

Document Sharing Guide

Step-by-Step Guides on Using the Most
Popular Document Sharing Apps

Find more IT resources at ncssithelp.thunderquote.com



TABLE OF CONTENTS

Introduction	3
App Comparison Table	4
How-to Guides:	
Dropbox	5
Google Drive	10
Microsoft OneDrive	14
WeTransfer	19

INTRODUCTION

File sharing and storage is an essential part of remote working. Having an efficient system for sharing files with your team members is often under looked, but is vital to ensuring that you can speedily and easily access and share documents online.

An important factor to take note of is storage space, and how much you will need for daily usage within your organization. Another element is how accessible the files will be. Can you access them from your laptop, tablet, and phone? You will need to think about the functions that are required for your job, and which apps fit the bill.

For more IT resources and help, visit us at the [NCSS Online IT Resource Centre](https://www.ncssonline.com/it-resource-centre).



APP COMPARISON TABLE

To help you decide which file sharing and storage option is the best for you, we have prepared a table for you to compare the best apps at a glance:

		Free?	Paid version	Free storage	File size limit	Document editor	Security	Desktop app	Mobile app	Browser app
Box		✓	From US\$5.51 /user/month	10GB	5GB	✓	SSL encryption, 2FA	 	 	✓
Dropbox		✓	From US\$12.50 /user/month	2GB	✗	✓	SSL encryption, 2FA	 	 	✓
Google Drive		✓	From US\$4.80 /user/month	15GB	5TB	✓	SSL encryption, 2FA	 	 	✓
iCloud		✓	From US\$0.99 /month	5GB	15GB	✓	AES encryption, 2FA	 		✓
Mediafire		✓	From US\$3.75 /month	10GB	20GB	✗	Password protection		 	✓
Microsoft OneDrive		✓	From US\$5 /user/month	5GB	15GB	✓	Encryption, password protection	 	 	✓
WeTransfer		✓	From US\$12 /month	✗	20GB	✗	Password protection		✗	✓
Zoho Docs		✓	From US\$4 /user/month	5GB	25GB	✓	SSL encryption, 2FA	 	 	✓

DROPBOX BUSINESS

One of the most popular file sharing softwares out there, Dropbox is well-known for their user-friendly interface and simple file shareability.

The business version of Dropbox offers 3 plans, starting with 5TB of storage space (or even unlimited storage if you need it). You can create teams to increase collaboration, create admin roles to ensure that your files are in the right hands, as well as get access to Dropbox's own range of productivity and collaborative tools.

It offers integration with many office productivity apps such as Trello, Gmail, Slack, and Office 365, which makes it an ideal option if you are already using those apps.

Dropbox boasts **advanced data protection**, including password protection on files, two-factor authentication, watermarking, and the ability to remotely wipe devices that have been lost or stolen.

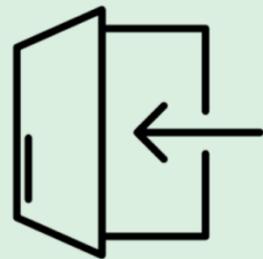
Dropbox is available on **Windows, Mac, iOS, and Android**. They also have a browser app to access your files on the go, no downloads needed.

Find out more about Dropbox Business and subscribe here:
<https://www.dropbox.com/business>

HOW TO USE DROPOX

1 LOG IN

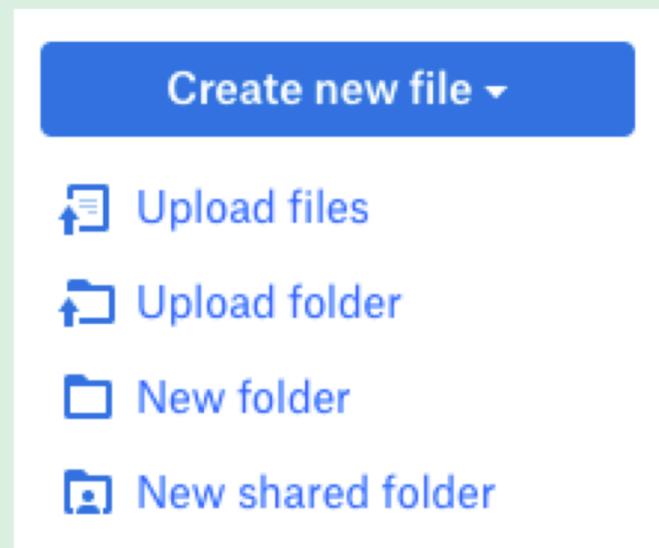
Log on to the Dropbox website and sign up and log in to your account.



2 UPLOAD

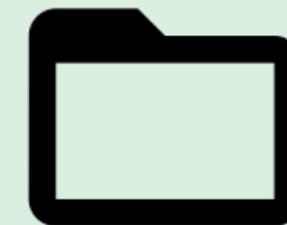
On the homepage, you can simply drag and drop files to upload them to your Dropbox.

Alternatively, you can click on 'Upload files' to upload individual files or 'Upload folder' to upload entire folders to your Dropbox.



