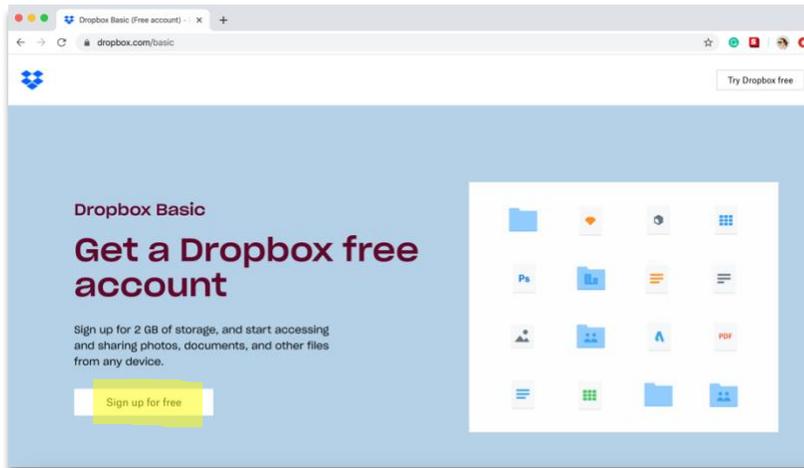
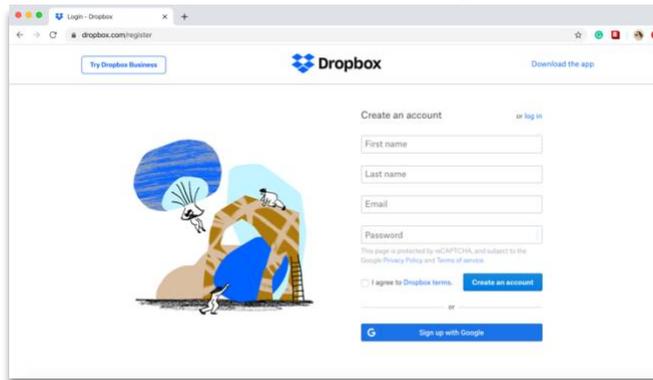


# HOW TO SET UP AND USE DROPBOX

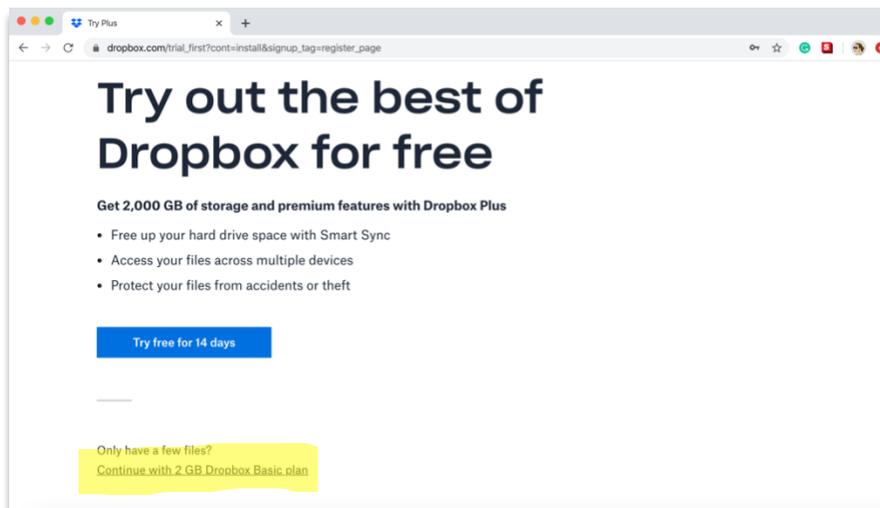
1. If you don't already have one, set up a Dropbox Basic account for free by going to [www.dropbox.com/basic](http://www.dropbox.com/basic) and clicking "Sign up for free."



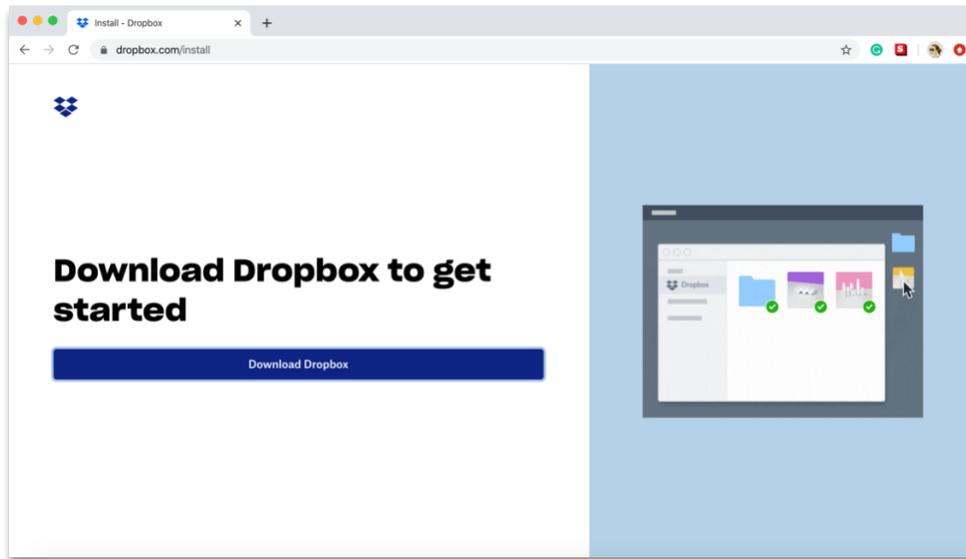
- a. Enter your information and create your account.



