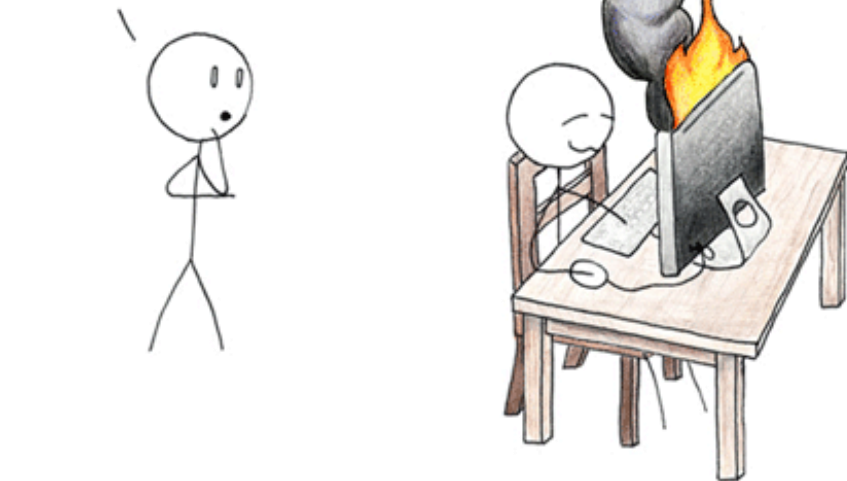


# Getting started with Dropbox

IT'S OKAY, MY FILES ARE  
SAVED ON **DROPBOX**.  
IT WAS GETTING KINDA  
COLD IN HERE ANYWAY.

UM... ISN'T YOUR  
COMPUTER ON FIRE?



Dropbox is a cloud service that helps you synchronize your files between multiple devices.

- Open a browser like **Edge, Internet Explorer, Firefox, Chrome, or Safari** and type <https://www.dropbox.com/tour/1> in to the top bar for an introduction.



Pictures from <https://www.dropbox.com/tour/> and <https://www.dropbox.com/register>

Create an account

or log in

I agree to [Dropbox terms](#).

**Create an account**

## Sign up for a Dropbox account

- In the upper right corner of the last page of the tour, click the **Sign in** button, and in the menu that appears, click **Sign up for Dropbox**.

- Fill out the form that appears, which asks for your **First name, Last name, email**, and for you to create a new **password** that you will use just for Dropbox. You may have to type in the text of an image for security. You will also have to check that **[you] agree to Dropbox terms**. Before clicking **Create an account**.

Sign in ▾

  
  
 Remember me  
**Sign in**  
[Sign up for Dropbox](#)

# Dropbox

- We strongly recommend that you write down the email address & password you just created:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

We just signed up for Dropbox on their website, but the whole point of Dropbox is to have its application on multiple devices you use so that the files automatically show up everywhere.

Installing programs can be a little difficult. We'll take our time and help everyone get going.

## Install Dropbox on a device

### Mac



- On your Apple Mac computer, open up a web browser such as **Safari, Chrome, or Firefox.**
- In the top address bar, type in <http://www.dropbox.com/>
- Toward the upper right, click the link to **Download the app.**
- It will download a file. This is the installer file. It may take a few minutes to download.
- Use **Finder** to go to the location where the file downloaded.
- Double click the file. It will create a new file called **Dropbox Installer** in the same place you found the first file. Double click the **Dropbox Installer**
- If any error messages appear, click **Open.**

### PC



- On your PC, open up a web browser such as **Edge, Internet Explorer, Chrome, or Firefox.**
- In the top address bar, type in <http://www.dropbox.com/>
- Toward the upper right, click the link to **Download the app.**
- It will download a file. This is the installer file. It may take a few minutes to download.
- Use **File Explorer** to go to the location where the file downloaded.
- Double click the file. It will immediately start installing the file for you hopefully.

### iOS



- From your home screen, find and tap on the blue and white **App Store** icon.
- Find the search box in the upper right on an iPad or the bottom bar on an iPhone. Type in **Dropbox** and then tap the **Search** button.
- By **Dropbox**, tap the **Get** button, and then tap **Install.**
- From your home screen, find the new **Dropbox** icon and tap on it to open it.

# Dropbox

- It will open up. Type in the email address and password we entered earlier.



## Android

- From your home screen, find and tap on the right pointing arrow **Play Store** icon.
- Find the search box and type in **Dropbox** and tap the **Search** button.
- By **Dropbox**, tap the **Install** button, and it will start installing automatically.
- From your home screen, find the new **Dropbox** icon and tap on it to open it.
- It will open up. Type in the email address and password we entered earlier.

## **One-time initial set up options**

- After you've signed in on any device, you'll probably be bombarded with questions such as:

Back up everything?

Buy more storage?

Upload Photos?

Allow notifications?

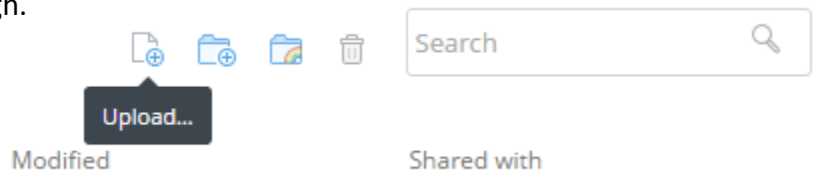
Location?

Install Dropbox on another device?

Invite anyone else?

Access your file system?

