

Using Dropbox

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Setting up Dropbox
for the first time.

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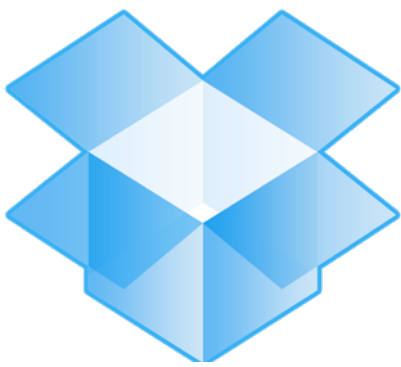
instructions if you're
already on dropbox.

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Section A

Setting up Dropbox
for **the first time**



Section A

Setting up Dropbox for the **first time**



Congratulations!

- You are about to share with Omega using Dropbox. Follow the instructions below to set up your Dropbox and start sharing with Omega Ceramics.



You will need about **ten minutes** to follow these instructions and install Dropbox on your computer

1 Accept Dropbox invitation email

- You will soon receive the email below from Dropbox. View Omega's shared folder and set up Dropbox by clicking on the 'here' in blue.



Omega Ceramics wants to share some files with you using Dropbox.

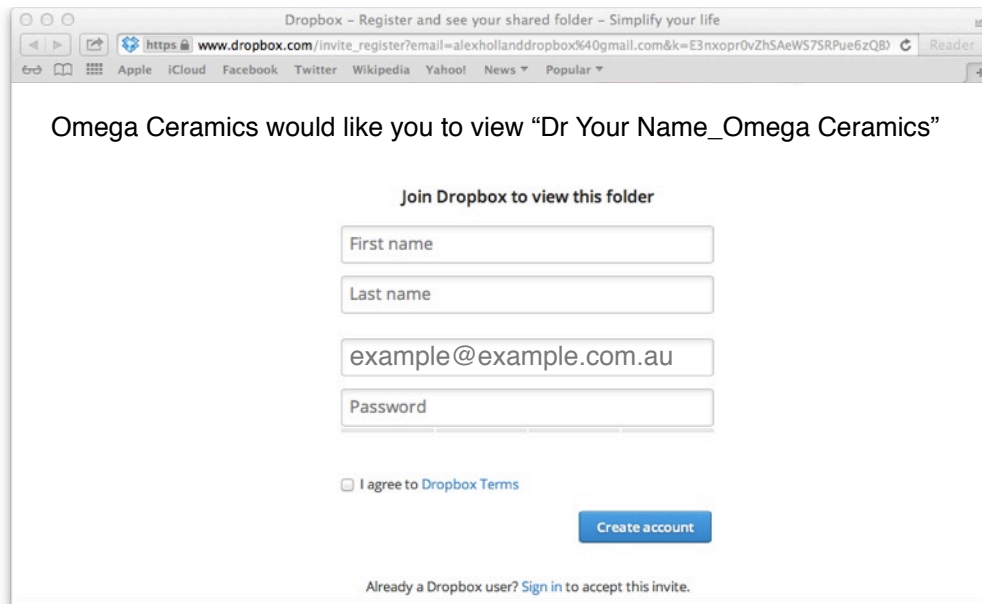
View "Dr Your Name_Omega Ceramics" folder [here](#).

Enjoy!
- The Dropbox Team



Click here

2 Sign up for Dropbox

A screenshot of a web browser window showing the Dropbox registration page. The browser's address bar displays the URL: https://www.dropbox.com/invite_register?email=alexholland@dropbox%40gmail.com&k=E3nxopr0vZhSAeWS7SRPue6zQB. The page title is "Dropbox - Register and see your shared folder - Simplify your life". The main content area says "Omega Ceramics would like you to view 'Dr Your Name_Omega Ceramics'". Below this, it says "Join Dropbox to view this folder". There are four input fields: "First name", "Last name", "example@example.com.au", and "Password". Below the fields is a checkbox labeled "I agree to Dropbox Terms" and a blue button labeled "Create account". At the bottom, it says "Already a Dropbox user? Sign in to accept this invite."

- If you do not have Dropbox, you will be taken to a page to sign up for Dropbox. Your email address will have already been entered. Simply add your name and create a password.

