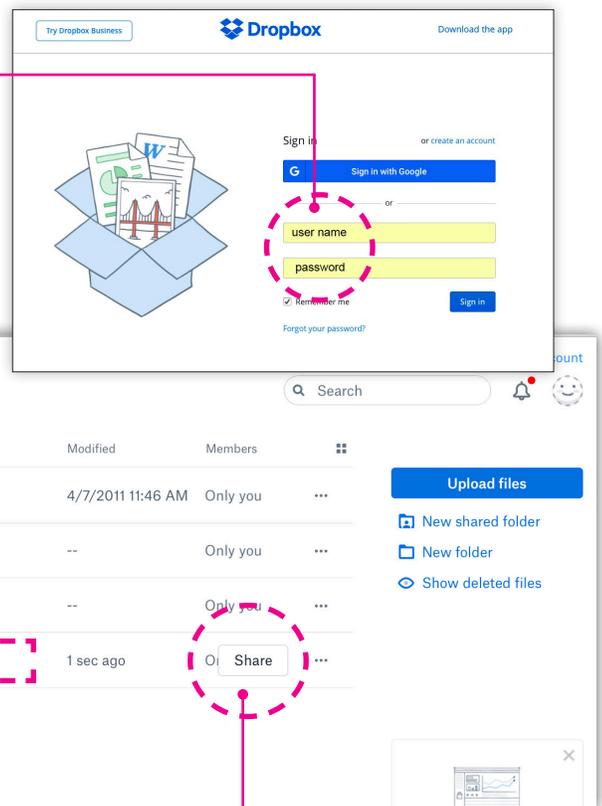


# How-To: ADD AND SHARE A FILE ON Dropbox

Some files are just too big to email. Or maybe you want to send a whole folder full of files and you don't want to attach them all individually.

File-sharing services like Dropbox make it easy to share files by storing them online and then giving access to the people with whom you want to share them.

- 1 **Log in** to your account at Dropbox.com.
- 2 **Click and drag** any file into the Dropbox browser window from anywhere on your computer. Now you'll see the file in your Dropbox.



- 3 Click the "Share" button that appears as you rollover the file in your Dropbox.
- 4 A window will pop up. Enter the email address of the person with whom you want to share the file. You can add a short message, too.
- 5 Click the blue "Share" button at the bottom of the pop-up to finish.

