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Statement*

*We are
committed to
providing
thorough and
skillful
administrative
services with
the utmost
integrity, the
highest
ethics, and to
providing
quality services
at affordable
prices.*

Dropbox Manual

How to use Dropbox

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DOWNLOAD DROPBOX

In order to use Dropbox you must first go to this link <http://dropbox.com> to Download Dropbox.

Email Password
 Remember me



WATCH VIDEO

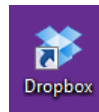
You may watch the video that is on the page first if you choose simply by clicking on the 'Watch a Video' box.

Once you have downloaded Dropbox you will receive an email that will guide you through getting started.

Once you have your account you can sign in or drag and drop folders from your computer documents directly to Dropbox folder on your desktop.

DRAG AND DROP

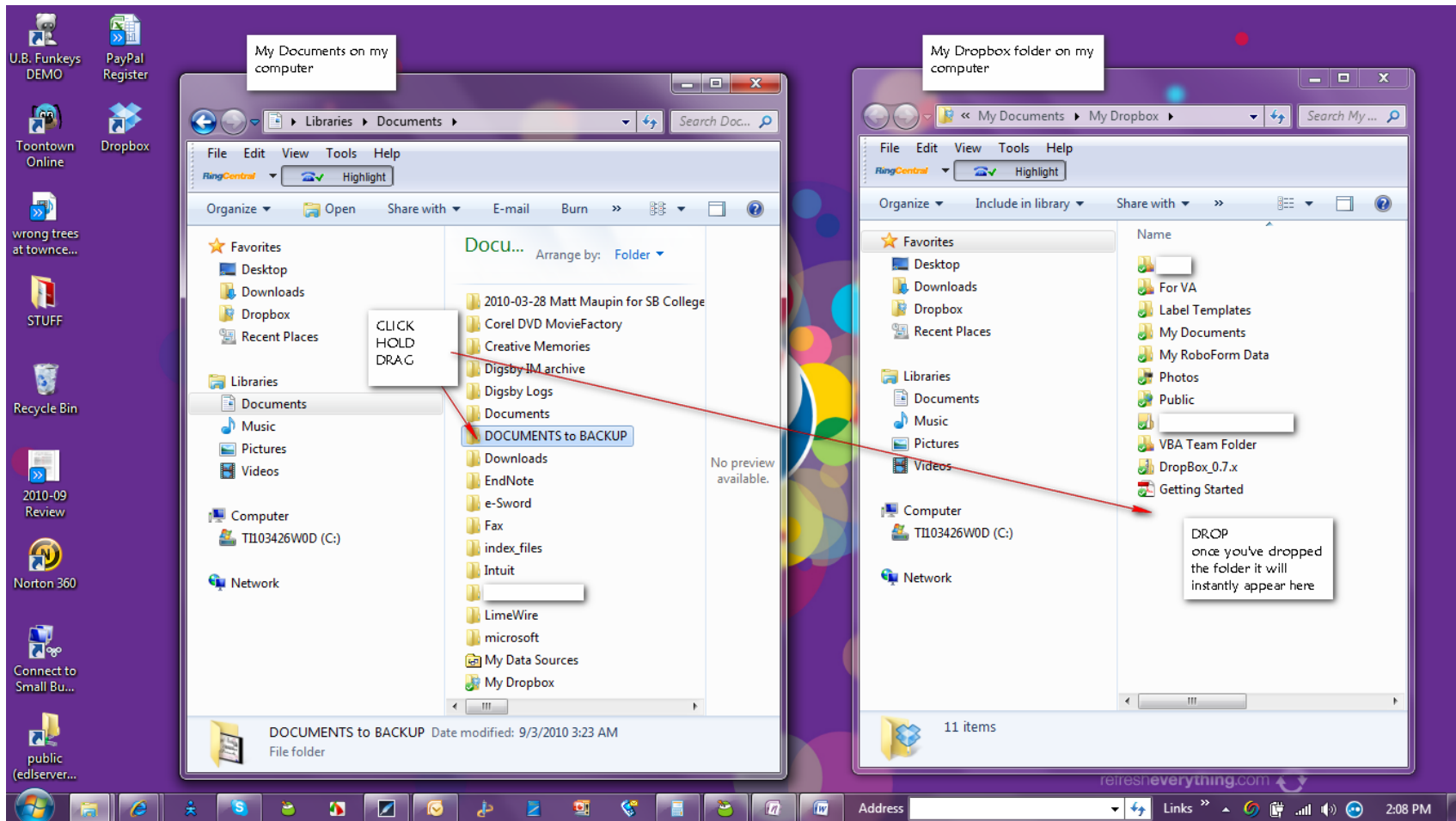
Drag and drop folders from your computer to Dropbox



This is the Dropbox icon on my desktop.

| Dropbox Instructions

This next screen shot is of how to drag and drop folders.



