

## Dropbox Tips and Tricks

How do I access files in someone else's Dropbox?

### **Request access to a shared folder**

1. Click the invitation link that you received.
2. Click Request **access**.
3. If you have more than one **Dropbox** account, select which account you'd like to add the shared folder to. **[you do not have to have dropbox installed on your computer]**
4. Your request will be sent to the folder owner, and you'll be notified if the owner accepts your request.

### **Can you download files from Dropbox without an account?**

You don't need a Dropbox account to view the files in a shared link, and you can download those files to your computer. Files that you download from a shared link won't sync with Dropbox if you edit them.

### **Can you view Dropbox files without an account?**

You can share files with anyone, including people without Dropbox accounts, by sharing a link to any file or folder. ... Shared links are view-only, and by default anyone with the link can view and download its contents.

### **Do I need a Dropbox account to join a shared folder?**

**Yes, you need a Dropbox account to join a shared folder.** Files in a shared folder sync between members in their Dropbox accounts, so you need a Dropbox account to access and sync changes.

If you invite someone without a Dropbox account to a shared folder, they will need to create an account to join the folder.

If you don't have a Dropbox account, you can:

- Create a Dropbox account for free and then accept the invite
- **Ask the person who invited you to share a link to the folder, rather than adding you as a member - if you don't want to have a dropbox account ASK CASS TO SHARE A LINK**

## How do I view files in Dropbox without downloading?

A file preview allows you to view, comment on, and share files without downloading them.

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### To download a file:

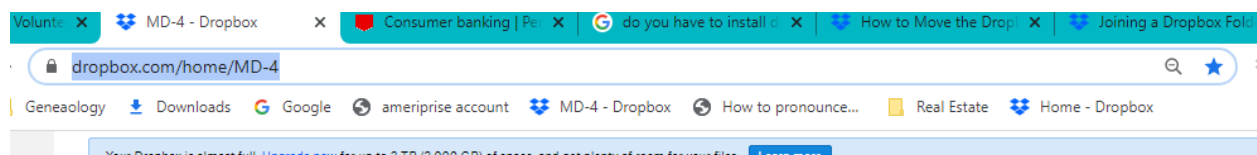
1. Sign in to **dropbox.com**.
2. Click All **files** in the left sidebar.
3. Click the **file** you want to **download** to open its preview window.
4. Click "... " (ellipsis) in the bottom right corner.
5. Click **Download**.

## How do I download directly from Dropbox?

### To download an entire folder directly from dropbox.com:





1. Sign in to **dropbox.com**.
2. Find the folder you want to **download**.
3. Click the ... (ellipsis) icon to the right of the folder's name.
4. Click **Download**.

**This is MD4 Dropbox link** – paste in your browser and go to site. Pin this link to your bookmark bar by clicking on the Star at the end of your browser field. You will note that I have pinned the MD4 dropbox to my bar. When I want to go to the MD4 dropbox all I have to do is click on the icon



<https://www.dropbox.com/home/MD-4>

**You can download a file by clicking on the 3dots at the right of the file and selecting download. You do not need to have dropbox installed on your computer to do this.**

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