

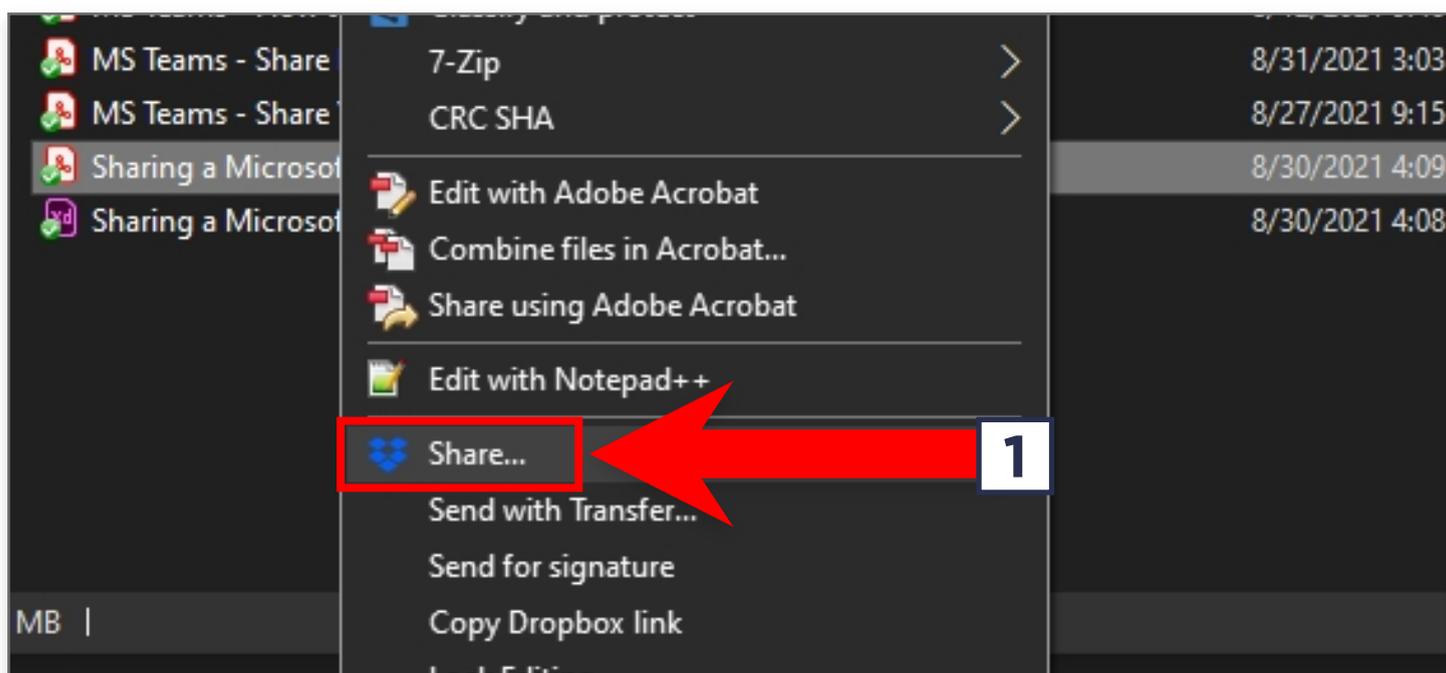
File Sharing Best Practices for Dropbox

Dropbox contains features that allow users to share documents and files for review, co-editing and other purposes. When file sharing documents, it is important to remember that files can be forwarded outside of the intended recipients if shared settings are not configured correctly. This document is intended to review best practices for file sharing at Liberty University.

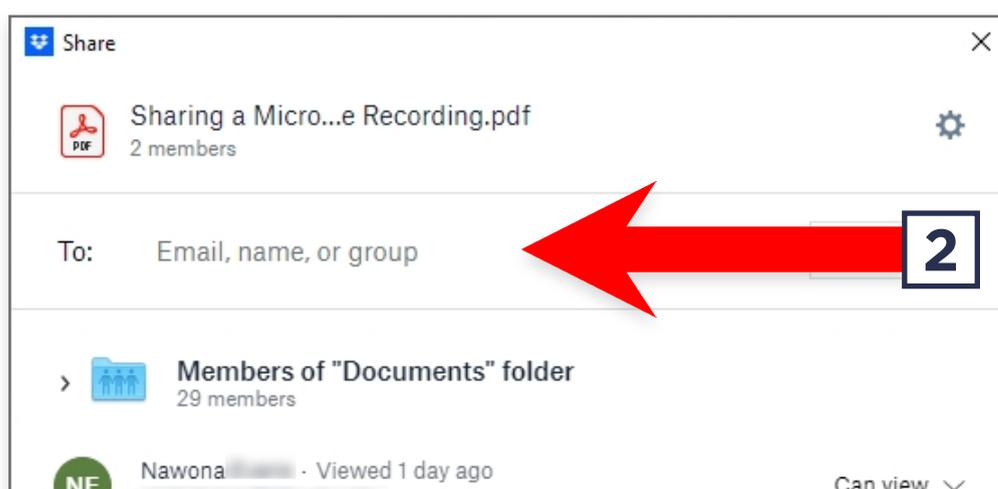
Sharing Files in Dropbox

To securely share a file in either the Dropbox application or online at Dropbox.com:

