

Share a Dropbox Folder – When the Recipient has a Dropbox

From the Dropbox Web Portal

Open your web browser and go to the Dropbox login webpage – <https://www.dropbox.com/login>
Sign into your Dropbox.

Go to the folder you would like to share.

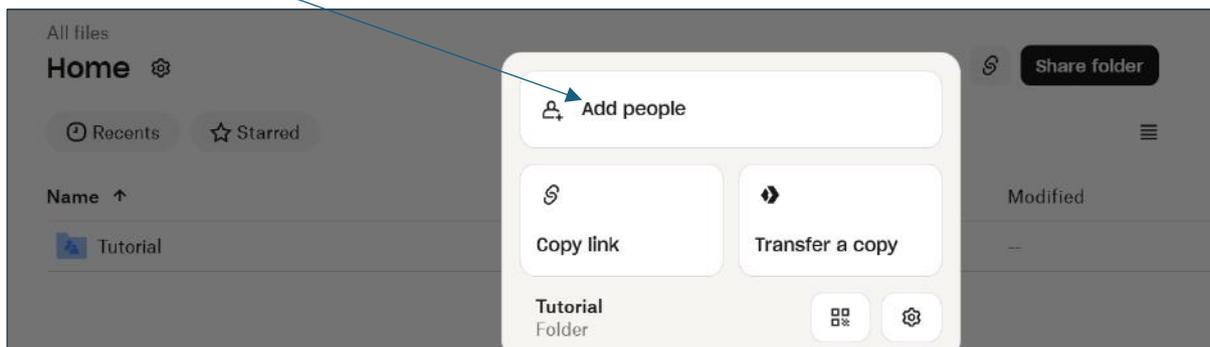
Hover your mouse over the folder you wish to share.



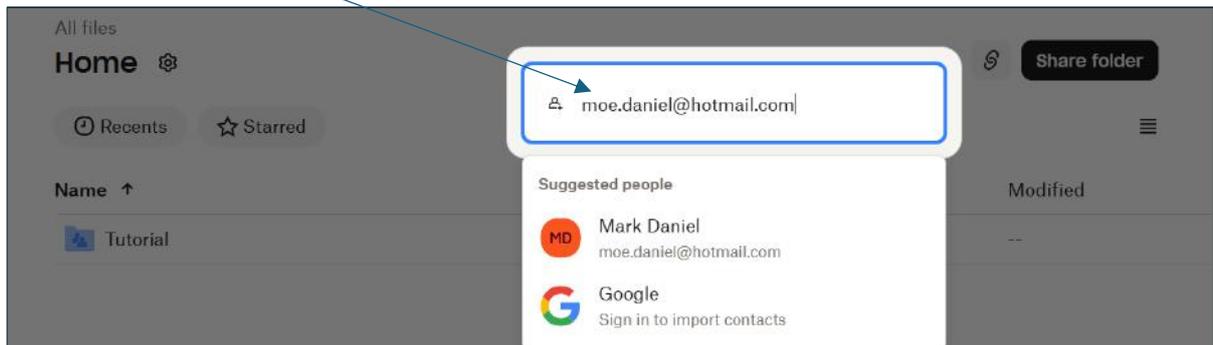
The “Share” button will show – click on the “Share” button.



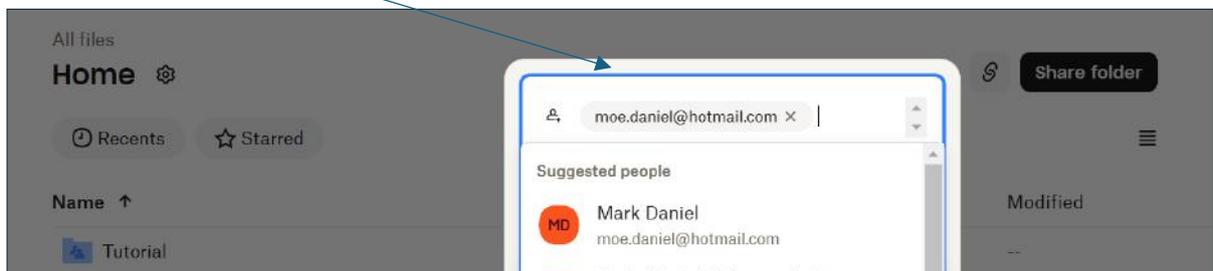
Click on “Add people”.



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, press enter on your keyboard.



Click on the dialog box close to the edge.



