Learn how to get started with your team

1 Meet your team folder
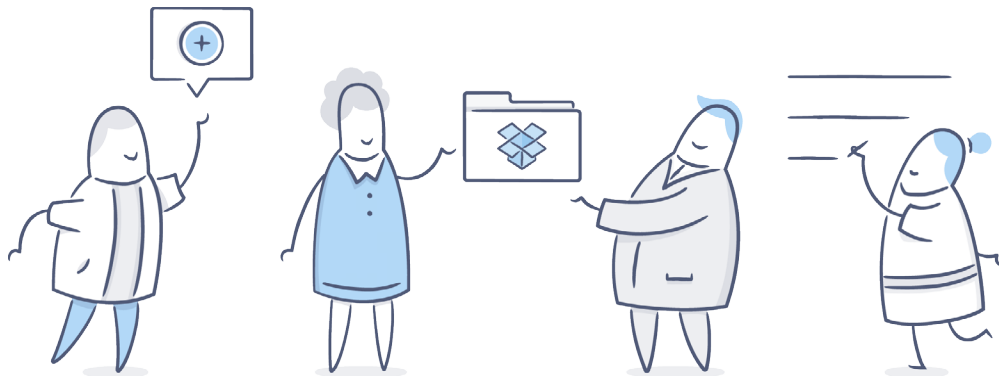
2 Connect a personal Dropbox

3 Share with groups

4 Collaborate in Microsoft Office

5 Add team members

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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.
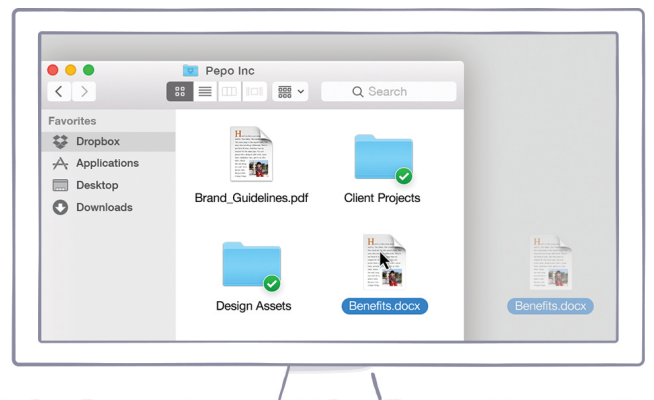
Add files and folders to the team folder

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.
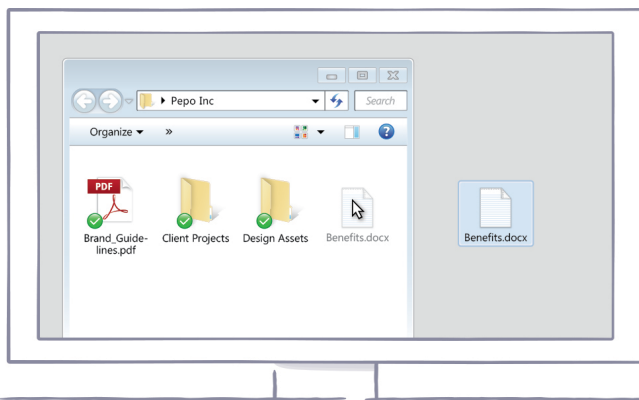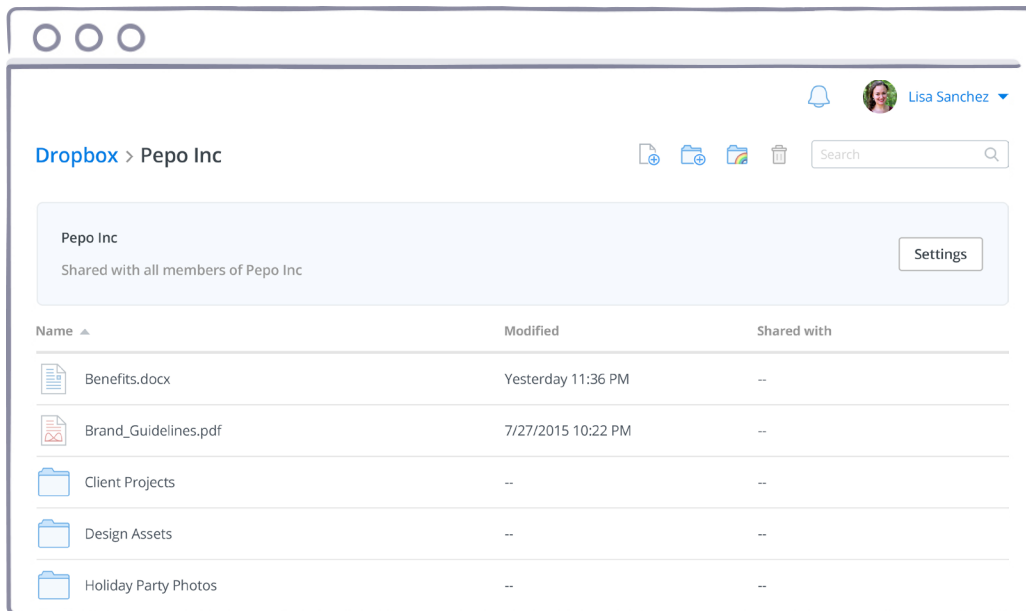

