

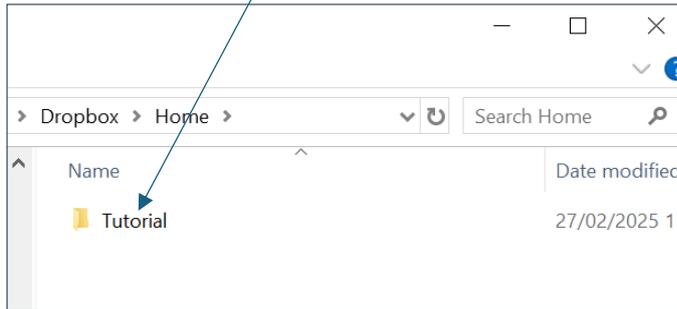
Share a Dropbox Folder – When the Recipient has a Dropbox

From the Desktop App

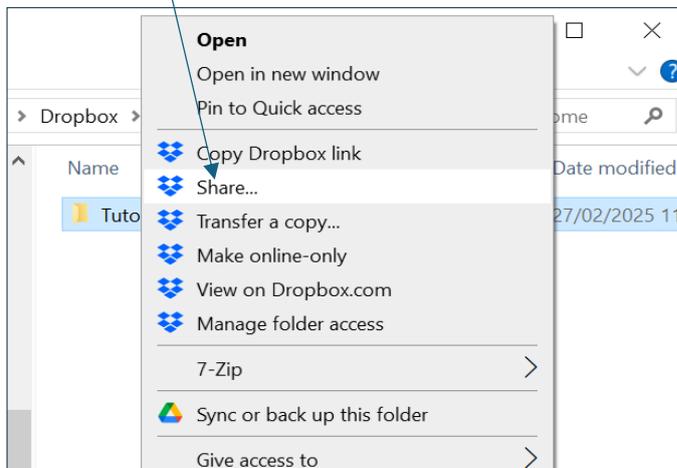
Go to the Dropbox on your desktop.

Go to the folder that you want to share.

Right click on the folder that you want to share – this will open a menu.



Click on “Share..” within the menu.



First you need to select whether the recipient can edit the folder or can view only. Click here to change.

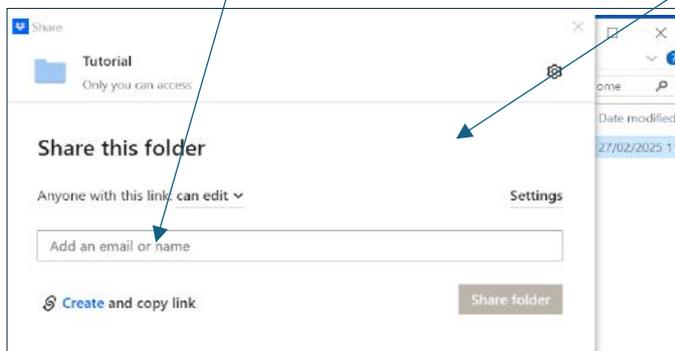


Click on the option that you want.

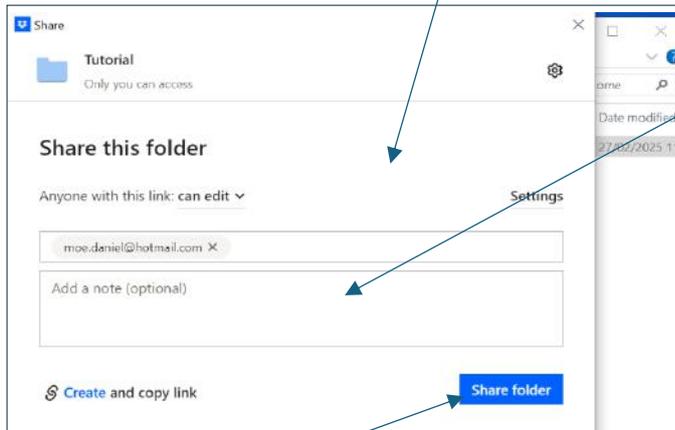


Click in the "Add an email or name" box.

Add the email address of the person that you want to share the folder with – this should be their Dropbox email username. Once you have done this, click back in the main dialog box area.

