

How to ... Use Dropbox To Send Large Files

Dropbox makes sending very large files easy, and it's free and easy to use.

SET UP your DROPBOX account

Go to www.dropbox.com

Follow the instructions for creating your Dropbox account.

STEP 1

If you want to send multiple files, place them in a single folder on your computer.

STEP 2

Ideally that file or folder should then be compressed (or 'zipped').

This step is not vital but is advised.

STEP 3 – UPLOAD YOUR FOLDER TO DROPBOX

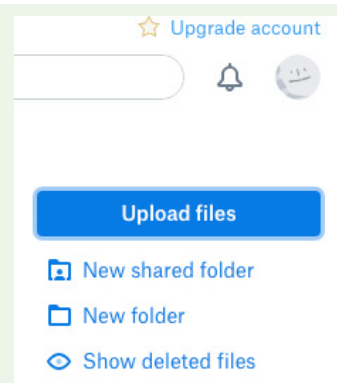
Go to the Dropbox website and sign in.

Click **Upload files**.

Select the file or folder on your computer you want to upload.

The window will disappear, your files will start to upload, and you'll see a progress indicator.

That's it – you've uploaded files to your Dropbox!

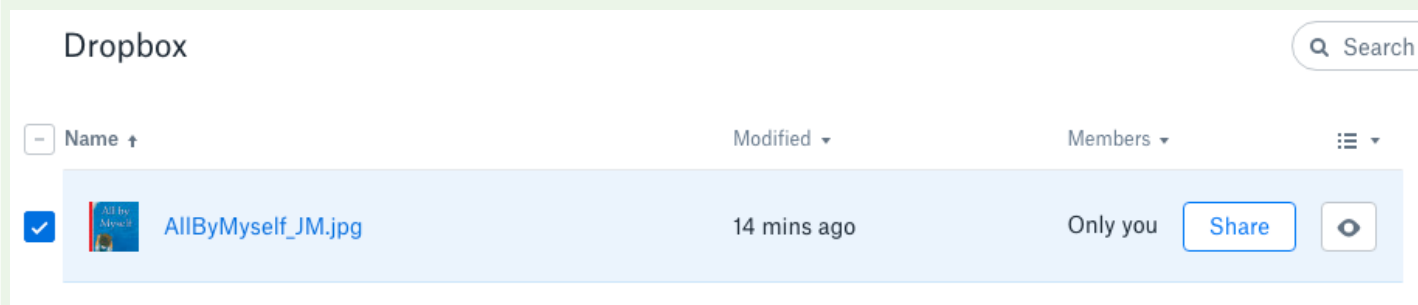


STEP 4 – SHARE YOUR FOLDER

While you are still in DropBox ...

Go to your list of files and folders and select the folder you want to share by ticking the box on the left.

Click **Share**.



STEP 5

Enter the email addresses of the people you want to share the folder with.

Add a message (optional) and click **Share**.

This sends an email invitation to share your files and they can then be downloaded.