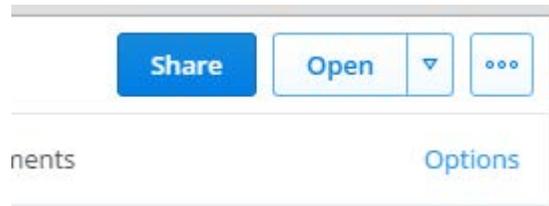
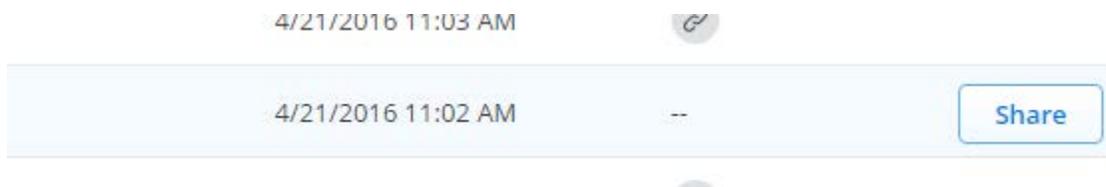


There are multiple ways to share documents via Dropbox; both individual files and folders.

You can share documents via dropbox.com by clicking within a document and clicking 'Share' on the top right hand corner.

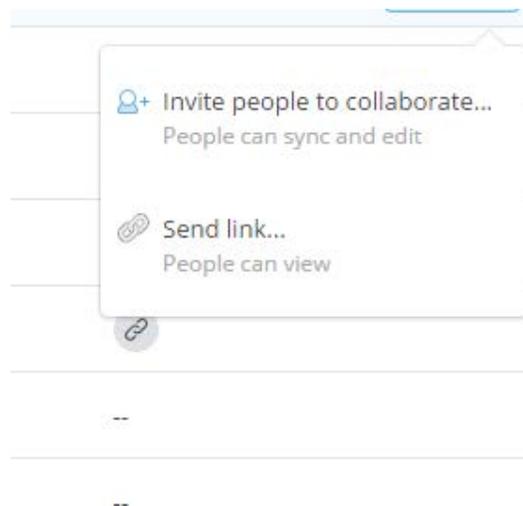


You can also hover over the document and share there as well.



From there, choose who would like to send the file link to and click Send with an optional message. The other person will receive an email to accept the document and will now be able to add comments with their Dropbox account.

The same can also be done with folders.



You can invite other users to collaborate on a folder, or just send a link. By sharing a link, the user can see the document and make comments, but they cannot access or edit your original work. With links, you can set limitations on who can view the file, set a password, and if the link will expire.

Link permissions for 'Testing'



Who can view this?

- Anyone with the link
- Only people at Villanova
- Only people with the password

Add an expiration date to this link?

- Yes
- No

Who can comment?

Anyone with the link can comment.

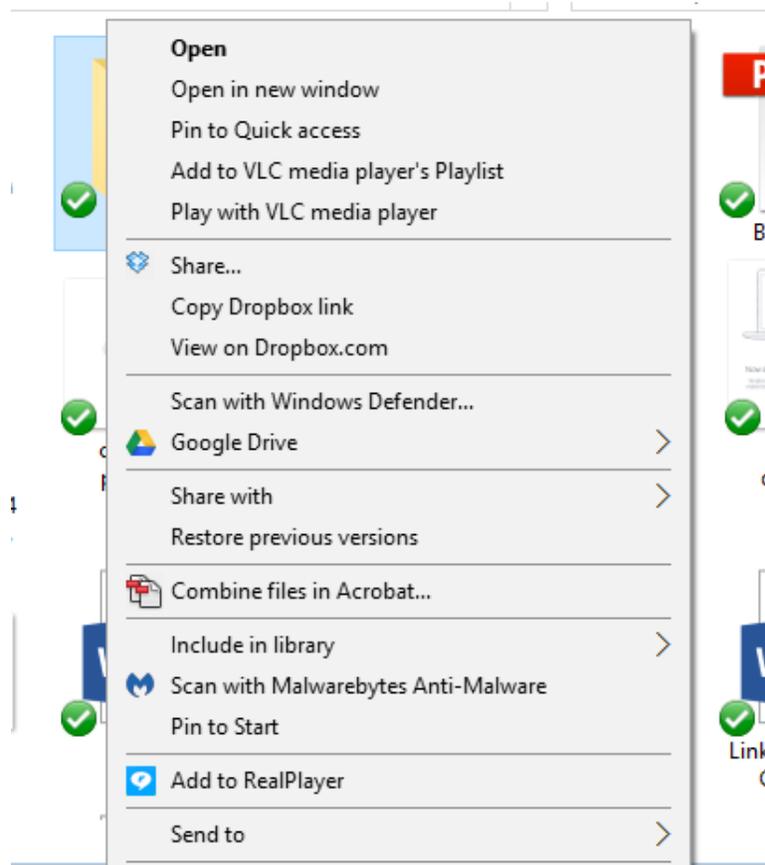
To disable comments on a file, go to the file's Comments pane and open the **Options** menu. [Learn more](#)