3 CREATE FOLDER

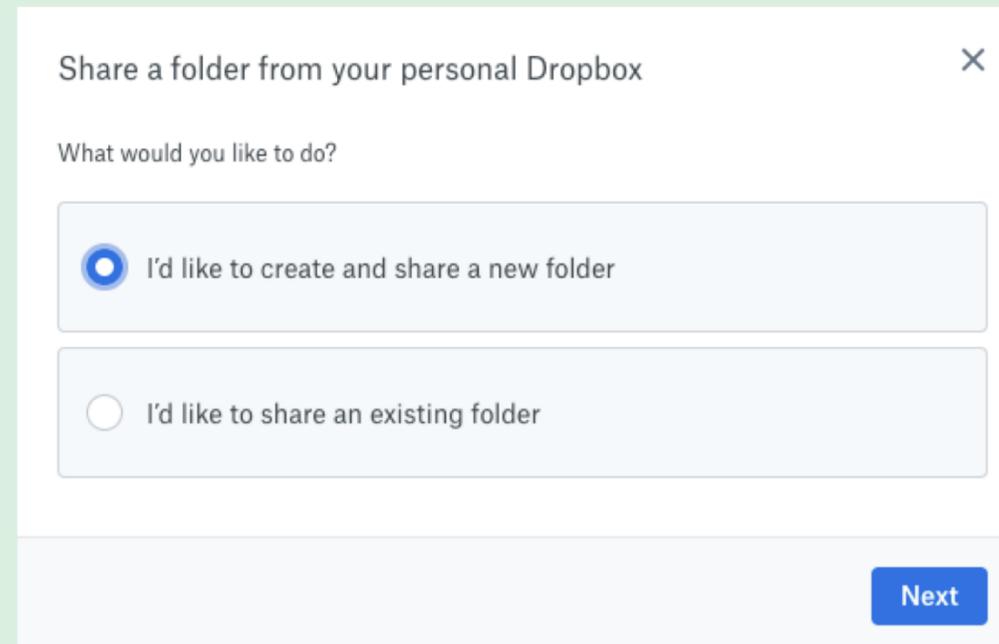
To create a new folder to store your files in, click 'New folder' and insert a folder name.



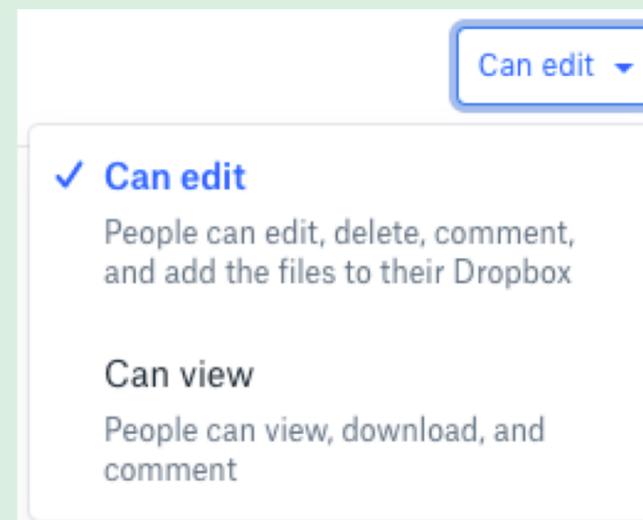
4 CREATE SHARED FOLDERS

If you'd like to share your folder with others, click on 'New shared folder'. You will be prompted to either create a new folder or share an existing folder.

Simply input the names or email addresses of the people you want to share with, then click 'Share'.

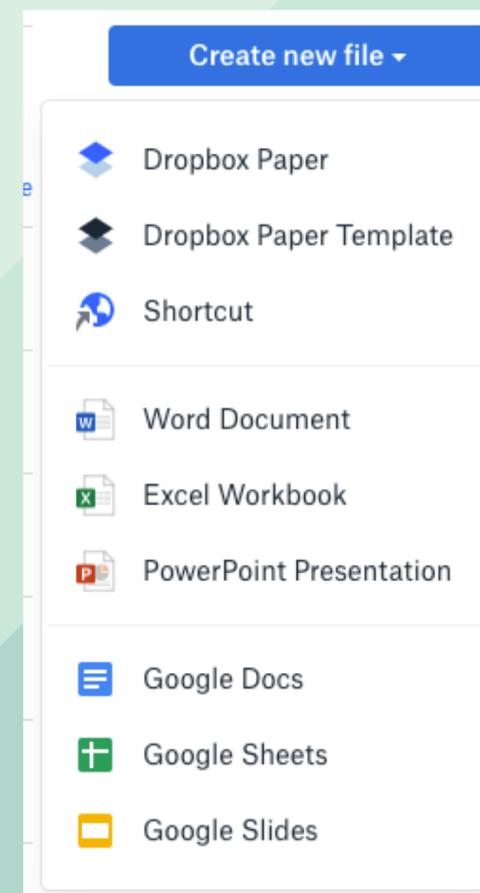


You can also set different folder permissions next to the email field.



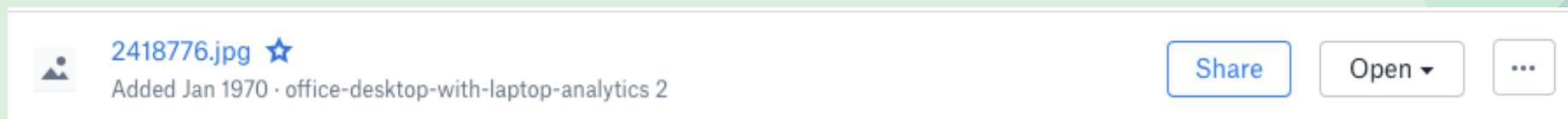
5 CREATE NEW FILES

Besides just uploading files, you can also create new files directly on Dropbox and collaborate with your teammates online. To do so, click 'Create new file' and choose your file type. For Microsoft and Google documents, Dropbox will redirect you to Microsoft Online or G Suite to create and edit your documents accordingly.



