

# Shared folders: Give people edit access to your files

If you give people edit access to a folder in your Dropbox, it becomes a shared folder. Changes to the contents of these shared folders are synced to everyone who has access to the shared folder.

Show instructions for:

Vista/Win7/Win8/Win... ▼

1. If you haven't already, [install the Dropbox desktop app](#).
2. Open your Dropbox folder.
3. Right-click the folder you want to share.
4. Select **Share...**

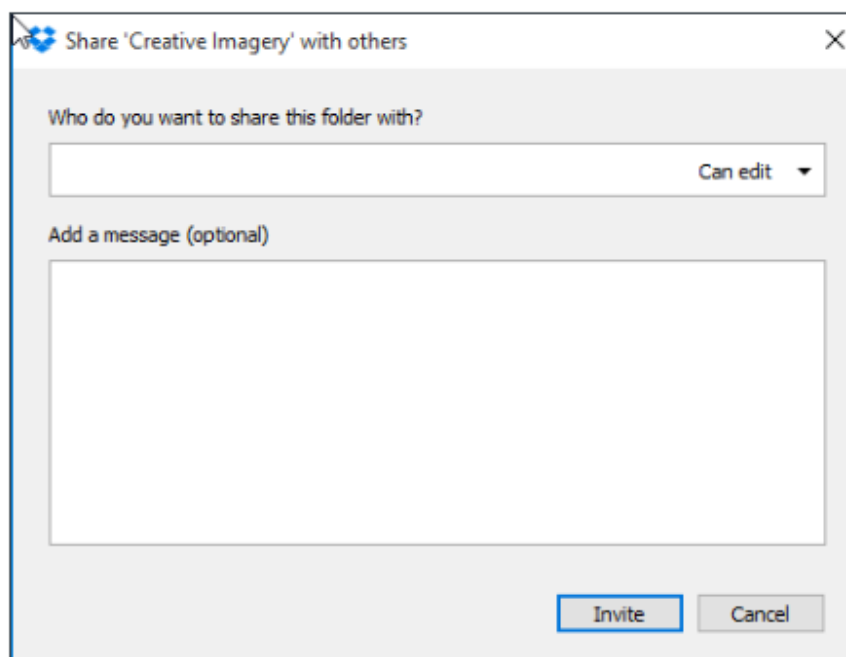


Share...

Copy Dropbox link

View on Dropbox.com

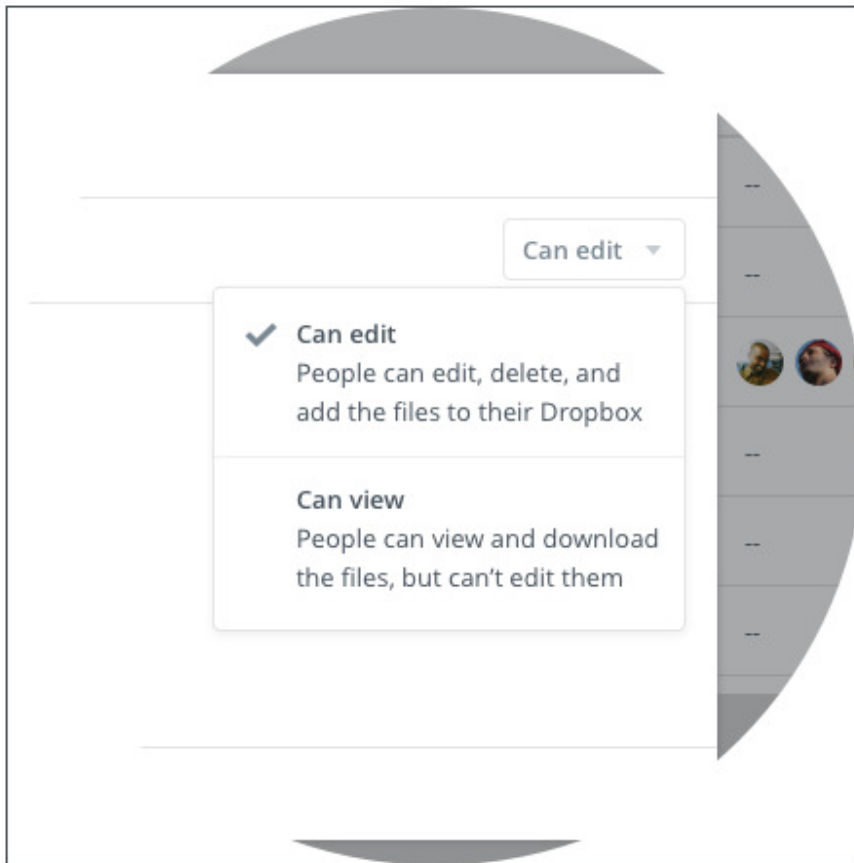
5. Enter the email addresses of the people you want to invite.
6. Select **Can edit** from the pull-down menu.



7. Add a message about the files and click **Invite**.

## Give edit access on dropbox.com:

1. [Sign in to dropbox.com](https://dropbox.com).
2. Hover your cursor over the folder you want to share.
3. Click the blue **Share** button that appears.
4. Enter the email addresses of people who need edit access to the folder.
5. Select **Can edit** from the pull-down menu.



6. Add a message about the files and click **Share**.

## Shared folder FAQs and troubleshooting tips:

### Can I share a folder that's inside of another shared folder?

You can't share a folder inside of another shared folder. If you try to do this from your computer, the application will automatically send you to the sharing options of the top-level shared folder.

One workaround for this is to share a link to the parent folder of the shared sub-folder. While this would give recipients of the link access to all folders in that path, any changes they make to files in that folder won't sync with your Dropbox. If you'd like to give them read-write access to the parent folder instead, you can unshare the sub-folder, share the parent folder, and then share a link to the sub-folder.

### What happens if two people edit a file at the same time?

If two people both open and edit a file in a shared folder at the same time, Dropbox will save both of their changes, but in separate files. It does not try to automatically combine or merge changes. See our article on [conflicted copies](#) to learn more about how this works.

### Can I reuse an invitation message after I've sent it?

Unfortunately if an invitation to a shared folder has already been sent, there is no way to go back and copy the initial shared folder message.

### Is there a limit to the number of files that can be in a shared folder?

Creating a shared folder from a folder that already contains a very large number of files will often result in an error. This error only affects the creation of a shared folder and won't affect future invitations to the folder. The simple workaround is to create and share a new empty folder in your Dropbox and then move all of the files from the existing folder into the new shared folder.

Note: Make sure you pick a good name for the shared folder as the name of a shared folder can't be changed once it is created (you can change it locally but new and existing members will see the original name).

### Dropbox says I have too many pending invitations—what should I do?

To prevent abuse, Dropbox accounts have a limited number of pending invitations for shared folders. If you are receiving a message that you have too many pending invitations, try canceling some of your pending shared folder invitations:

1. [Sign in](#) at dropbox.com.
2. Click the **Sharing** tab.
3. Scroll to the **Folders in your Dropbox** section.
4. Next to the shared folder with pending invitations that you would like to cancel, click **Share**.
5. In the pop-up window that appears, select the email address and choose **Uninvite**.