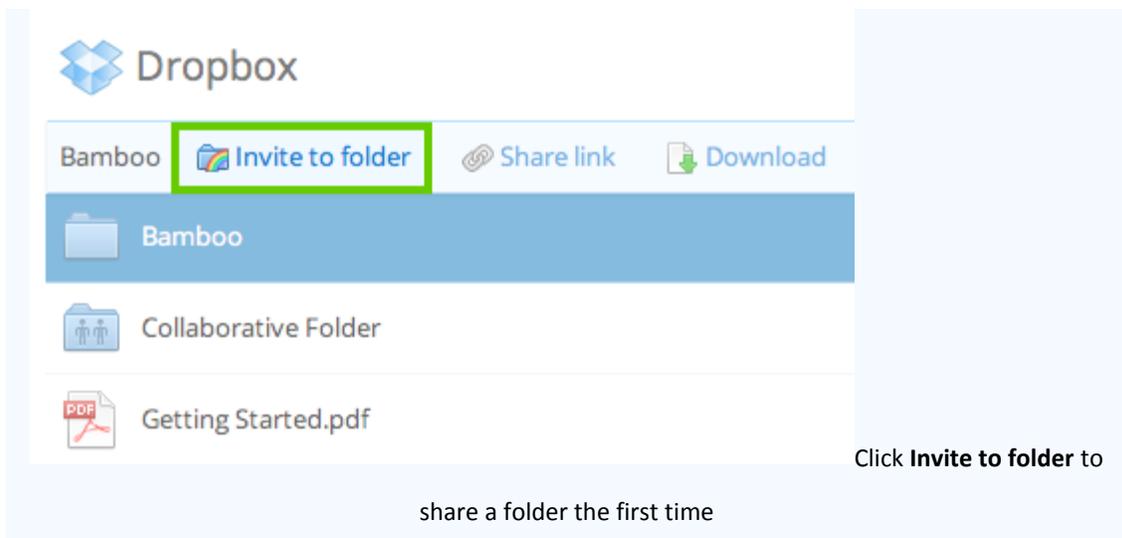## Steps to creating a Dropbox for Pot Information Sharing

- Create a free gmail account with the organizations name (eg. Flyers5050@gmail.com)
- Using the newly created gmail account, create a dropbox account by going to www.dropbox.com
- Link for creating a dropbox account - http://www.youtube.com/watch?v=iZeau3gBuIo
- Software download will start automatically when you create the account
- Walk through the install wizard to setup dropbox software on server computer
- Create a new folder named **5050** within the **dropbox** folder on the server computer and share by following the steps found at https://www.dropbox.com/help/19/en or listed below
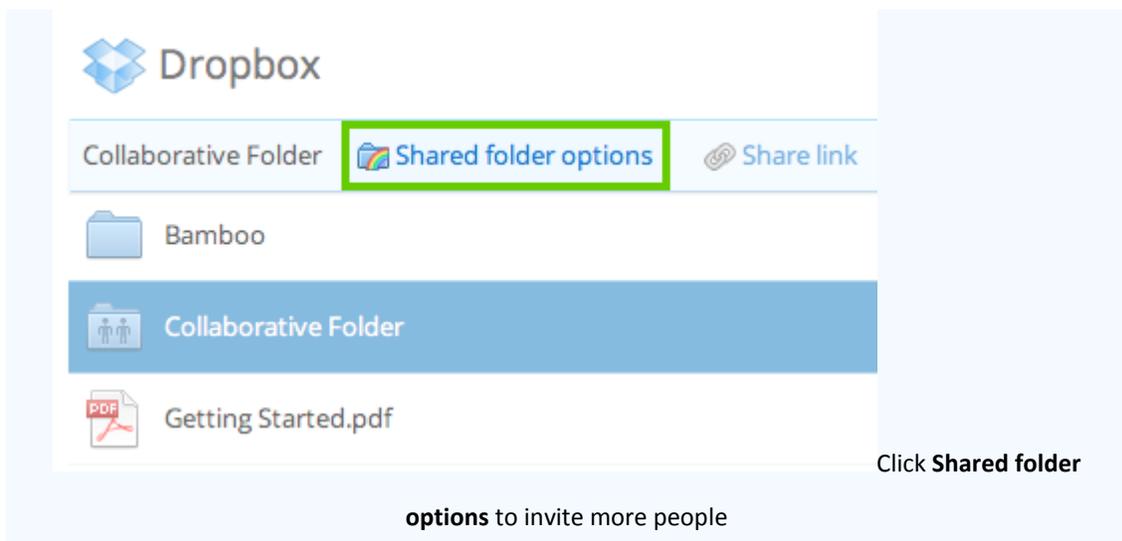
Share a folder from the Dropbox website

Share a folder or invite more people to one you've already shared.