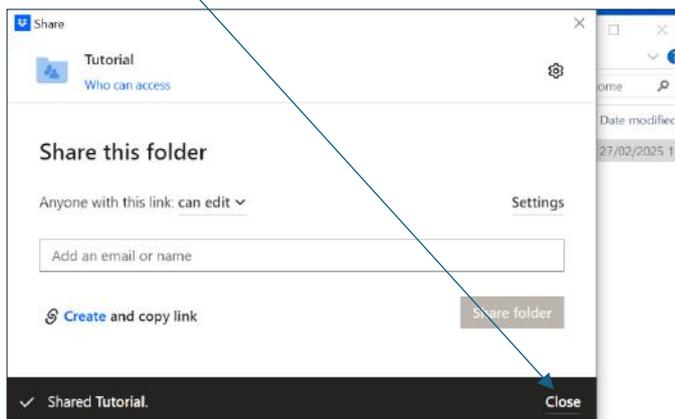


If you want to add a message to be included in the recipient's email – click in this box and enter the message. Once done click back in the main area of the dialog box.

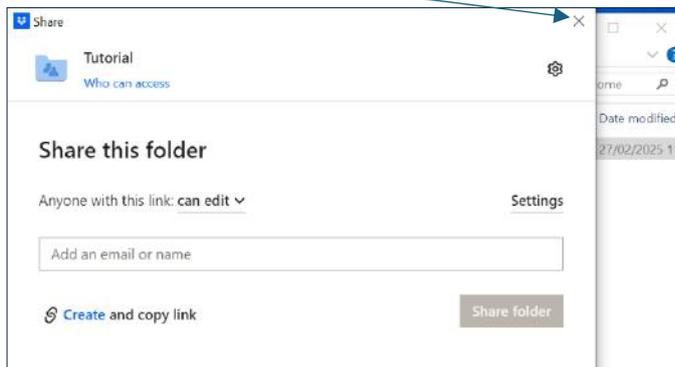


Now click on "Share folder".

Click on "Close".



Click on the “X” to close the window.



The recipient will receive an email which will have a button for them to click to add the shared folder to their Dropbox.

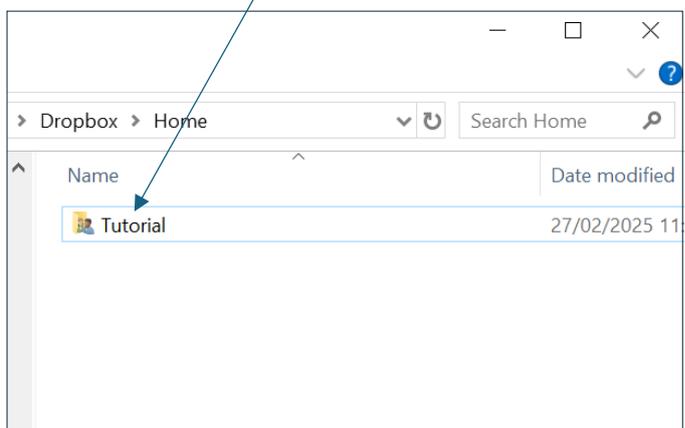
DONE

To Remove Someone that you have Given a Share to – Desktop App

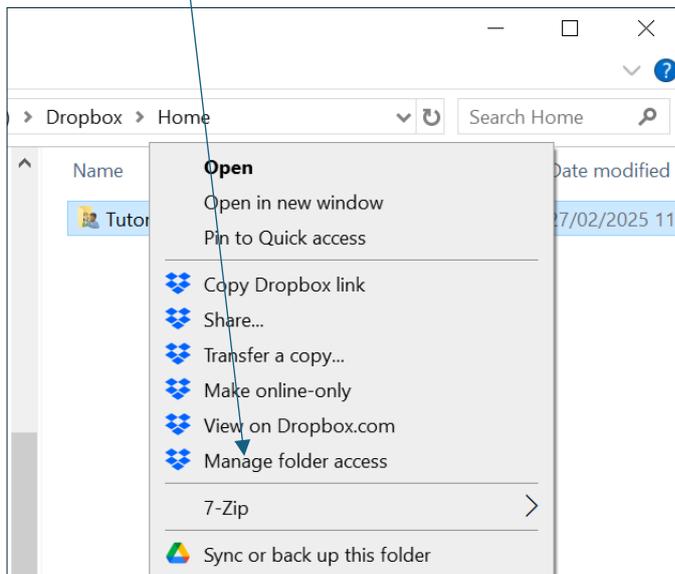
Go to the Dropbox on your desktop.