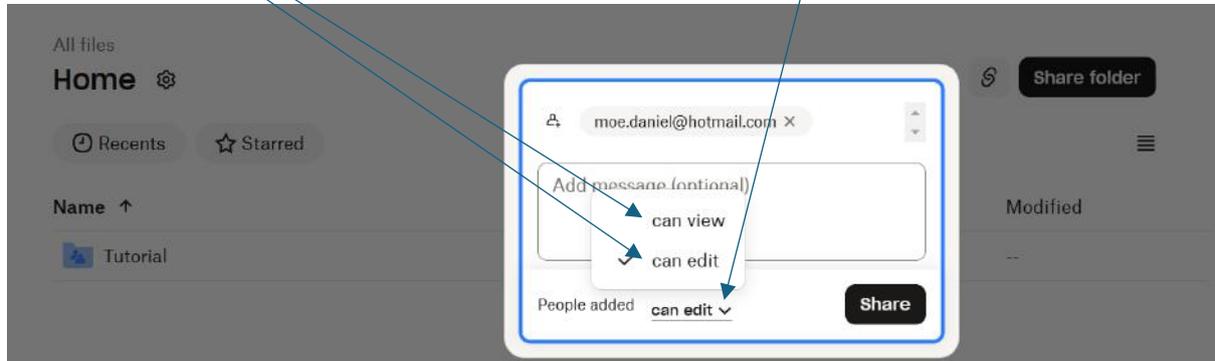
If you want to add a message for the recipient – click in this box and add the message. Once done click back in the main area of the dialog box.



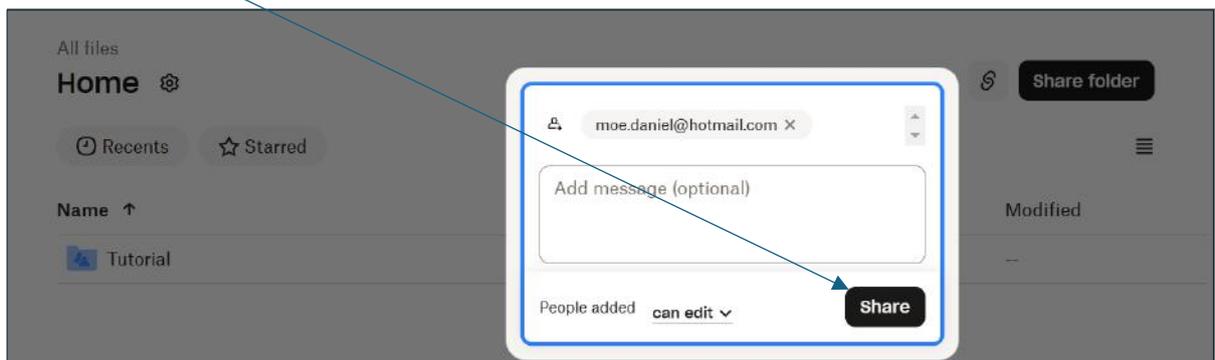
Now you need to select whether the recipient can edit or can view only.

Click here to change.

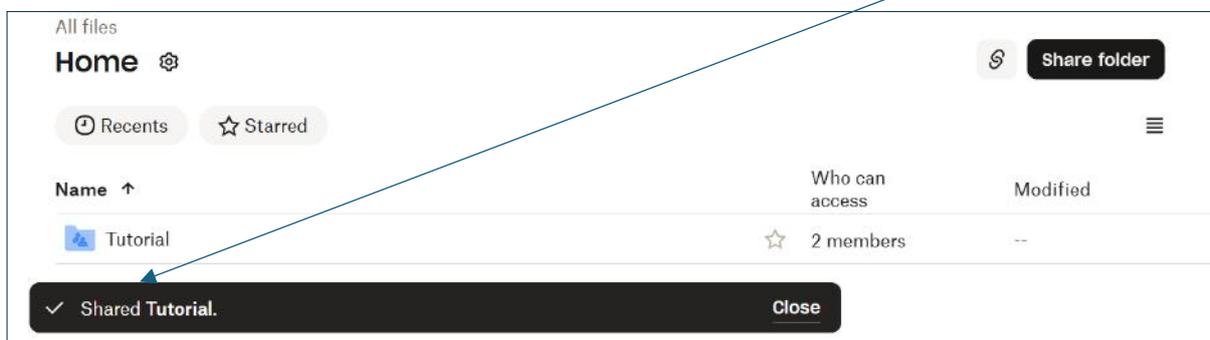
Click on the option that you want.



