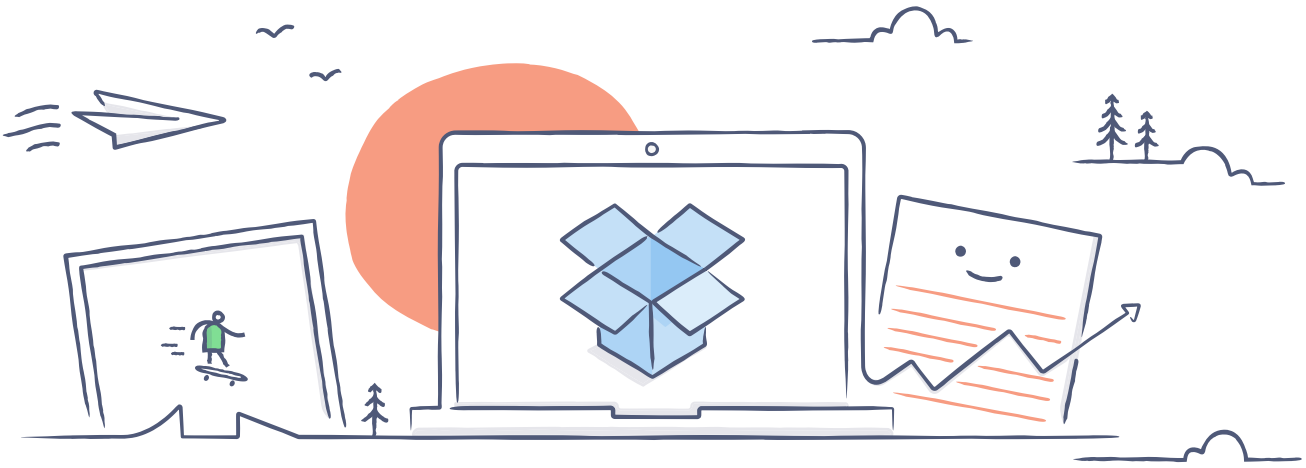
Learn how to get started with Dropbox:

1. Keep your files safe
2. Take your stuff anywhere
3. Send large files
4. Work on files together



Welcome to Dropbox!

1

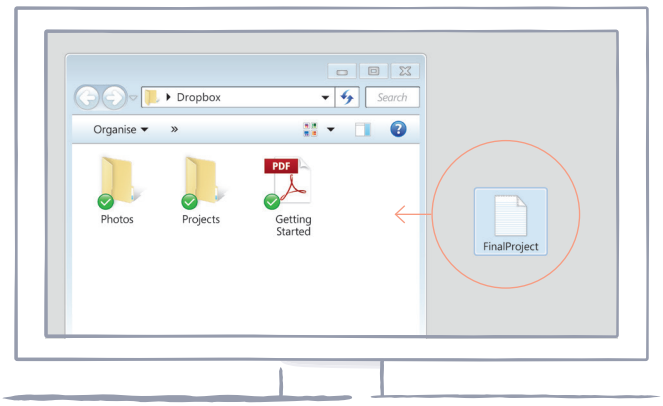
Keep your files safe

Dropbox lets you save photos, docs, videos and other files — all in one place — and automatically backs up your stuff. So if your computer breaks down or you leave your phone on the train, your stuff is safe.

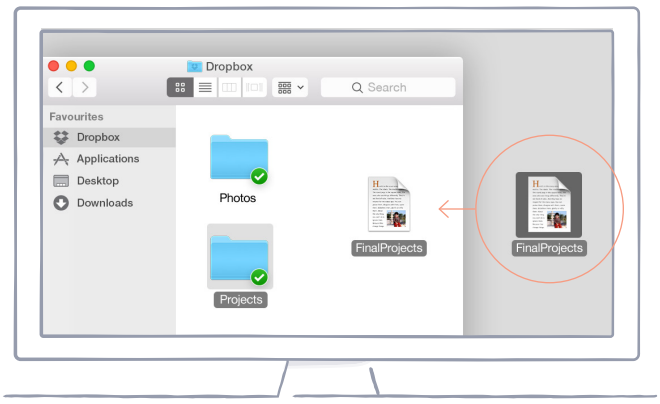
Add files to your Dropbox

On Windows or Mac

1. Make sure you've installed the desktop app on your computer.
2. Drag and drop files into the Dropbox folder. That's it!



