

Behavioral Science Society Dropbox Shared Folder Tutorial

A practical guide to joining, using, and sharing files from the Society's Dropbox folder.

This guide is intended for Behavioral Science Society participants who need to access the shared Dropbox folder, upload materials, and work with files confidently. **It is based on the Academy's shared-folder tutorial and adapted for Society use.**

STEP 1 Create a Dropbox Account (If You Don't Already Have One)

- You cannot fully use a shared folder without a Dropbox account.
- Go to www.dropbox.com
- Click “Sign up” in the top-right corner.
- Enter your name, email address, and a password, then create your account.
- Verify your email if Dropbox prompts you to do so.

STEP 2 Open the Shared Folder Link

- Check your email for the shared folder link or use the link provided by Academy staff.
- Click the link to open it in your web browser.
- Select “Add to Dropbox” or “Join folder.” You may be asked to log in first.
- Adding the folder gives you access to it in your own Dropbox account - it does not transfer ownership.

STEP 3 Find the Folder After You Join

- On Dropbox.com, look in the “Shared” section on the left side.
- If you added the folder to your account, it may also appear under “All files.”
- If you install the optional Dropbox desktop app, the shared folder can also appear in your local Dropbox folder.

STEP 4 Edit Files in the Shared Folder

For Word, Excel, or PDF files:

- Click the file you want to open.
- Choose “Open with” and select Dropbox's built-in editor or Microsoft Office Online.
- Edit directly in your browser - no download required.
- Your changes will save automatically for everyone with access to see.

Please note: Everyone with access can edit unless the folder has been set to view-only.

STEP 5 Download Files

- Hover over the file or folder you want to save to your computer.
- Click the three-dot menu next to the item.
- Choose “Download.”
- The file will typically go to your computer's Downloads folder.

STEP 6 Copy a Link to Share a File

- Hover over the file you want to share.
- Click the “Share” button.

- Choose “Copy link.”
- Paste the link into an email, text message, or other communication.

Important: Copying a link does not automatically grant access. If someone cannot open it, the folder owner may need to adjust permissions.

STEP 7 Understand Folder Permissions

You are not the owner of the shared folder. In most cases, that means:

No.	Permission Summary
1	You cannot delete the folder itself.
2	You cannot un-share it with others.
3	You cannot rename or move the main folder.
4	You may be able to edit or comment on files unless the folder is view-only.
5	You can download files inside the folder.
6	You can upload new files if you have edit access.

Helpful Tips

- Avoid moving files around unless you have been asked to do so. Moving items can break links for other users.
- To upload something, drag and drop it into the folder or use Dropbox's “Upload” option.
- For the smoothest experience, use a current version of Chrome, Firefox, or Safari.

Common Problems and Quick Fixes

Problem	What to Try
You cannot see the folder.	Make sure you are logged into the same Dropbox account that was invited to the shared folder.
You cannot edit a file.	Ask the folder owner or Academy staff to confirm your permissions and whether the file is view-only.
Dropbox is acting strangely or you are still confused.	Contact Nadine Lemons for assistance.

Need help? Reach out to **Rachel Sparks** at rsparks@oandp.org.