

Here's A **FREE** Way To
Protect Your Data From A
Data Loss Disaster Using
Dropbox!

What is Dropbox and Why should you use it?

Have you ever stored files on a USB Stick only to leave the USB Stick in your computer and have walked out the door without it?

- **Dropbox** is similar to a USB Stick except it's in the 'Cloud' or in familiar terms – it simply means its accessible to you online.
- **Dropbox** is a secure online storage account and is a free service that let's you bring your photos, documents and videos anywhere and share them easily! You will never need to email yourself a file again!

Step 1 – Create a Drop Box Account

A. Go to www.dropbox.com or [click here](#)

Welcome to Dropbox!

Bring your photos, docs and videos anywhere. [Take a tour.](#)

B. Enter your details here to create a Dropbox account

Name

Last Name

email@email.com

.....

Very weak ⓘ

I agree to [Dropbox Terms](#)

C. Then Click on 'Create Account'

Create account

[What is Dropbox?](#)

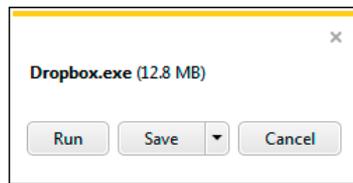
Step 1 (continued) – Create a Drop Box Account

Once you have completed Step's A, B & C you will proceed through to the below screen



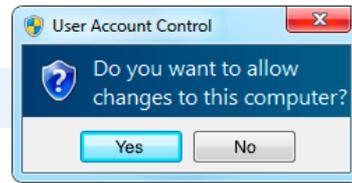
Downloading Dropbox...

Your Dropbox download should automatically start within seconds.
If it doesn't, [restart the download](#).



1. Run the Dropbox Installer

Once the download finishes, click Run to start installing Dropbox.



2. Click Yes

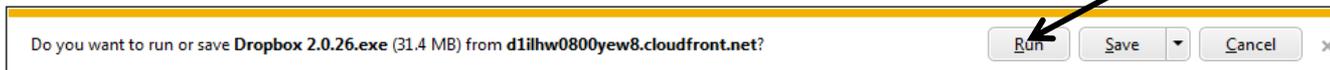
Click Yes to accept the User Account Control settings dialog.



3. Follow Setup Instructions

Follow the instructions to get Dropbox set up on your computer and you will be good to go!

D. Click on 'Run'

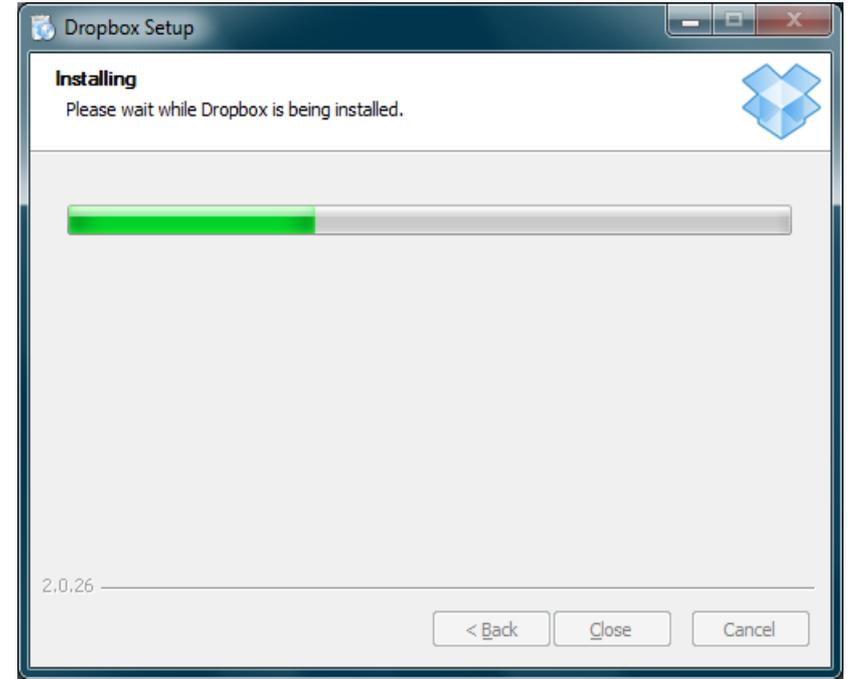


Step 2 – Install Dropbox

Once you have clicked on Run, the below box will pop up.
Follow the prompt to install Dropbox.