WINDOWS

MAC

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 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.

| Name ▲	Modified	Shared with
Benefits.docx	Yesterday 11:36 PM	--
Brand_Guidelines.pdf	7/27/2015 10:22 PM	--
Client Projects	--	--
Design Assets	--	--
Holiday Party Photos	--	--

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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.
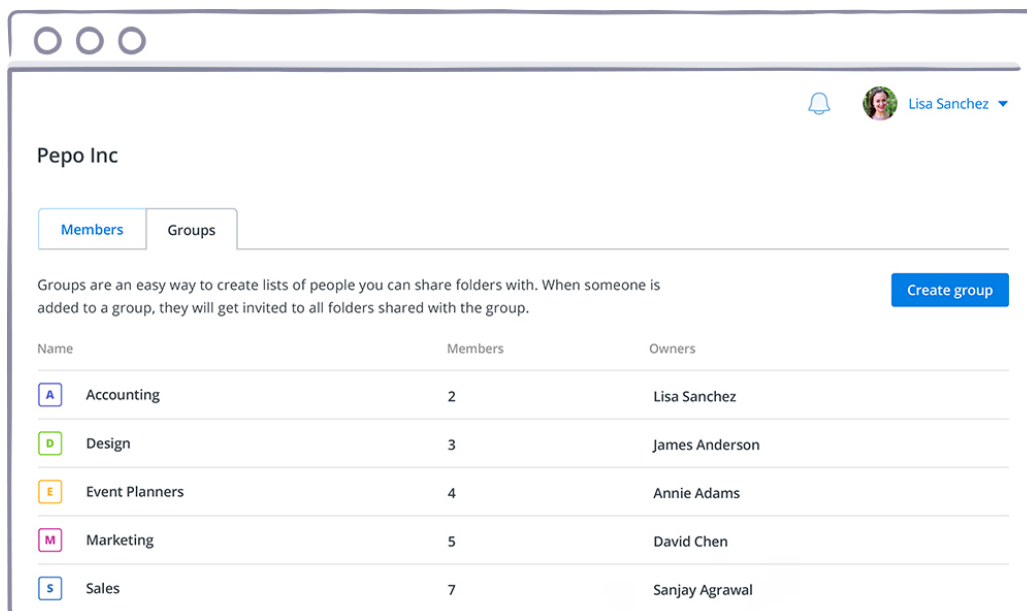
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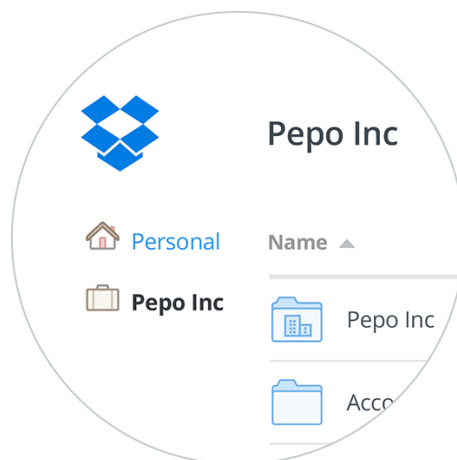
Share with groups

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.

