

Full transcript below:

00:00

hi this is julie from jam business

00:02

support services today i thought i'd

00:04

take you on to dropbox and show how you

00:07

can set up a shared folder and upload

00:10

files if you're not familiar with

00:13

dropbox it's a cloud storage system

00:16

which is great for sharing documents

00:18

with colleagues especially if you're

00:21

collaborating on a project and you have

00:23

maybe an Excel spreadsheet or a word

00:25

document that you need to share with

00:27

each other and reference to how we can

00:31

create a folder first of all and as you

00:34

will see we're on the like the home page

00:36

of Dropbox and here on the left we have

00:41

some different menus we're going to

00:44

click on files and then once we've

00:48

clicked on files there but I'm going to

00:50

show you how easy it is to set up a new

00:53

folder with somebody so first of all

00:55

I'll click on new shared folder which is

00:58

from the menu on the right-hand side

01:00

everything will click on that and it'll

01:05

pop up with a little pop-up asking me if

01:07

I want to create a new folder or if I

01:10

want to share an existing folder so for

01:15

this for this purpose I'm going to say

01:17

I'd like to create and share a new

01:19

folder so I'll click on that top option

01:21

and then click Next

01:23

it'll ask me to give the folder a name

01:26

so I'm just going to call it photos and

01:28

then under - you can include a name or

01:33

an email address of who you'd like to

01:35

share this folder with so for this

01:37

purpose I'm just going to include myself

01:39

and here you can include a little

01:42

message which will get emailed to the

01:44

person so let's go say hi Julie Arizona

01:48

being to be photos shared folder and if

01:56

we click on share that will send a

01:59

little email through to that person and

02:02

they'll be notified of where that

02:05

Dropbox folder is and they'll have a

02:07

link to access it

02:09

so I'm just gonna click on share and now

02:13

Dropbox will set up a folder Dropbox is

02:18

also great for backing up files on your

02:20

computer so if you're a little bit

02:22

worried about losing any of that

02:24

valuable business documents or your

02:26

brand like ildo ago and your style

02:29

guidelines or confidentiality

02:31

information you know from clients it's a

02:35

good idea to backup your information to

02:38

a cloud systems such as robots are great

02:41

for sharing access to images or brand

02:43

guidelines and logos for people like

02:46

designers or web developers and also

02:49

great for keeping a copy of all your

02:51

business files on the cloud so if you're

02:54

out and about at the office you can

02:56

easily access those if you're working

02:59

out of a co-working space or you're just

03:02

in a coffee shop and you need to find

03:05

access to a photo so it's a really great

03:08

tool to use now this should now come up

03:14

with our folder so as you can see at the

03:19

top it says Dropbox photos so I wanna

03:22

upload a photo for the person I sent the

03:25

email to so I'm gonna click over here on

03:27

the right hand side again and select

03:29

upload files so what we want to do is

03:33

share say some logo so I'm just gonna

03:36

select on jams new logo and the

03:40

transparent logo select open Dropbox

03:44

will now save those files into the

03:47

folder photos that I've shared with

03:49

myself if you can see oh

03:56

see that Jamie's and Support Services is

03:59

the owner of the folder and that it's

04:02

actually been shared with Julie Macomb

04:05

at gmail as well that's it

English (auto-generated)