

Dropbox is a suitable sharing site for hosting your portfolio. When sharing your portfolio, we need to be able to view this but not edit or amend your work. It is important when sharing your portfolio that you make the files public. You can create a link to a file or folder in your Dropbox account to share it with others. When you share a file or folder via link, you can choose to give people with that link edit or view-only access.

How to create A Shared Folder in Dropbox Using Web Browser

Step 1: Go to <https://www.dropbox.com> and sign into your Dropbox account. If you do not have an account and create a new one and then sign in.

Step 2: To the right-hand side from below the Create New File button and then select New Shared Folder.

Step 3: Select if you want to create and share a new folder or if you want to share a folder that exists in your Dropbox and click Next, as figure A shows.

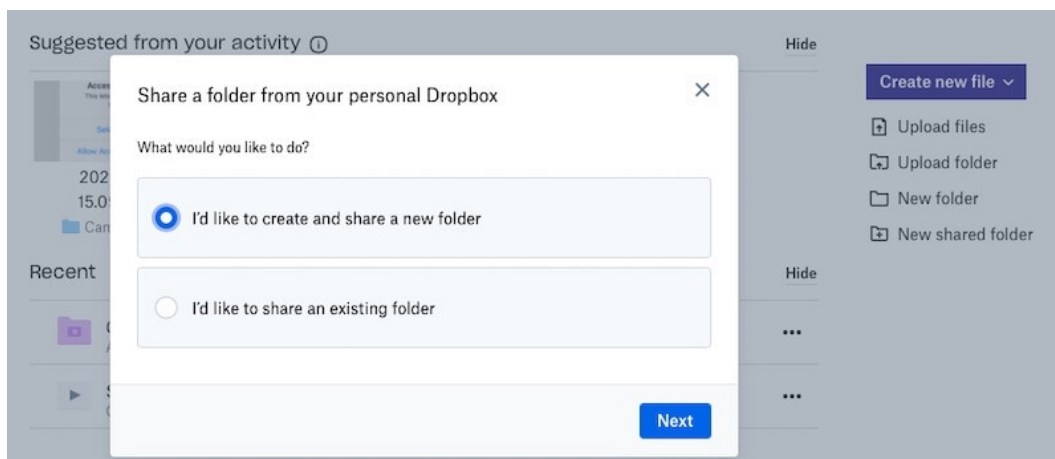


Figure A: Example of how to share a folder or file.

Step 4: If you chose to create a folder and share in the next screen you need to provide a name for the folder to be created and with whom you want to share it, as figure B shows below.

Step 5: Ensure you change the settings to “Can View”. As figure B shows, select “Create Link” and ensure the settings are “Anyone can View”. If someone receives a shared link or shared file with view-only permissions, they will not be able to edit the original file.

Step 6: Click copy link, the link is copied to your clipboard. You can paste it into an email, message or wherever people can access it.

Step 7: With the copied link you will need to paste it into your UWE Welcome Website in the My Portfolio Tab where it can be viewed by anyone who needs to view it, including Admissions Staff and the Faculty of the course have applied for.

Please view our video guidance for how to upload your portfolio if you require assistance with this.

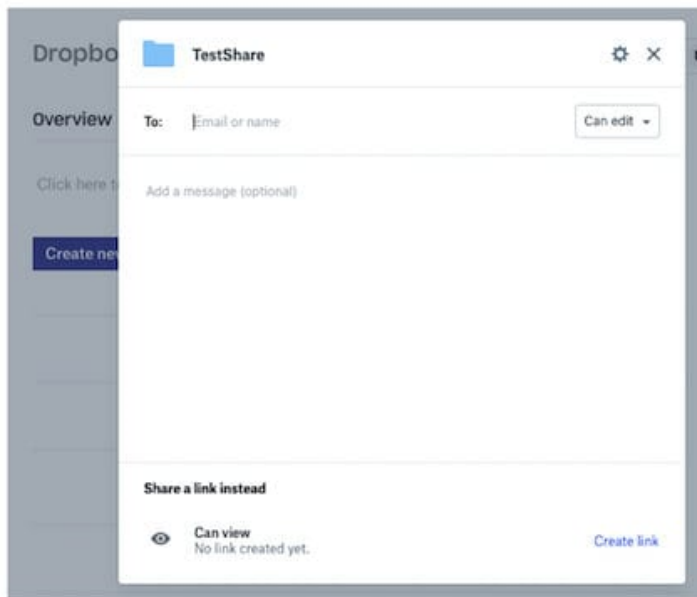


Figure B: Image showing how to share as a link

If you would like further guidance of how to make a shareable link in Dropbox, please find the following video for assistance. [Dropbox Basics: Creating Folders, Uploading Files, and Sharing Files - YouTube](#)