A. Click 'Install'



B. Let the installation run

Step 3 – Setting Up Your Dropbox Account

Once Dropbox is installed the following boxes will pop up.



A. When this box pop's up, it will automatically default to 'I don't have a Dropbox account' Change this to '**I already have a Dropbox account**' then click 'Next'

Step 3 (continued) – Setting Up Your Dropbox Account

B. Fill in the details.
Then click
'Next'

Dropbox Setup

Log in to Dropbox

Email:

Password:

[Forgot password?](#)

Computer name:
(e.g. Drew's Laptop)

Previous Next

C. Select 2 GB
then click
'Next'

Dropbox Setup

Upgrade your Dropbox?

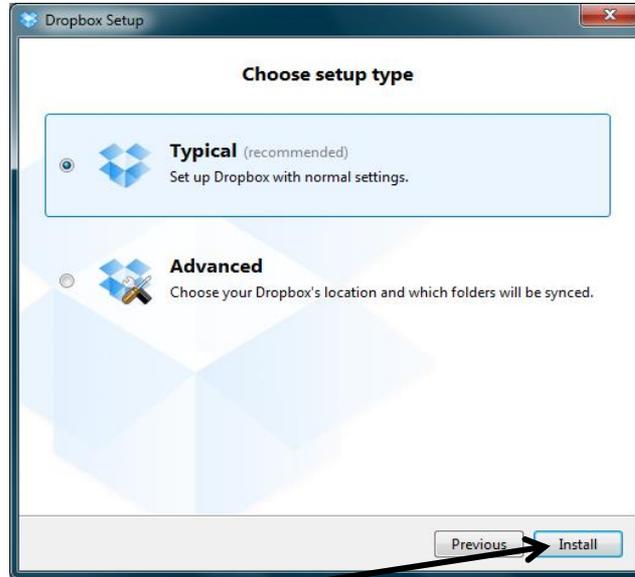
<input checked="" type="radio"/>		2 GB	Free
<input type="radio"/>		100 GB	\$9.99 per month
<input type="radio"/>		200 GB	\$19.99 per month

[Pricing terms](#)

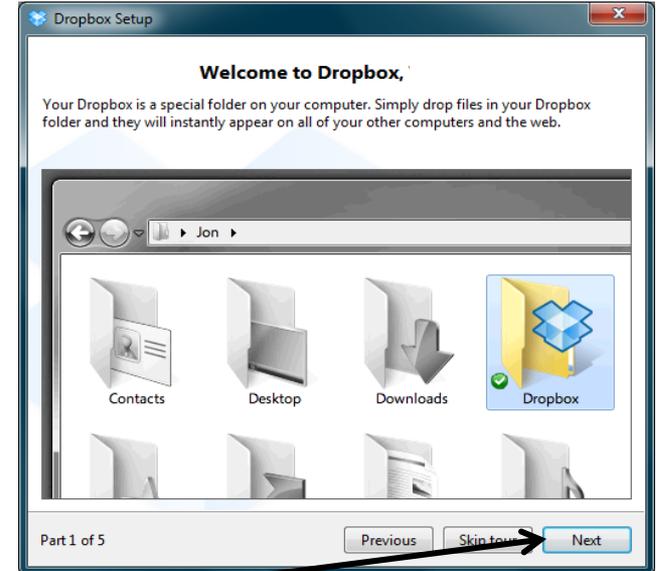
Next

Step 3 (continued) – Setting Up Your Dropbox Account

D. At this stage you can choose either of these options. You can change this at a later stage. Then click on **'Install'**

