



ProVol Digital

A step by step guide

Dropbox



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Professional volunteer management
and training through digitalisation



Dropbox

- Dropbox is a type of Internet hard disk. When you create an account, you get access to your personal online storage space. Here you can store and access files from anywhere.
- Files can be shared with other people by giving them access to certain files and folders.

Step by step

Step 1: Find Dropbox in your web browser and create an account

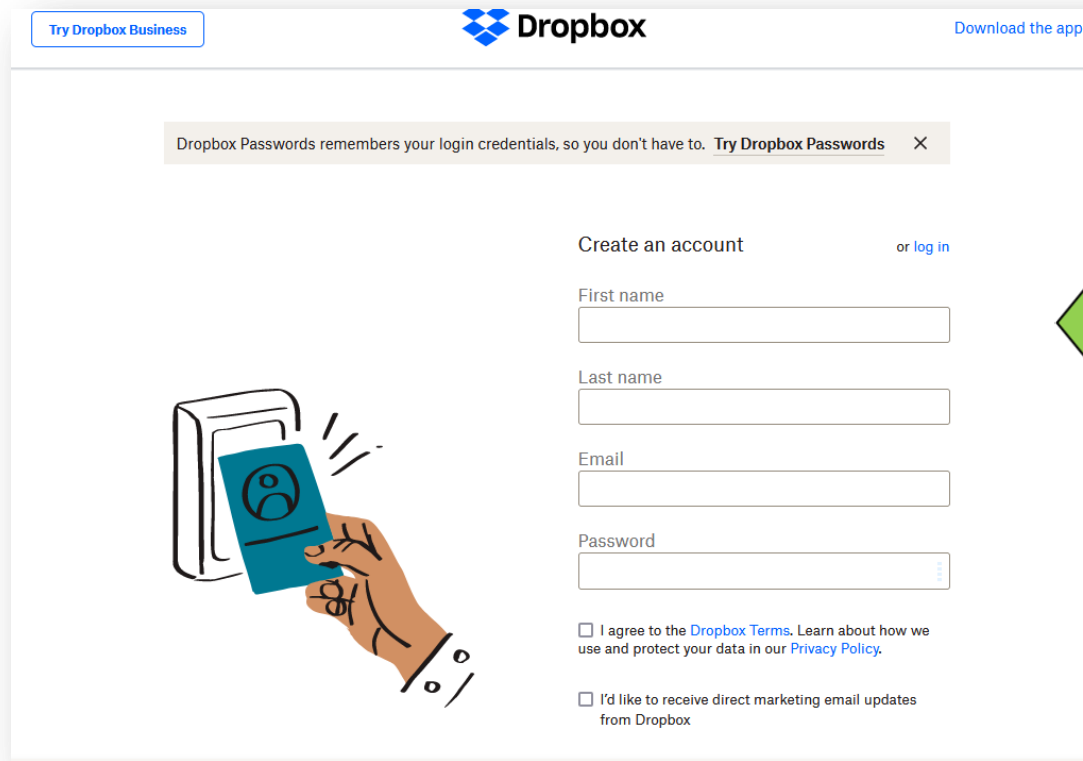
Step 2: Upload a file or folder to your Dropbox

Step 3: Create a new folder

Step 4: Share a folder with someone else

Step 1

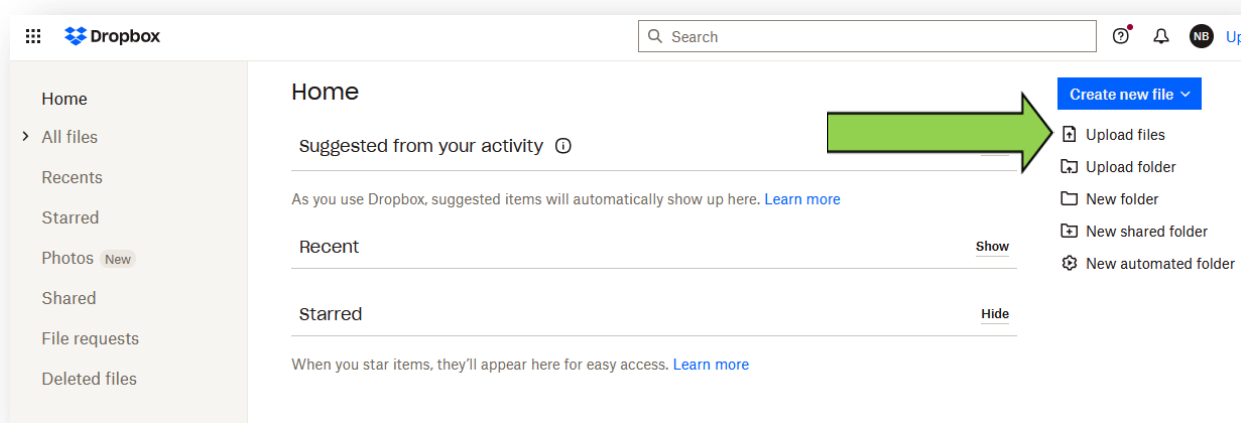
- To sign up go to: <https://www.dropbox.com/register>
- Fill in your contact details to create an account



