

👍 When you want to create a **Dropbox folder** where your colleague can upload a large sound file, and then you'll share that folder (or file) with others. Here's a **step-by-step guide**:

Step 1: Sign in to Dropbox

1. Go to www.dropbox.com and **log in** with your account.
 - If you don't have an account yet, you'll need to **sign up** (the free plan gives you 2GB of space).
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Step 2: Create a New Folder

1. In the Dropbox **home page**, click **“Create”** in the top-right corner.
 2. Select **“Folder”**.
 3. Give your folder a clear name (e.g., *Sound Files for Sharing*).
 4. Click **Create**.
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Step 3: Share the Folder With Your Colleague

1. Hover over the folder you just created.
 2. Click the **Share** button (an icon with a person + “+”).
 3. In the pop-up window, type your colleague's **email address**.
 4. Choose **Can edit** (so they can upload the file).
 5. Click **Share folder**.
 - Your colleague will get an email invitation to access the folder.
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Step 4: Uploading the File

- Your colleague can now upload the large sound file directly into the shared folder (either from the Dropbox website or Dropbox app).
 - Once uploaded, you'll both see it in that folder.
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Step 5: Share With Others

When the file is uploaded and you're ready to share it:

1. Hover over the file (or folder).
2. Click **Copy link**.
3. Send that link to whoever you want to share it with.
 - Anyone with the link can view/download the file.
 - You can also manage permissions (view-only vs edit).

 Tip: If the file is **extremely large** and doesn't fit in your Dropbox plan, you can use **Dropbox Transfer** (lets you send up to 2 GB free, or up to 100 GB with paid plans).