Step 1: Locate the file you wish to share in either **File Explorer** (Windows), **Finder** (Mac), the **Dropbox App** or **Dropbox.com**, then right-click the file and select "**Share...**" or select "**Share**".

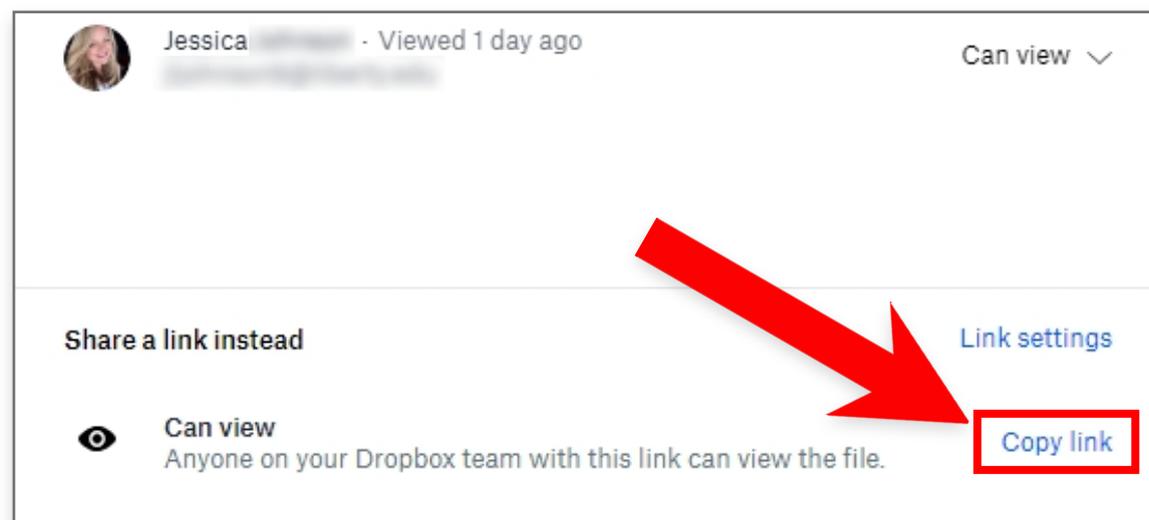


Step 2: Enter the intended recipients email addresses in the **To:** field, specify what level of access they will have (such as View-Only or Edit permissions), then click **Share**. The specified users will be granted access to the file and will receive an email notification.

