Dropbox

For a PC

- Go to www.bobspalding.net

- Select **Downloads** on left bar

- Click on DropBox

 - Once downloaded to your computer, you will see it on the left bottom of your
   screen (**DropBoxInstaller.exe**) or in your Download Folder

- Click on the file **DropBoxInstaller.exe**

- Follow the prompts to Download and Install - it will take a few minutes or longer
  depending on the speed of your computer and Internet.

- Once downloaded and installed, it will display the **DropBox dialog box** - it also
   will take a minute or two to appear

 - Click on **Sign Up** (lower left) - it is free

- You will get an email confirming you want to use Dropbox - **follow its prompts**

- Dropbox will appear in your computer as an icon (right side – at bottom)

- Once Dropbox is open you will be ready to receive or send files

   o   You can create a folder or folders if needed

- To Download a file
     - Once you have Dropbox up and running, email the person
     - He or she will add you to the list
     - Then that person will return your email with a link to their Dropbox
     - Double click on the link and Dropbox will open automatically
        - If the file in their Dropbox is not too big, you should be able to open it
        - However, if the file has an **".exe"** extension, you will have to download it
          to your computer before it can be opened
      - Select the file wanted, copy it and then paste it to your computer

- To Upload a file
    - Right click on the Dropbox Icon (Open Dropbox.com)
    - At top click on icon to Upload
    - Select file to upload

- Then send a message to the person(s) that need to download the file