

Creating your Dropbox account.

In your internet browser's address bar, type 'Dropbox.com' and hit the enter key.

Click on 'Sign up'. Fill it out with your name and valid email address. Use a strong password to ensure the security of your Dropbox. After providing all required details, click the 'Sign Up' button.

If your registration is successful, you'll then be directed to the Web Interface of your Dropbox.

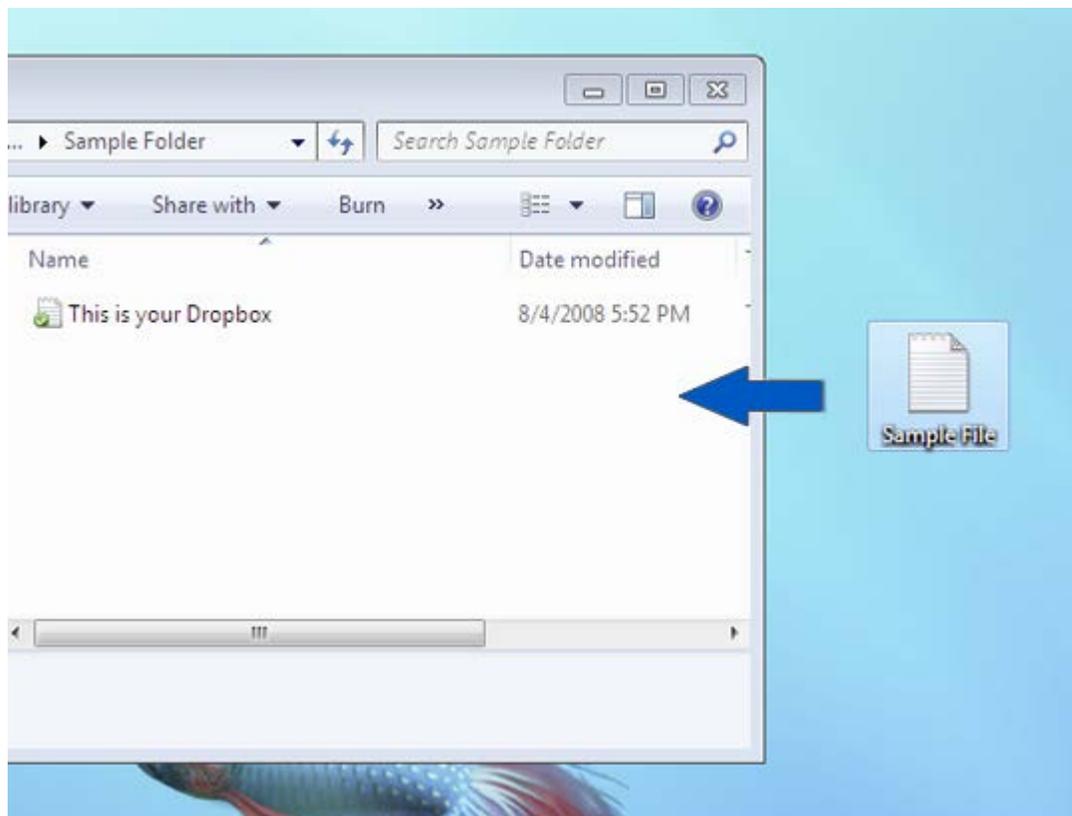
Now that you have a Dropbox account, here's how to share files.

How do I add or upload files to my Dropbox?

First, make sure you install the Dropbox desktop application. It creates a new folder on your computer called **Dropbox** (or two separate folders if you're a Dropbox for Business user and have connected your personal and work accounts). Your Dropbox folder works just like any other folder on your hard drive, except everything in your Dropbox folder automatically syncs to the web and to any other computer with Dropbox installed.

Drop your files in your Dropbox folder

It's easy to add files to Dropbox. **Move your files into your Dropbox by dragging and dropping them into your Dropbox folder.** That's it. The files in your Dropbox folder will automatically be synced online and to your other computers. You don't have to do anything. You can even use the **Save As...** menu option in most applications to save files directly to your Dropbox folder.