The screenshot shows the Dropbox registration page. At the top left is a button labeled "Try Dropbox Business". In the center is the Dropbox logo. At the top right is a link "Download the app". Below the logo is a notification bar that says "Dropbox Passwords remembers your login credentials, so you don't have to. Try Dropbox Passwords" with a close button. The main content area is split into two columns. The left column features an illustration of a hand holding a blue card with a person icon, next to a white card reader. The right column contains the registration form with the following elements: "Create an account" text, a link "or log in", input fields for "First name", "Last name", "Email", and "Password", and two checkboxes: "I agree to the Dropbox Terms. Learn about how we use and protect your data in our Privacy Policy." and "I'd like to receive direct marketing email updates from Dropbox". A large green arrow points from the right side of the page towards the "First name" input field.

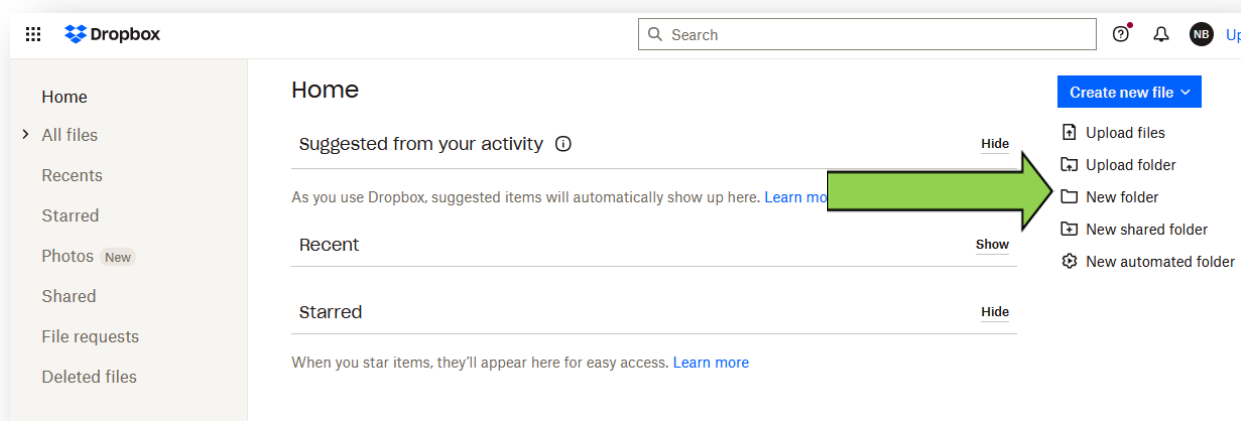
Step 2

- To upload a file click on 'Upload Files'.
- A window showing all files on your device will open automatically. Choose the file you want to upload and click 'open'.
- You will be asked into which folder you want to upload the file; either choose an already existing folder by clicking on it or click on 'create new folder'.



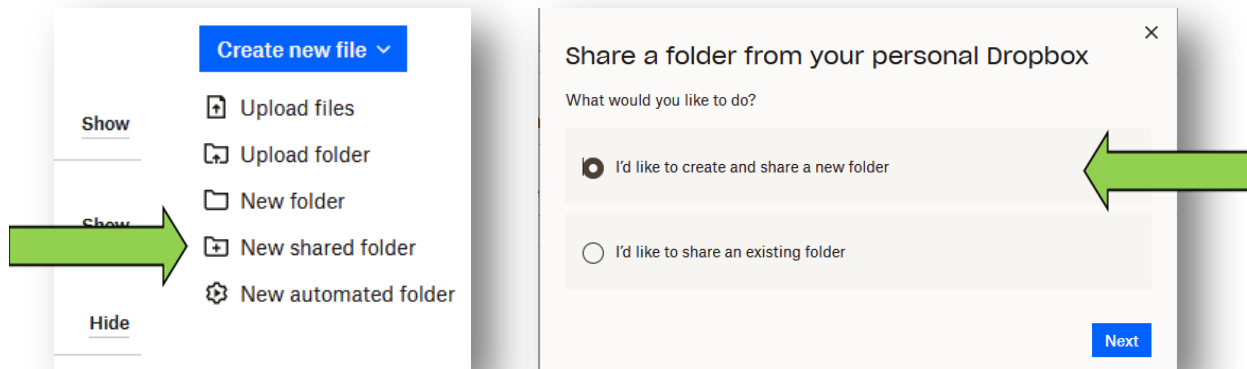
Step 3

- To organize your files you can use folders.
- To create a new folder, click 'New Folder'.
- Name the folder and click 'Create'.



Step 4

- If you want to share a folder with someone click on 'new shared folder' on the right side of your screen.
- Choose whether you want to share an already existing folder or create a new folder to share.



Step 4

- Add the e-mail address of the person (or several) you want to share the folder with.
- You have to choose whether the person will just be able to see the folder or if they can also edit the folder and add their own files.
- Click on `share folder`.