Click on "Share".



You will now see a screen as below showing that the folder has been shared.



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 – Web Portal

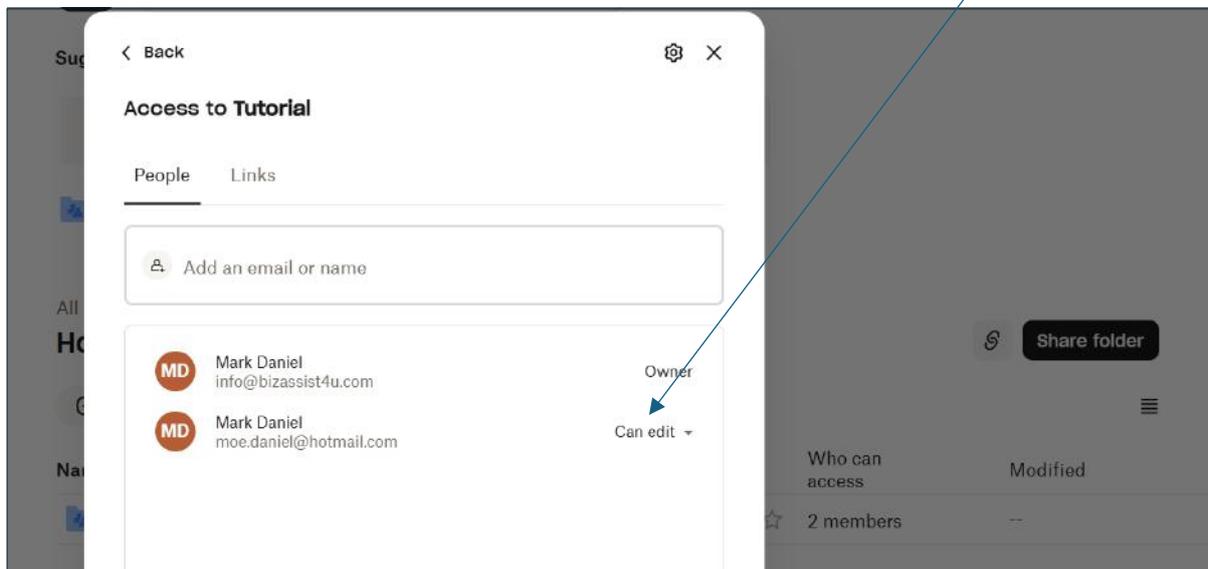
Open your web browser and go to the Dropbox login webpage – <https://www.dropbox.com/login>
Sign into your Dropbox.

Go to the folder you would like to un-share.

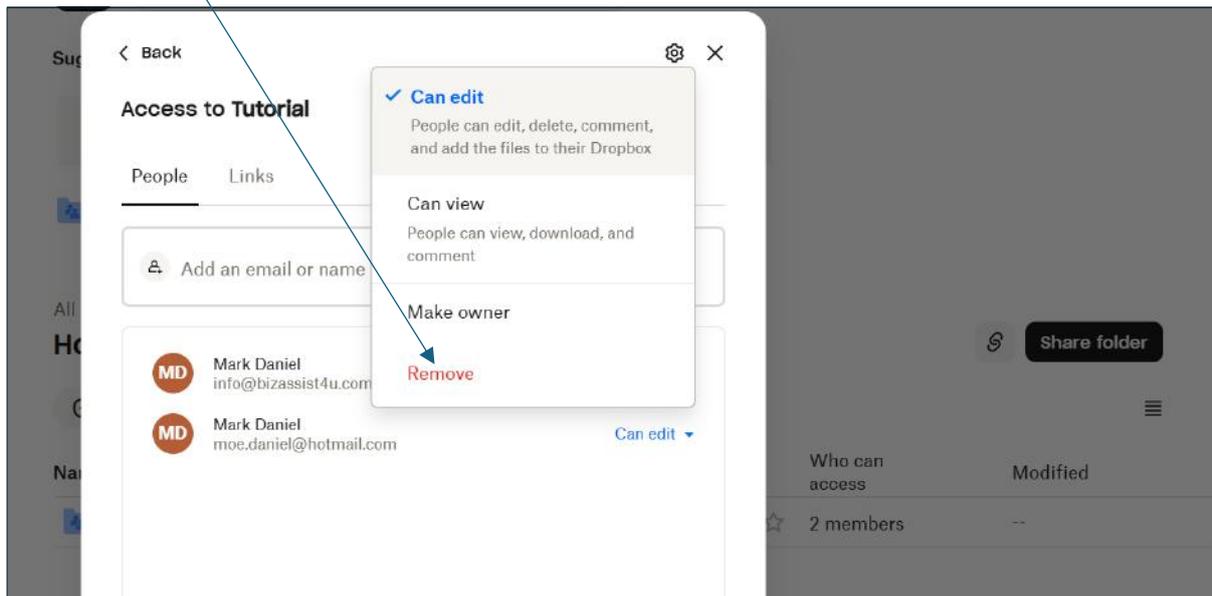
Click on “members”.



