

Learn how to get started with your team

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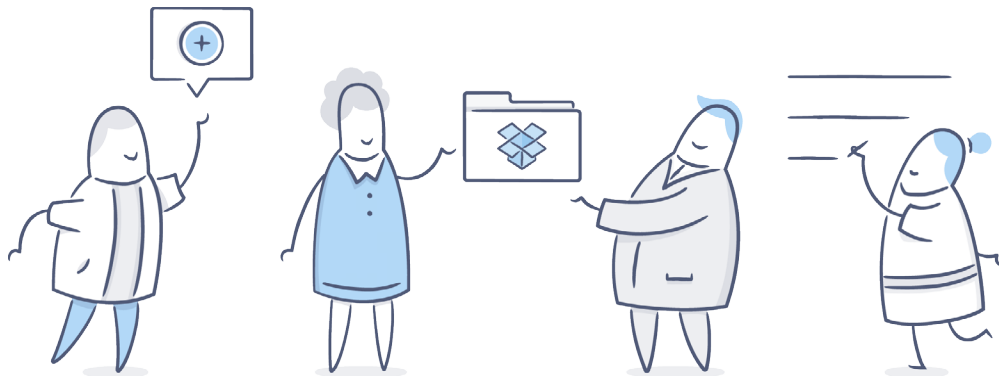
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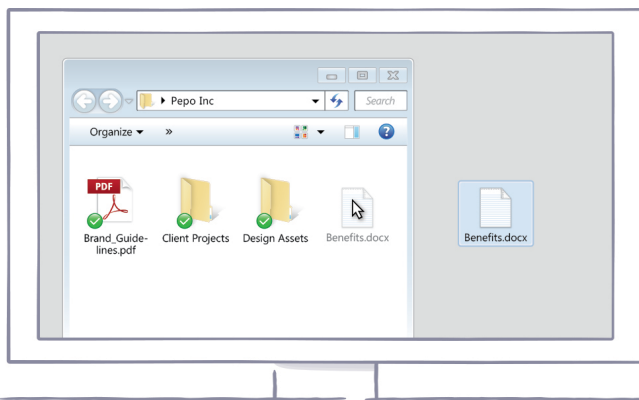
Meet your team folder

The team folder is a centralized place for the files your whole company needs. Files in the team folder appear on all your coworkers' computers and devices. When someone updates a file in the team folder, everyone automatically gets the latest version.

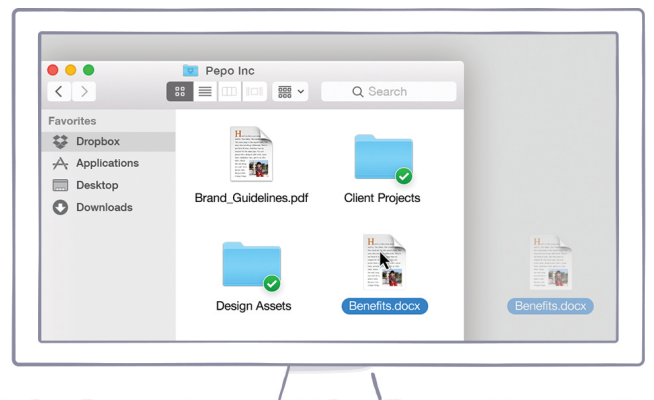
Add files and folders to the team folder

On Windows or Mac

1. Find your team folder (named after your company) inside the Dropbox folder on your computer.
2. Drag and drop files and folders into your team folder to add them.