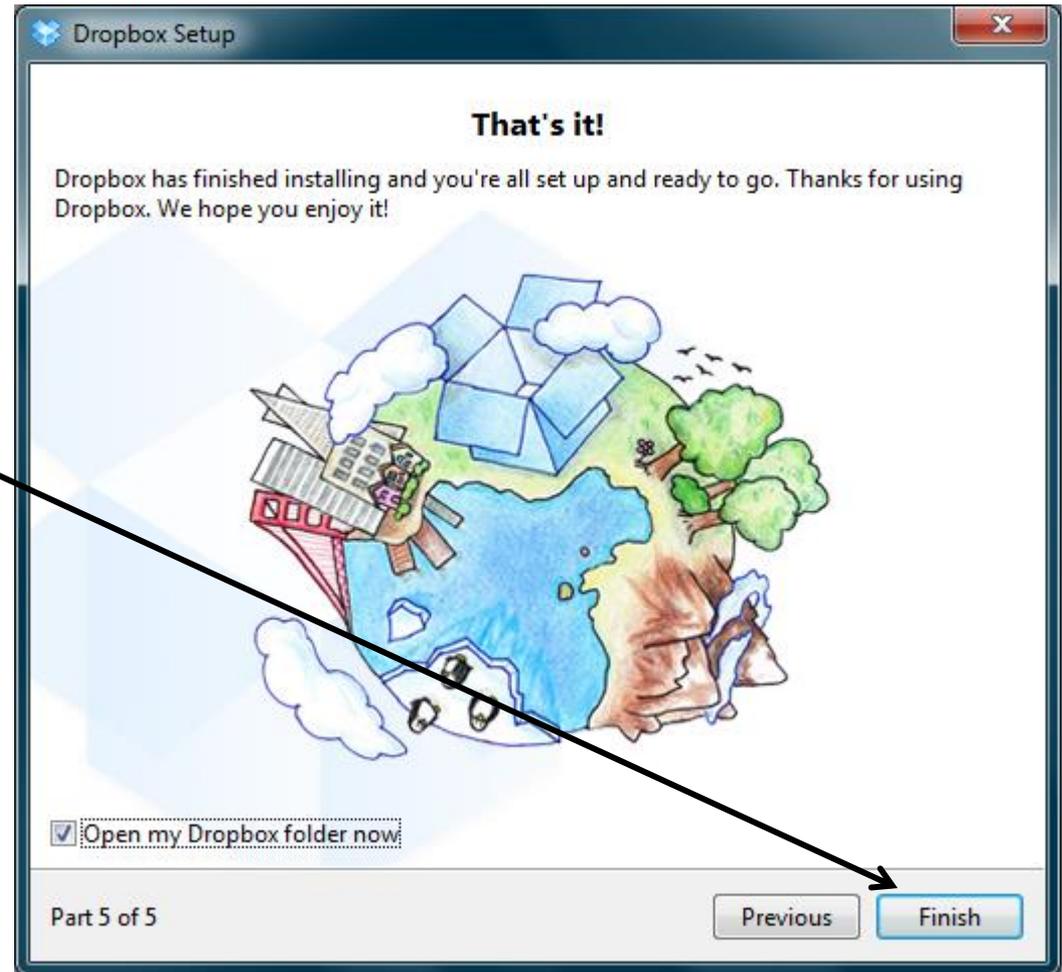


E. Click on Skip tour (unless you would like to view it) then click **'Next'**



Step 4 – Final Steps

A. Congratulations! Your Dropbox account has successfully been set up! Click on **'Finish'**

