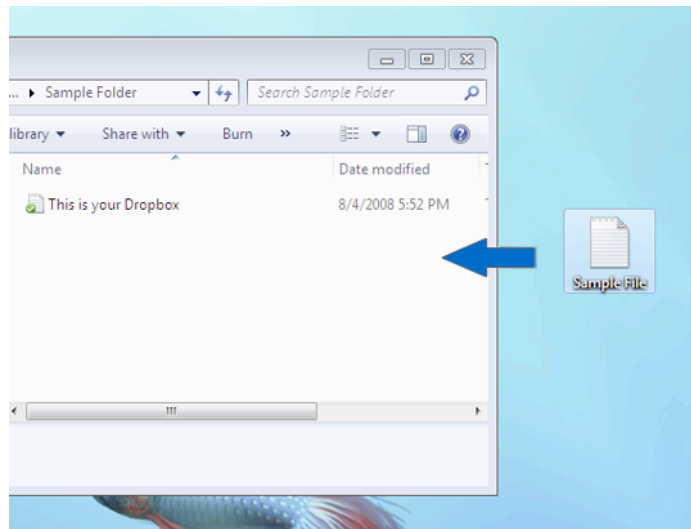


## FILE SHARING: HOW TO USE DROPBOX

~instructions for creating and utilizing DropBox~

Dropbox provides storage and access to files that teams can use to manage material that they are sharing. This is helpful in supporting teams to collaborate on materials for the client. HIPPA compliance must be considered.

1. Install the Dropbox desktop application ([www.dropbox.com/install](http://www.dropbox.com/install)) on your computer. It creates a new folder on your computer called **Dropbox**. The Dropbox folder works just like any other folder on your hard drive, except everything in your Dropbox folder automatically syncs to the web and to any other computer with Dropbox installed
2. To add or upload files to Dropbox - **Move your files into your Dropbox by dragging and dropping them into your Dropbox folder**. The files in your Dropbox folder will automatically be synced online and to your other computers. Use the **Save As...** menu option in most applications to save files directly to your Dropbox folder.



Drag your files directly into your Dropbox

3. To share an existing folder, the folder has to be in your Dropbox folder. To create a folder in your Dropbox folder:
  - a. Sign in to the Dropbox website
  - b. Click on **Sharing** from the sidebar on the left
  - c. Press the button labeled **New shared folder**
  - d. Select Share This Folder from the contextual menu
  - e. Enter the email addresses of whomever you want to add to your shared folder and Click **Share Folder**

Dropbox Help (n.d.) Retrieved November 1, 2013 from <https://www.dropbox.com/help/19/en>