1. Sign in to the Dropbox website.

2. Go to your list of files and folders and select the folder you want to share by clicking on the empty space to the right of the folder's name. (Clicking on the folder name or icon will open the folder instead.)

3. If the folder is currently unshared, click **Invite to folder** in the toolbar:

Click **Invite to folder** to share a folder the first time

If the folder is already being shared, click **Shared folder options**:

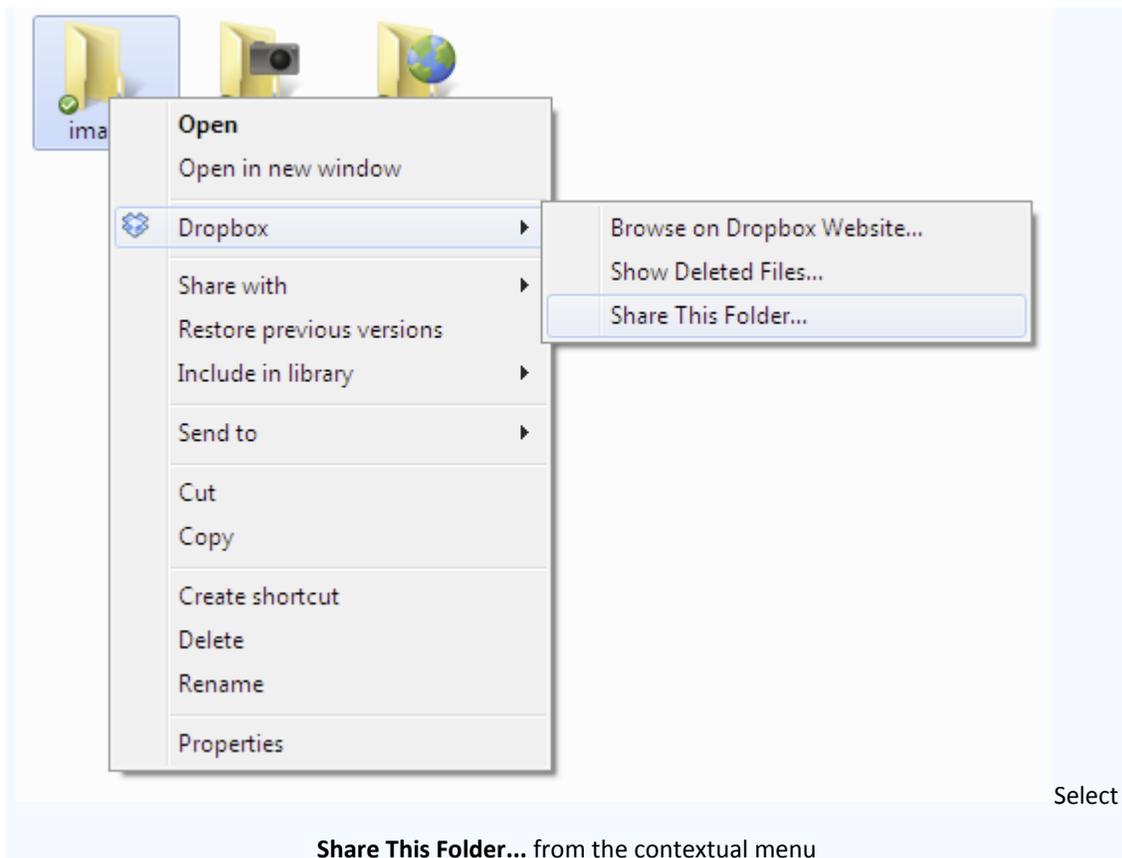Click **Shared folder options** to invite more people

4. Enter the email addresses of the people you want to invite.

5. Add a personal message if you'd like and click **Share folder**.

You can also invite people to folders from the Sharing page. To create a new shared folder, click the **New shared folder** button at the top of the page. To invite more people to an existing shared folder, find it in the list and click its **Options** link.

Share a folder on Windows

You can share a folder right from your computer if you've installed the [Dropbox desktop application](#).

1. Open your Dropbox folder.

2. Right-click on the folder you want to share to bring up a menu.

3. Select **Dropbox > Share This Folder...**. This will open the **Sharing** page on the Dropbox website.

Select

Share This Folder... from the contextual menu

4. Enter the email addresses of the people you want to invite.

5. Add a personal message if you'd like and click **Share folder**.