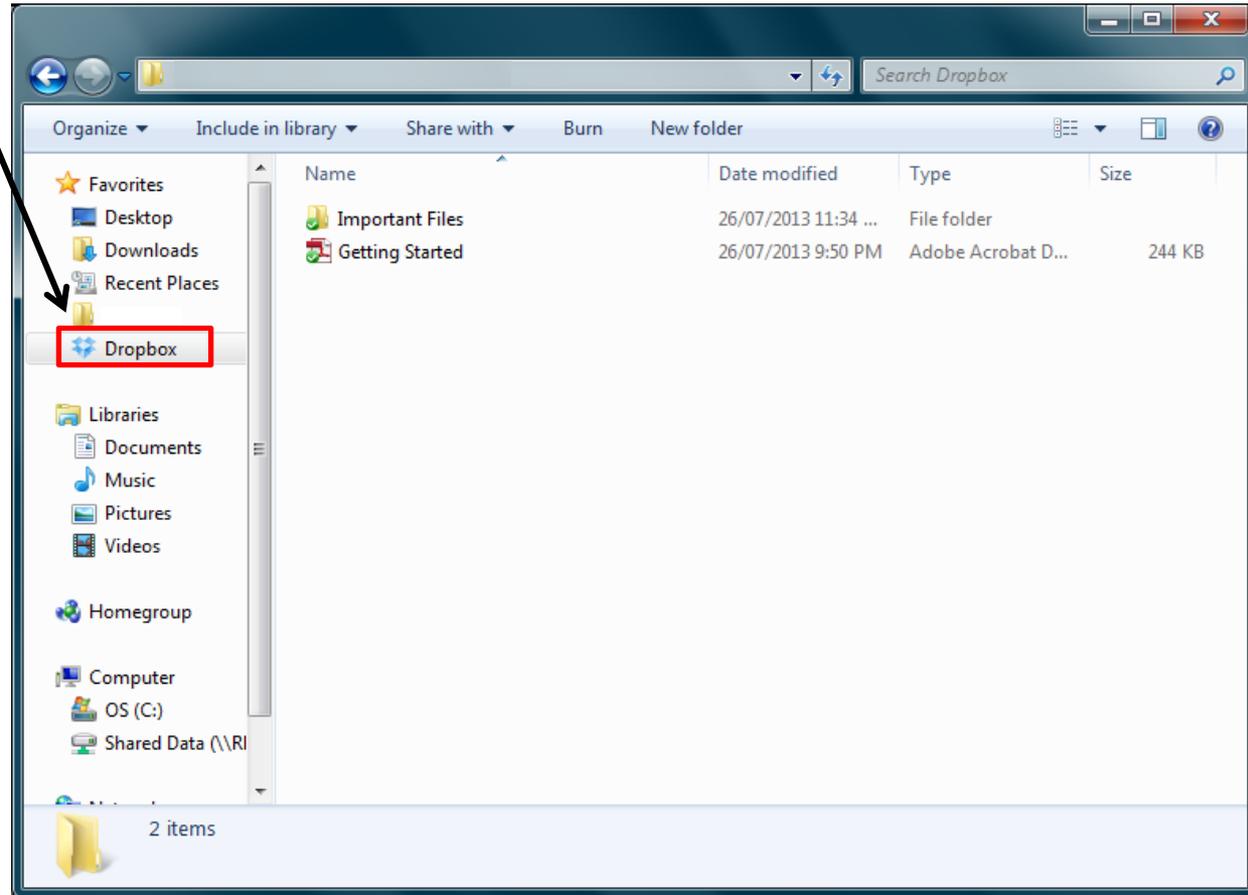


Step 4 (continued) – Final Steps

B. You can now access your Dropbox account

C. Drag and drop your important files into this Dropbox folder and it will automatically be backed up in real time.