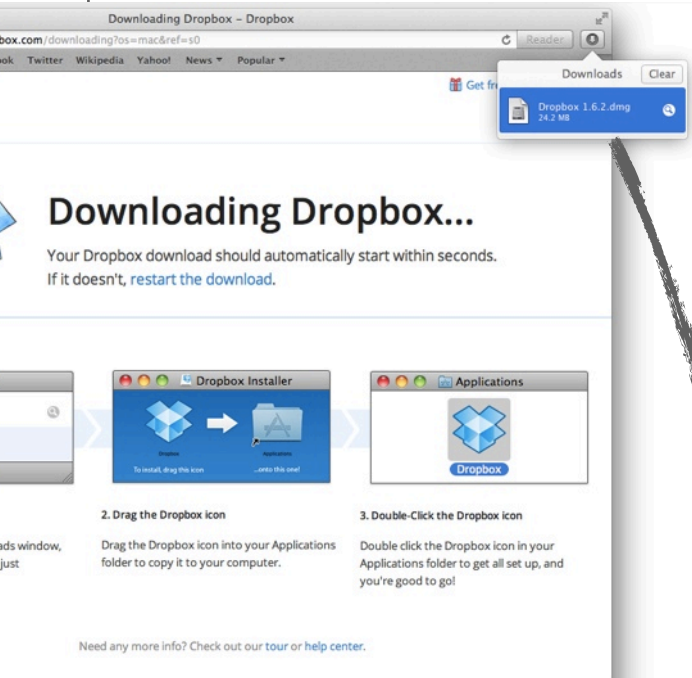
3 Download Dropbox



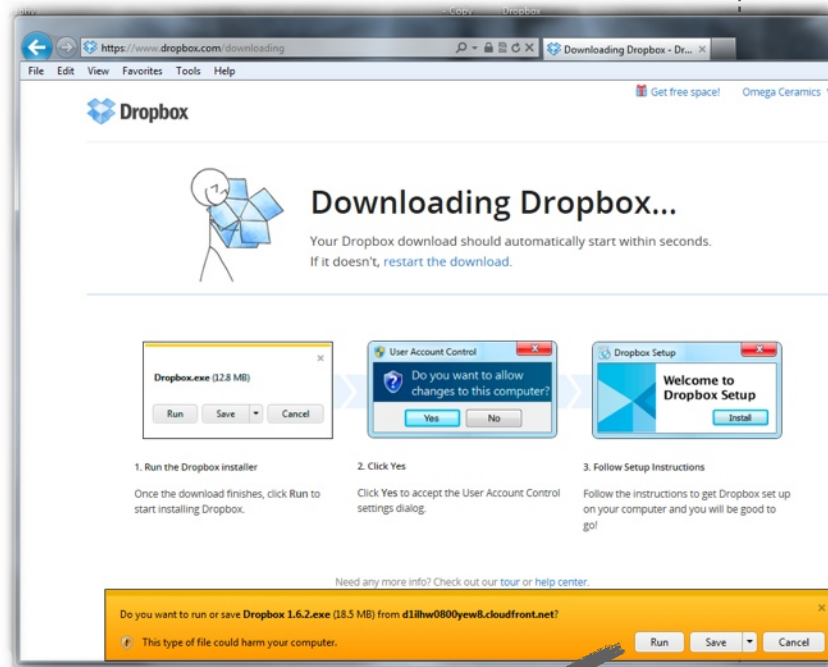
- You will be asked to download the dropbox application. Click the blue button to start downloading Dropbox.