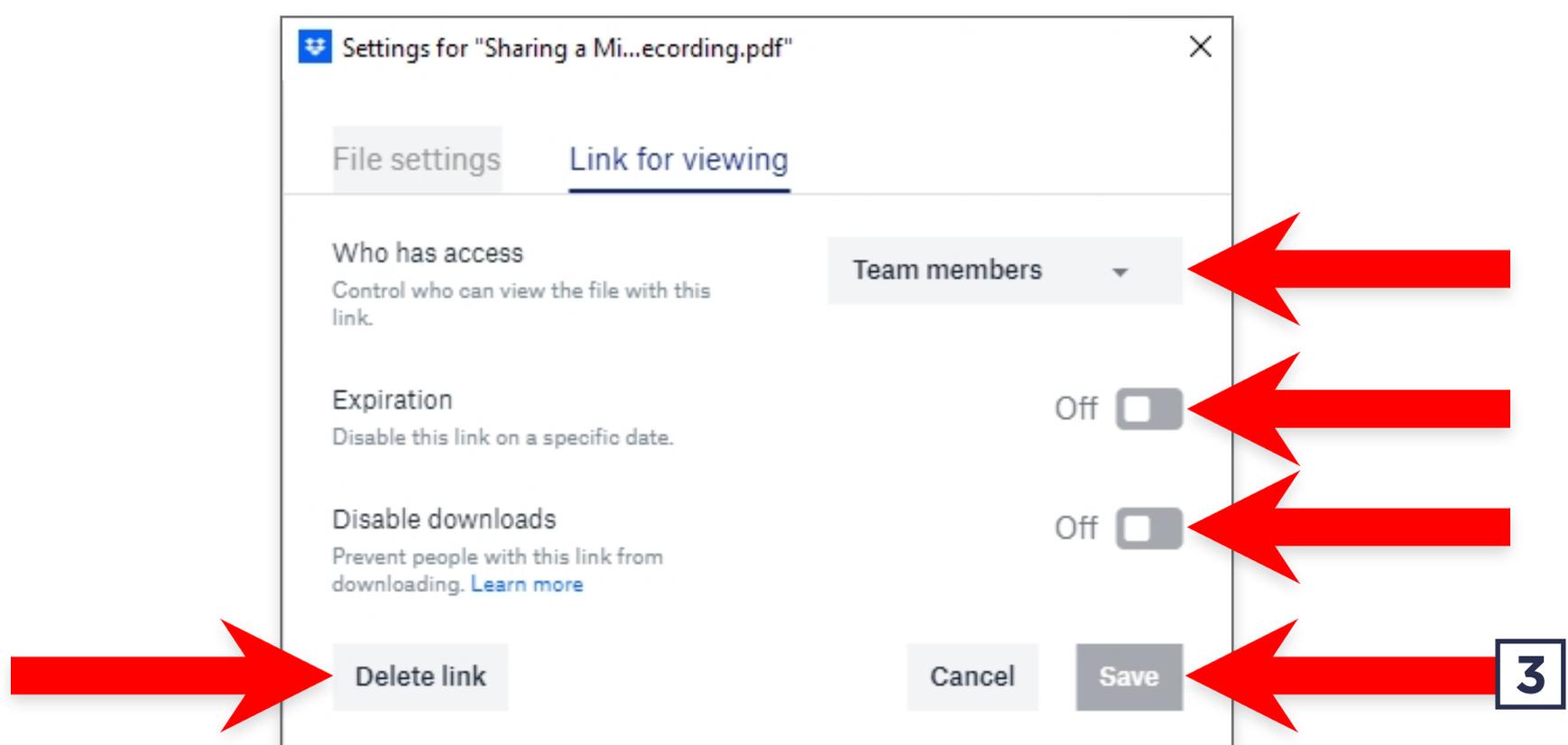


*Please note that Copy Link is not the recommended method for sharing, especially for sensitive files or folders, as it makes them available to all Liberty University users who have the link and a Dropbox account. We recommend sharing directly with specific recipients using the instructions on the previous page if there is any concern that unauthorized users could access the file or folder, or set an **Expiration Date** on the Shared Link.*

If needed, you can also click **Copy Link** to create a sharable link to the file. Please note that users associated with your Dropbox Team can view and access the file(s) using this link. Users outside of your Dropbox Team will not be able to utilize the link.



To edit the shared link, click **Link Settings**. Here you can customize who can view the link, as well as add expiration dates or prevent users from downloading the file/folder. You can also delete the shared link.



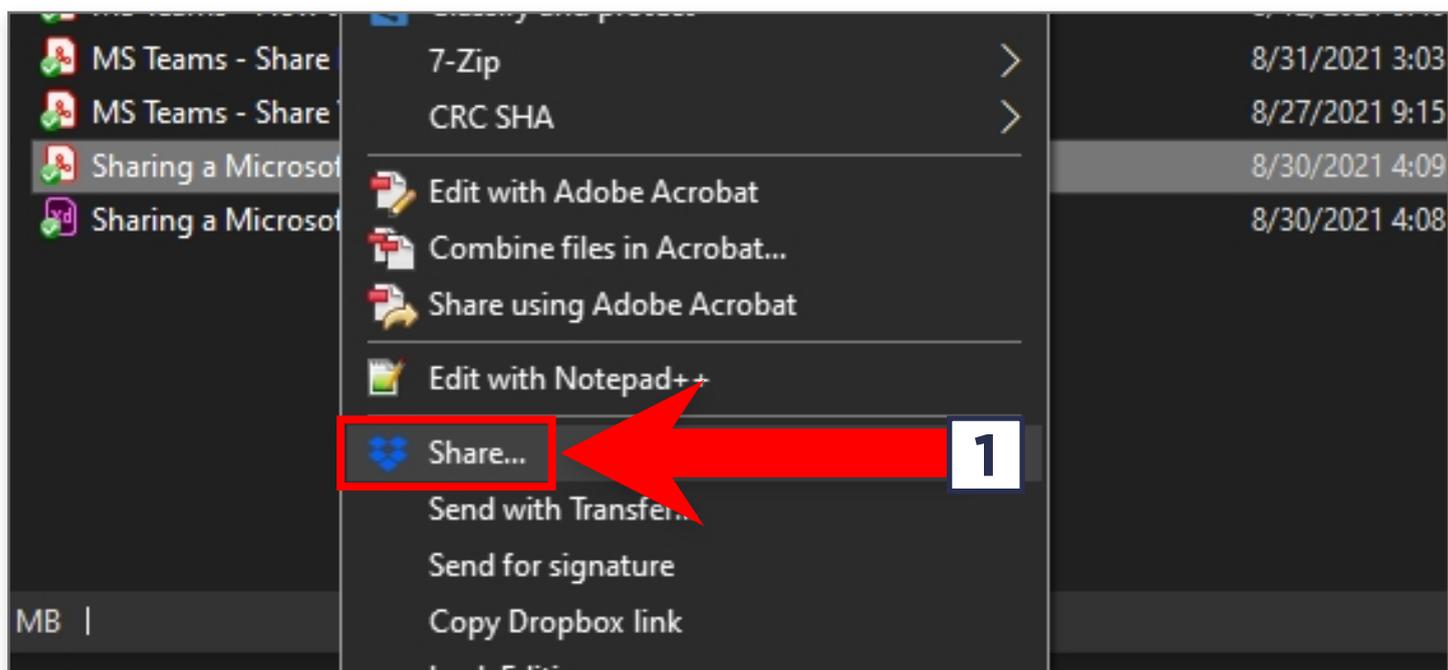
Step 3: Once you've selected your desired settings, click **Save**.