WINDOWS



MAC

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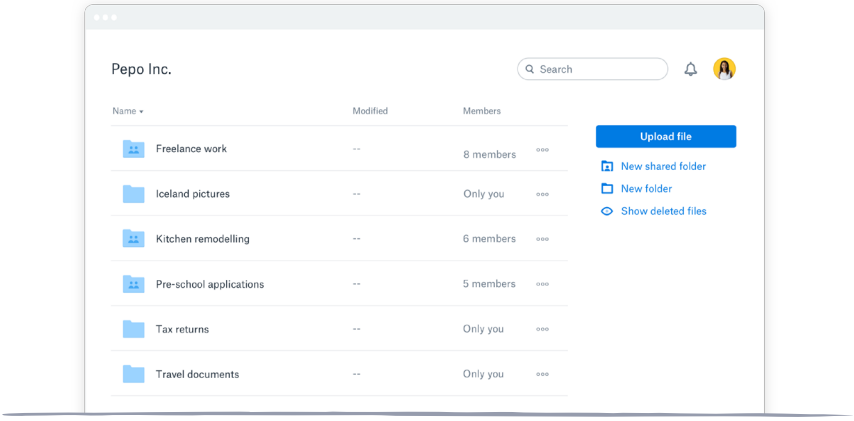
On dropbox.com

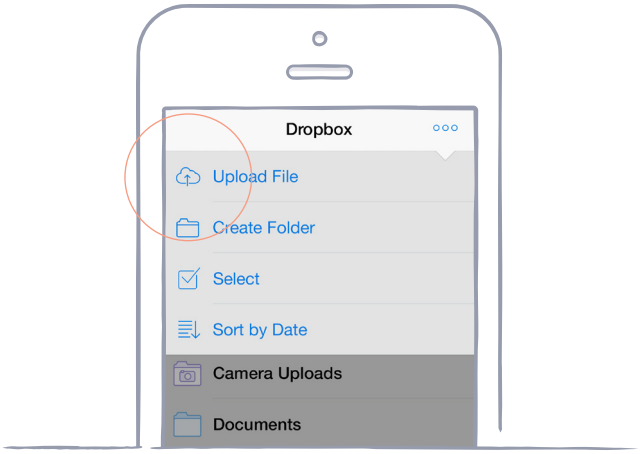
1. Sign in to dropbox.com.
2. Click the blue **Upload file** button at the top of the window.
3. Choose the file you'd like to add and click **Open**.
4. Or, just drag and drop files directly into your web browser.



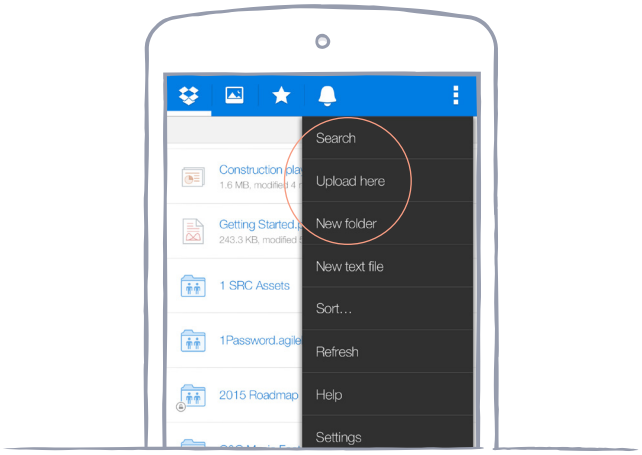
WEB

On iOS or Android

1. Tap the More actions menu **(...)** icon in the top right corner.
2. Choose **Upload File** (in iOS) or **Upload here** (in Android).
3. Select the location you'd like to upload files from.
4. Select the files you'd like to add, and then tap **Upload**.