- Read any screens carefully before tapping any buttons. The screens that appear should give you enough information to understand what they're talking about.
- Ask us if you have any questions though.



## **Upload a file into Dropbox**

- On the library computer, open a browser like **Internet Explorer**, **Firefox**, or **Chrome** and type <http://www.dropbox.com/> in the top address bar.
- If it doesn't take you directly to your account page, log in with your **email** and **password**.
- Toward the upper right corner of the screen is a group of four buttons.
- Hover over the first one, a **page with a plus sign**, and click to **Upload** a file.
- Click **Choose files**. In the **Documents** folder on the library computer, we've put a folder of **Example Files**. Click on one of the files from that folder, and then click **Open**.

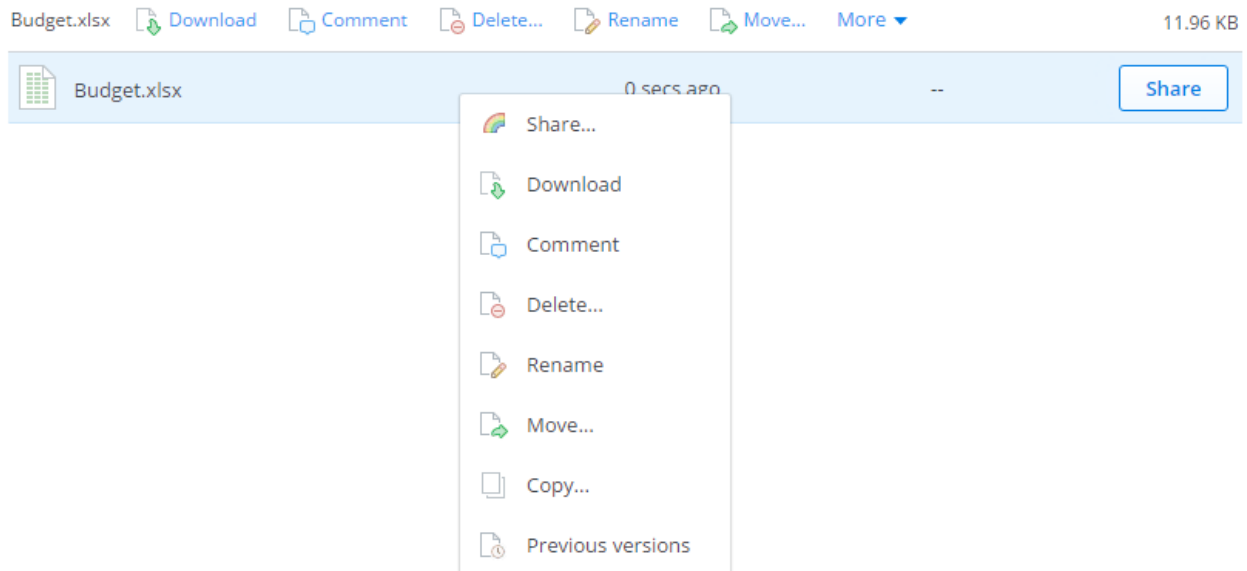
# Dropbox

## View that file on a different device

- Let's go back to the device we helped you install Dropbox on earlier.
- On a Mac or a PC, find the **Dropbox** icon.
  - On a Mac, it will be in the top **Menu Bar** toward the right corner.
  - On a PC, it will be in the bottom left corner **System Tray**.
- Once you've found that icon, single click it.
- This shows recently updated Dropbox files. The file we uploaded before should be there!
- You can click the **folder icon** to view your entire **Dropbox folder**.
- On an iOS or Android device, find the **Dropbox** icon on one of your home screens and tap it.
- Since we logged in earlier, it will take you directly into your account.
- The file we uploaded before should be there!

## Share a file

- Let's go back to **Dropbox** on the library computer.
- Single left click on the file. Then single right click on the file.
- Click **Share**. It will then ask you for the email address of the person you want to send it to.



- (It may ask you to verify your email address. If you click the **Send email** button, you can click or tap on the [link](#) they will send to your email account to verify your email address. Then you can repeat the above steps to share a file. [Verifying your email is for security purposes.]

# Dropbox

## Frequently asked questions

- *Q: Is Dropbox really free?*
  - A: If you use Dropbox for less than 2 gigabytes of files, it is 100% free. \$8.25/month for 1024 GB (Roughly equivalent to 1,024,000 photos) is the cheapest personal plan.
- *Q: How much is two gigabytes?*
  - A: Two gigabytes is roughly 2,000 pictures, or about two hours of high quality video.
- *Q: What can I do to clear out space so I don't go over two gigabytes?*
  - A: Delete or remove files. If there are bad or old pictures you no longer need, old documents, etc. deleting files is the main way to free up space in Dropbox. All files you delete are synchronized, meaning if you delete them on one device, they will be deleted on all of your other devices. On a desktop computer (Mac/PC) you can move the files out of the Dropbox folder via cutting and pasting them to a different location (like an external hard drive) to free up space in your Dropbox account.
- *Q: What if I lose a device I installed Dropbox on, or what if I break a device?*
  - A: This is one of the beauties of Dropbox! You can download your files from <https://www.dropbox.com/> or reinstall Dropbox on a new device. During the reinstallation process, it may ask you if you want to re-download all your old files.

## Practice / Open Q & A

If you had any trouble during our class today, don't feel bad! Transferring and storing files is still difficult. Here's a joke to make you feel better. <https://xkcd.com/949/>