6 SHARE FOLDERS

If you want to share your existing files and folders on Dropbox with others, simply click on 'Share' when hovering over the file.



Then, input your recipients' emails, edit their permissions, and click 'Share'. Alternatively, you can also just share a link to your file/folder by clicking 'Create link'. Make sure to leave the email field blank for this option to show.



7 DELETE FILES

To delete files and folders from your Dropbox, click on the three dots icon on the far right when hovering over your file. Then, click 'Delete'.

8 DESKTOP SYNC

To sync your files to your desktop, you will need to first download and install the Dropbox desktop app. Then, sign in to your account.

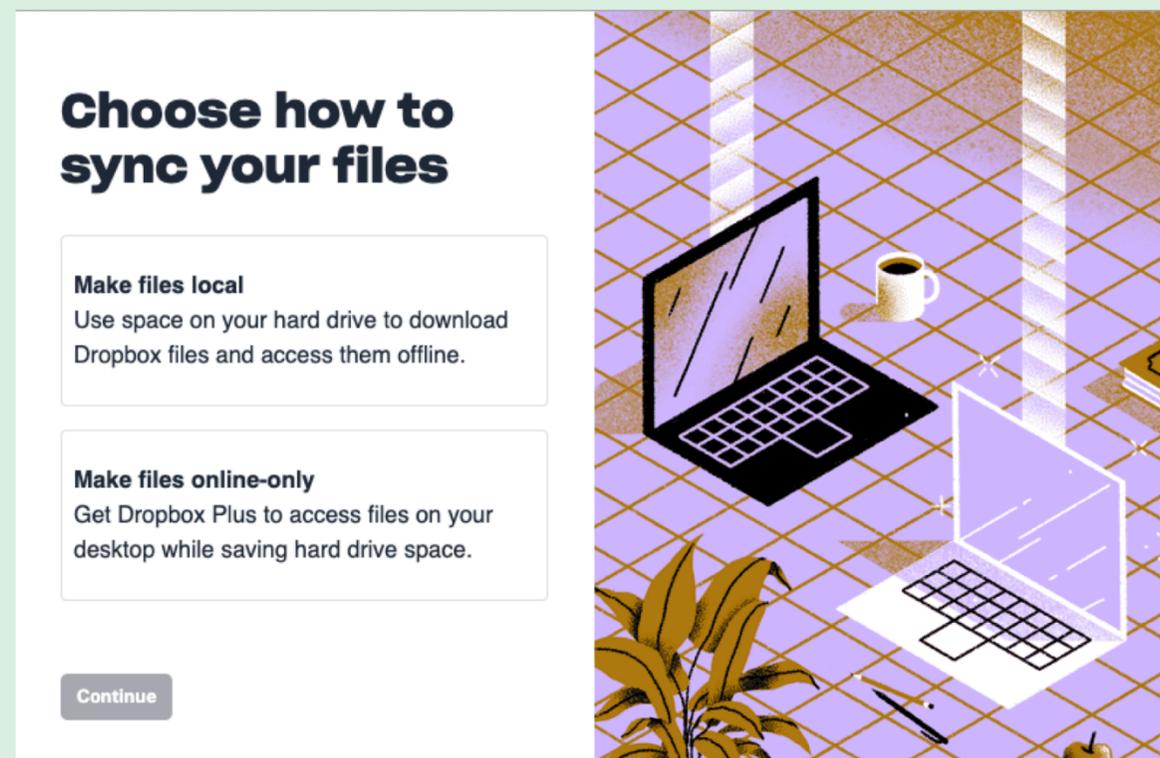
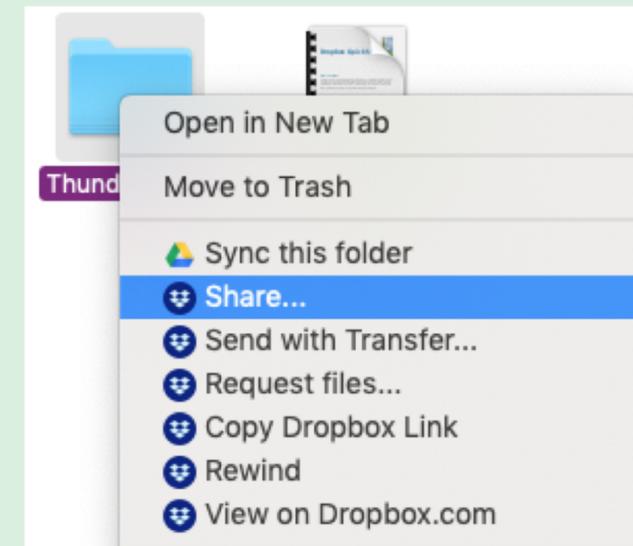
You will be prompted to choose to save your files locally or online. Choose the first option, then click 'Continue'.

Your files will be automatically synced into your computer. Any changes made will be instantly saved online in your Dropbox account.

9 SHARE SYNCED FILES

9

Right-click on any file or folder to share it with others, copy the Dropbox link, or view it on the Dropbox website.



GOOGLE DRIVE

Google Drive offers one of the biggest free storage spaces out there (15GB per person!), which makes it an ideal candidate for smaller businesses who do not have a large storage requirement.