IOS



ANDROID

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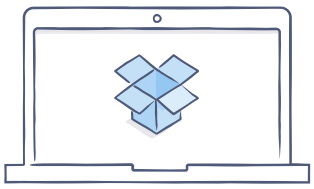
2

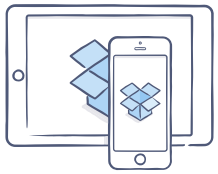
Take your stuff anywhere

Save your photos and docs to Dropbox, and access them on any computer, phone, or tablet with the Dropbox app. Every file you save to Dropbox is automatically synced to all your devices, so you can get to your stuff from anywhere.

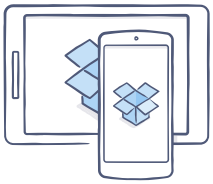
Install the desktop and mobile apps



Get the desktop app



Get the iOS app



Get the Android app

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3

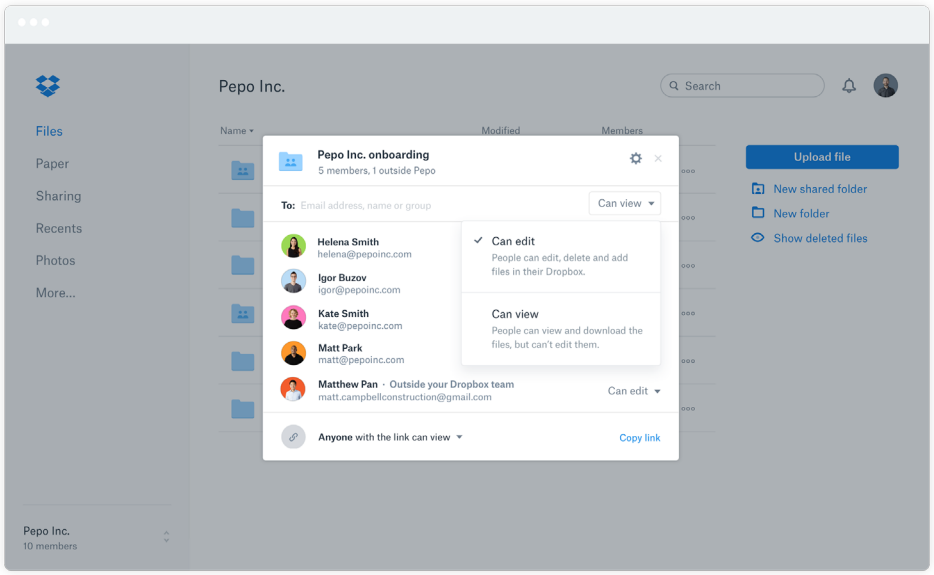
Send large files

Need to send a file? Just add it to your Dropbox, share a link to it, and you're done. No matter how large the file is, anyone with the link can view or download a copy — even if they don't have a Dropbox account.

Share a link to a file

On dropbox.com

1. Sign in to dropbox.com, and find the file or folder you'd like to share.
2. Hover over the file or folder, and click the **Share** button that appears.