4 Open the Dropbox installer

On a Mac



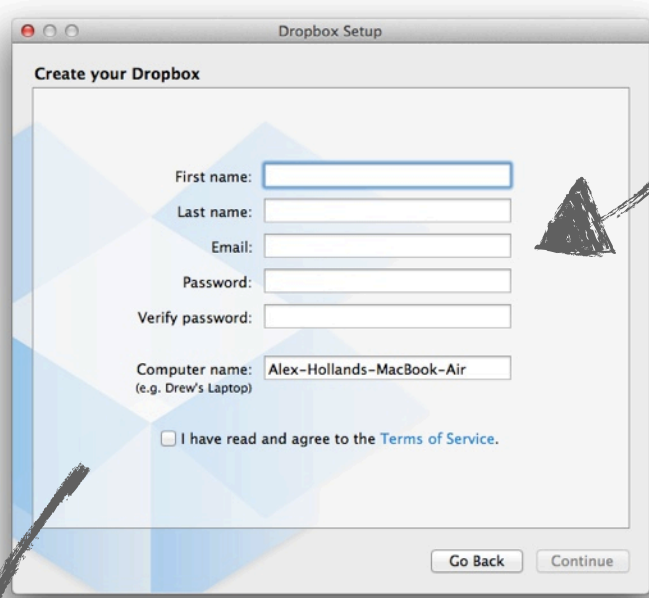
On a PC



5 Install Dropbox



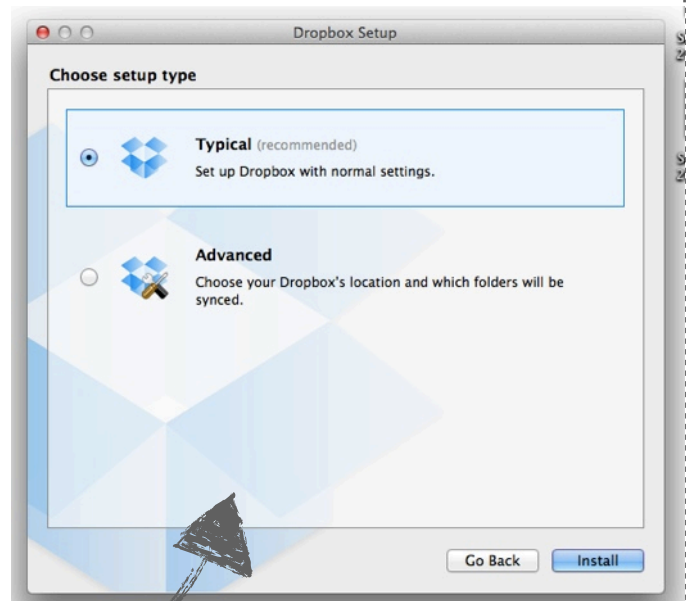
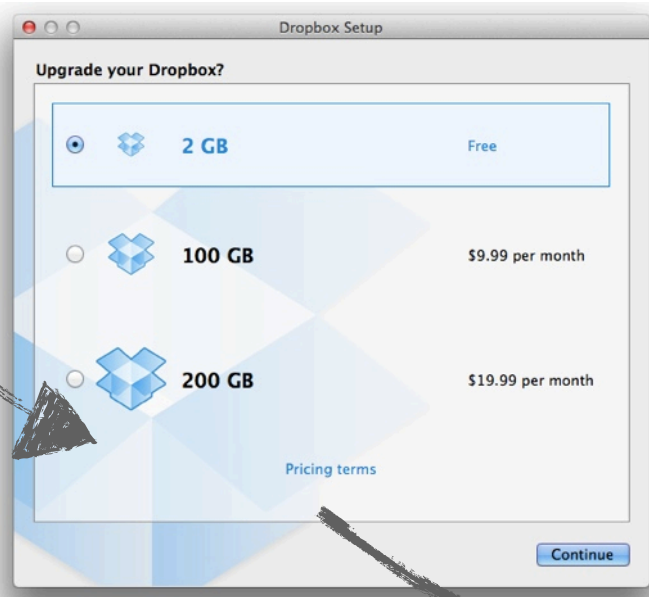
- Click 'I don't have a Dropbox account'



- Enter your account information
(Name, email, password that you set up in **Step 2**)

- Choose between a free or a paid account

- Click 'Typical' set up type

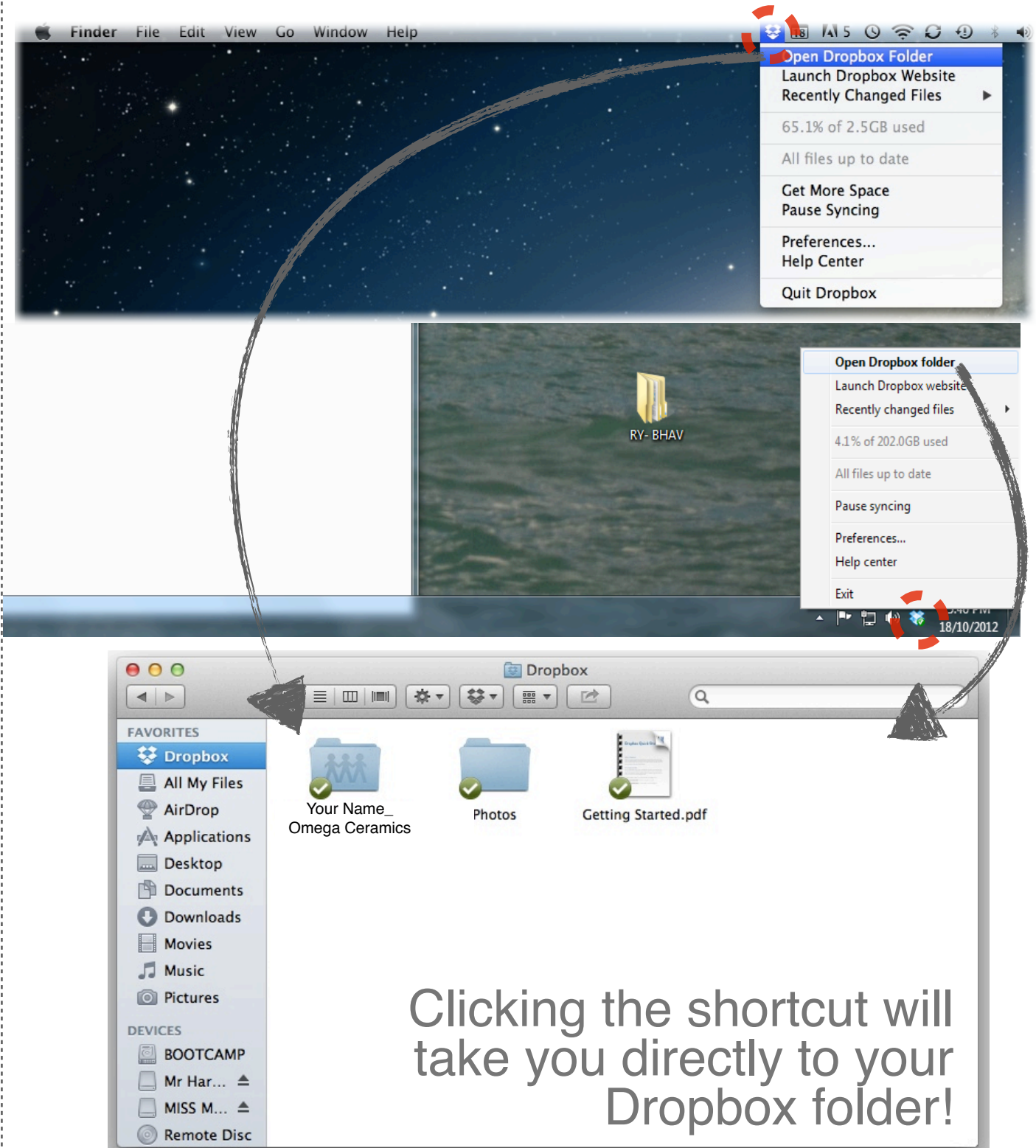


6 Open your Dropbox

Dropbox has now been installed.