WINDOWS



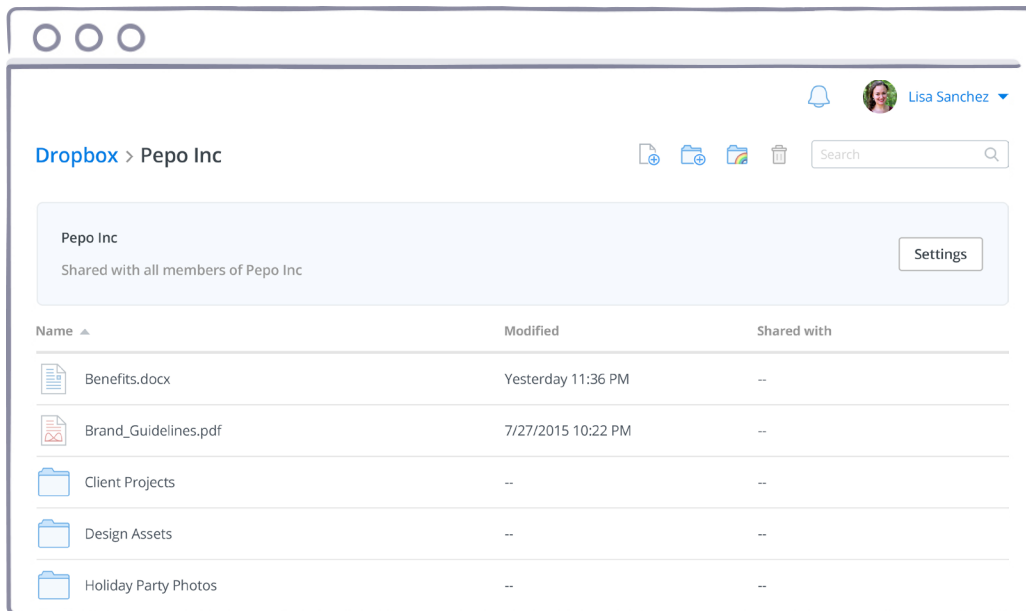
MAC

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On dropbox.com

1. Sign in to dropbox.com.
2. Go to your list of files and folders, and click the name of your team folder (named after your company) to open it.
3. Click the **Upload** button from the very top of the window.
4. 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 team folder.



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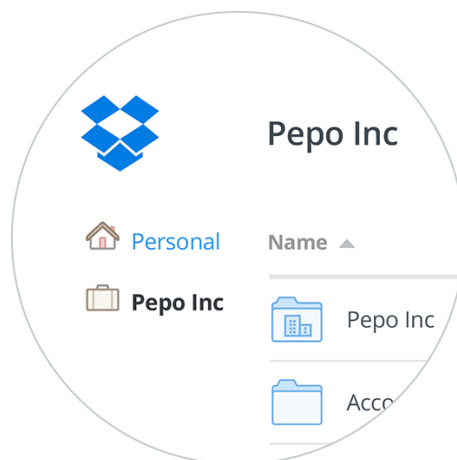


Connect a personal Dropbox

Connecting a personal Dropbox to your work account makes it easier to organize your stuff. You can share spreadsheets from your work Dropbox and vacation photos from your personal account, flipping between both in a single click.

On dropbox.com

1. Sign in to dropbox.com.
2. Click on your name at the top right corner of the page to open your account menu.
3. Select **Settings**.
4. Click **Connect** under **Connect your personal Dropbox**.
You'll then walk through [how to sign in to both Dropboxes](#) on a computer or mobile device.



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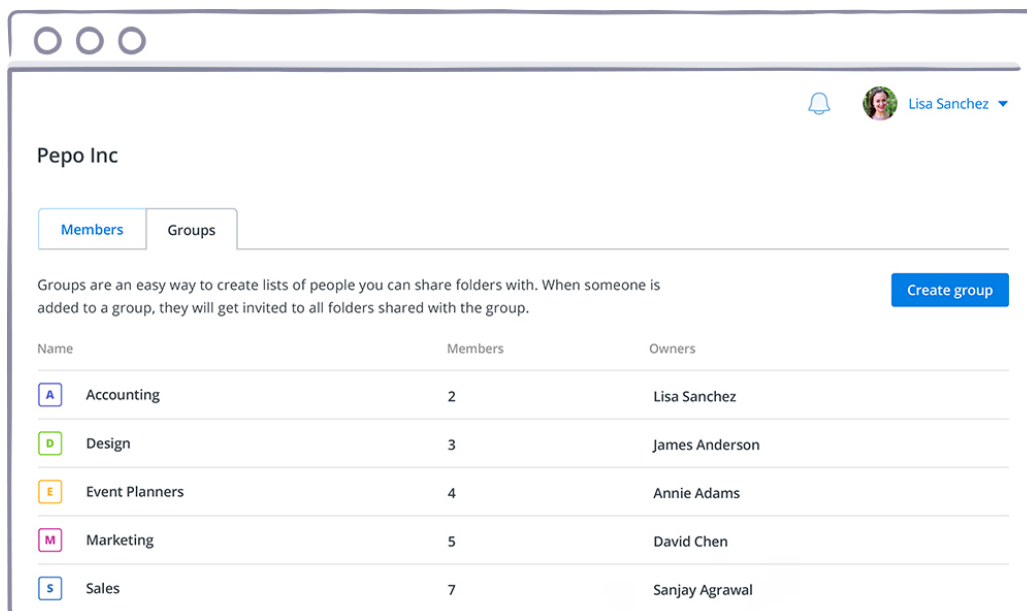


Share with groups

Groups let you quickly share files and folders by department, role, or project instead of adding each person one-by-one. Have a new employee? Add them to the right group, and they'll quickly get access to the files and folders they need.