Save settings

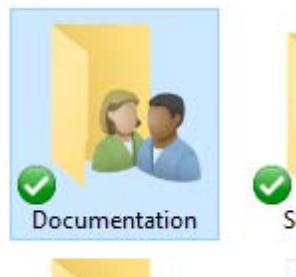
Cancel

You can also share folders on your computer without logging into Dropbox online.

Open your Dropbox folder on your computer. Right click the folder you would like to share.

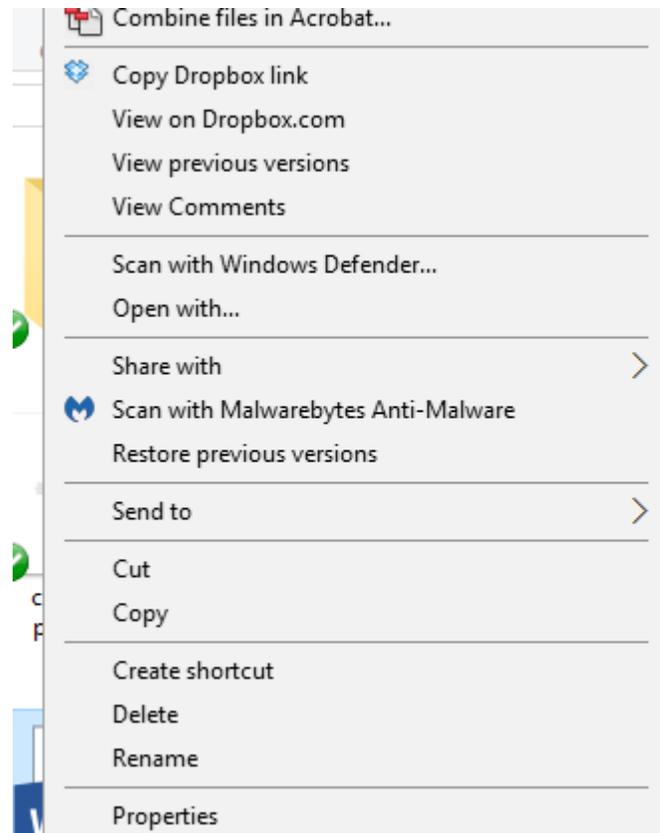


You will be given the same prompt as the Dropbox site, asking you to add the person you would like to share the document with and the option of a message. With access to a folder, people can edit documents and add new ones in order to collaborate. Dropbox will even notify you when edits are made to documents. To know that a folder is shared, you will see the following icon:



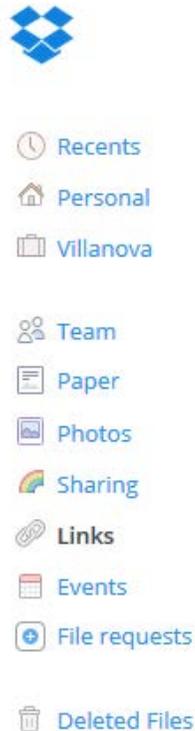
If you need to add another person, right click on the folder and click 'Manage Access.' From there, you can click the 'Invite more people' button to add more to share the folder with.

Unfortunately, you are not able to share files via Dropbox on your computer to collaborate, but rather send a link. To give someone a glimpse of a file, you would choose Copy Dropbox Link.



The link will then copy and you can paste it in an email to send it to someone else, similarly to dropbox.com.

Keep track of your links by logging into dropbox.com. On the left hand side, click 'Links' to see what you have sent.



To remove a link and not allow anyone to look at your file, you can simply do so from the Links tab. To the right of the document, click the x. From there, click "Delete link."