SIGN IN

Sign in at <http://www.dropbox.com> or click on link in new member email.

Email Password
 Remember me

Once you've signed in you will be taken to this page:

Dropbox youremail@whatever.com Account Upgrade Log out

[Back to home](#)

Invite your friends to Dropbox!

For every friend who joins Dropbox, we'll give you 500 MB and your friend 250 MB of bonus space (up to a limit of 16 GB)!

1. Share this link on Facebook or Twitter

<http://www.dropbox.com/referrals/NTKGMJU0MDY5>

Dropbox is a double rainbow all the way. <http://db.tt/goE9Qs8>

79 characters remaining

2. Invite by email

Invite your contacts (Gmail, AOL, Hotmail, Yahoo, etc.)

Your Email

Email Password

or invite email addresses:

Type a list of invitee email addresses.

From this page you can invite your friends or colleagues to download and use Dropbox. If you would like to share the link through Twitter or Facebook use the link in the box below.

SHARE ON FACEBOOK OR TWITTER

Share this link on Facebook or Twitter and enter personal message in the box below.

1. Share this link on Facebook or Twitter

79 characters remaining

SHARE THROUGH EMAIL

Enter individual email addresses.

2. Invite by email

Invite your contacts (Gmail, AOL, Hotmail, Yahoo, etc.)

Your Email

Email Password

or invite email addresses:

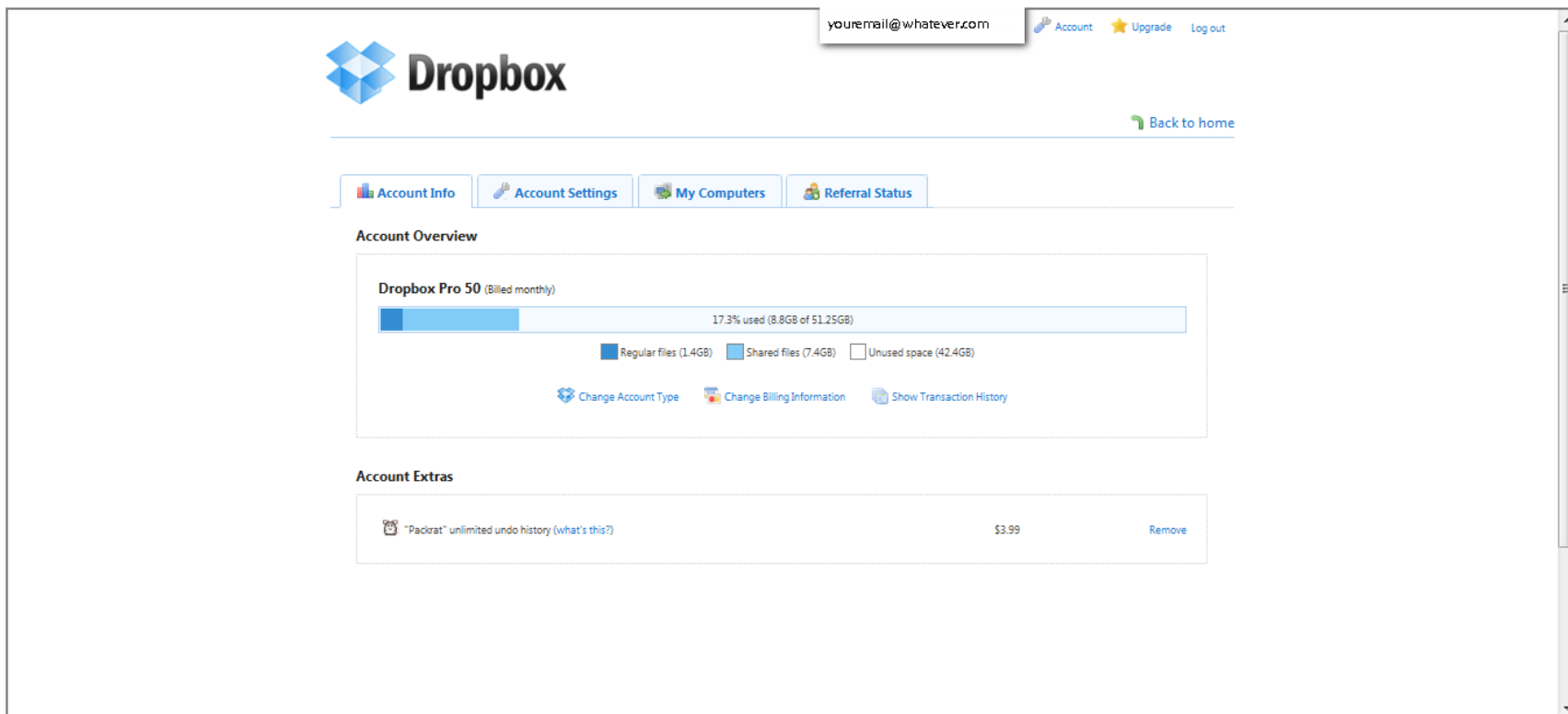
VIEW ACCOUNT

In order to view your account - click on the 'Account' link at the top right side of the page.



This is what your account page looks like. There are 4 tabs at the top:

1. Account Info
2. Account Settings
3. My Computers
4. Referral Status



ACCOUNT INFO

Account info shows you how much space you have used, how much space you are sharing, and how much unused space you have.

The screenshot displays the Dropbox account management interface. At the top, the user's email 'youremail@whatever.com' is shown, along with links for 'Account', 'Upgrade', and 'Log out'. The Dropbox logo is prominently displayed. Below the logo, a navigation bar includes 'Account Info' (highlighted with a red arrow), 'Account Settings', 'My Computers', and 'Referral Status'. The main content area is titled 'Account Overview' and features a progress bar for 'Dropbox Pro 50 (Billed monthly)'. The progress bar shows '17.3% used (8.8GB of 51.25GB)', with a red circle around this text and red arrows pointing to the bar. Below the bar, a legend indicates 'Regular files (1.4GB)', 'Shared files (7.4GB)', and 'Unused space (42.4GB)'. Action links for 'Change Account Type', 'Change Billing Information', and 'Show Transaction History' are provided. The 'Account Extras' section lists a 'Packrat' unlimited undo history for \$3.99, with a 'Remove' link.