Modifying Shared Files, Folders or Links

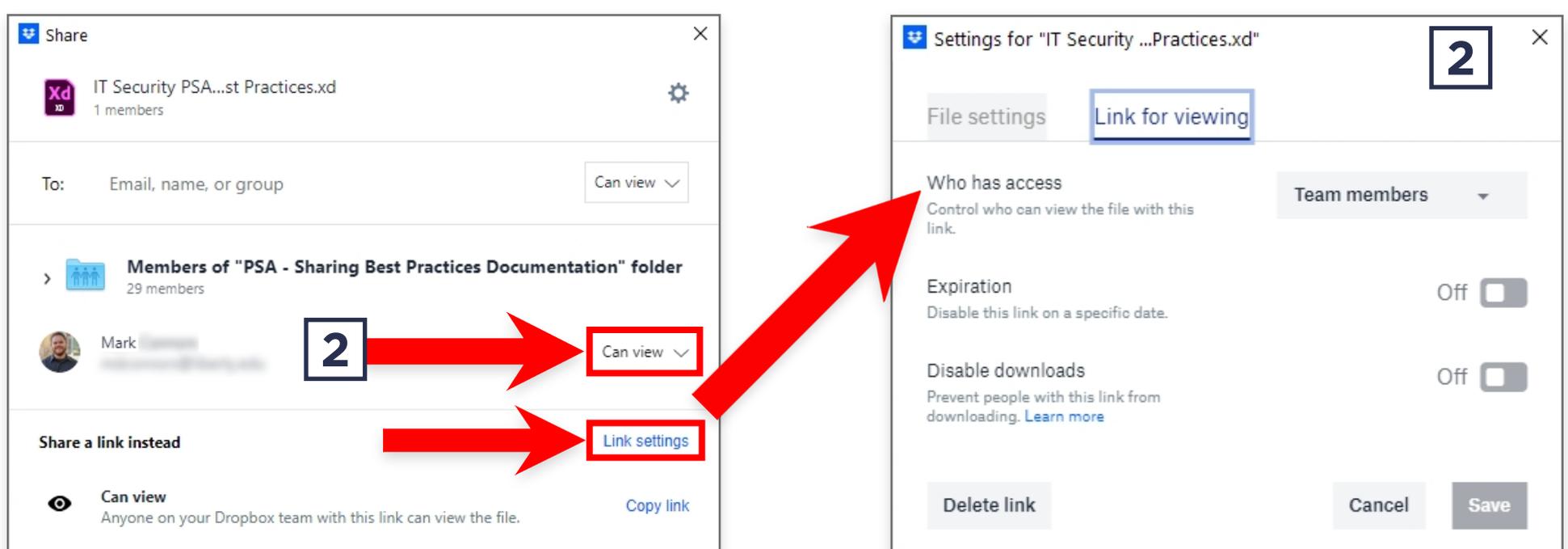
The best way to share files using Dropbox is to only share the files with the users that need to access them. To modify who can access a file, folder or link after it has been shared, follow these steps:

Modifying Dropbox Sharing Permissions

Step 1: Locate the file you wish to share in either **File Explorer** (Windows), **Finder** (Mac), the **Dropbox App** or **Dropbox.com**, then right-click the file and select "**Share...**" or click "**Share**".



Step 2: The Share screen will show you which users have access to the file, and allow you to modify those permissions as necessary. For links, click **Link Settings** to modify settings.



Step 3: To see all files and folders you have shared, **log into your account** at Dropbox.com, then select **Shared** on the left navigation menu. All files that you have shared, either by specifying recipients or copying a shared link, will appear here, and you can modify permissions.

