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## Overview

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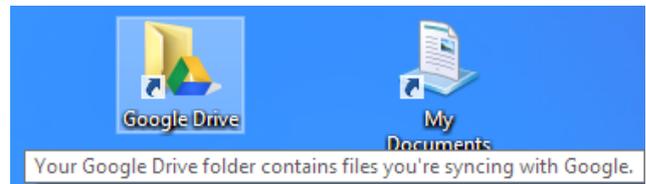


Dropbox is a “cloud” service that allows you to access files from anywhere. A computer or device (such as a smartphone or tablet) with the Dropbox folder or app has everything backed up and synchronised to the Dropbox.com server. See the video at <http://www.dropbox.com/> for a quick overview.

There are many cloud services similar to Dropbox. *Do carefully consider whether any of these third-party providers are suitable repositories for your documents.*

Google Drive (the cloud service hosted by Google) is used within the University of Waikato. Basic [notes](#) are available on the WMS IT web site. We also have notes on how to use [Google Drive on Android Devices](#). If you would like the Google Drive folder desktop application installed on your Waikato Management School computer, please contact the WMS Helpdesk:

- ▲ phone: +64 7 838 4599
- ▲ email: [wmshelp@waikato.ac.nz](mailto:wmshelp@waikato.ac.nz)



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## Getting started

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To start using Dropbox:

- ▲ Create a Dropbox account (if you don't already have one) at <http://www.dropbox.com/>
- ▲ Install the Dropbox program (or app) on the PCs (or devices such as smartphones or tablets) you use regularly.
- ▲ Take the Dropbox tour at <https://www.dropbox.com/tour>  
Further information is at <https://www.dropbox.com/help>

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## Using Dropbox

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### File management

Dropbox looks like any other folder on your computer. You can create a folder structure, edit, rename or delete files or folders within Dropbox in the usual ways. To store files in your Dropbox, you can just drag and drop them, or “Save as” just as you would with any other file location.

The entire contents of your Dropbox are stored in the cloud. Any computer or mobile device with Dropbox installed will have that same folder and contents.



## Sharing things

### From your PC

To share a file that is in your Dropbox:

- ▲ Right-click on the file and choose **Dropbox, Share link**
- ▲ A “Share” window appears.
- ▲ Enter in the email addresses of those you wish to share the file with.
- ▲ Add a message.
- ▲ Click on **Send**

To share a folder that is in your Dropbox:

- ▲ Right-click on the file and choose **Dropbox, Share link** or **Share this folder**
  - ▲ **Share link** allows you to send a link to a file or folder. Those who use the link can see the files and folders on the Dropbox site via their browser. The recipients do not need a Dropbox account.
  - ▲ **Share this folder** lets you share a folder with other Dropbox users. Files and sub-folders in that shared folder are instantly synced with others, so any changes you make are reflected in everyone’s folder.
- ▲ A “Share” window appears.
- ▲ Enter in the details of those you wish to share the folder with.
- ▲ Add a message.
- ▲ Click on **Send** or **Share folder**

### Using a tablet or smartphone

You can download and install the Dropbox app for your tablet or smartphone from the appropriate app store. Once the app is installed, open it and sign in with your Dropbox login. Any files you have stored “in the cloud” can be downloaded to your device.

To share a Dropbox file (or folder) from your smartphone or tablet:

- ▲ In the Dropbox app, press on the file or folder and choose **Share**
- ▲ Choose the app you want to share to, eg Gmail.
- ▲ Follow the steps on the screen.
- ▲ The link is shared.

To send a file on your smartphone or tablet to your Dropbox:

- ▲ From within the app, look for the **Sharing** icon.
- ▲ Follow the steps on the screen.
- ▲ The file is sent to your Dropbox.