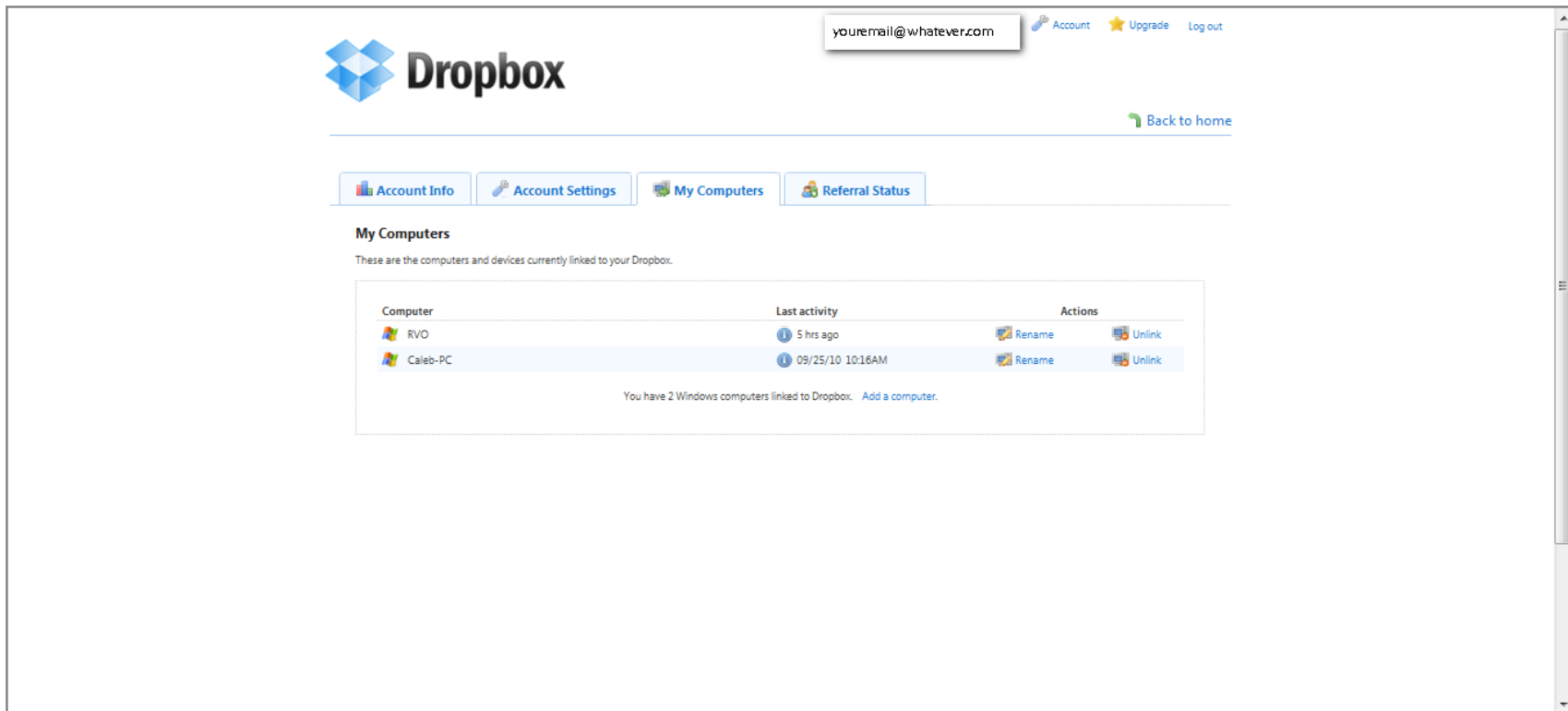
ACCOUNT SETTINGS

Account settings are where you can choose your personal settings. These are the settings that I am using.

The screenshot shows the Dropbox Account Settings page. At the top, the user's email 'youremail@whatever.com' is displayed, along with links for 'Account', 'Upgrade', and 'Log out'. The Dropbox logo is on the left, and a 'Back to home' link is on the right. Below the navigation bar, there are four tabs: 'Account Info', 'Account Settings' (which is active), 'My Computers', and 'Referral Status'. The 'Account Settings' section is divided into four panels: 'User Info', 'Password Reset', 'Account Preferences', and 'Email Preferences'. The 'User Info' panel contains input fields for 'First name', 'Last name', and 'Email' (with a '(change)' link). The 'Password Reset' panel has input fields for 'Old password', 'New password', and 'Confirm password', plus a 'Forgot password?' link. The 'Account Preferences' panel includes checkboxes for 'Include me on early (buggier) releases', 'Show the Getting Started tab', 'Enable file browser keyboard shortcuts', and 'Enable RSS feeds'. It also has a 'Timezone' section with checkboxes for 'Automatically detect timezone (-4.0)' and 'Use dd/mm/yy date format'. The 'Email Preferences' panel has an 'Email me:' section with checkboxes for 'When Dropbox maintenance is scheduled', 'Comments in shared folders', 'When my Dropbox is almost out of space', 'Dropbox newsletters', and 'Dropbox tips'. At the bottom, there are links for 'Delete my account', 'Change settings', and 'Cancel changes'.

MY COMPUTERS

On this page you can see which computers you have installed Dropbox on and you can also install other computers to your Dropbox Account from here.



REFERRAL STATUS

This page shows you who you have referred to Dropbox and who has decided to use it.

youremail@whatever.com Account Upgrade Logout

Dropbox Back to home

Account Info Account Settings My Computers Referral Status

Referrals

Step 1 Invited - Invitation sent

Step 2 Joined - Your friend registered

Step 3 Completed - They installed Dropbox

Email	Updated	Status
For client confidentiality I have blocked out this info. But this is where you will see the emails of the people you have invited to Dropbox.	08/28/10 4:10AM	Invited
	08/28/10 4:10AM	Completed
	08/28/10 4:10AM	Invited
	08/28/10 4:10AM	Invited
	08/17/10 1:43AM	Invited
	08/05/10 1:32PM	Completed

So far you've earned 1GB of the 16 GB maximum bonus space possible from referrals.
[Invite more people to join Dropbox](#)

This shows you their status. If they have accepted you will completed next to their email.

HOME (Back to Home)

Now click on [Back to home](#) and this brings you to a page with 5 tabs:

- Getting Started
- Files
- Events
- Sharing
- Help

GETTING STARTED

This page walks you through the steps to using Dropbox. You can do these 6 things on this page.

