# 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).