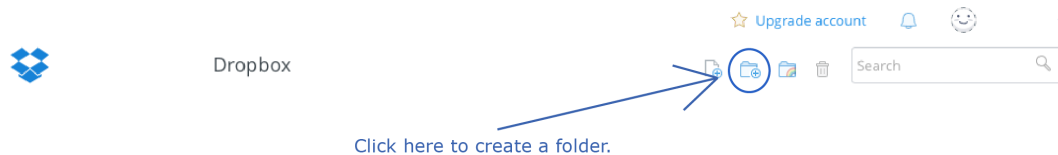


## How to upload files to Dropbox and create a shareable link

1. Begin by going to [www.dropbox.com](http://www.dropbox.com).
2. Once you've arrived, enter your name, email address, and create a password in the designated fields. After you agree to Dropbox's terms, click "Sign up for free."
  - a. Note: Dropbox may greet you with a screen asking you to download their application, you don't have to download this if you don't want to. The online version will be work just fine, and these instructions are tailored to the online version specifically.
3. Once into your account, you can upload files by clicking the upload button circled in red below.



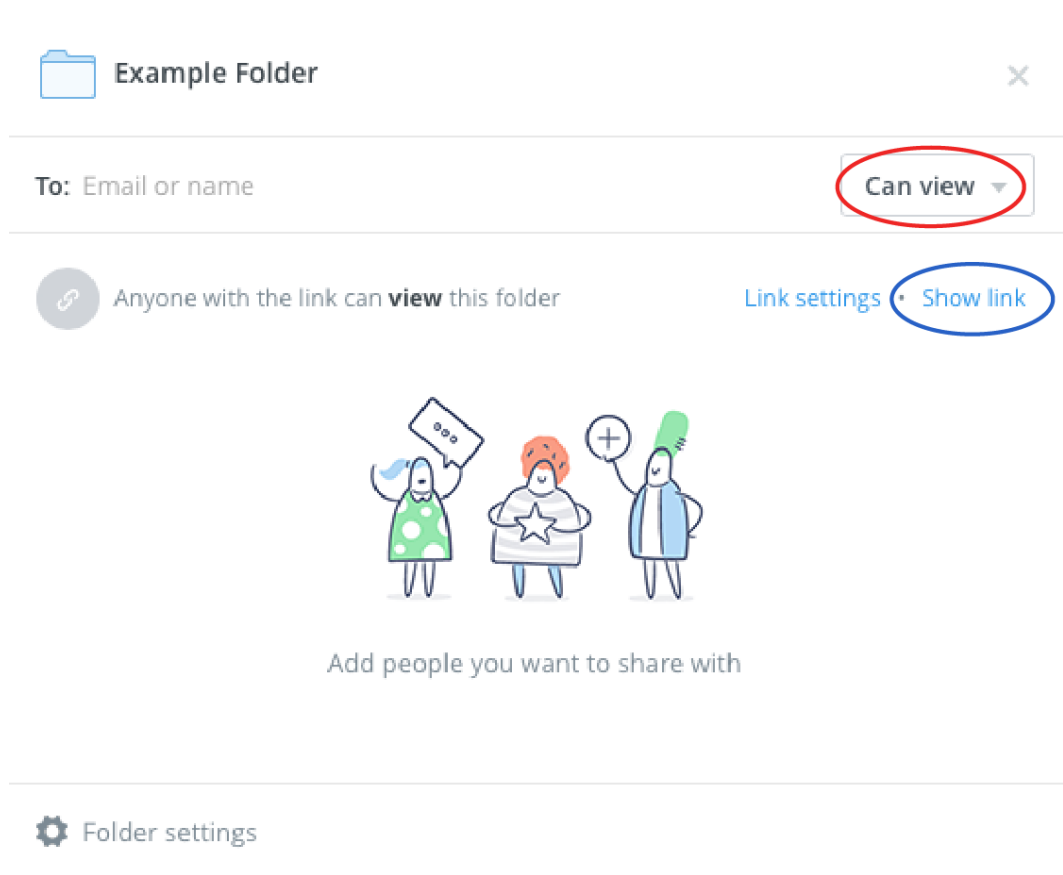
- a. Once you click the file upload button, you'll have two options.
    - o You can simply drag and drop your items into your browser.
    - o Or you can either select "Choose files."
      - If you select to choose files, you will then be asked to pick the file you intend to upload from your computer. You can upload multiple files at once.
      - Click "Done" when you've finished uploading your files.
4. To organize your files you can create a folder by clicking the new folder button circled in blue below.



5. To put files in your folder, you can do one of two things.
  - a. Either drag and drop the items into the desired location.
  - b. Or you can click on a file (don't click the name of the file, click near it to highlight it in a blue color), this will immediately show several options that

appear above your list of files. Click “Move” and select the folder you would like your files to go.

6. To share your files, you must create a shareable link. To do this, hover over a file or a folder and click “Share” to the right of the file name.
  - a. A dialogue box will then pop up.
  - b. First, be sure to change the access type (circled in red below) to “Can view.” This will ensure that nobody will be able to delete or edit your files.
  - c. Next, click “Show link” (circled in blue below). Copy the link that appears and paste it into your online application.



The screenshot shows a sharing dialog for a folder named "Example Folder". At the top, there is a folder icon and the name "Example Folder" with a close button (X) on the right. Below this is a "To: Email or name" input field. To the right of this field is a dropdown menu currently set to "Can view", which is circled in red. Below the input field, there is a link icon and the text "Anyone with the link can **view** this folder". To the right of this text are the options "Link settings" and "Show link", with "Show link" circled in blue. At the bottom of the dialog, there are three cartoon characters: one holding a speech bubble, one holding a star, and one holding a plus sign. Below the characters is the text "Add people you want to share with". At the very bottom of the dialog is a gear icon and the text "Folder settings".