

USING USE DROPBOX TO EMAIL LARGE FILES

Sending very large files by email can be problematic.

However DropBox makes it easy.

Dropbox is free and easy to use. You need to install the software first, and then register with your email and a password.

Here's how to do it.

STEP 1 SET UP DROPBOX

Go to www.dropbox.com

Download the software.

Register for a free account using your Email address and a User Name of your choice. You'll need to create a password too. Note your User Name and Password for future reference.

STEP 2

Put all the image and text files you want to send into a single folder on your computer.

STEP 3

Ideally you should compress (or "zip") that folder so that it is reduced in size. However, if you don't know how to do this you could skip this step.

STEP 4

Now it's time to upload that folder to DropBox

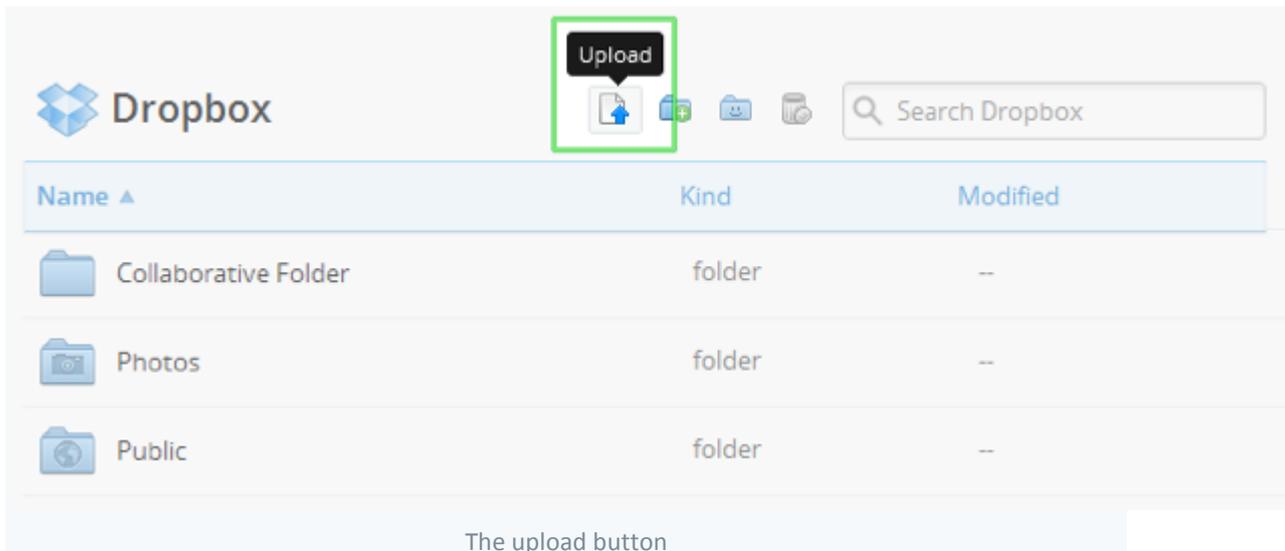
STEP 5

UPLOADING YOUR FILES/FOLDER TO DROPBOX

Go to the DropBox website.

[Sign in](#) to the Dropbox website (using your User Name/Email and Password).

1. Click the **Upload** button from the very top of the window.



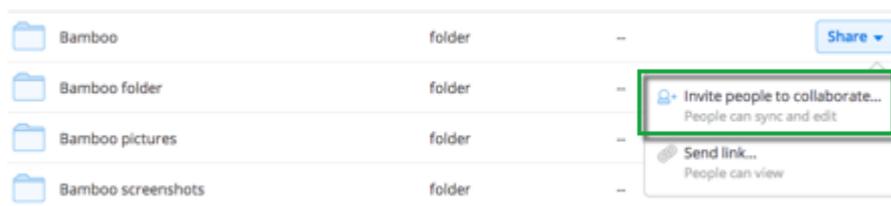
2. A window will appear. Click the **Choose File** button and then select the folder on your computer which contains the images & files you want to upload to Dropbox.
3. Then click the **Start Upload** button.

The window will disappear, your files will start uploading, and you'll be shown a progress indicator. That's it; you've added files to your Dropbox!

STEP 4

GIVING US ACCESS TO YOUR FILES/FOLDERS IN DROPBOX

1. While you are still in DropBox ...
2. Go to your list of files and folders and select the folder you want to share by hovering the cursor over the folder's name. (Clicking on the folder name or icon will open the folder instead.)



3. Click **Invite people to collaborate** to give others access to the files in your folder.
4. Enter the email addresses of the people you want to give access to this folder (ie the email of the person at CopyPress who needs to receive the files).
5. Add a personal message (optional) and click **Share folder**.
6. We automatically receive an "invitation" from DropBox.
7. As soon as we accept that invitation we are given access to the files in your DropBox!