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# CONNECTING TO DROPBOX

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## SIGNING UP FOR DROPBOX

Create an account on [dropbox.com](https://dropbox.com).



Create an account [or log in](#)

First name

Last name

Email

Password

I agree to [Dropbox terms](#).

or

Type your name and email address (your email address is the username for your Dropbox account).

Type a unique password.

Click the box to agree to the Dropbox terms.

Click Create an account.

\*If you already installed the Dropbox mobile or computer apps, you can also create an account by launching the app and clicking Sign up.

## INSTALLING DROPBOX ON YOUR COMPUTER

### 1. [Download the Dropbox Desktop app](#)

2. Run the installer.

3. Sign in or create a Dropbox account.

You only need one account no matter how many devices you want to keep in sync.

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## ADDING FILES TO DROPBOX

Once you create an account, you can add files to your Dropbox account. Any files you add to your Dropbox sync across all your computers, phones, and tablets where you installed Dropbox.

### To add files from dropbox.com:

Sign in to dropbox.com.

Click Upload files.

In the popup, select the files from your computer that you'd like to add to Dropbox.

Click Open.

Choose a folder in your Dropbox account to upload these files to.

Click Upload.

### To add files from your computer:

Open your file explorer.

Navigate to the Dropbox folder.

Copy and paste or drag and drop files into the Dropbox folder.

When you add files to your Dropbox folder, they'll upload to Dropbox. Once your files have green check icons over the file icons, they have successfully uploaded to Dropbox.

Note: I find it much easier to add files to Dropbox through the Dropbox folder on my computer.

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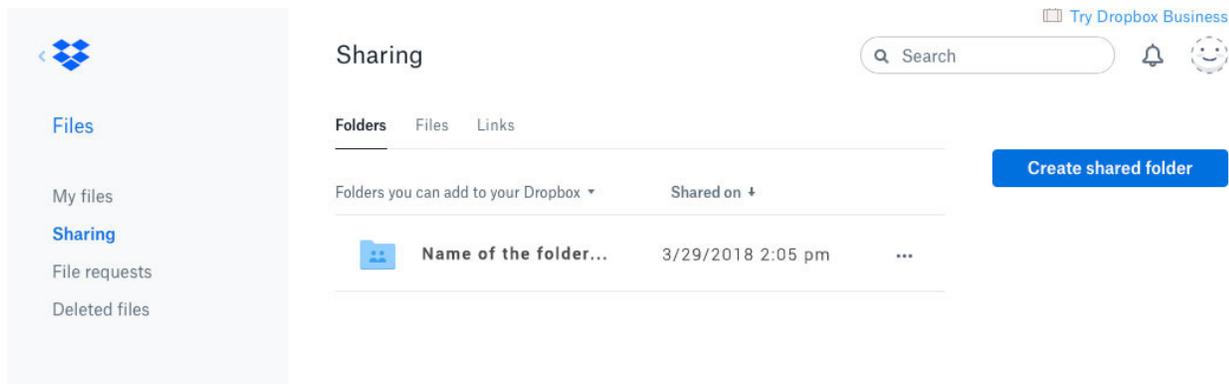
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## How to add a shared folder to you Dropbox account

When you're invited to a shared Dropbox file or folder, you'll receive a notification on dropbox.com, in the Dropbox apps, and over email.

If you're invited to a shared folder, you can add this folder to your Dropbox account. When you add a shared folder to your account, you have access to that folder and its contents. The shared folder also syncs with other members' Dropbox accounts.

1. Sign in to dropbox.com.
2. Click Files.
3. Click Sharing.
4. Find the shared folder you want to access. Click the ... (ellipsis) icon next to the folder name and select Add.



## [More Info on shared Dropbox folders](#)

**Important Note:** If you delete a file from a shared folder it will be deleted from your Dropbox folder AND from the shared folder on the other member's computer. (so be careful)

