

Hess Business Professionals & Associates LLC

# Utilizing Dropbox

Effective \* Efficient \* Organized

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## DOWNLOAD DROPBOX

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



**Dropbox is FREE to use.** If you find you are using more space than the free application allows, it is inexpensive to upgrade your account. I recommend clients use this application because it helps us stay organized. You can access your files from any computer simply by logging into the Dropbox website.

## WATCH VIDEO

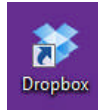
You may watch the video that is on the page first if you choose simply by clicking on the 'Watch a Video' box.

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.

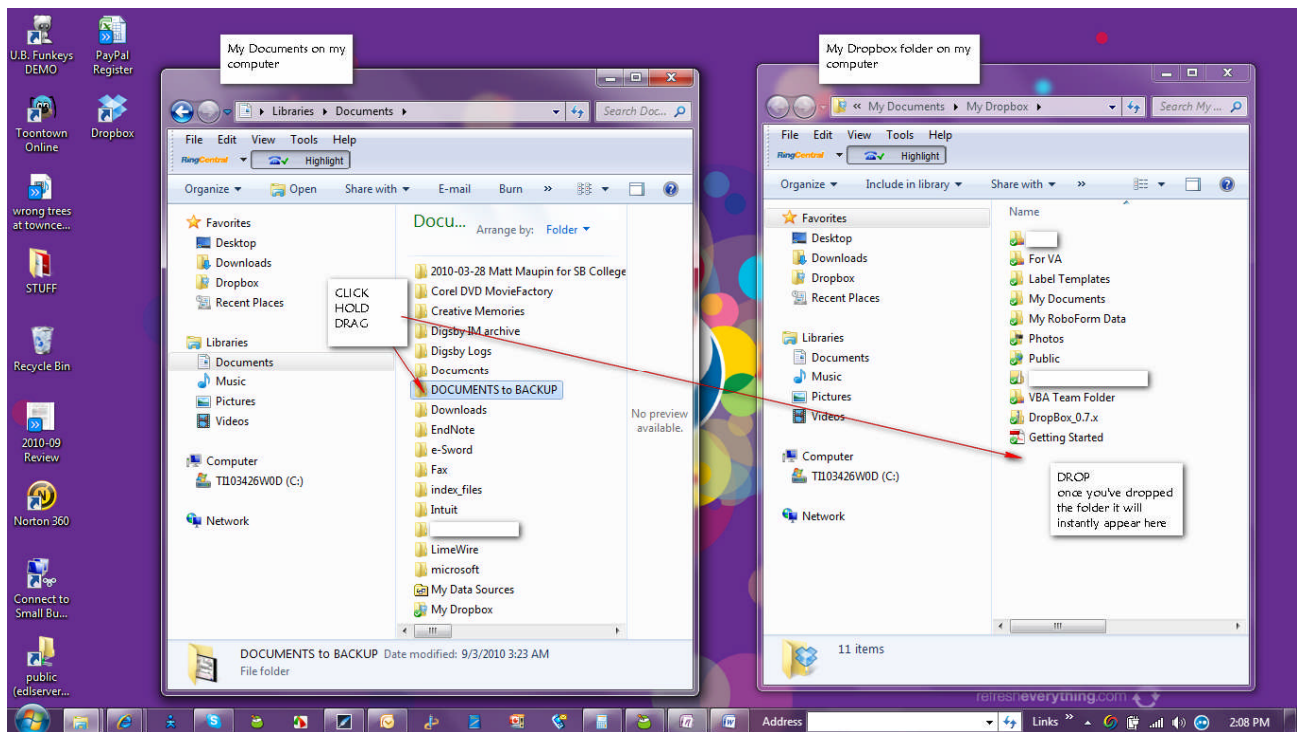
## DRAG AND DROP

Drag and drop folders from your computer to Dropbox



This is the Dropbox icon on my desktop.

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 have signed in you will be taken to this page:

youremail@whatever.com Account Upgrade Log out

**Dropbox**

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/NTk3MjU0MDY5>

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

79 characters remaining

Share on Facebook Tweet on Twitter

**2. Invite by email**

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

Your Email

Email Password

Retrieve your contacts

or invite email addresses:

Type a list of invitee email addresses.

Send invites

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**

<http://www.dropbox.com/referrals/NTk3MjU0MDY5>

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

79 characters remaining

Share on Facebook Tweet on Twitter

(or)

## SHARE THROUGH EMAIL

Enter individual email addresses.