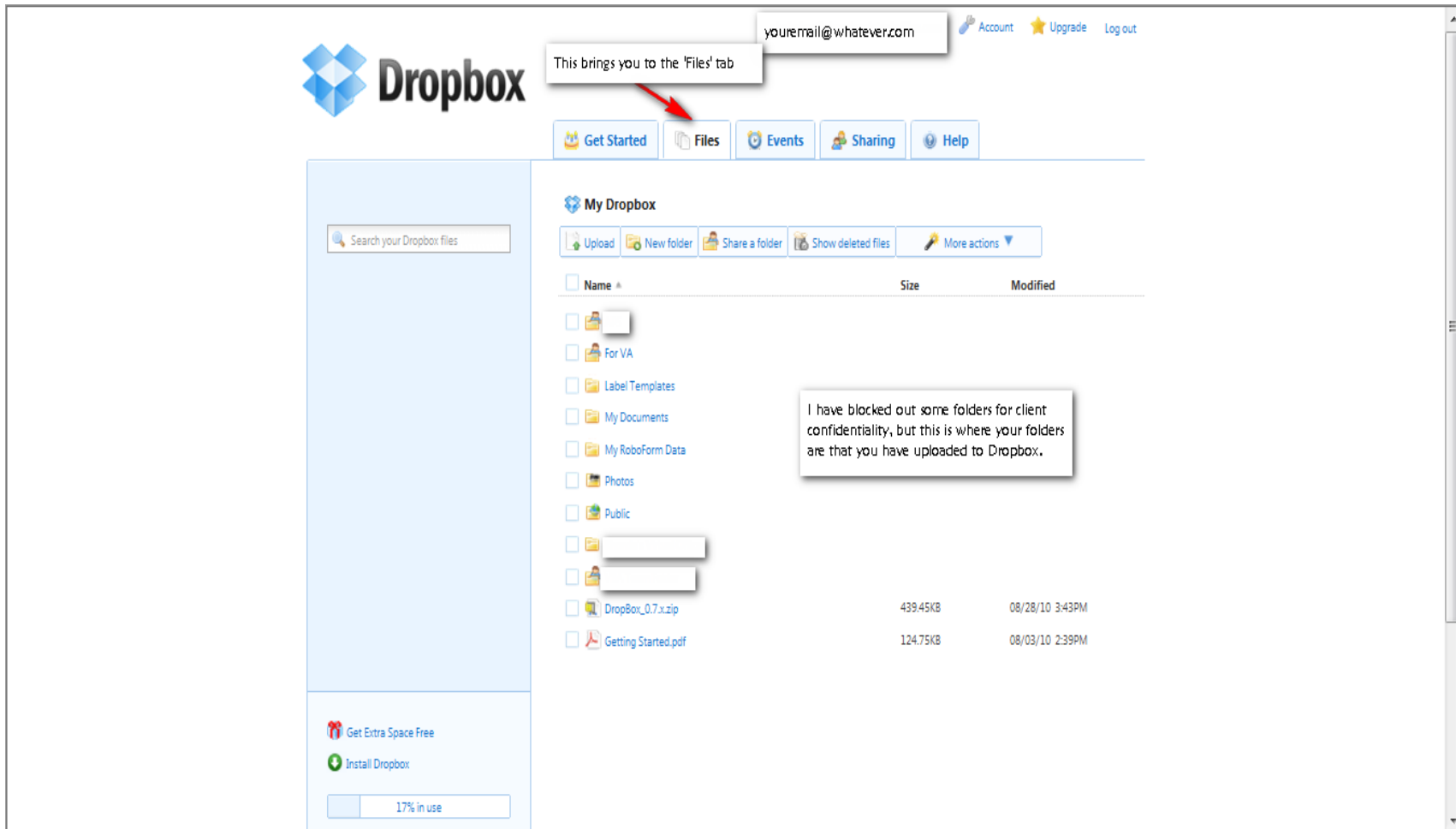
1. Take the Dropbox tour
2. Install Dropbox on your computer
3. Put files in your Dropbox folder
4. Install Dropbox on other computers you use
5. Share a folder with friends or colleagues
6. Invite some friends to join Dropbox



FILES

From this page you will see 5 more tabs:

Upload	New Folder	Share a Folder	Show deleted folders	More Actions
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EVENTS

This page is just a history page of what's been done and by whom.