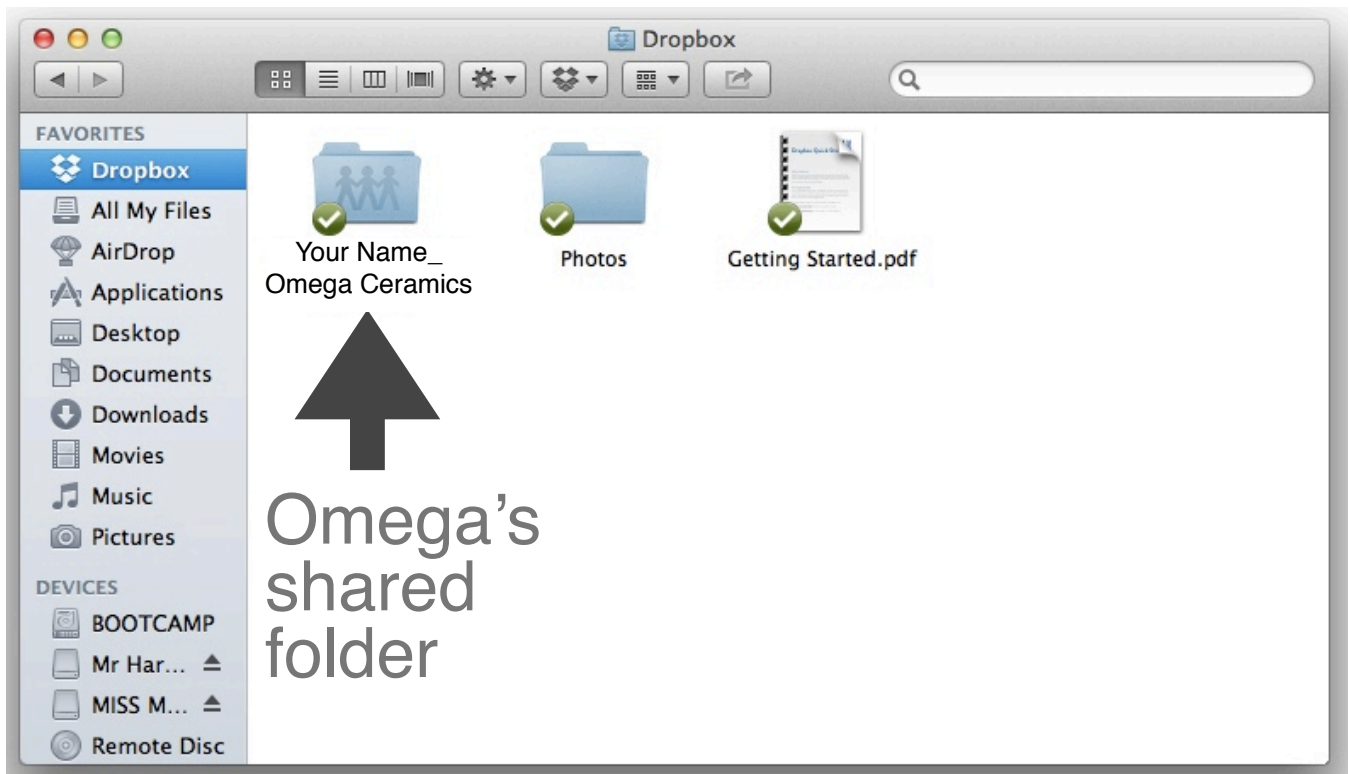
Your Dropbox folder is located under **Home** on a Mac or **My Documents** on a PC.

- You can use the shortcut in your **menubar** to quickly get to your Dropbox folder.



6 Using Dropbox to share with Omega

- In your Dropbox there will be a folder titled **Dr Your Name_Omega Ceramics.**



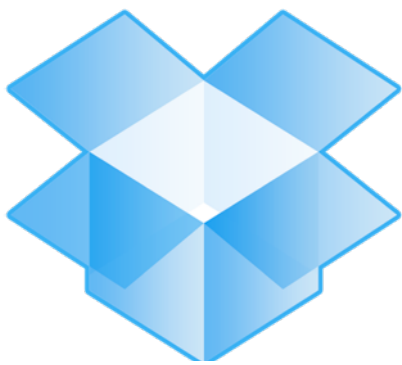
- Any photos and other files you add to this folder will **automatically** be shared with Omega Ceramics.



YOUR COMPUTER



OMEGA CERAMICS



Section B

Instructions if you
already have Dropbox



Section B

Instructions if you
already have Dropbox



Congratulations!

- You are about to share with Omega using Dropbox. Follow the instructions below to **accept a shared folder invitation** from Omega.



You will need about **ten minutes**
to follow the **5 steps** to start sharing
with Omega on Dropbox

1 Accept the invitation email from Dropbox

- You will soon receive the email below from Dropbox asking you to accept Omega's shared folder. Click the '**here**' in blue.



Omega Ceramics wants to share some files with you using Dropbox.