**2. Invite by email**

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

Your Email

Email Password

[Retrieve your contacts](#)

or invite email addresses:

[Send invites](#)

## VIEW ACCOUNT

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

**Dropbox**

youremail@whatever.com [Account](#) [Upgrade](#) [Log out](#)

[Back to home](#)

[Account Info](#) [Account Settings](#) [My Computers](#) [Referral Status](#)

**Account Overview**

**Dropbox Pro 50 (Billed monthly)**

17.3% used (8.8GB of 51.25GB)

Regular files (1.4GB) Shared files (7.4GB) Unused space (42.4GB)

[Change Account Type](#) [Change Billing Information](#) [Show Transaction History](#)

**Account Extras**

"Pacrats" unlimited undo history (what's this?)	\$3.99	<a href="#">Remove</a>
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## ACCOUNT INFO

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

youremail@whatever.com Account Upgrade Log out

Dropbox

Back to home

Account Info Account Settings My Computers Referral Status

Account Overview

Dropbox Pro 50 (Billed monthly)

17.3% used (8.86GB of 51.25GB)

Regular files (1.4GB) Shared files (7.4GB) Unused space (42.4GB)

Change Account Type Change Billing Information Show Transaction History

Account Extras

"Pacrats" unlimited undo history (what's this?) \$3.99 Remove

## ACCOUNT SETTINGS

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

youremail@whatever.com Account Upgrade Log out

Dropbox

Back to home

Account Info Account Settings My Computers Referral Status

User Info

First name  
Last name  
Email r.holtscher@rhondasvirtualoffice.com (change)

Password Reset

Old password  
New password  
Confirm password  
Forgot password?

Account Preferences

Include me on early (buggy) releases  
 Show the Getting Started tab  
 Enable file browser keyboard shortcuts  
 Enable RSS feeds

Timezone

Automatically detect timezone (-4:0)  
 Use dd/mm/yy date format

Email Preferences

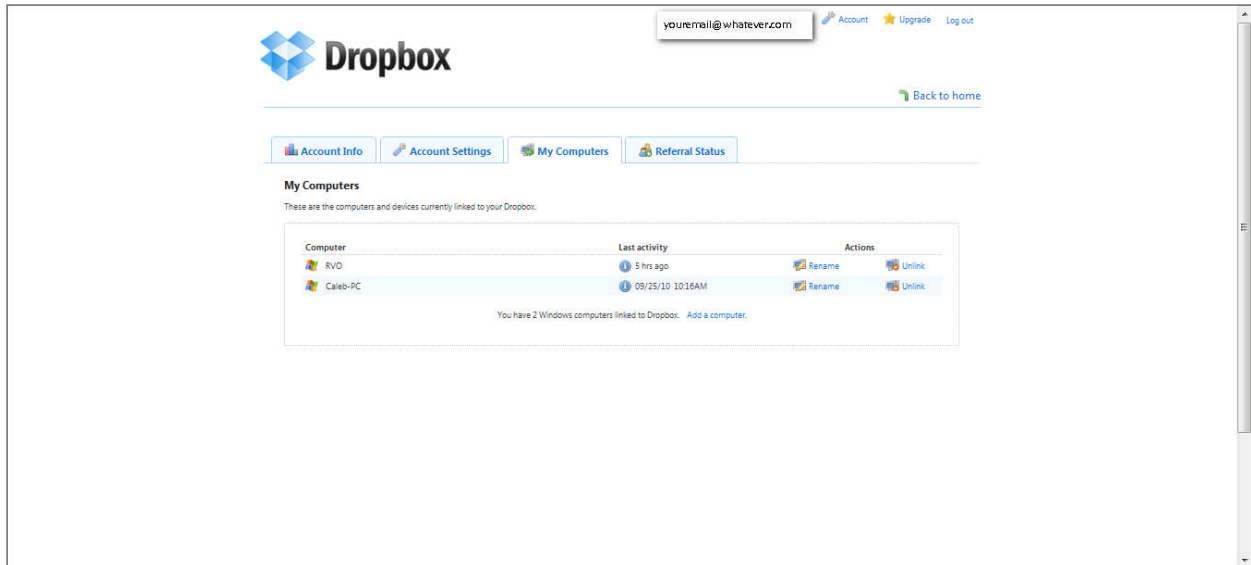
Email me:

When Dropbox maintenance is scheduled  
 Comments in shared folders  
 When my Dropbox is almost out of space  
 Dropbox newsletters  
 Dropbox tips

