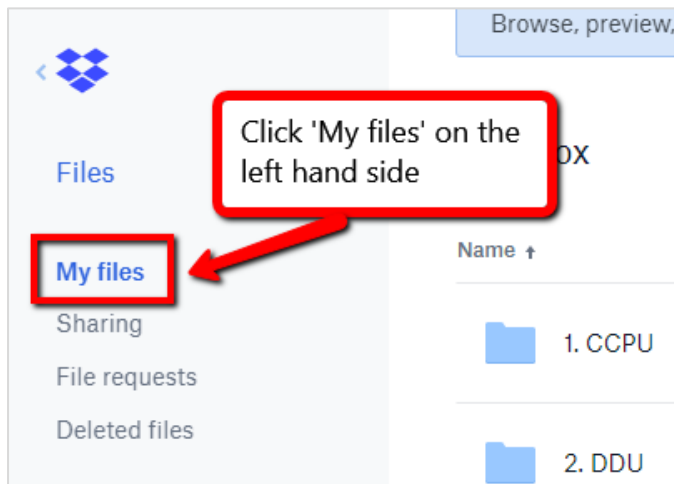
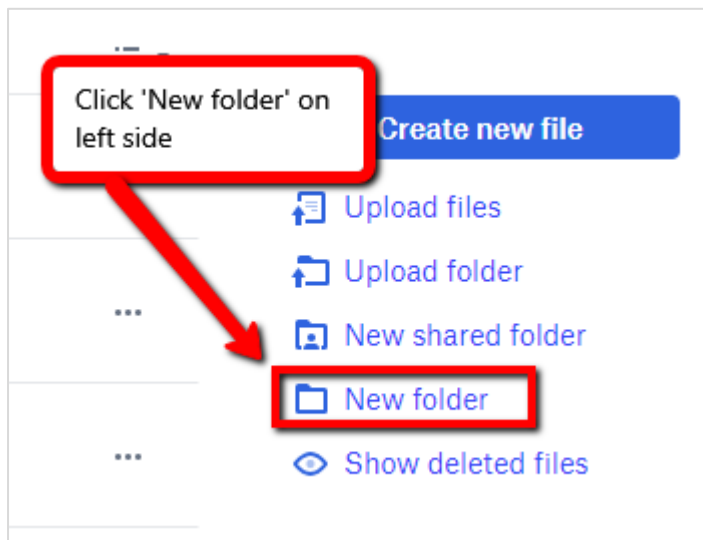


### How to guide: Uploading and sharing files on Dropbox

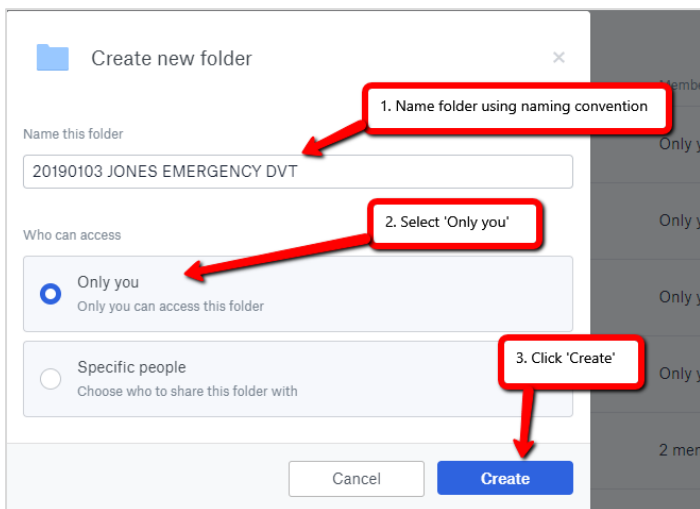
- 1) Create a Dropbox account for free at [www.dropbox.com](http://www.dropbox.com). A Dropbox guide is available [here](#)
- 2) Login to Dropbox
- 3) Click on 'My files' on the left-hand side of the page.