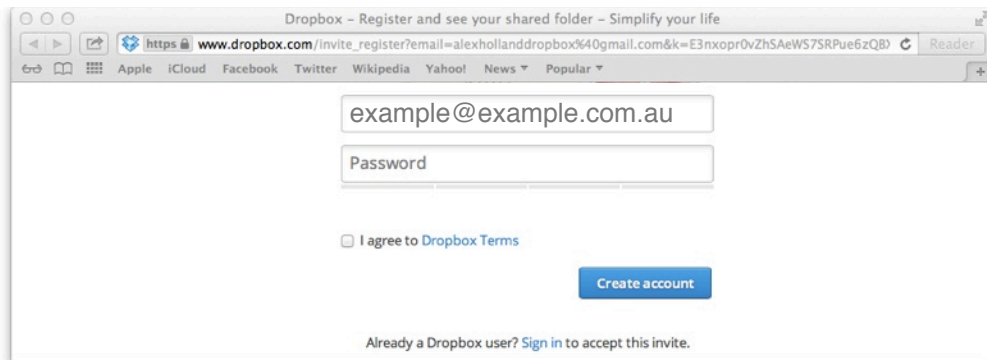
View "Dr Your Name_Omega Ceramics" folder [here](#).

Enjoy!
- The Dropbox Team



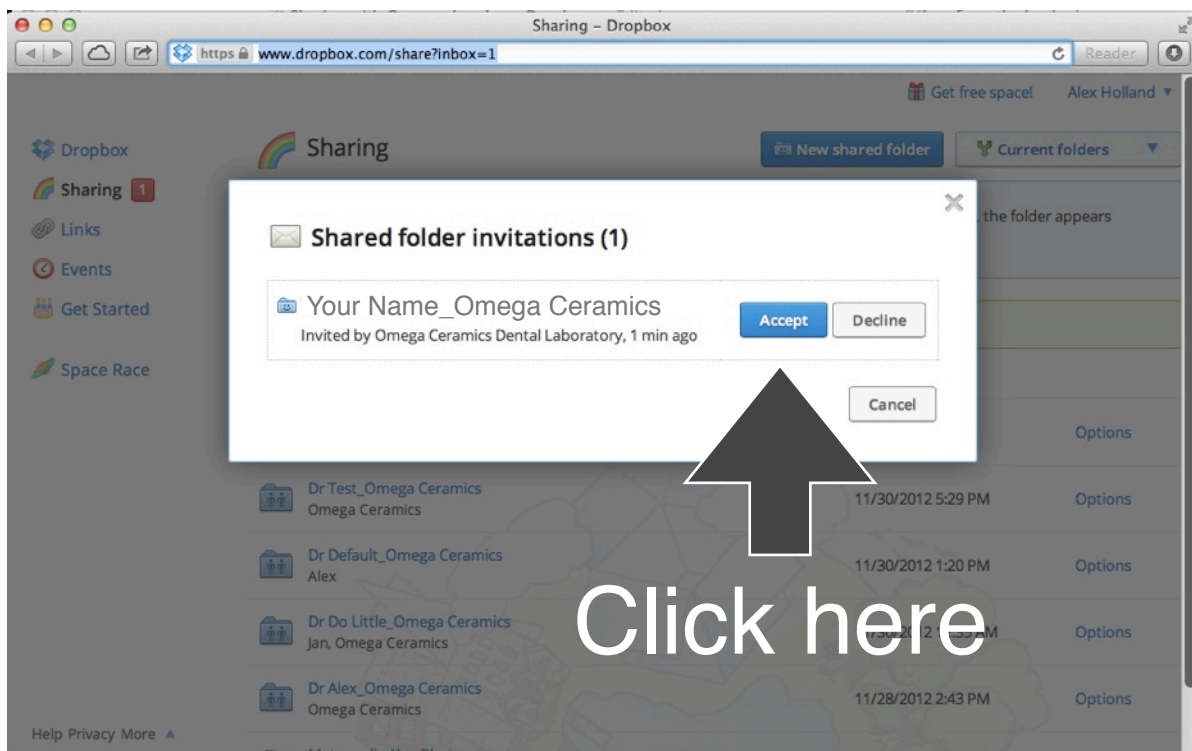
Click here

2 Sign in to Dropbox (if you haven't already)



- Your web browser will open up. If you have not already signed into Dropbox, sign in now.
- **note:** if you can't remember your password, just reset it [here](#). For instructions, see **troubleshooting dropbox** at the end of this document

3 Accept Omega's shared folder invitation



- If you are already signed into Dropbox, you will be taken to this screen. Press the blue **Accept** button to add Omega's share folder to your Dropbox. This folder will be called **Your Name_Omega Ceramics**

