image)

**On iOS or Android**
1. Select the *More actions menu* (…) icon in the top-right corner.
2. Choose *Upload File* (in iOS) or *Upload here* (in Android).
3. Select the location you’d like to upload files from.
4. Select the files you’d like to add, and then select *Upload*
**How to ACCESS your files anywhere**

Using the Dropbox app, documents stored in Dropbox can be accessed on your computer, home or tablet. Every file saved is automatically synchronised across all your devices so that it can be accessed from anywhere.

- Install [desktop app](#)
- Install [iOS app](#)
- Install [Android app](#)

**How to SHARE Files**

To share a file, simply add it to your Dropbox and share the URL link. Anyone with the link can view or download a copy even if they do not have a Dropbox account.

**Share a link to a file**

**On dropbox.com**

1. Sign in to dropbox.com, and find the file or folder you would like to share.
2. Hover over the file or folder, and click the **Share** button that appears on the right. (If you’re sharing a folder, you’ll see a drop-down menu. Choose **Send link...**)

![Dropbox界面](image)
3. Enter the email addresses of the people you want to invite, and click **Send**. Or, copy and paste the link.

**On Windows or Mac**
1. Install the Dropbox **desktop app** if you haven’t already.
2. Open your Dropbox folder, and find the file or folder you’d like to share.
3. Right-click on the file and select **Share Dropbox Link**. The link will be copied automatically. You can now paste the link into an email, instant message, or wherever you’d like people to have access.

**How to UN-SHARE Files**
To un-share a file (that is, remove the ability of other users to view the folder) or leave a shared folder, see directions at the Dropbox Help Center ([https://www.dropbox.com/help/156](https://www.dropbox.com/help/156))
How to COLLABORATE on Files
To collaborate on files simply create a shared folder and add other people to it. When you edit a file in a shared folder everyone instantly has access to the latest version.

Setting up a shared folder

On dropbox.com
1. Sign in to dropbox.com, and click on Share a folder... located at the top of the window.
2. Select I’d like to create and share a new folder, click Next, and enter a name for your shared folder.

3. Click Next, and enter the email addresses of the people you want to invite.
4. Add a personal message if required, and then click Share folder.
More Dropbox tips can be found at:

- Dropbox Help Center for information on advanced features such as how to recover old version of files.
- Dropbox Security page for information on security tools to assist in protecting your account and data.