Most people already have Google accounts, which eliminates the learning curve that comes with using a brand-new software. It is easily accessible through their website, **without having to download any additional software** (though that is an option as well).

If you and your colleagues are always collaborating on Word documents or Excel sheets, using Google's suite of productivity apps (such as Google Docs and Google Sheets) will automatically save in your Drive, with changes updated in real-time. You and your team can view and edit documents concurrently, with your document being synced to all the devices linked with your accounts.

Google Drive offers an enterprise option for business to work together. It features shared storage space between you and your colleagues, admin tools to help manage your files, and upgraded storage space.

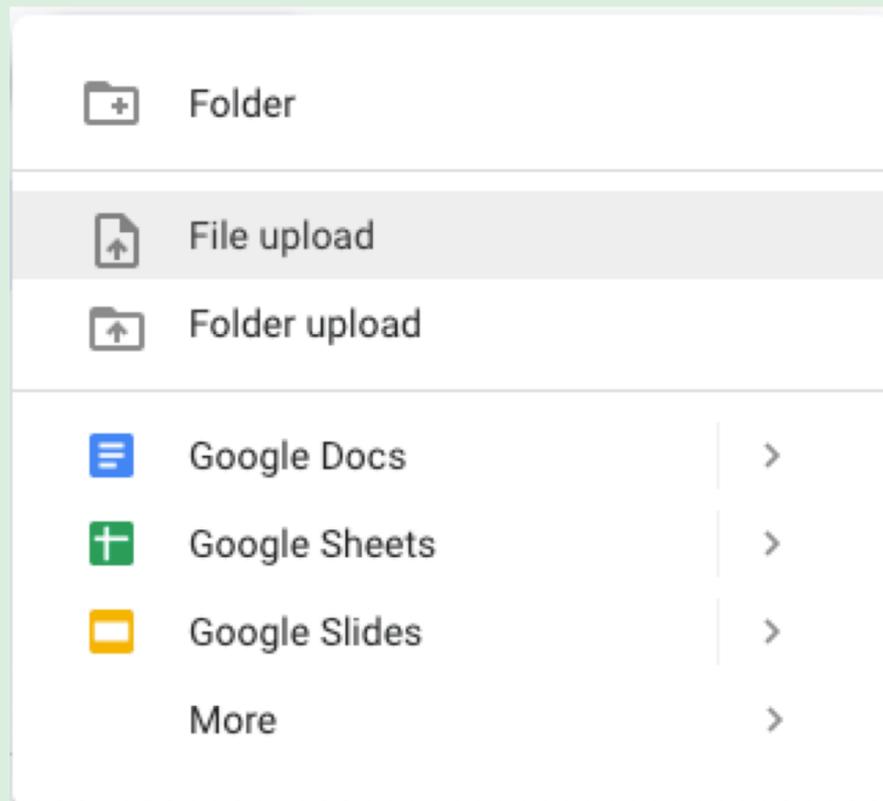
Google Drive is available to access online, or through their desktop and mobile apps (Windows, Mac, iOS, Android). You can learn more about Google Drive and sign up here: <https://www.google.com/drive/>

1 LOG IN

Log on to the Google Drive website and log in to your Google account.

2 UPLOAD FILES

To upload files to your Drive, simply drag and drop your files on the 'My Drive' tab. You can also do so by clicking 'New' on the top left, then clicking 'File upload' to upload individual files or 'Folder upload' to upload whole folders to your personal Drive.