Delete my account Change settings Cancel changes

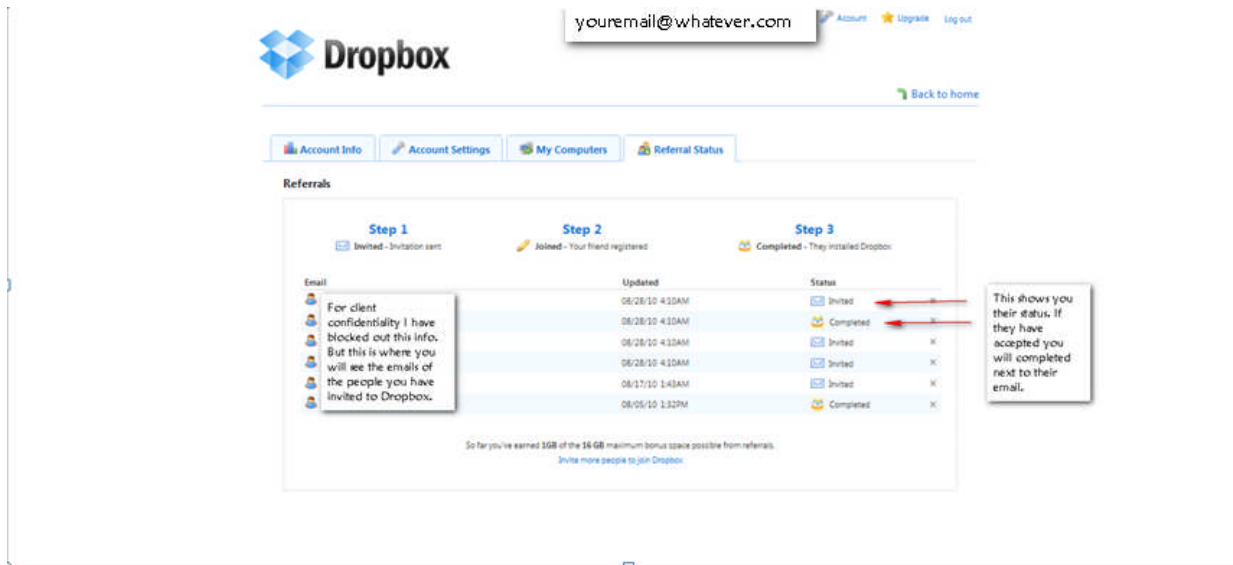
## MY COMPUTERS

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.



[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
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## GETTING STARTED

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

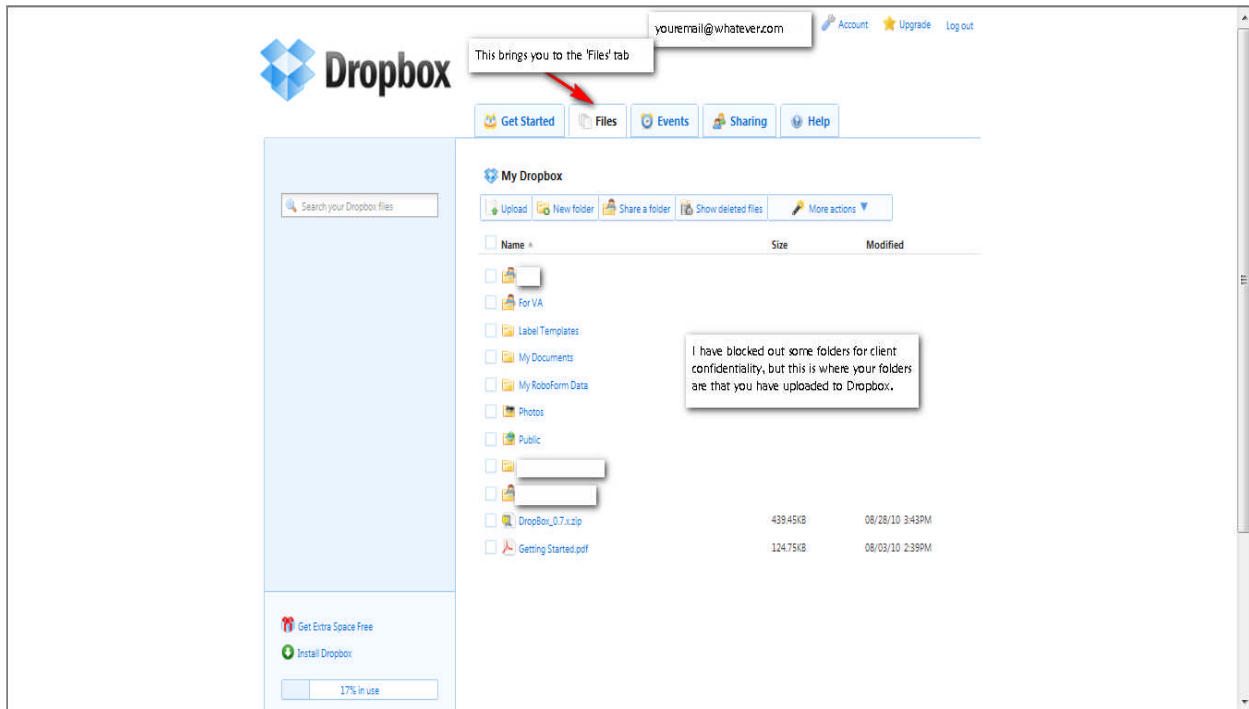
1. Take the Dropbox tour
2. Install Dropbox on your computer
3. Put files in your Dropbox folder
4. Install Dropbox on other computers you use
5. Share a folder with friends or colleagues
6. Invite some friends to join Dropbox



