

Dropbox with Colonial Dental Laboratories

- **Give our office a call and ask us to create a shared folder with your office**
- **You will receive an invitation to that folder on the email address that you choose. Open the invitation and you will be directed to dropbox.com**
- **Create an account or log in**
- **Once the folder that is shared with us is open go to the right-hand side and you should see a button “new folder”. Create a new folder and name it after the patient. Once that is done you can now upload all the photos that you need for that case inside each folder**
- **Those are now shared with us**
- **Always keep a copy of your photos, as we delete them from the dropbox once we have them uploaded to our server.**
- **This is great for sending STL files, photos, lab slips etc.**