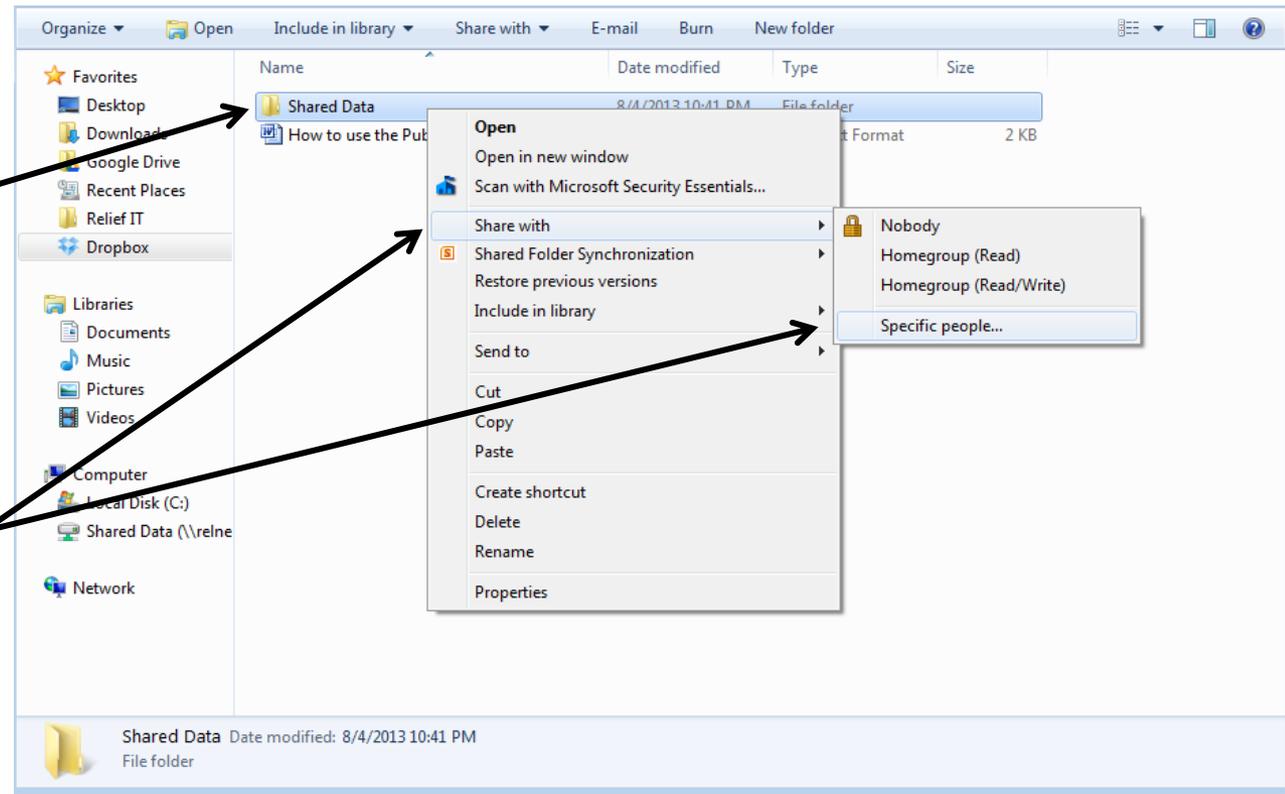
That's all there is to it!
Enjoy!



Bonus Step – Backup Shared Data in Real Time

A. Create a folder in the Dropbox Directory and call it **'Shared Data'** then copy up to 2GB of your shared documents into this folder

