



## Dropbox Windows,and The Mobile app Owner's Manual

[Home](#) » [Dropbox](#) » Dropbox Windows,and The Mobile app Owner's Manual 

### Contents

- 1 Dropbox Windows,and The Mobile app
- 2 1. Install the desktop client and mobile app
- 3 2. Upload files to your Dropbox account
- 4 3. Send a copy of a file to a colleague
- 5 4. Share a folder with someone on your team
- 6 5. Request a file from a colleague, supplier or partner
- 7 6. Leave a comment on a file
- 8 7. Work together on a Word, PowerPoint or Excel file
- 9 8. Restore a previous version
- 10 Need more support with any of the steps?
- 11 Product Specifications:
- 12 Frequently Asked Questions (FAQ):
  - 12.1 Q: Where can I find more support for using Dropbox?
- 13 Documents / Resources
  - 13.1 References
- 14 Related Posts

### Dropbox Windows,and The Mobile app

#### OWNER'S MANUAL

#### 9 Steps to Get Started on Dropbox

#### 1. Install the desktop client and mobile app

Download the client installer at: [www.dropbox.com/install](https://www.dropbox.com/install)

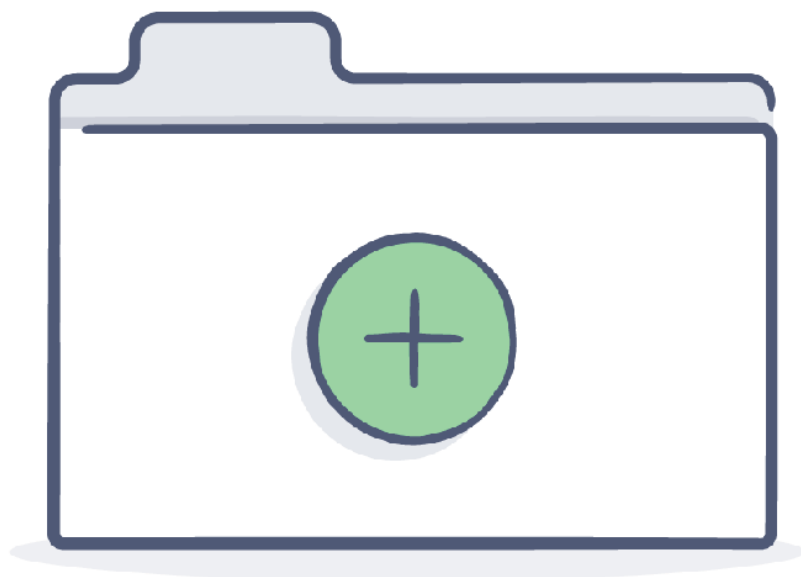
Download the app from the application vendor on your mobile device, and enter your log-in credentials



## 2. Upload files to your Dropbox account

Drag and drop files into the Dropbox folder on your computer

If you're using Dropbox on the web, you can also use the 'Upload' button at the top-right of your screen



## 3. Send a copy of a file to a colleague

Right click a file in Dropbox and select 'Copy Dropbox link'

Paste the link into an email and send (there are no file-size restrictions and the link will still work if you change the file).



#### 4. Share a folder with someone on your team

Right click a folder and select 'Share' option

Enter the email address of the person to share with Choose whether user 'can edit' or 'can view'

Click the 'Invite' button



#### 5. Request a file from a colleague, supplier or partner

Open Dropbox in your web browser

Select the option 'File Requests'  
Click the 'Request files' button  
Enter a name for your request  
Click the 'Change Folder' button to choose destination folder  
Copy the link or use the email feature to send request



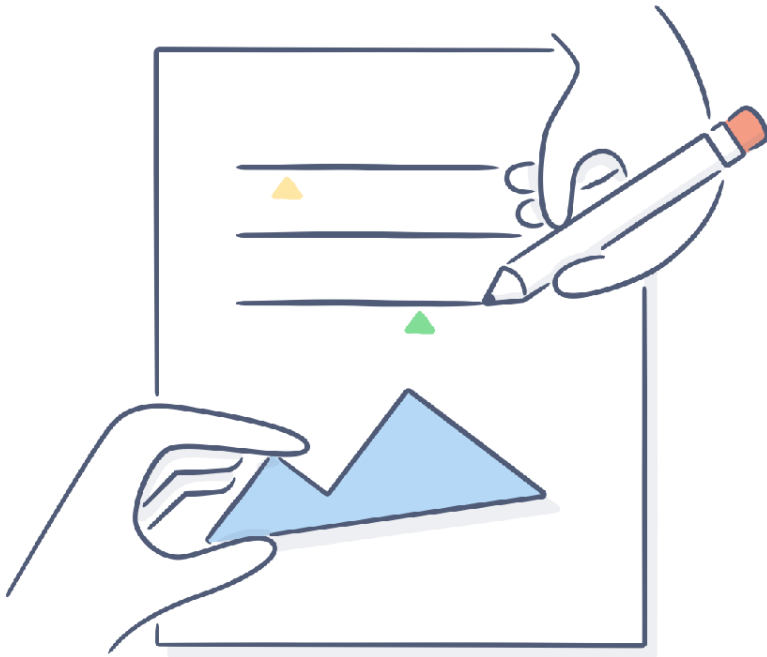
## 6. Leave a comment on a file

Right click a file in Dropbox and select 'View Comments'  
Leave a comment in the bar on the right of the screen, or click anywhere on the file itself to annotate a specific part  
Mention and notify a colleague by using the @ key



## 7. Work together on a Word, PowerPoint or Excel file

Open a file and click the blue Dropbox Badge on the right of the screen  
See who else is viewing or editing the file at the same time  
Update to the latest version of the file if someone else saves a new version



## 8. Restore a previous version

Right click a file in Dropbox and select 'View Previous Versions'  
From the list of previous versions, click on the file to preview  
Select 'Restore' to revert to a particular version



## 9. Recover a deleted file

Open Dropbox in your web browser

Select the 'Show deleted files' icon at the top-right of the screen

Choose from one of the previously-deleted files in grey and click 'Restore' to undelete it



### **Need more support with any of the steps?**

Check out our User Guide at:

[www.dropbox.com/guide/business](http://www.dropbox.com/guide/business)

For further support, have a look at our Help Centre:

[www.ironcovesolutions.com/contact](http://www.ironcovesolutions.com/contact)

### **Product Specifications:**

- Product Name: Dropbox
- Platform: Desktop and Mobile
- Website: [www.dropbox.com](http://www.dropbox.com)

---


### **Frequently Asked Questions (FAQ):**

**Q:** Where can I find more support for using Dropbox?

**A:** You can refer to the User Guide at [www.dropbox.com/guide/business](http://www.dropbox.com/guide/business).

For additional support, visit our Help Centre at [www.ironcovesolutions.com/contact](http://www.ironcovesolutions.com/contact).

### **Documents / Resources**

	<div> <div>Dropbox Windows, and The Mobile app [pdf] Owner's Manual</div> <div>Windows and The Mobile app, Windows, and The Mobile app, Mobile app, app</div> </div>
--	--

## References

- [🔗 How to use Dropbox as a team member | Dropbox learn](#)
- [🔗 Download & Install the Dropbox Desktop App](#)
- [📞 Contact | Iron Cove Solutions](#)
- [User Manual](#)

### Manuals+, Privacy Policy

This website is an independent publication and is neither affiliated with nor endorsed by any of the trademark owners. The "Bluetooth®" word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. The "Wi-Fi®" word mark and logos are registered trademarks owned by the Wi-Fi Alliance. Any use of these marks on this website does not imply any affiliation with or endorsement.