

Learn how to organize your company's files

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Share with the team folder

One place for everything your team needs

Your company probably has files that need to be shared with the whole team, like employee handbooks or holiday party photos. To help with this, we've set up a team folder for you. Everyone on your Business account automatically has access to this folder, and as an admin, you even can create additional ones.

How to create an additional team folder

1. Sign in to the Dropbox website with your admin account
2. Click on **Admin Console** in the sidebar on the left
3. Click on **Team folder** in the sidebar on the left
4. Click on **New team folder** in the upper right of the page
5. Enter a name for the folder and click **Create**.

Please note

- Only admins can create and unshare team folders.
- You can make team folders view-only for all non-admins. All admins on your team will have editing permissions for the folder.

continued



Create shared folders

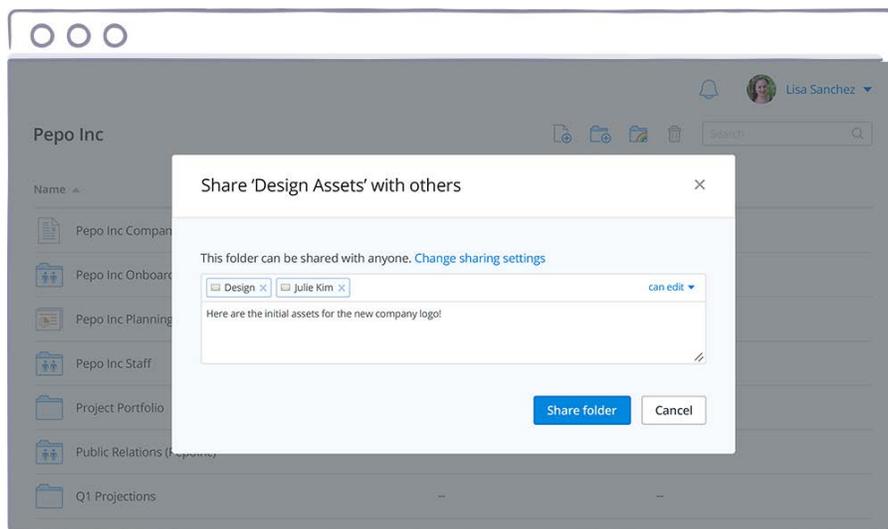
A simple workspace for projects

If you want a place to work together with colleagues — or people outside the company — you can create a shared folder.

When you do, you'll have the option to invite individuals or entire groups of team members.

To create a shared folder

1. [Sign in](#) to the Dropbox website
2. Click the **Share a folder** icon in the right-hand corner: 
3. Choose to either share an existing folder or create a new one
4. Choose the folder you want to share or name the folder you want to create
5. Add the groups and/or email addresses of the members you want to collaborate with in your shared folder
6. Click **Share folder**



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Structure your folders

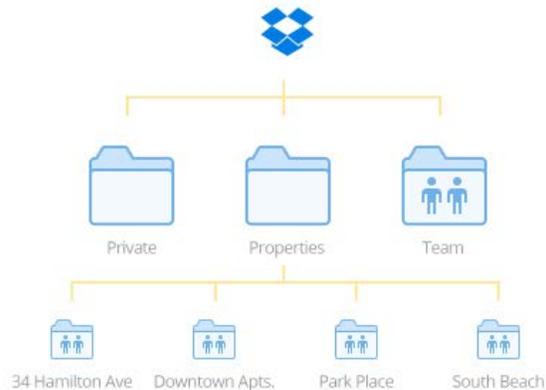
A setup that works for your team

In general, it's easiest to organize files based on who needs access.

Organize by department

Organizing folders by department helps teams focus on the files they need to do their jobs. You might have designers that want to share logos with each other, but don't need financial spreadsheets cluttering their Dropbox accounts. With separate shared folders, each team will have their most important files at their fingertips.

Organizing by project or client



Project- or client-based shared folders let team members be more specific about the individuals they're coordinating with. For instance, you might have a task force that brings people from Sales, Marketing, and Legal together for an important project. Creating a shared folder for just that project helps the task force members collaborate efficiently, without giving access to people who don't need it.

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You're an organization pro!

Now that you've learned how to set up your team's files, get the most out of Dropbox for Business with these resources.

See more tips and tricks

Check out our [Help Center](#) to learn how to share individual files, collect files from anyone, and use other advanced features.

Secure your accounts

Our [Security page](#) has helpful info on how you and other team members can protect your accounts.

