

Directions to create a persistent shared Dropbox folder

These directions create a shared folder that you will see in your Dropbox folder and that your friend and family will see once they accept / add the folder to their Dropbox.

Open your Dropbox folder on your desktop computer (not the website).

Read and understand the next two steps BEFORE completing either step:

Create a “new folder” in Dropbox called “Shared-FirstName-FriendsName”

For example, if your name is Jane and your friends name is Bob: Shared-Jane-Bob

Make sure that you name the folder correctly the FIRST time before hitting enter as Dropbox will share the folder NAMED with whatever folder name was first used. This means that anyone receiving the shared folder will see the folder as it was first named – Which is often confusing to the user.

If you made a mistake while naming the folder, delete the empty folder and start a “New Folder” again. – Name the folder correctly without mistakes before hitting enter.

It's very important to name the folders with “Shared” at the beginning so that you and your friends / family don't forget and accidentally delete files in the shared folder.

Once the folder is named, you can right click on the folder and share with the Dropbox “Share” button.

Type your friends or family members email address (hopefully an email address where they already have a Dropbox account).

Your friend / family member will need to click the Dropbox icon in the system tray (bottom right hand corner of the screen by the clock), and then click “Add Folder to Dropbox”.

They can then save files to or copy files to the Dropbox folder from within any windows program.

Derek Rowley – (253) 564-7777 – Computer Repair & Tutoring

Updated: 16 August 2018 Visit RowleyServices.com for an updated copy. Password & Tutorials Packet Page 13 of 15