## FILES

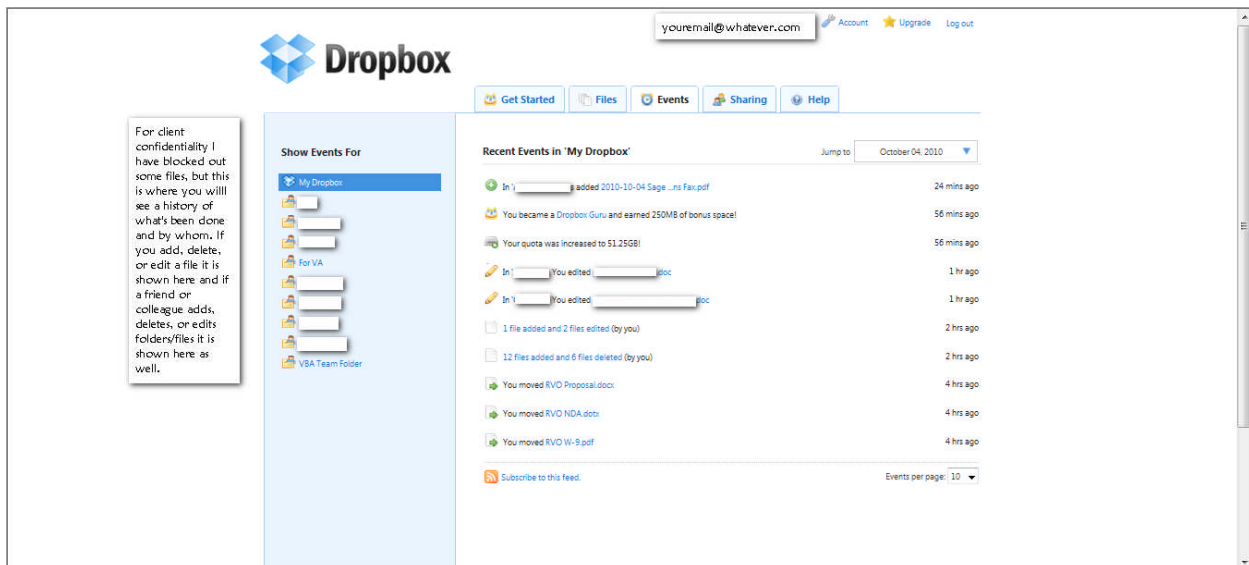
From this page you will see 5 more tabs:

1. Upload
2. New Folder
3. Share a Folder
4. Show deleted folders
5. More actions



## EVENTS

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



## SHARING

This page is where I recommend you share your files. 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 interface for 'Shared Folders'. At the top, the user is logged in as 'youremail@whatever.com'. The navigation bar includes 'Get Started', 'Files', 'Events', 'Sharing', and 'Help'. The 'Shared Folders' section contains a description: 'Dropbox shared folders let you share or collaborate on a set of files. When someone joins a shared folder, the folder appears inside their Dropbox, and syncs to their computers automatically. Learn more.' Below this are buttons for 'Share a folder' and 'Show past shared folders', and a dropdown menu for 'All folders'. A table lists shared folders with columns for 'Name', 'Modified', and 'Options'. Annotations with red arrows point to the 'Options' link for the first folder and the folder name itself. A text box on the left explains that names are blocked out for confidentiality. A text box on the right explains that clicking 'Options' leads to the sharing settings.

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

For client confidentiality I have blocked out folders and names.  
This is where the file/folder name would be.  
Who you are sharing the folder with is listed.

Click on 'Options' to share this folder.  
If you want to share a sub-folder then click on the actual folder and then click on the sub-folder for sharing.

## HELP

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

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
- Submit a Ticket**  
Contact Dropbox support for questions or problems

**Top Frequently Asked Questions**

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

Hess Business Professionals & Associates LLC provides each client with resourceful business solutions to aid in streamlining day to day business activities. Dropbox is just one web based business tool we recommend in the early stage of developing a business relationship with you.