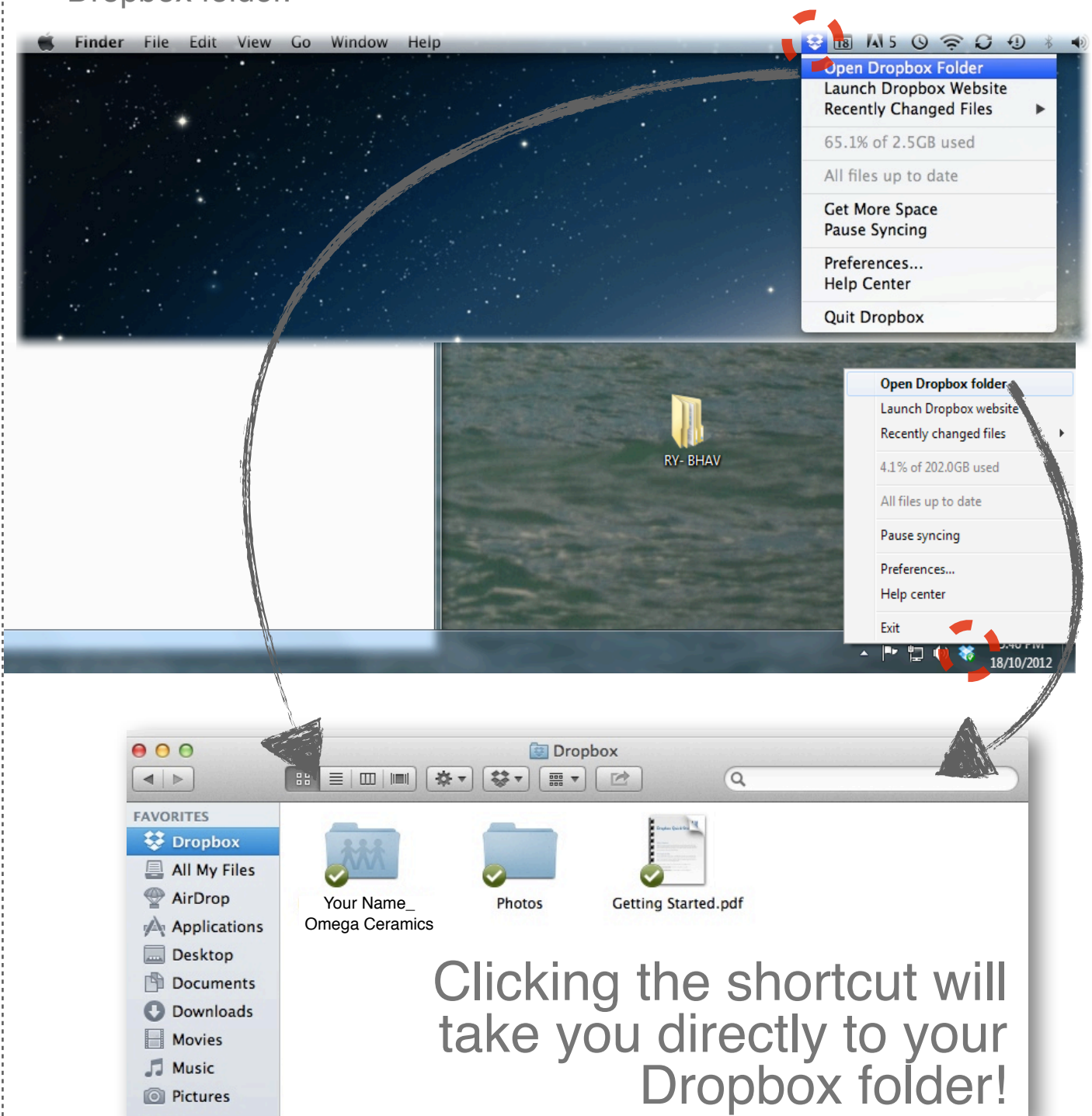
4 Close your browser

CLOSE your web browser

5 Open your Dropbox folder

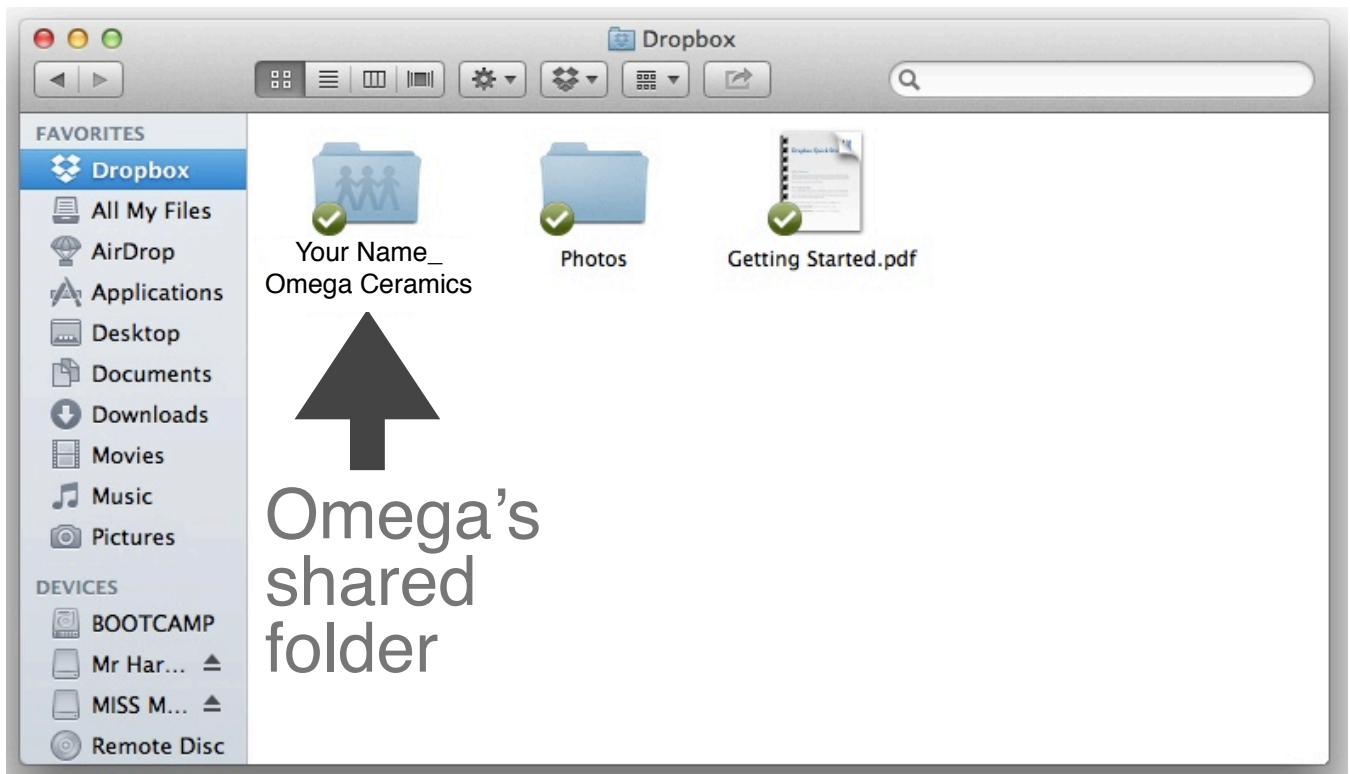
Your Dropbox folder is located under **Home** on a Mac or **My Documents** on a PC.