The screenshot shows the Dropbox interface with the user logged in as 'youremail@whatever.com'. The 'Events' tab is selected in the top navigation bar. On the left, a sidebar titled 'Show Events For' lists various folders, with 'My Dropbox' selected. A text box on the left explains that this page shows a history of actions like adding, deleting, or editing files. The main content area, 'Recent Events in My Dropbox', displays a list of events with timestamps, such as 'added 2010-10-04 Sage ...ns Fax.pdf' and 'You became a Dropbox Guru and earned 250MB of bonus space!'. A 'Jump to' dropdown is set to 'October 04, 2010'. At the bottom, there is a 'Subscribe to this feed' link and an 'Events per page' dropdown set to '10'.

SHARING

This page is where I recommend you share your files from. Just click the options link to the right of the folder you wish to share and enter the persons email and a personal message and they will be invited to share this folder once you click ok.

NOTE: if you only wish to share a sub-folder of this folder then click on the folder to open it then check the sub-folders you wish to share and follow the procedures as listed above.

The screenshot shows the Dropbox 'Shared Folders' interface. At the top, the user's email 'youremail@whatever.com' is displayed along with links for 'Account', 'Upgrade', and 'Log out'. Below the navigation bar (Get Started, Files, Events, Sharing, Help), there is a 'Shared Folders' section with a brief description and a 'Learn more' link. A 'Share a folder' button and a 'Show past shared folders' button are visible. A dropdown menu is set to 'All folders'. The main content is a table of shared folders with columns for 'Name', 'Modified', and 'Options'. Annotations with red arrows point to specific elements: one points to the 'Name' column header, another to the 'Options' link of the first folder, and a third to the 'Options' link of the second folder. A text box on the left explains that names are blocked for confidentiality. A text box on the right explains that sub-folders should be selected for sharing.

Name	Modified	Options
[Redacted]	10/04/10	Options
[Redacted]	10/04/10	Options
[Redacted]	10/01/10	Options
[Redacted]	10/01/10	Options
VBA Team Folder	09/30/10	Options
[Redacted]	09/30/10	Options
[Redacted]	08/28/10	Options
[Redacted]	08/28/10	Options
For VA	08/28/10	Options

HELP

You will find FAQ's here and other helpful items for you to use.

The screenshot shows the Dropbox Help page. At the top right, there is a user email field containing "youremail@whatever.com" and links for "Account", "Upgrade", and "Log out". The main navigation bar includes "Get Started", "Files", "Events", "Sharing", and "Help". On the left, a search bar is labeled "Type your question here" and a "Categories" list includes: Getting Started, Windows, Mac, Linux, iPhone, iPad, Android, BlackBerry, Connectivity, Syncing, Sharing, Photos, Security and Privacy, Payments and Billing, Referrals, Other, and Votebox. The main content area features a "Start typing here" prompt with a blue arrow pointing left, followed by the text "or head to one of these Dropbox help destinations." Below this are six destination cards: "Tour" (brief tour of features), "Forums" (converse with the team), "Votebox" (suggest and vote on ideas), "Dropbox Wiki" (resource for advanced users), "Demo Video" (video tour), and "Submit a Ticket" (contact support). At the bottom, a "Top Frequently Asked Questions" section lists 10 common questions.

youremail@whatever.com Account Upgrade Log out

Dropbox

Get Started Files Events Sharing Help

Type your question here

Categories

- Getting Started
- Windows
- Mac
- Linux
- iPhone
- iPad
- Android
- BlackBerry
- Connectivity
- Syncing
- Sharing
- Photos
- Security and Privacy
- Payments and Billing
- Referrals
- Other
- Votebox

Start typing here
or head to one of these Dropbox help destinations.

- Tour**
A brief tour of the features Dropbox offers
- Forums**
Converse with the Dropbox team and other Dropbox users
- Votebox**
Suggest and vote on new ideas for Dropbox
- Dropbox Wiki**
A resource for more advanced Dropbox users
- Demo Video**
A video tour of Dropbox
- Submit a Ticket**
Contact Dropbox support for questions or problems

Top Frequently Asked Questions

1. How do I share folders with other people?
2. How do I link to files in my Dropbox?
3. How do I add files to my Dropbox?
4. How secure is Dropbox?
5. How do I sync files between computers?
6. How do I undelete files or recover old versions of files?
7. Can I access Dropbox on my mobile device?
8. How much space does my Dropbox have?
9. What features are you guys working on?
10. Is there any way to get more space?