Go to the folder that you want to un-share.

Right click on the folder that you want to un-share – this will open a menu.



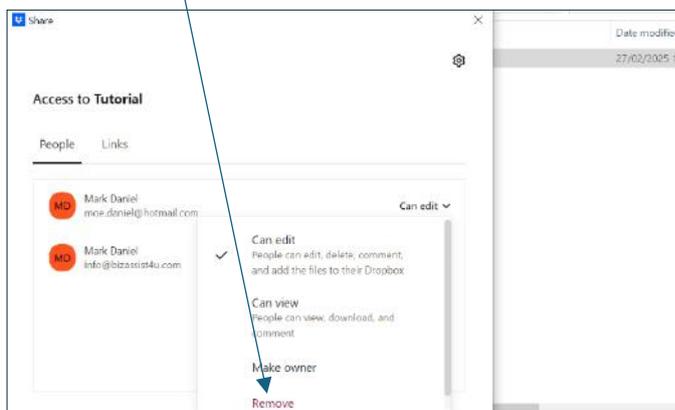
Click on "Manage folder access".



Now, next to the person you want to remove the share from click "can edit" or "can view".

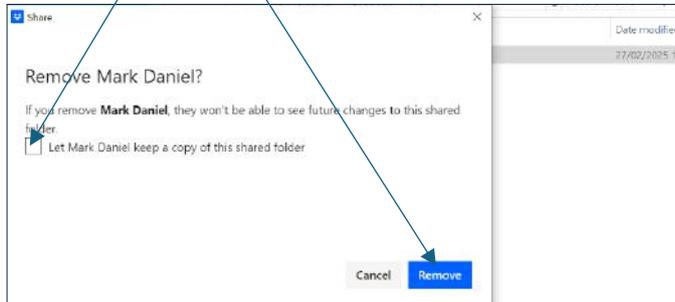


Click on "Remove".

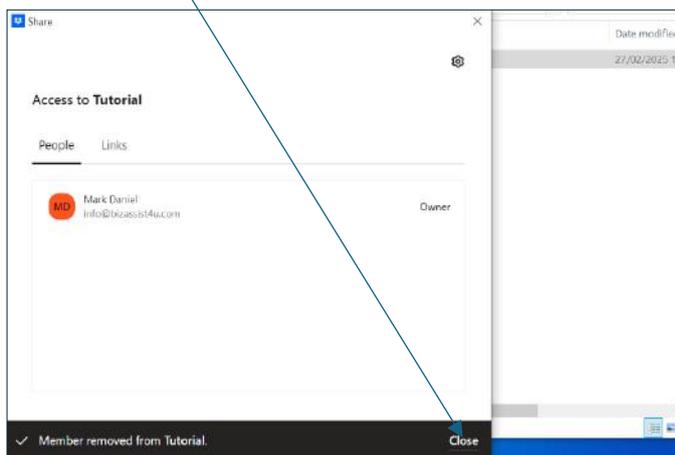


If you want to allow the person you shared the folder with to keep a copy of the folder, you can click this box. If you do not click the box, the folder will be removed completely from their Dropbox.

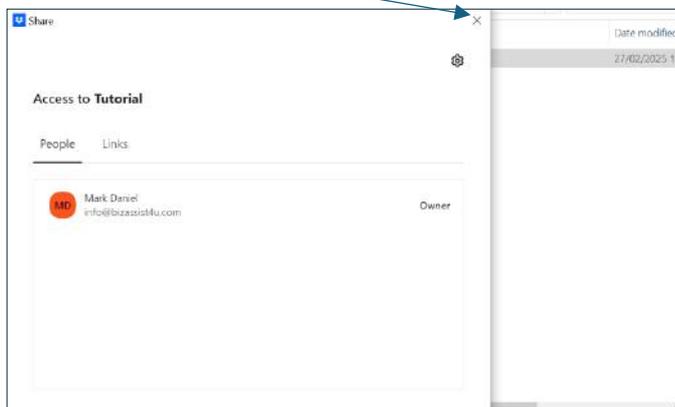
Next click on "Remove".



Click on "Close".



Click on the "X" to close the window.



DONE