Create a new group

1. Sign in to dropbox.com.
2. Click **Team** tab on the left-hand side.
3. Click the **Groups** tab next to **Members**, then click **Create group**.
4. Give your group a name, and click **Create group**.
5. Click **Add members**, and enter the email addresses of the people you want to invite.



The screenshot shows the Dropbox interface for a team named "Pepo Inc". At the top right, there is a notification bell and a user profile for "Lisa Sanchez". Below the team name, there are two tabs: "Members" (selected) and "Groups". A blue "Create group" button is visible on the right. A descriptive text states: "Groups are an easy way to create lists of people you can share folders with. When someone is added to a group, they will get invited to all folders shared with the group." Below this is a table listing existing groups.

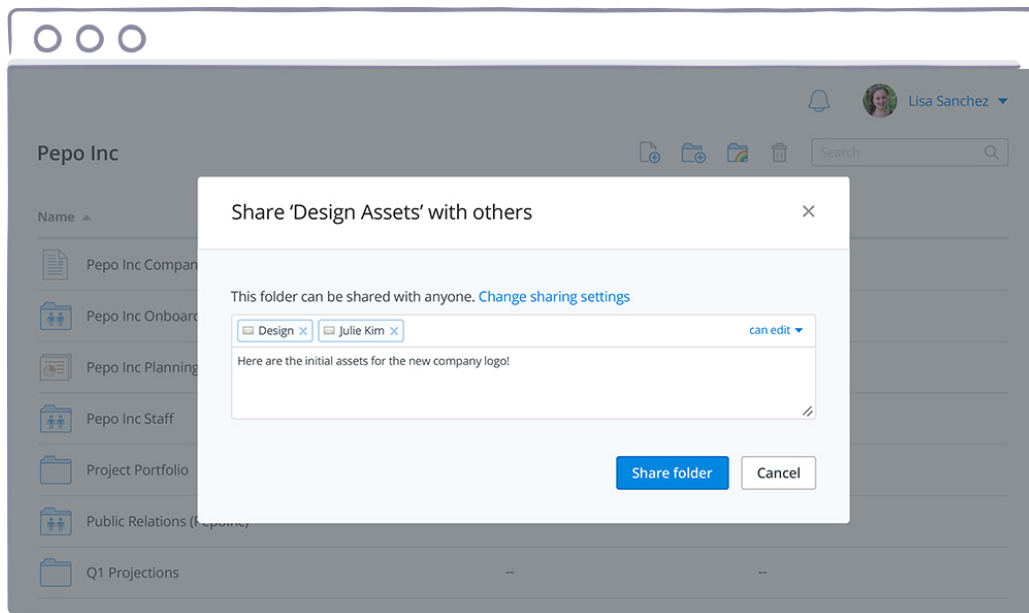
Name	Members	Owners
A Accounting	2	Lisa Sanchez
D Design	3	James Anderson
E Event Planners	4	Annie Adams
M Marketing	5	David Chen
S Sales	7	Sanjay Agrawal

continued



Share a folder with a group

1. Sign in to dropbox.com.
2. Go to your list of files and folders, and select the folder you want to share by hovering the cursor over the folder's name.
3. Click **Share**, and then select **Invite people to collaborate...**
4. Enter the name of the group you want to invite.
5. Add a personal message if you'd like, and click **Share folder**.