Next to the person you wish to remove the share from – click on “can edit” or “can view”.

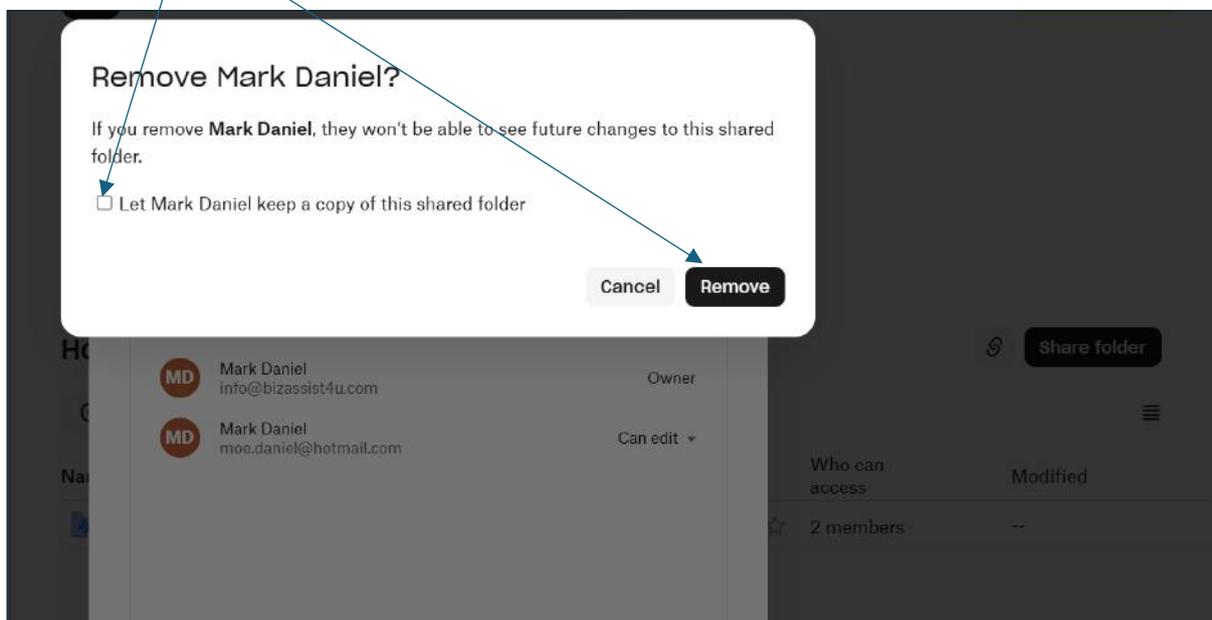


Click on "Remove".



