

9 Steps to Get Started on Dropbox

1. Install the desktop client and mobile app

Download the client installer at: www.dropbox.com/install

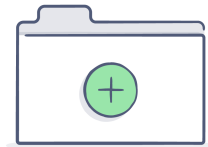
Download the app from the application vendor on your mobile device, and enter your log-in credentials



2. Upload files to your Dropbox account

Drag and drop files into the Dropbox folder on your computer

If you're using Dropbox on the web, you can also use the 'Upload' button at the top-right of your screen



3. Send a copy of a file to a colleague

Right click a file in Dropbox and select 'Copy Dropbox link'

Paste the link into an email and send (there are no file-size restrictions and the link will still work if you change the file).



4. Share a folder with someone on your team

Right click a folder and select 'Share' option

Enter the email address of the person to share with

Choose whether user 'can edit' or 'can view'

Click the 'Invite' button



5. Request a file from a colleague, supplier or partner

Open Dropbox in your web browser

Select the option 'File Requests'

Click the 'Request files' button

Enter a name for your request

Click the 'Change Folder' button to choose destination folder

Copy the link or use the email feature to send request



6. Leave a comment on a file

Right click a file in Dropbox and select 'View Comments'

Leave a comment in the bar on the right of the screen, or click anywhere on the file itself to annotate a specific part

Mention and notify a colleague by using the @ key

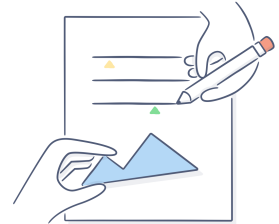


7. Work together on a Word, PowerPoint or Excel file

Open a file and click the blue Dropbox Badge on the right of the screen

See who else is viewing or editing the file at the same time

Update to the latest version of the file if someone else saves a new version



8. Restore a previous version

Right click a file in Dropbox and select 'View Previous Versions'

From the list of previous versions, click on the file to preview

Select 'Restore' to revert to a particular version



9. Recover a deleted file

Open Dropbox in your web browser

Select the 'Show deleted files' icon at the top-right of the screen

Choose from one of the previously-deleted files in grey and click 'Restore' to undelete it



Need more support with any of the steps?

Check out our User Guide at:
www.dropbox.com/guide/business

For further support, have a look at our Help Centre:
www.dropbox.com/help