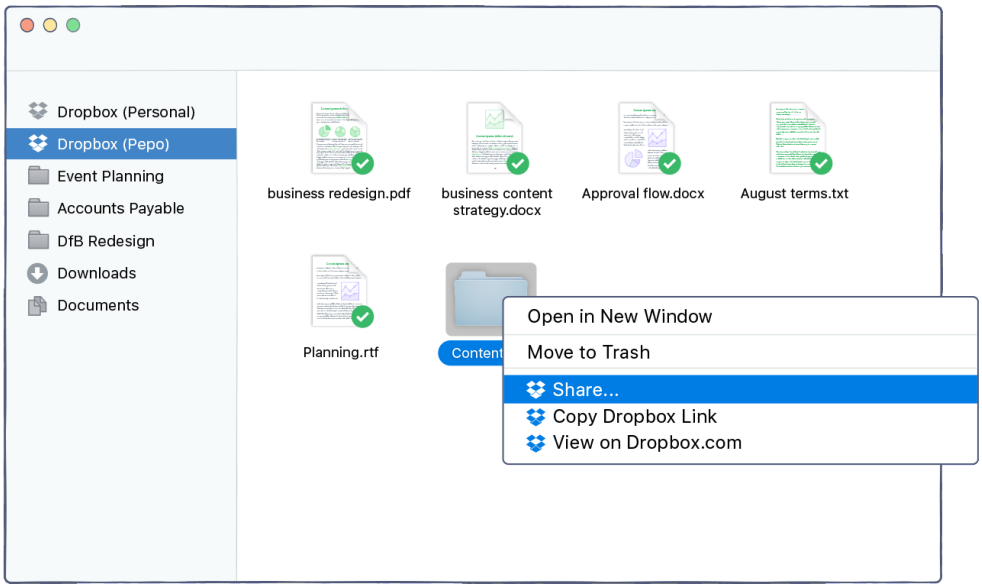


3. Enter the email addresses of the people you want share a file with and click **Share**. Or click **Copy link** to share with anyone, even if they don't use Dropbox. You can copy and paste the link into an email, instant message, or wherever you'd like people to access it.

continued

On Windows or Mac

1. Install the Dropbox desktop app if you haven't already.
2. Open your Dropbox folder, and find the file or folder you'd like to share.
3. Right-click on the file and select **Copy Dropbox Link**. The link will be copied automatically. Just paste it wherever you'd like.



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4

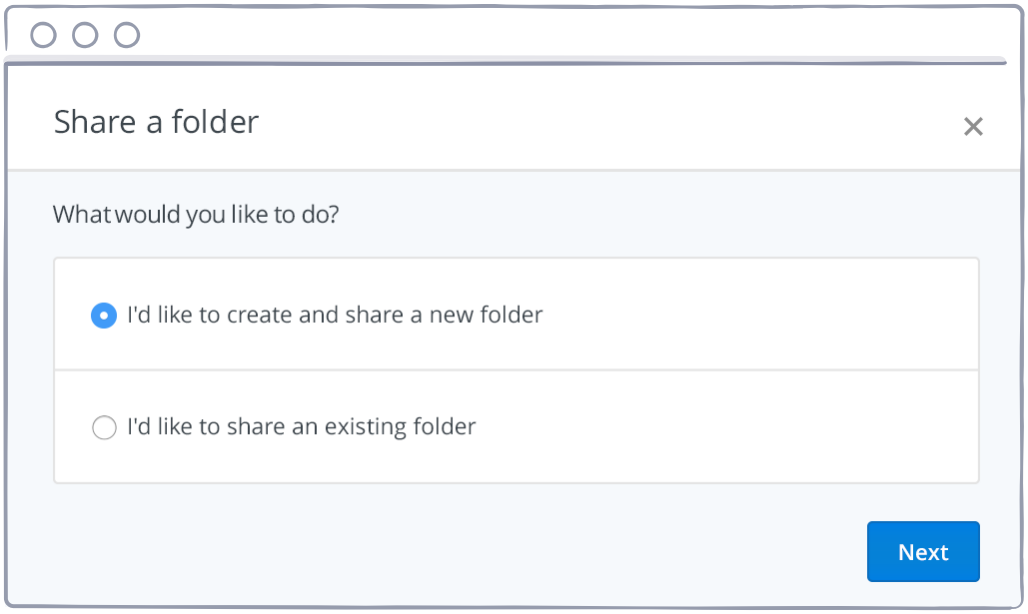
Work on files together

Collaborate on presentations and docs — without emailing files back and forth. Just create a shared folder and add other people to it. When you edit a file in a shared folder, everyone instantly gets the latest version on their devices.