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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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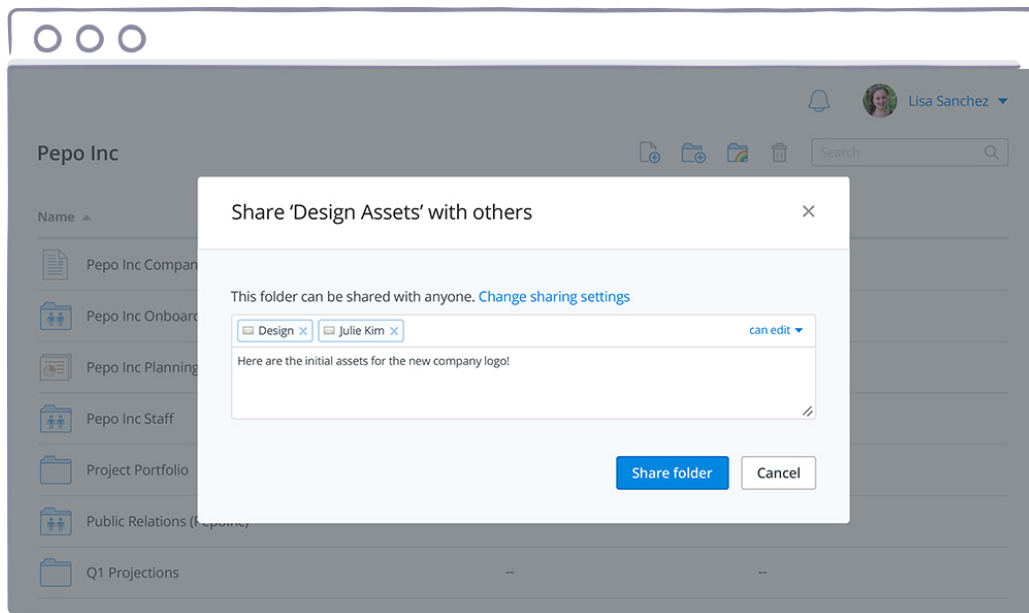
Collaborate in Microsoft Office

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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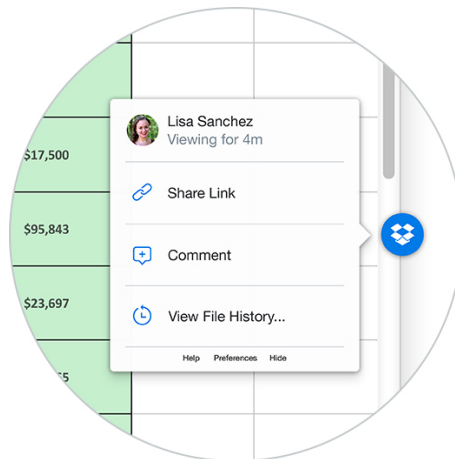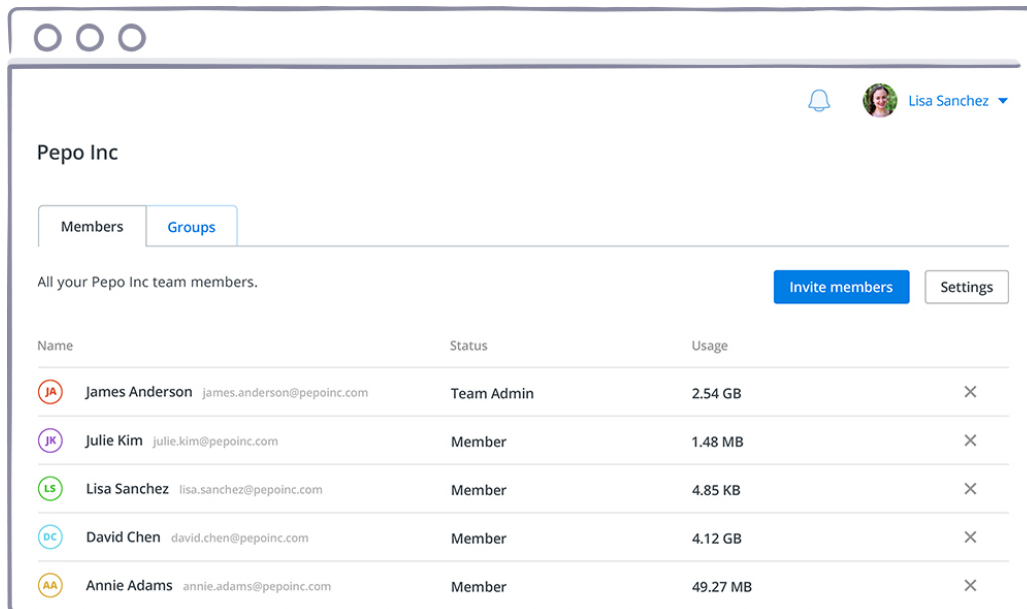
Add members

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.

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.