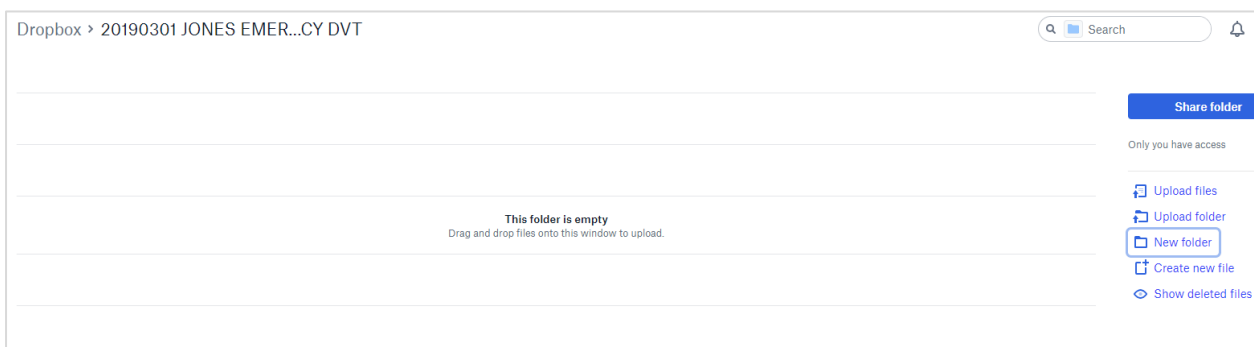
- 4) Click on 'New folder' on the right-hand side of the page.



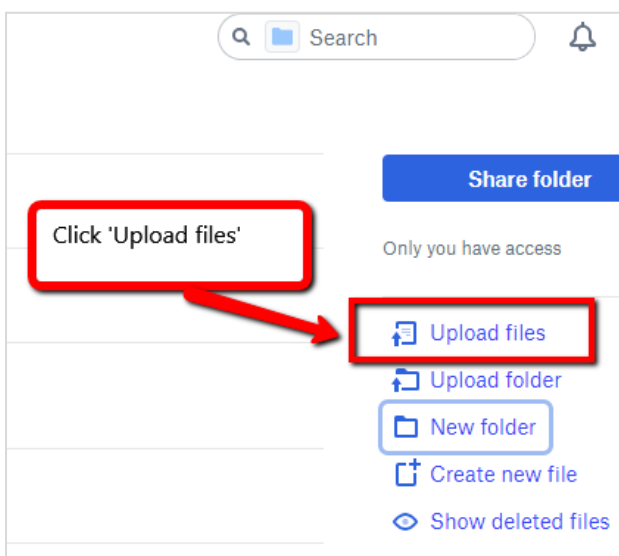
5) Name folder using prescribed naming convention