Set up a shared folder

On dropbox.com

1. Sign in to dropbox.com, and click on the **Sharing** tab on the left side of the window.
2. Choose **New shared folder** at the top of the window, select **I'd like to create and share a new folder**, then click **Next**.
3. Enter a name for your shared folder, then click **Next**.



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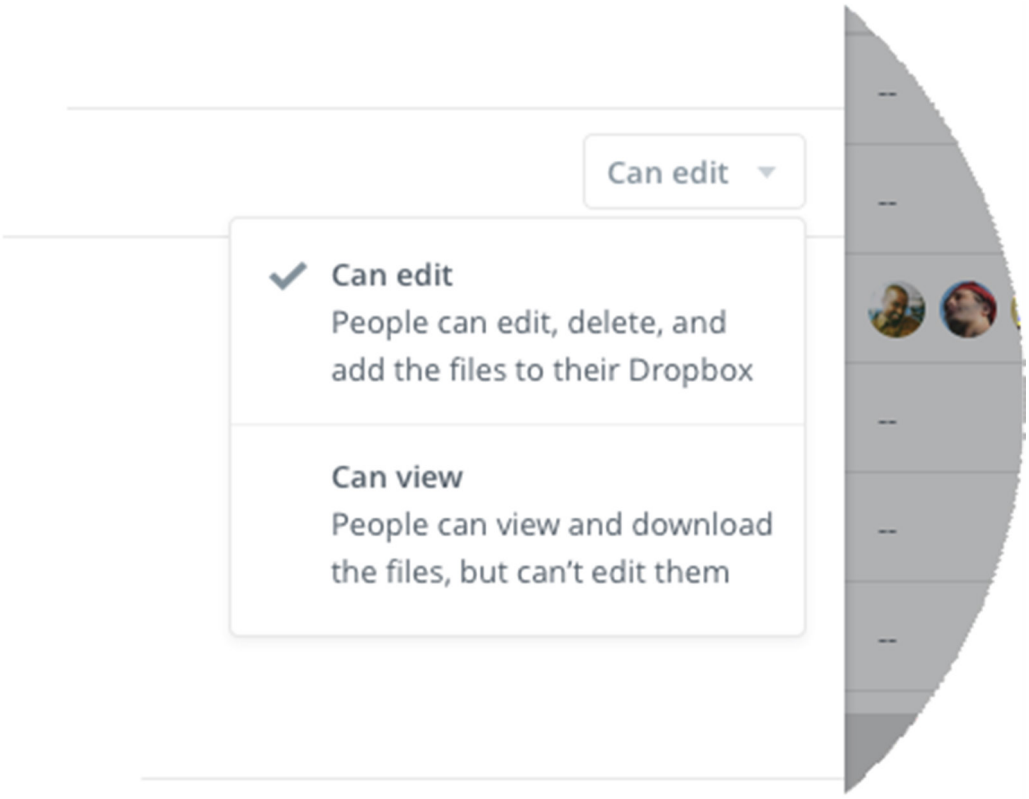
4. Enter the email addresses of the people you want to invite.
5. Add a personal message and set **Can edit** or **Can view** permissions, and then click **Share**.



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5

Hooray, now you're a Dropbox all-star!

You're all set to use Dropbox. Get started now, and let us know what you think on Twitter.

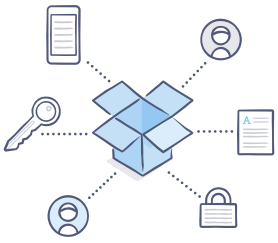
See more tips and tricks

Check out our Help Centre to learn how to recover old versions of files, save space on your computer with Selective Sync, and explore other advanced features.

Dropbox also includes a number of security tools to help you further protect your account and data. Visit our Security page to learn how to create a strong, unique password, enable two-step verification, and adjust your security settings.

There's even more to Dropbox

Need more space or extra sharing controls? Learn more about Dropbox Plus. Looking for a better way to collaborate at work? Learn more about Dropbox Business.



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home

Happy Dropboxing!