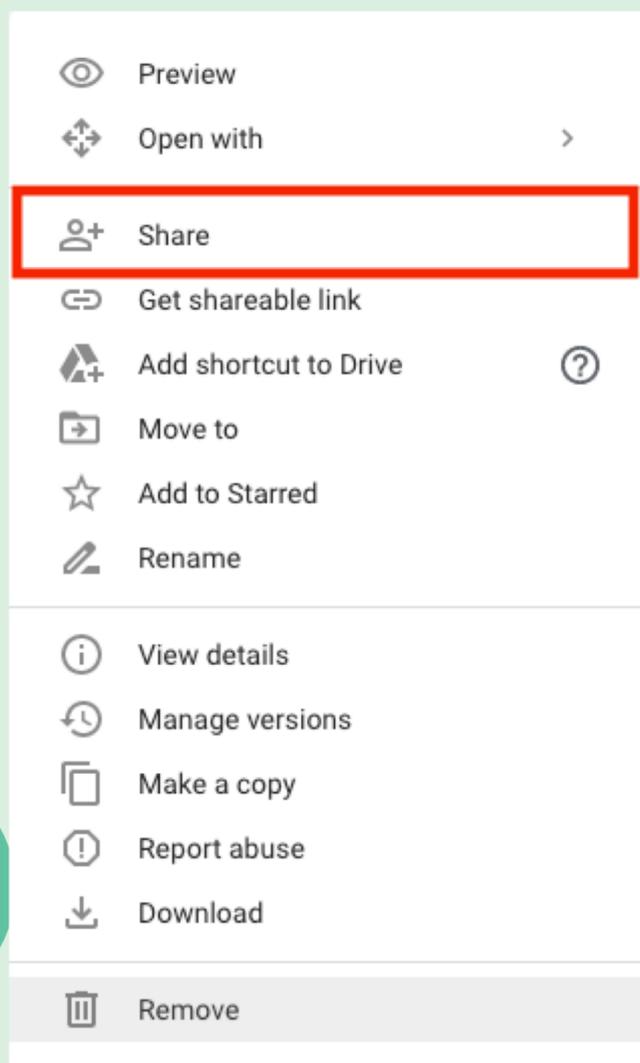


3 CREATE FOLDER

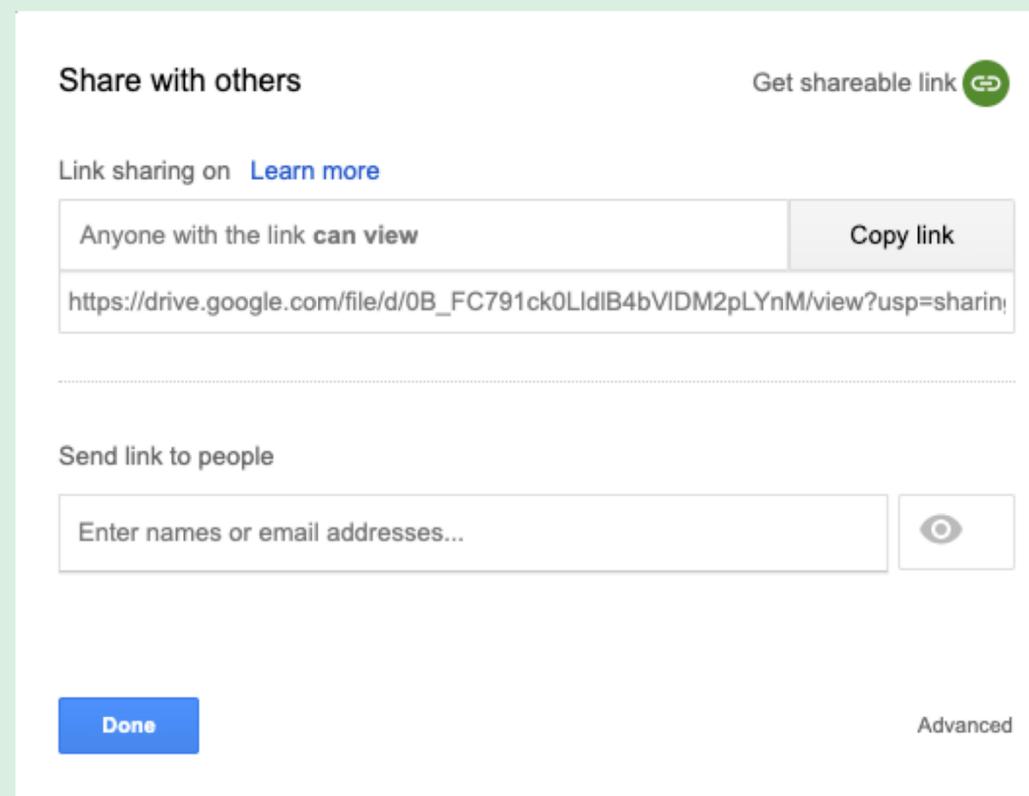
You can also create a new folder by clicking 'New' > 'Folder'.

4 SHARE FILES

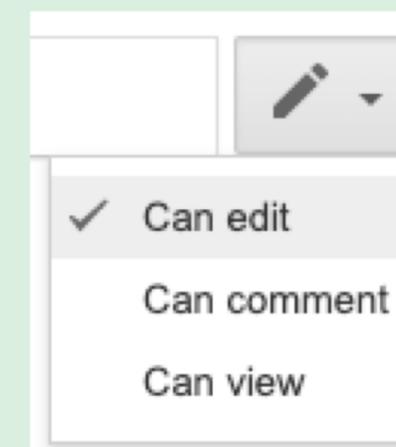
To share a file with others, simply right-click on your chosen file or folder, then click 'Share'.



You will be able to either share a direct link to your file/folder, or insert your recipients' names or email addresses to share it with them. They will receive a link to your file in their inbox.



If you are sharing a G Suite document (e.g. Google Doc, Google Sheet) you can set file permissions before sharing your file with others.

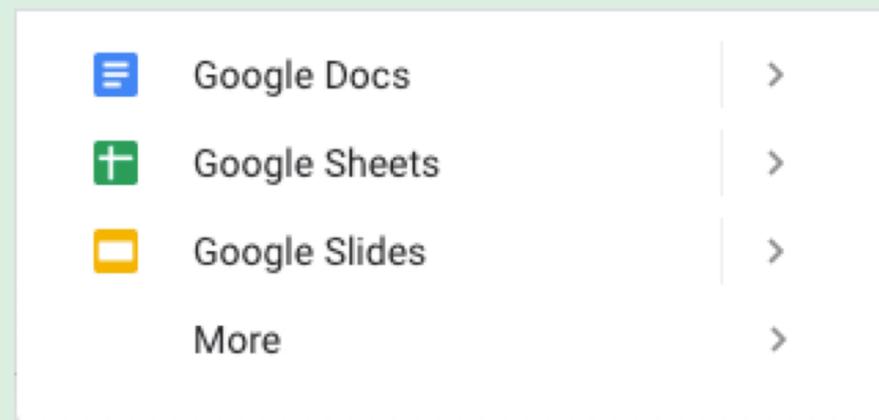


5 COPY FILE LINKS

You can also copy direct links to your files by right-clicking on them, then 'Get sharable link'.