- You can use the shortcut in your **menubar** to quickly get to your Dropbox folder.



5 Open Omega's shared folder in your Dropbox

- In your Dropbox there will now be a folder called **Dr Your Name_Omega Ceramics**.



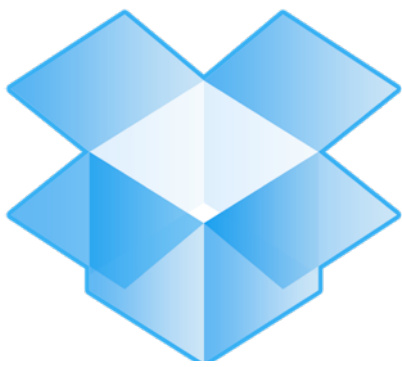
- Any photos and other files you add to this folder will **automatically** be shared with Omega Ceramics.



YOUR COMPUTER



OMEGA CERAMICS



Section C

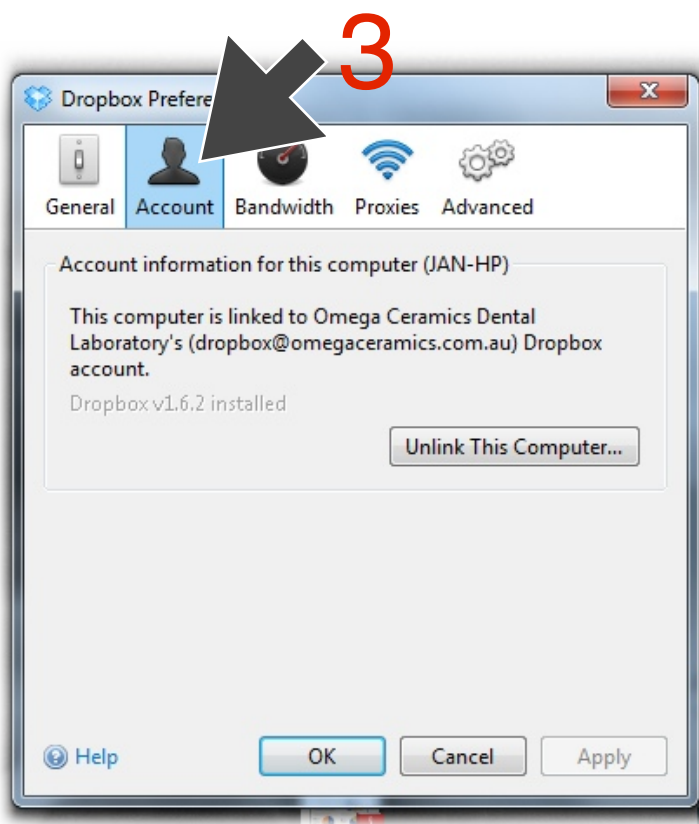
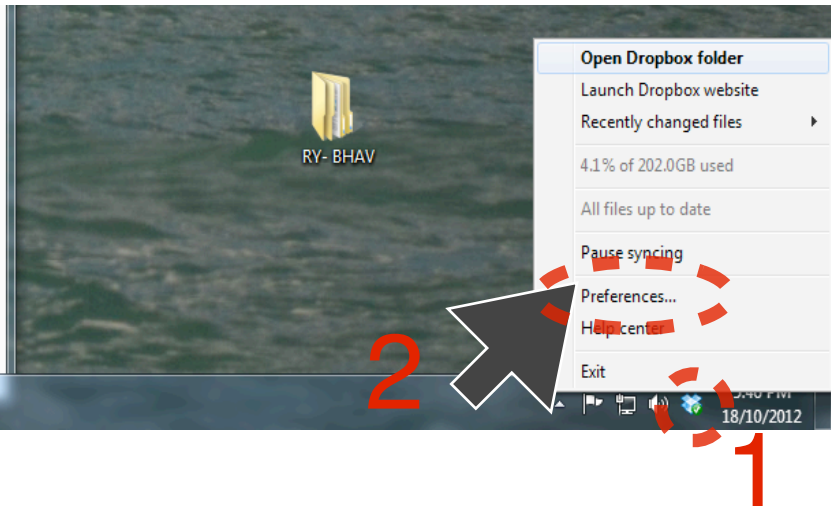
If you're having any
problems

