

Quick Guide: Creating & Sharing a Dropbox Folder

■	Step 1: Sign in to Dropbox Go to www.dropbox.com and log in with your account.
■	Step 2: Create a New Folder Click 'Create' → 'Folder', give it a name (e.g., Sound Files for Sharing).
■	Step 3: Share the Folder Click 'Share', enter colleague's email, select 'Can edit', then click 'Share folder'.
■	Step 4: Upload the File Your colleague can drag & drop or upload the sound file into the shared folder.
■	Step 5: Share With Others Click 'Copy link' on the file/folder and send the link to anyone who needs access.

■ Tip: For very large files, use Dropbox Transfer (up to 2 GB free).