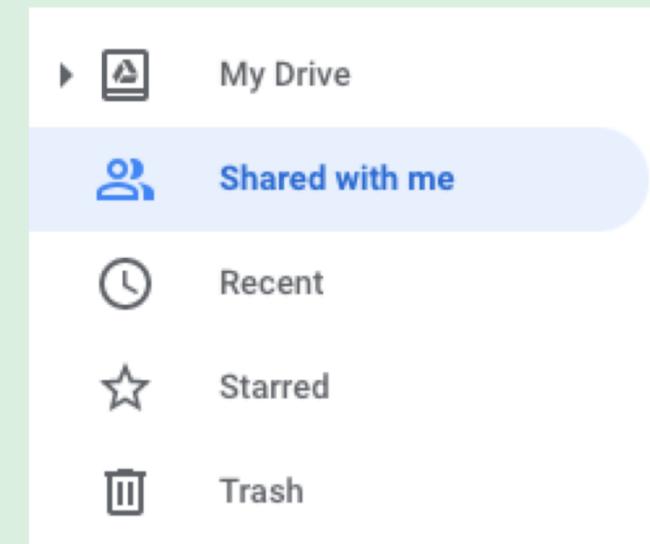
6 CREATE NEW FILES

Besides just uploading files, you can also create new documents and collaborate with your teammates online. To do so, click 'New' on the top left and choose your file type. You will be redirected to the browser app to create and edit your file.



7 VIEW SHARED FILES

To view files and folders that have been shared with you, click on the 'Shared with me' tab on the left side.



8 DELETE FILES

To delete a file, simply right-click on a file and choose 'Remove'.

MICROSOFT ONEDRIVE

If your organization is a Microsoft-focused one, then using OneDrive to store your files is a no-brainer. It integrates seamlessly with Microsoft apps such as Word, PowerPoint, and Teams, allowing you to collaborate with your colleagues in real time.

OneDrive provides cloud storage, which means you can access your files from your browser without having to download any apps. However for offline usage, you will need to download the OneDrive desktop app in order to access your files.

The free storage space offered is quite limited, with only 5GB allocated per user. However on a yearly plan of \$5 per user per month, you will be entitled to 1TB of storage with the ability to sync local copies of your files for offline viewing.

One of the major advantages of using OneDrive is its ability to store over 270 file types of up to 15GB in size. This is especially useful if your organization works with large, complex file types such as videos, AutoCAD or Autodesk files. Additional features include document scanning, personal vault storage, and advanced data encryption and backups.

OneDrive can be accessed from the web, or downloaded into your Windows, Mac, iOS, and Android devices. Find out more about it here: <https://products.office.com/en-us/onedrive/online-cloud-storage>

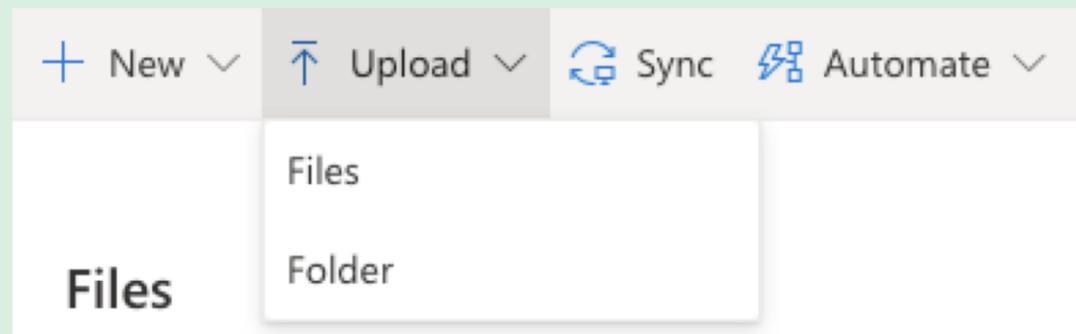
HOW TO USE ONEDRIVE

1 LOG IN

Log onto the OneDrive website, and log in with your Microsoft account.

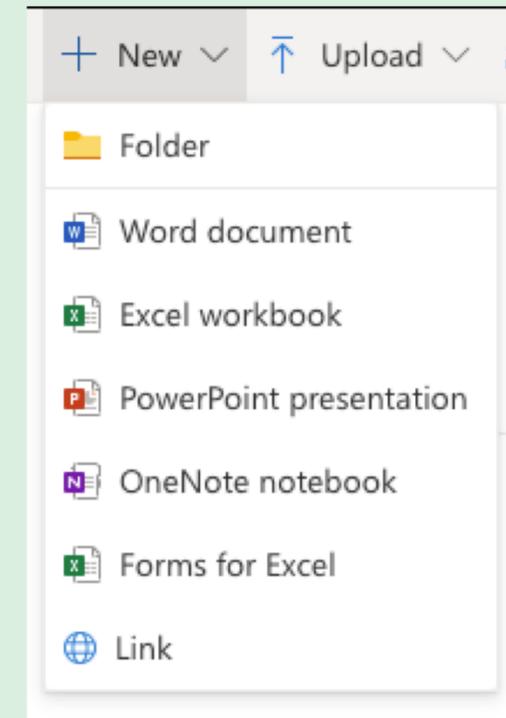
2 UPLOAD FILES

On the homepage, you can simply drag and drop files from your desktop to your OneDrive to upload them. Alternatively, you can also click 'Upload' on the top menu bar, then choose 'File' to upload individual files or 'Folder' to upload whole folders.



3 CREATE FOLDER

To create a new folder, click 'New' > 'Folder'.