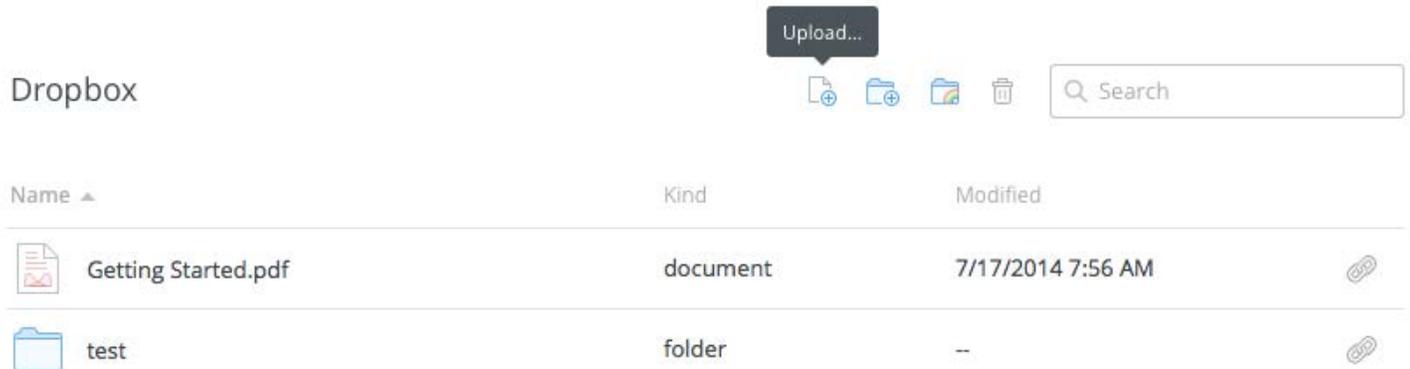


Drag your files directly into your Dropbox

After installation, your new **Dropbox** folder will be located inside your home folder by default.

How to send files through the Dropbox website

1. Sign in to the Dropbox website.
2. Click the **Upload** button from the very top of the window.



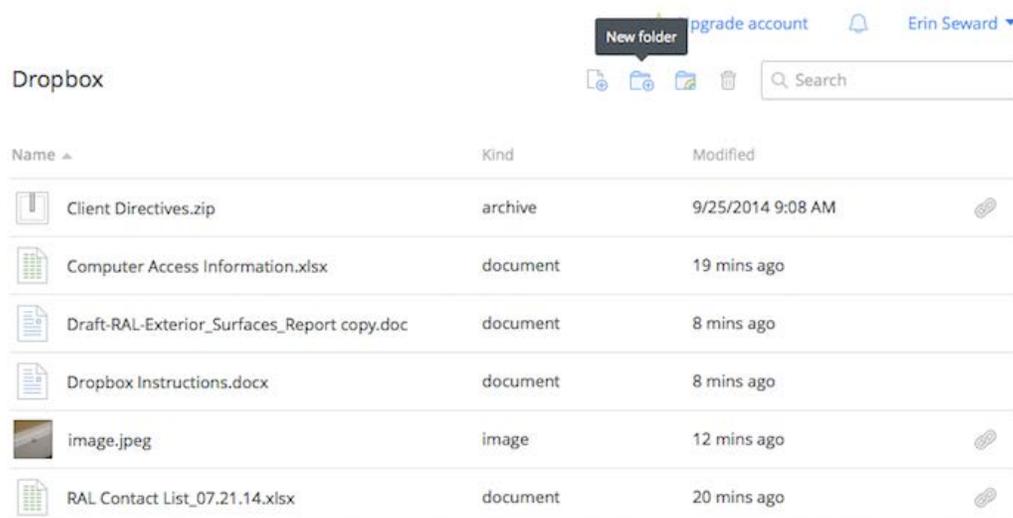
The upload button

3. A window will appear. Click the **Choose Files** button and then select the file(s) on your computer that you'd like to add to your Dropbox.
4. Choose as many files as you like, and then click the **Choose** button. The window will disappear, your files will start uploading, and you'll be shown a progress indicator. **Once the files have finished processing, click the "Done" button.**

Note: Each file you upload through the website must be **10 GB or less**. For even larger files, use the desktop application or mobile app, which don't have this limit.

