



# Creating a Shared Folder in Dropbox

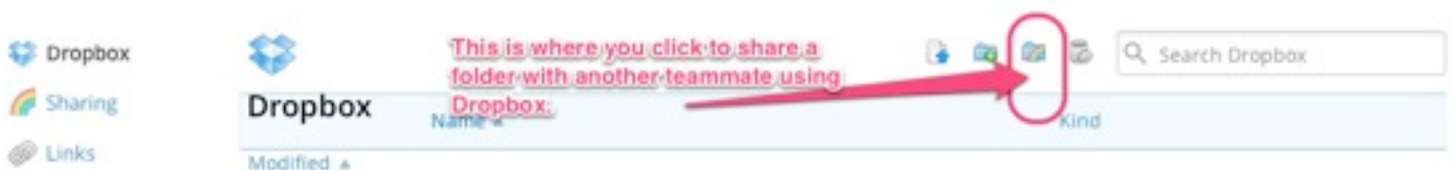
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One great way to utilize Dropbox is between teammates. With the shared folder you can:

- Instantly share common assignments/assessments
- Divide work as a team
- Easily collaborate on preparation and give students the benefits of all teammates'

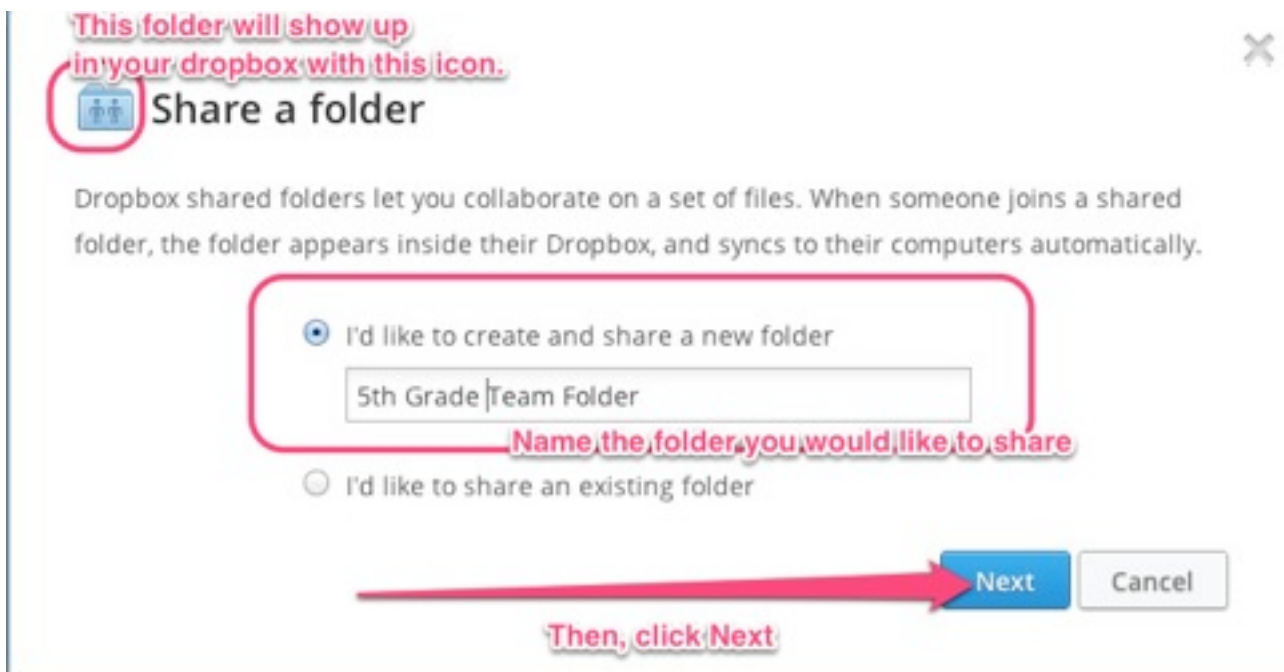
## Step 1:

Click the Rainbow Folder as you log in to the [www.dropbox.com](http://www.dropbox.com) website. You will need to provide your account information (email/password).



## Step 2:

This Menu will open when the Rainbow folder is clicked. Be sure and name the folder. Note that the folder in the upper left corner of the menu will be the look of the shared folder when viewed in your Dropbox.





**Step 3:**

Now you can invite those you desire to share your folder. You will enter the email addresses separated by a space in the blank indicated below. They will receive the invitation email shortly and can share the folder in their Dropbox accounts once they follow the link in their email.

*\*\*Be sure the email associated with each of their accounts is the email you type in this blank.*



### Share '5th Grade Team Folder' with others

Invite collaborators to this folder

Type the email addresses of your teammates' Dropbox accounts.

jane.smith@canyonsdistrict joe.brown@canyonsdistrict.org

Import contacts

(Optional) Send a personal message with your invitation

Please add this folder to your Dropbox so that you can share files between classes on our team!

Then, click here:

Allow members to invite other people

Uncheck this box if you'd like to completely control who sees this folder.

Share folder

Cancel