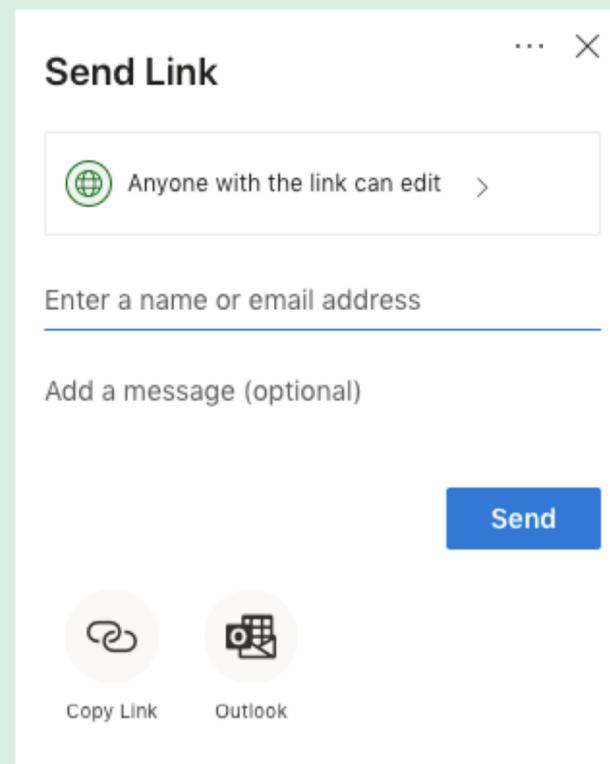
Type in a folder name, then click 'Create'. You can then drag and drop or upload files into your folder.

4 CREATE NEW DOCUMENTS

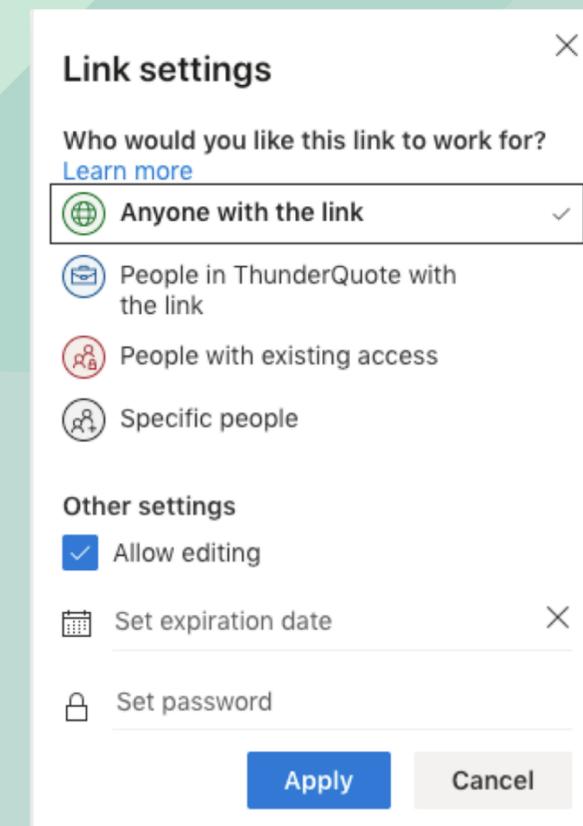
Besides just uploading files, you can also create new documents and collaborate with your teammates online. To do so, click 'New' on the top menu bar and choose your file type. You will be redirected to the Microsoft Online browser app to create and edit your file.

5 SHARE FOLDERS

To share your files and folders with others, hover over your file and click on the 'Share' icon that appears. You can then either share the link to your file/folder directly with your recipients, or type in their email addresses to share it to their inbox.

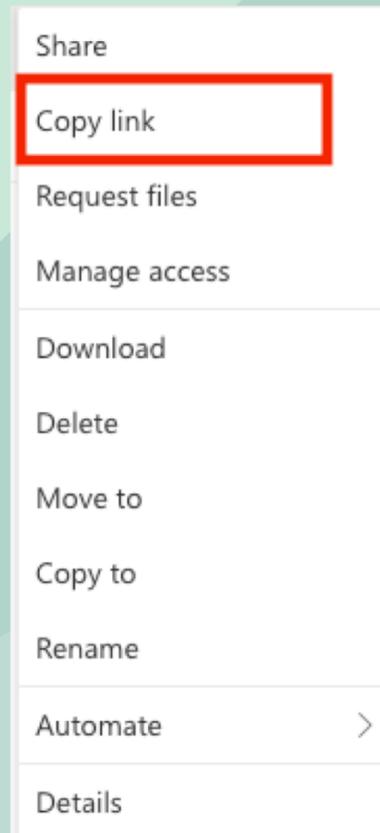


Before sharing, you can also edit the file permissions at the top of the pop-up window.



6 COPY LINKS TO FILES

You can also copy direct links to your files by right-clicking on them and choosing 'Copy link'.



7 DELETE FILES

To delete a file or folder, simply right-click on the file and choose 'Delete'.

8 SHARE FILE LIBRARY

You can also share entire libraries of documents with your team members. To do so, click on 'Create shared library' on the left-hand menu. Input a site name, email address, and description, then click 'Next'.

 A screenshot of the 'Create shared library' form. It contains the following fields:

- Site name**: A text input field.
- Group email address**: A text input field with an edit icon.
- Site description**: A text area with the placeholder text 'Tell people the purpose of this site'.
- Privacy settings**: A dropdown menu showing 'Private - only members can access this site'.
- Select a language**: A dropdown menu showing 'English'.