A If you can't remember your Dropbox password

- if you can't remember your password, just reset it [here](#).

Enter your email address and Dropbox will send you an email link to resetting your password.

- If you reset your password, you will need to **re-enter** your password on all your devices with Dropbox on them.



To do this, simply go to Dropbox's preferences by:

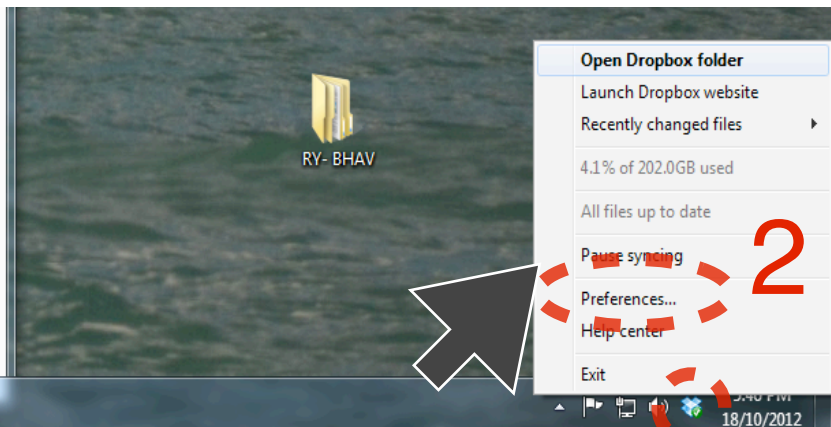
- Clicking the **dropbox shortcut** on your toolbar (1)
- Clicking **preferences** (2) .
- Click **accounts** (3)
- re-enter your password information. You may need to click 'unlink this computer' first.

B Working out the email address you have linked to your Dropbox

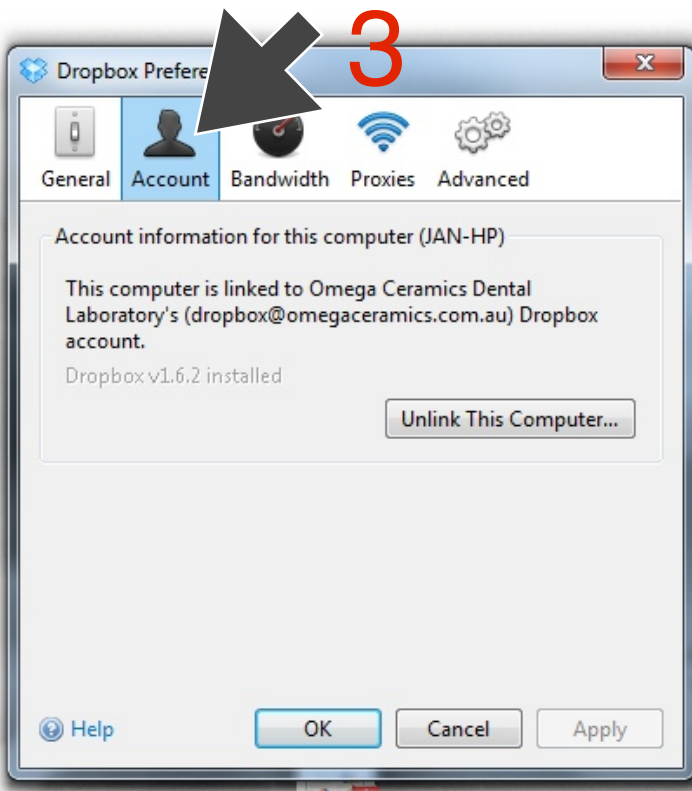
- If you are having trouble sharing on Dropbox, ensure you are giving Omega ceramics the correct email address linked to your Dropbox account. To check what email address is linked to your Dropbox:

a. Open Dropbox preferences

- Click the **dropbox shortcut** on your toolbar (1)
- Click **preferences** (2)



b. Click on Accounts (3)



c. Give **this email address** to Omega Ceramics (and anyone else you wish to share with on Dropbox) (4)



d. If this email address is **different** to the one you have previously given Omega you will need to notify us. We can re-send you an invitation to the correct email address.



Omega Ceramics wants to share some files with you using Dropbox.

View "Dr Your Name_Omega Ceramics" folder [here](#).

Enjoy!

- The Dropbox Team

● **note:** you will have to accept this email invitation from the correct email account

● If you are still having problems call Jan on **(03) 9826 6877**

● Remember Dropbox will be a great tool to share your patient photos!

Kind regards from the
Omega Team