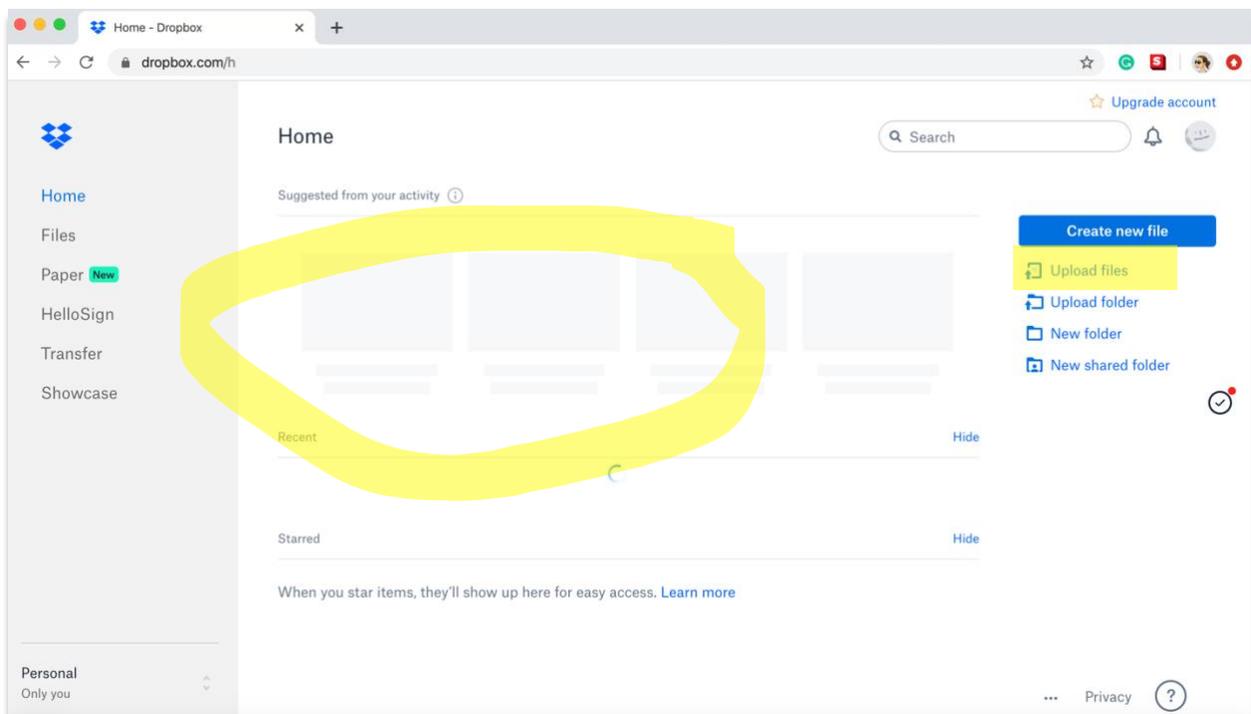
- b. When asked to "try out the best of Dropbox for free" for 14 days, do NOT click that link unless you want to sign up for the free-trial and continue using the paid version of Dropbox. If you only need to use Dropbox for this scholarship to create one shared folder, instead click the link for "Continue with 2 GB Dropbox Basic plan" at the bottom. This option is highlighted below.



- c. On the next screen, you may be asked to download Dropbox (the desktop application). **You do not have to download this.** If you want to, go ahead... it may take up to 10 minutes to go through the installation, and then you'll be able to have a Dropbox folder show up right on your computer (without going through the internet browser). However, you can just use Dropbox in the browser. To go straight to the browser application, type [www.dropbox.com](http://www.dropbox.com) into your browser's address bar.



2. Drag your desktop NYSATA scholarship folder into the Dropbox open files area, or click on "Upload Folder" to add the folder to your Dropbox.



3. Once your folder is uploaded to Dropbox, hover over the folder and click “Share.” Once the share screen pops up, go to the bottom to “Share a link instead.” Make sure “Anyone with this link can view the folder.” Copy the link and paste it into the online NYSATA Scholarship form, and complete the submission of your form.