 Below the form are two buttons: 'Next' and 'Cancel'. A note at the bottom states: 'Select the default site language for your site. You can't change this later.'

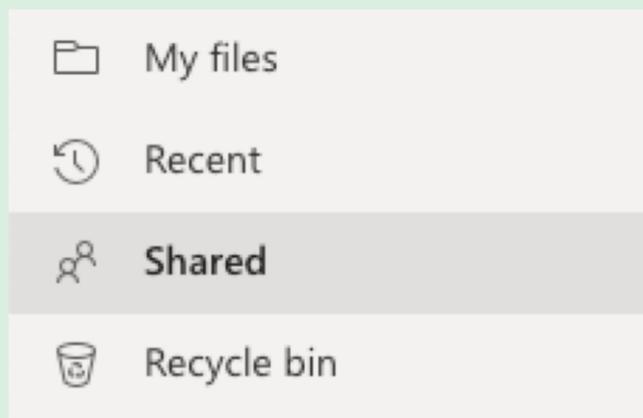
Then, choose who you want to share your library with by inserting their email addresses. Lastly, click 'Finish'.

10 SHARED LIBRARIES

Once your shared library is set up, you will be able to store files and folders there that can be accessed by any member of your team. Any changes made to the files will be automatically saved and reflected on your OneDrive.

11 SHARED FOLDERS

To view files and folders that have been shared with you, click on the 'Shared' tab on the left side.



12 DESKTOP SYNC

To sync your files to your desktop, you will need to first download and install the OneDrive desktop app. Then, sign in to your account. Your files will be automatically synced into your desktop for easy access, both online and offline.

WETRANSFER

WeTransfer is the easiest way to transfer large files to others. Their simple drag-and-drop website interface allows you to **instantly transfer files up to 2GB** in size for free.

Simply log on to their website, drop in your files, and type in the email address of your recipients (up to 3 people). They will receive a link in their inbox to download your file. Your recipient will be able to download the file within 7 days after you send it, after which your file will be deleted from WeTransfer's servers.

If you need to transfer larger files, consider signing up for WeTransfer Pro. The paid service allows you to **send files of up to 20GB** in size, which your receivers (up to 50 of them!) can download within 4 weeks of you sending it. You are also able to store up to 1TB worth of files on WeTransfer's servers, which are available to download for however long you choose.

The Pro version allows you to password protect your transfers, track the number of times your files were downloaded, and easily manage your files and transfers online. You can also get a custom URL that allows clients to send files to you too- for files up to 20GB for free.

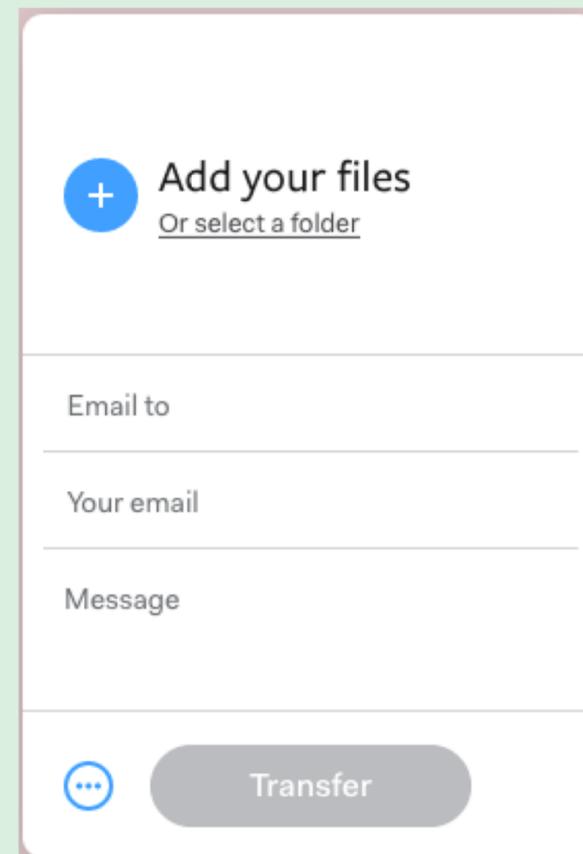
WeTransfer can be accessed on their website, or you can also download their desktop application for easy transfers (Mac only). Find out more here: <https://wetransfer.com>

1 LOG ON

Log on to the WeTransfer website.

2 UPLOAD FILES

Drag and drop the files you wish to transfer to your browser (up to 2GB in size). Alternatively, you can click 'Add your files' to select a file or folder from your desktop.



The screenshot shows the WeTransfer upload interface. At the top, there is a blue plus icon in a circle followed by the text 'Add your files' and a link 'Or select a folder'. Below this are three input fields: 'Email to', 'Your email', and 'Message'. At the bottom, there is a blue three-dot menu icon and a grey 'Transfer' button.

3 INSERT EMAILS

Once your files are uploaded, type in the email addresses of your recipients (up to 3 of them), and also insert your own email in the *Your email* field.

4 INSERT MESSAGE

You can type in a short message for your recipients in the *Message* field.

5 SEND YOUR FILES

Click 'Send'. You will first need to verify your email address by typing in the verification code sent to your inbox.

6 TRANSFER

Your files will then be transferred, and your recipient will be able to access your files for the next 7 days.

Brought to you by:



Supported by:



For more IT resources and help, visit us at the [NCSS Online IT Resource Centre](#).