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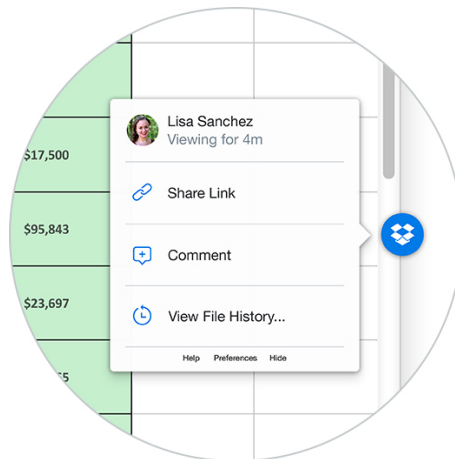


Collaborate in Microsoft Office

The badge puts Dropbox sharing tools right inside your Word, PowerPoint, and Excel files. In addition to sharing links and version history, it tells you when a coworker opens or edits a file you're working on, and helps everyone get the latest version.

On Windows or Mac

1. Open any Word, Excel, or PowerPoint file stored in your Dropbox.
2. You'll see the badge along the edge of your document window. Click on it to see who's viewing or editing, update to the latest version, or share the file.



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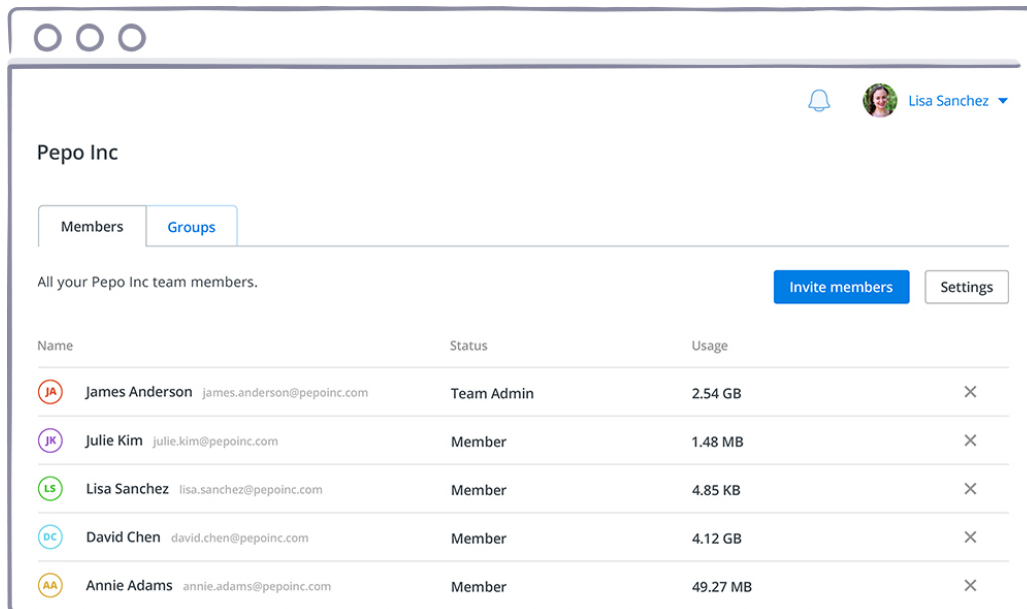


Add members






Now that you know the basics, you can bring more people on board. It's easy to add members and get everyone on your team working together.

On dropbox.com

1. Sign in to dropbox.com.
2. Click **Team** tab on the left-hand side.
3. Click **Invite people**, and enter the email addresses of the people you want to invite.



The screenshot shows the Dropbox team management interface for 'Pepo Inc'. At the top right, there is a notification bell and a user profile for 'Lisa Sanchez'. Below the team name, there are two tabs: 'Members' (selected) and 'Groups'. A blue 'Invite members' button and a 'Settings' button are visible. The main content is a table listing team members with columns for Name, Status, and Usage. Each row includes a circular profile icon, the member's name and email, their status, and their storage usage, with a close icon (X) at the end of each row.

Name	Status	Usage
 James Anderson james.anderson@pepoinc.com	Team Admin	2.54 GB
 Julie Kim julie.kim@pepoinc.com	Member	1.48 MB
 Lisa Sanchez lisa.sanchez@pepoinc.com	Member	4.85 KB
 David Chen david.chen@pepoinc.com	Member	4.12 GB
 Annie Adams annie.adams@pepoinc.com	Member	49.27 MB

continued



Great! Your team is ready to roll!

See more tips and tricks

Check out our [Help Center](#) to learn how to share outside your team, collect files from anyone, and use other advanced features.

Secure your accounts

Our [Security page](#) has helpful info on how you and other team members can protect your accounts.

Need even more?

[Dropbox for Business](#) gives your team better control, additional storage, and even more ways to collaborate at work.

