

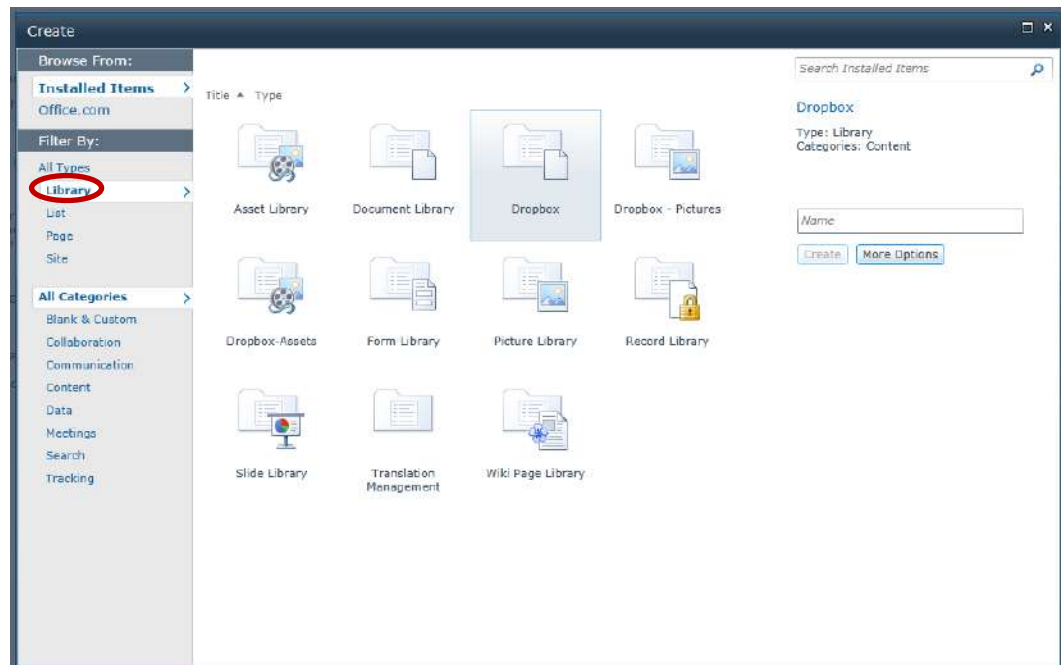
Dropboxes

To Add a Dropbox:

Navigate to the site you'd like to add a dropbox to.

In the top left corner, click **Site Actions** then select **More Options**.

Under **Filter By**, click **Library**. Then select which dropbox type you'd like to add.



Dropbox: Library for files and documents that will show in a list.

Dropbox – Pictures: Library for pictures/photos that show as thumbnails.

Dropbox – Assets: Library for video/audio that show as thumbnails and play in browser.

Name your library on the left and click **Create**.

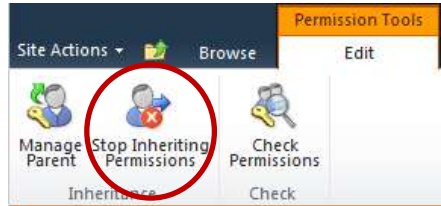
To Give Users Permissions to Add:

Navigate to the dropbox library you created.

Under **Library Tools**, select **Library**. Then click on **Library Permissions** near the right end.



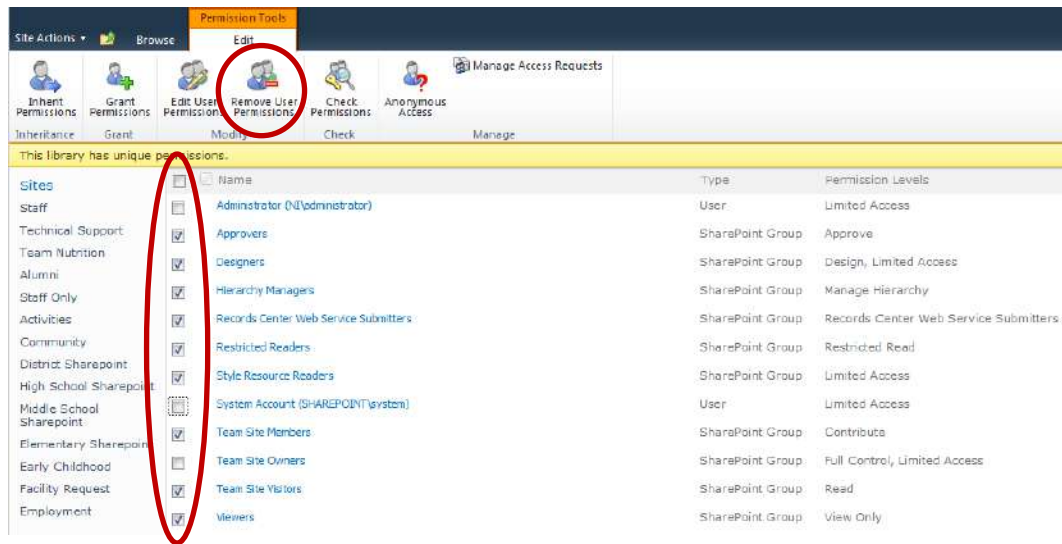
Click **Stop Inheriting Permissions**. Click **OK**.



Select all users by clicking the top check box, then deselect the following users, if available:

- Administrator
- Any SharePoint Group with “Owners” in the name, such as *Your Name Owners*.
- System Account

With the rest selected click **Remove User Permissions**. Click **OK**.



Click **Grant Permissions**.

In the **Grant Permissions** dialog complete the following:

Add the users you'd like to have permissions to add files to this dropbox.

NOTE: Contact Tech Support if you'd like to add the all students group instead of individual users.

Grant **Contribute** permissions directly.
Uncheck the box to **Send welcome e-mail to new users**.
Click **OK**.

Grant Permissions

Select Users

You can enter user names, group names, or e-mail addresses. Separate them with semicolons.

Users/Groups:

Tim Tester ;

No exact match was found. Click the item(s) that did not resolve for more options.

Grant Permissions

Select the permissions you want these users to have. You can add users to a SharePoint group that has already been granted the appropriate permission levels, or you can grant the users specific permission levels.

Adding users to a SharePoint group is recommended, as this makes managing permissions easier across multiple sites.

Grant Permissions

Add users to a SharePoint group (recommended)

Team Site Members [No Access]

View permissions this group has on sites, lists, and items...

Grant users permission directly

- Full Control - Has full control.
- Design - Can view, add, update, delete, approve, and customize.
- Contribute - Can view, add, update, and delete list items and documents.
- Read - Can view pages and list items and download documents.
- Approve - Can edit and approve pages, list items, and documents.
- Manage Hierarchy - Can create sites and edit pages, list items, and documents.
- Restricted Read - Can view pages and documents, but cannot view historical versions or user permissions.
- Records Center Web Service Submitters - Submit content to this site using Web Services.
- View Only - Can view pages, list items, and documents. Document types with server-side file handlers can be viewed in the browser but not downloaded.

Send E-Mail

Use this option to send e-mail to your new users. You can personalize the message that is sent.

Links and information about the site will be added below your personal message.

Send welcome e-mail to the new users

Subject:

Welcome to the SharePoint document library: Test

Personal Message:

The selected users will now have permissions to add files to that particular dropbox.