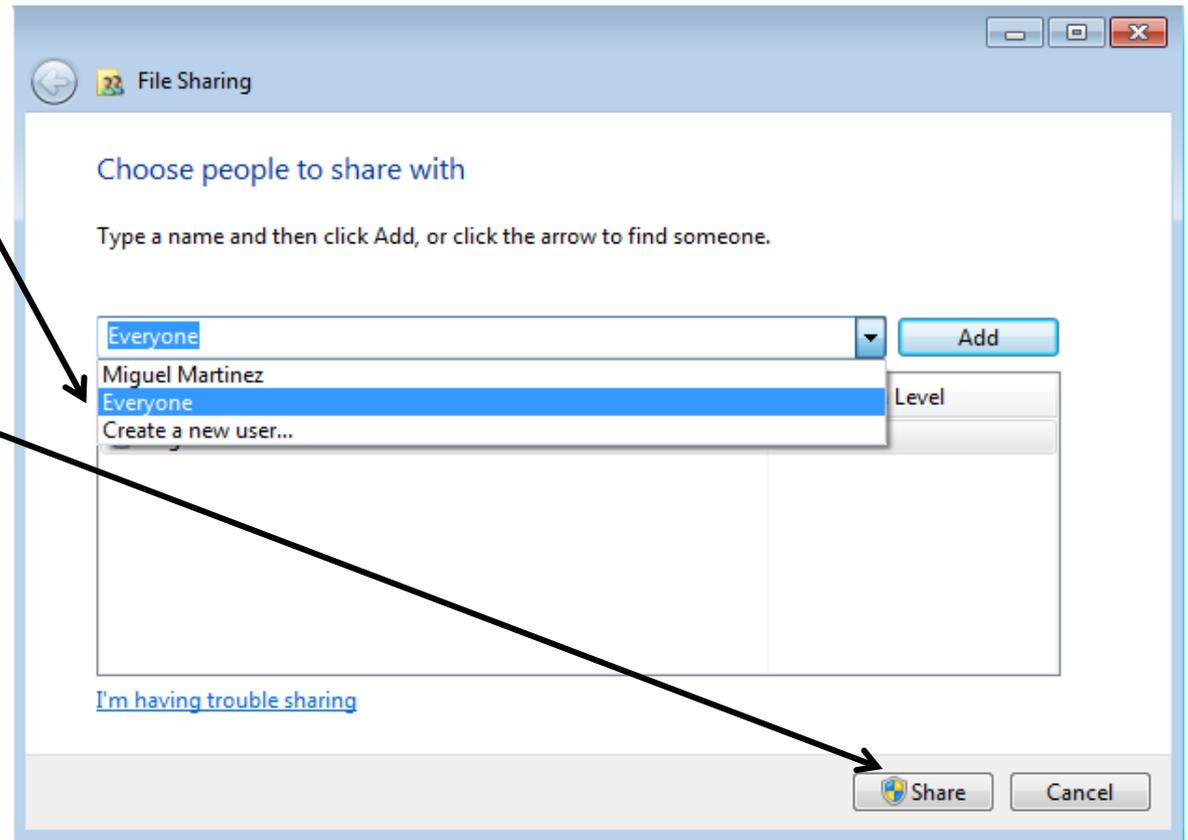
B. Right Click, then select **'Share with'** then select **'Specific People'**



Bonus Step – Backup Shared Data in Real Time (Continued)

A. From the dropdown menu select '**Everyone**' then click on '**Share**'

B. All that's left to do is to map this drive on any other PC that needs access.



Final Tip!

2GB Not enough? 16GB is up for grabs with Dropbox's referral program

Get up to 16 GB free space by inviting your friends to Dropbox!

For every friend who joins and installs Dropbox on their computer, we'll give you both 500 MB of bonus space (up to a limit of 16 GB)!
If you need even more space, [upgrade your account](#)



 **Invite your Gmail contacts**

 We won't store your password and your contacts are secure.

OR

 **Send**

here's the link: <https://www.dropbox.com/referrals>

Thank - You

On behalf of everybody here at Relief IT, we hope this powerful tip protects you from a data loss disaster. If you think you will need more than 16GB of space then contact us for ideas on using alternative options.

If you like this powerful tip then show us your support by liking us on Facebook



<https://www.facebook.com/Relieflt>

t) 1300 134 005

e) info@relieflt.com.au w) www.relieflt.com.au