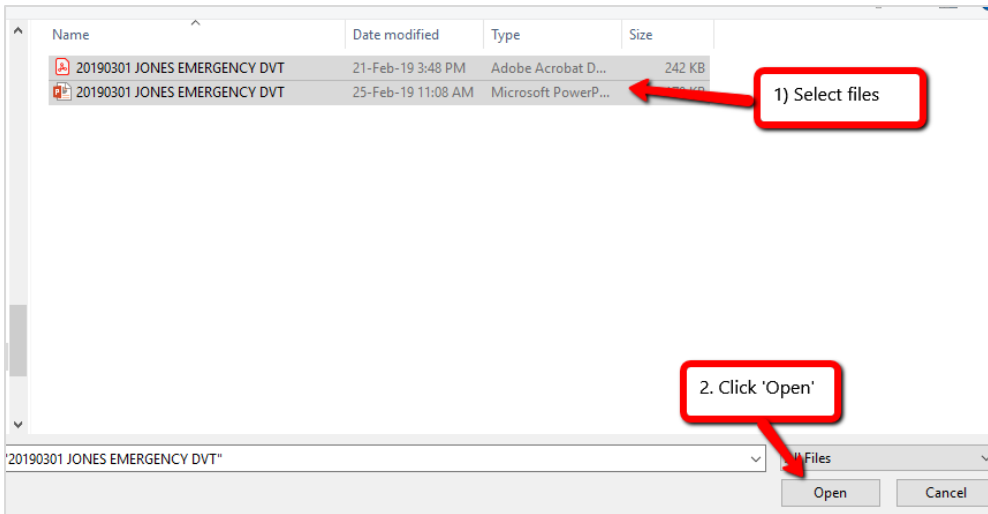
6) You have now created your folder



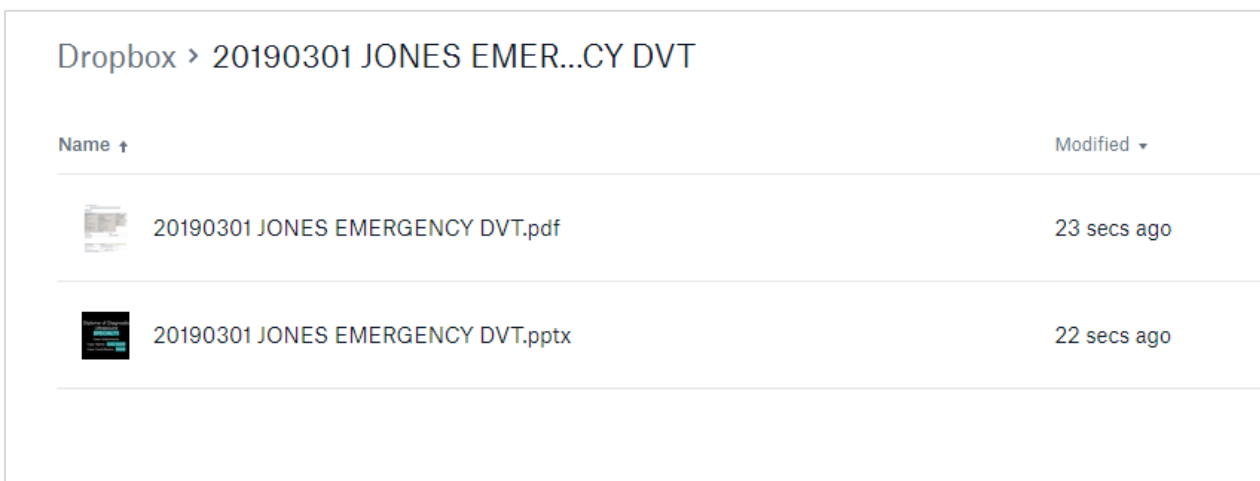
7) Click 'Upload files' on left-hand side of page



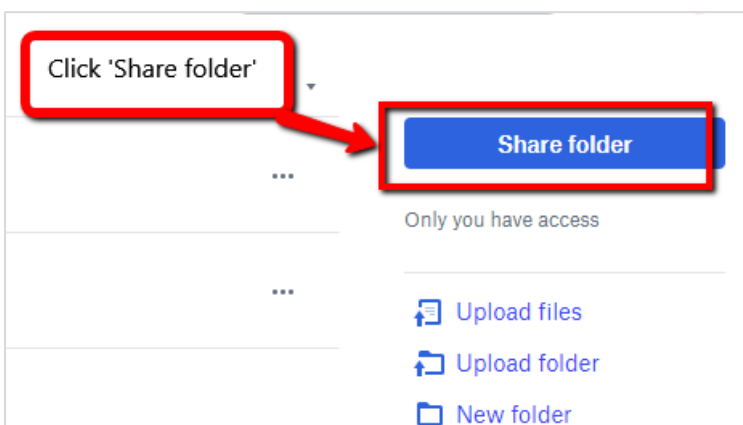
8) Select your files. Click open.



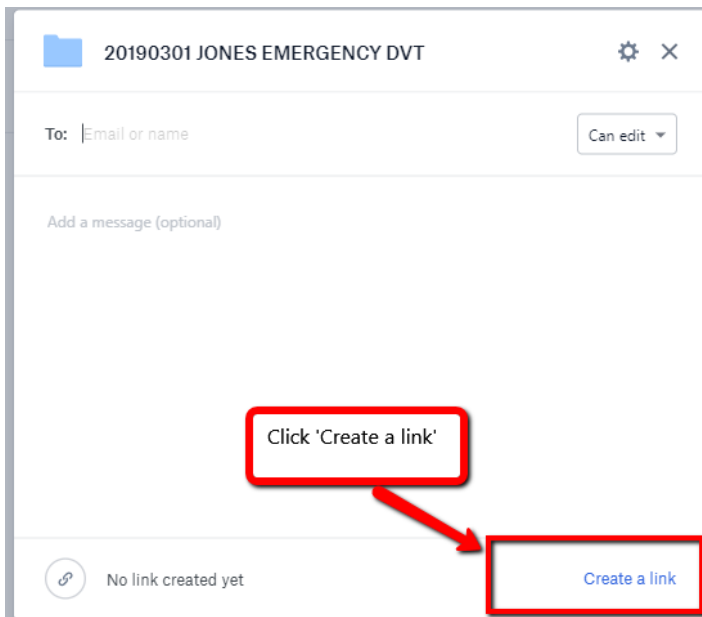
9) Your files have now uploaded.



10) Click 'Share folder' from left-hand side.



11) Click 'create link'



12) Click 'Copy link' and paste into email.