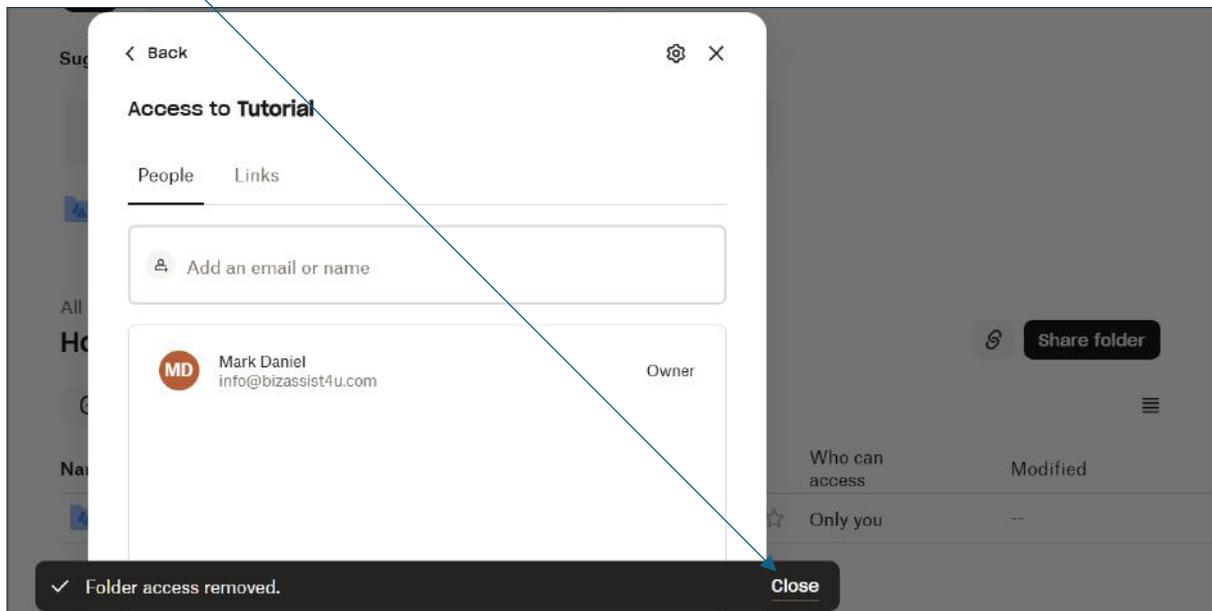
If you want to allow the person you shared the folder with to keep a copy of the folder, you can click this box. If you do not click the box, the folder will be removed completely from their Dropbox.

Next click on "Remove".

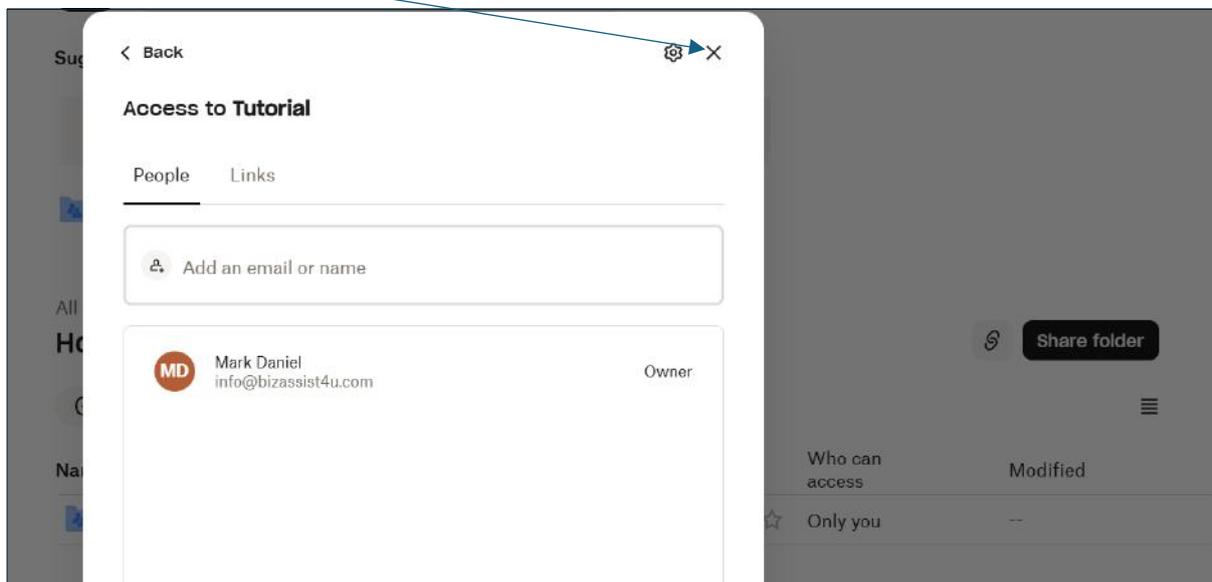


You will see a confirmation screen as below showing the share has been removed.

Click on “Close”.



Click on the “X” to close the window.



You are now back in the folder area of your Dropbox.

The screenshot shows the Dropbox Home interface. At the top left, it says "All files" and "Home" with a gear icon. To the right, there is a "Share folder" button. Below these are "Recents" and "Starred" filters. A table lists files with columns for "Name", "Who can access", and "Modified". One file, "Tutorial", is listed with a star icon and "Only you" access.

Name ↑	Who can access	Modified
Tutorial	☆ Only you	--

DONE