

# DropBox

This class will be using EEE **DropBox**. This primer gives you the basic info you need to know to get started; your instructors/TAs will tell you more.

## What is DropBox?

DropBox allows instructors, TAs, and students to store and exchange files online. Using DropBox saves time, saves money, and protects privacy.

## Where is DropBox?

DropBox is on the EEE website:

<https://eee.uci.edu/>

To access DropBox, login to EEE and click the "DropBox" link under this class on your MyEEE page. Or, click the "ToolBox" link in the upper-left of any EEE page, then click the "DropBox" link under "Instruction."

## More Info

Step-by-Step Instructions

<https://eee.uci.edu/help/student/dropbox/>

EEE Support

Web: <https://eee.uci.edu/contact/>

Email: [eee@uci.edu](mailto:eee@uci.edu)

Phone: (949) 824-2222

## Basic Instructions

### Upload a file:

1. In DropBox, find "Folder View" in the upper-right
2. Click the name of the DropBox where you want to upload
3. Find the DropBox's options in the upper-right
4. Click "Upload File" and follow the on-screen instructions

### Download a file:

1. In DropBox, find "Folder View" in the upper-right
2. Click the name of the dropbox that holds the file
3. Click the name of the folder that holds the file
4. The files in the folder will be listed
5. Click the name of any file to download it