Create a New Folder for sharing

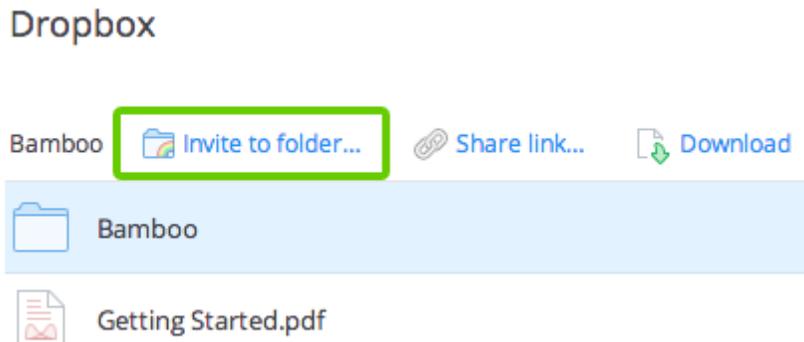
1. Select the "New Folder" icon at the top of the screen.



2. Enter the file name (address inspected). Hit enter or tab.
3. Select file(s) to be moved to folder. Click and drag individually or hold shift key while clicking to select multiple files and drag to folder.

Share a folder from the Dropbox website (not the desktop application)

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

1. Enter the email address: fieldreport@ralis.com
2. Add a personal message if you'd like and click **Share folder**.

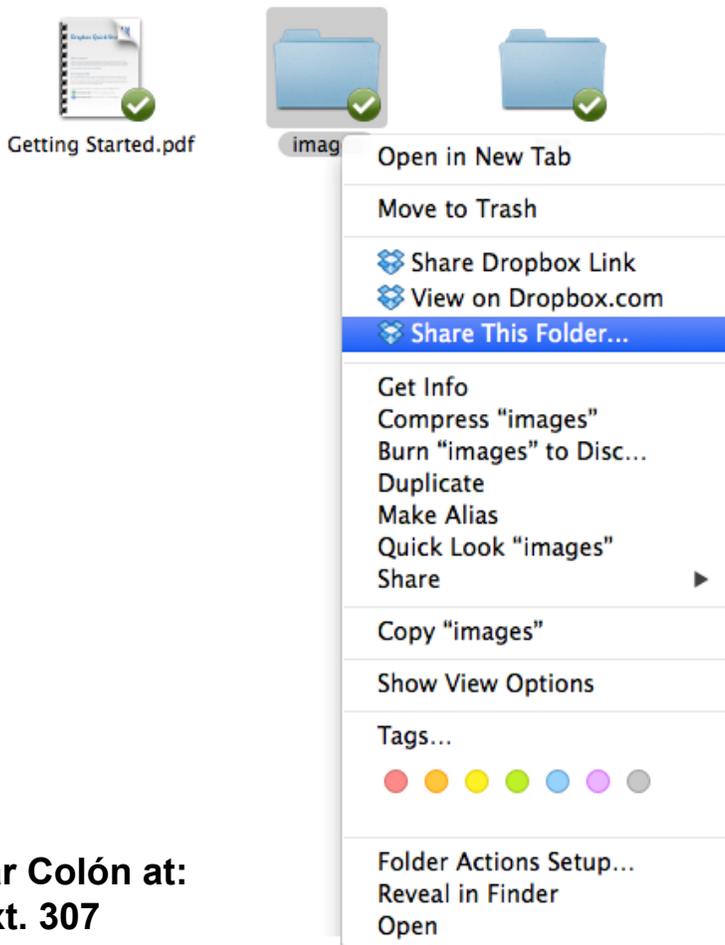
You can also invite people to folders from the Sharing page. To create a new shared folder, click the **New shared folder** button at the top of the page. To invite more people to an existing shared folder, find it in the list and click its **Options** link.

Once someone accepts your invitation, the shared folder will appear in the person's Dropbox.

Share a folder from Dropbox application on your computer (not the website)

You can share a folder right from your computer if you've installed the Dropbox desktop application.

1. Open your Dropbox folder (located in your User folder).
2. Right-click on the folder you want to share to bring up a menu.
3. Select **Share This Folder...** This will open the **Sharing** page on the Dropbox website, and you can follow the steps described above.



For additional assistance contact Edgar Colón at: ecolon@ralis.com or 1-800-766-2366 ext. 307

Select **Share This Folder**