**EMRC CLOUD STORAGE Q & A**

EMRC uses Dropbox to maintain official documents. Dropbox allows users to create a folder on their computers, which Dropbox then synchronizes the content so that it appears to be the same folder regardless of which computer is used to view it. Each individual in the group sees the same files on their computer or on Dropbox.com.

**WHY DROPBOX?** This was selected since it is a free service for basic files. 2 GB of storage is free in Dropbox – enough to see the basic EMRC Rotary file. Certain officers may desire to upgrade to a paid subscription to see the club photos and historical folders.

**WHAT IS STORED IN DROPBOX?** There are currently 3 main folders:

***Rotary*** – contains info on the current year including minutes, presentations, etc. and official docs.

***Rotary Archive*** – contains information by Rotary year as well as historical documents

***Rotary Pictures*** – yes, pictures… (they are in their own folder due to the size of raw photographs)

**CAN I SEE MY DROPBOX FOLDERS ON MY SMARTPHONE OR TABLET?** Files placed in Dropbox folders are also accessible via the Dropbox website and mobile apps. Yes, you may download free apps to view dropbox folders. Not all apps will allow editing.

**WHO CAN SEE THE FILES?** All Board members maintain editing privileges and can add others to the shared file list. Please use caution in sharing folders with individuals outside the club as anyone who has been invited may edit and delete files.

**CAN I PUT PERSONAL FILES IN DROPBOX?** Yes, you may also store personal files in Dropbox in folders that are not shared. These remain private and no one but you will see them unless you add files to one of your shared file folders.

**CAN’T WE JUST EMAIL FILES?** Yes, you may email files, but using the cloud enables you to always have access to the most recent version of a document and not have to search in your email trail for files.

**MAY I RE-ORGANIZE MY DROPBOX FOLDERS?** Yes, personalize the folders as you want. Note that you may rename your own folders but then only you will see it under that folder name. This only changes your folder name - other users will still see the original folder name. Any changes to file names will change the file name for all to see.

**MAY I SHARE FOLDERS?** Only the main folders (Rotary, Rotary Pictures, etc.) may be shared. Subfolders in one of these main folders may not be shared. If you feel that you desire to share a folder with others, please create a new folder and share it. Then after the event, the files that we want to save can be moved for permanent archiving.

**IS DROPBOX SECURE?** Dropbox secures your files with 256-bit AES encryption and two-step verification. You must use a password to view Dropbox files.

**WHAT IF I MISTAKENLY DELETE A FILE?** Delete files that are obsolete. However, DON’T delete files just to save room on your computer since that will delete files for everyone! Those with paid subscriptions may recover deleted documents. Please make Mark Shockey aware of the situation.

**WHAT IF I HAVE MORE THAN ONE COMPUTER?** You may use Dropbox on multiple computers/ devices. Your Rotary and personal files will sync. Download the app at Dropbox.com

**DO I HAVE TO DOWNLOAD ALL FILES IN DROPBOX ON MY COMPUTER?** No, if you click on the icon on your computer you can set your own preferences and choose which files will live on your hard drive. All other files are still accessible at Dropbox.com when you login.

**ADDITIONAL QUESTIONS?** see help in dropbox.com or contact Mark Shockey.