DROPBOX ETIQUETTE

DO NOT DELETE ANYTHING from the shared folders.

Please note that this is a shared Dropbox folder; therefore, if you delete a file (e.g., a lecture), you are not just deleting it from your computer, but from everyone’s folder.

When you save something, save it in your personal folder.

Note: Adding your initials and the date at the end of the file is a useful way to keep drafts straight. By searching the folders for most recent, one can ensure that they are on the most recent draft.

Remember this is a shared space. Do not save anything here with confidential information or files that you do not want others to have access to.