How to upload files to Dropbox and create a shareable link


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.
   a. Once you click this button, a folder will automatically appear in your Dropbox, and you will be prompted to name the folder.

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.