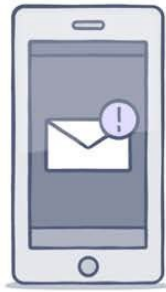**Dropbox for Education @ UNCSA**
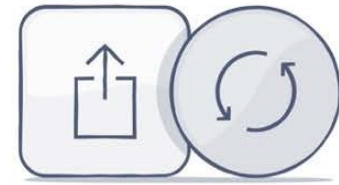
Old tools impose boundaries

In-person   Size limits   Internal-only   Low adoption

To get around these limitations UNCSA
personnel have used ad-hoc tools including
Dropbox personal and premium accounts

Where's Superman?!

Superman isn't going anywhere!

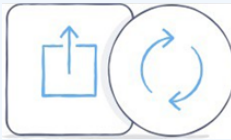Think of Dropbox as your personal Superman.

Store the files that you need to work on in Dropbox and share them with who you need to share them with.

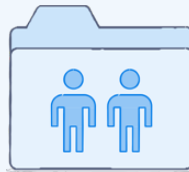Collaborate from anywhere on the planet from any device!

What is Dropbox?

A cloud-based, secure, file system linked to your "devices"

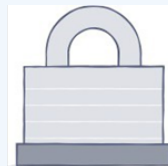Give the right
people access

Sync and share
with just a click

Simplify your
workflow internally
and externally

Encrypt at rest
and in transit

Protect business
data

Manage compliance,
guard user accounts,
maintain privacy

Anywhere, Anytime Access!

Supported Mobile Applications

- Android
- iPhone, iPad
- Blackberry
- Kindle Fire
- Windows phones and tablets

Supported Desktop Access

- Windows
- Mac OS X
- Linux
- Website: Chrome, Firefox, Safari, Internet Explorer

Connecting Accounts

- If you already have a personal Dropbox account using your @uncsa.edu address you will be guided through the process to connect your personal account and your new UNCSA Dropbox account

- If you do not make the connection at that time, you can still connect later.

- Your personal files stay personal.
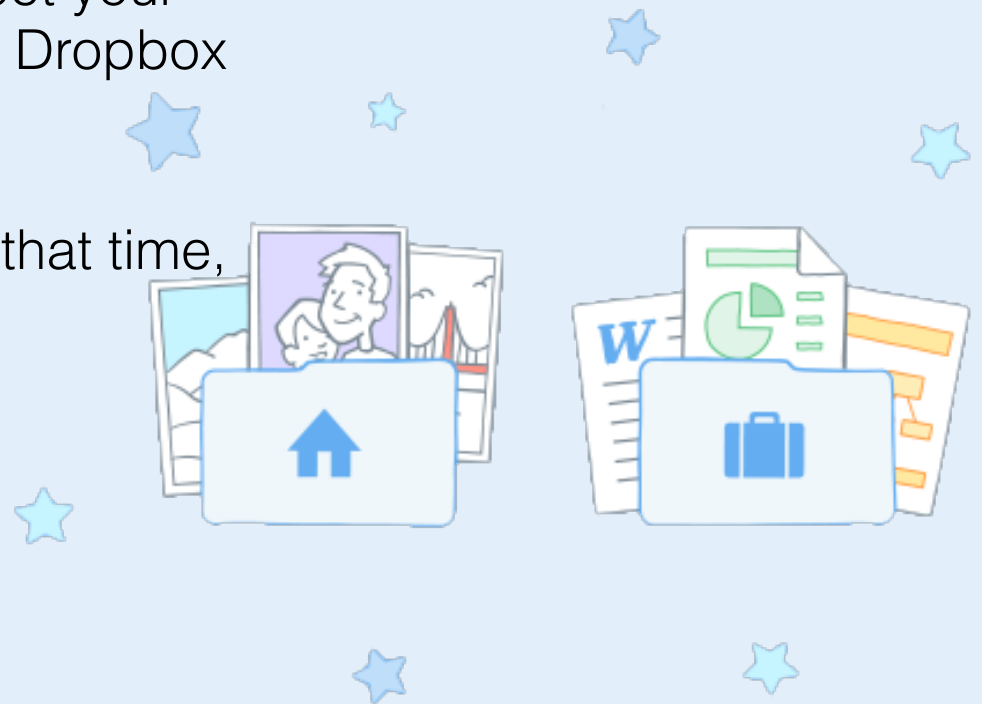
Account Setup for Existing Users with a @uncsa.edu Account

Account Setup for Existing Users with a @uncsa.edu Account

(cont.)

"I was using Dropbox for work stuff…"
_____

"I was using Dropbox for my personal files…"
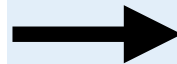
Welcome to Hanford Inc.'s Dropbox for Business

Your account (**anna@hanfordinc.com**) will join the Hanford Inc. team. Choose where you want your existing files to go.

Keep my files in my **Hanford Inc. Dropbox**
This account is for work. Hanford Inc. will have admin control over your files.

Move my files to a new **personal Dropbox**
Create a separate account for your personal files.

Confirm

Installation

Installation is simple and easy.
Just log-in, download, and start dropping!

Visit
uncsa.edu/dropbox
for more instructions

Syncing Files and Folders

Anything you place in your Dropbox will
be synced to your online storage and
across your devices.

You can even have your most
used folders set to sync and
access them from anywhere!

- My Documents
- My Photos
- Your Desktop

Contact Client Services' HelpDesk for assistance.
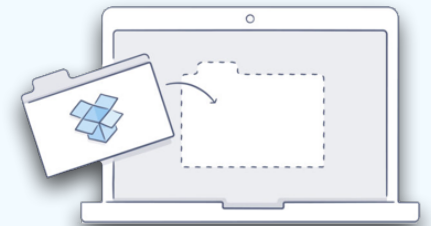
Smart Sync

UNCSA Account Only

Save space, see everything!

New Feature

Online-only Content (the new default): an icon on your computer, but not the complete file. Only available when connected to the internet.

**Local Content:** a complete copy on your computer. Available offline.

Mixed State Folder: contains both local and online-only content

Mixed State Folder

Selective Syncing

If you don't want to everything on your Dropbox on your computer, you can choose which folders to sync.

- Click the Dropbox icon on the system tray
- Click the gear icon and select Preferences...
- Click the Account tab
- Note: If you have connected your personal and UNCSA accounts, you'll need to select the Dropbox you want to change the settings on
- Click the Selective Sync... button
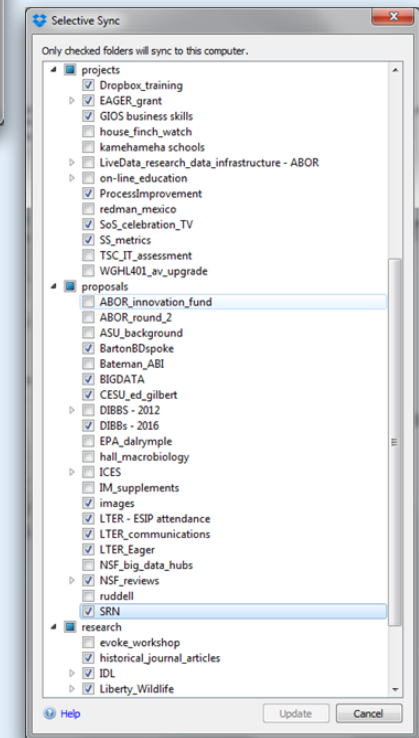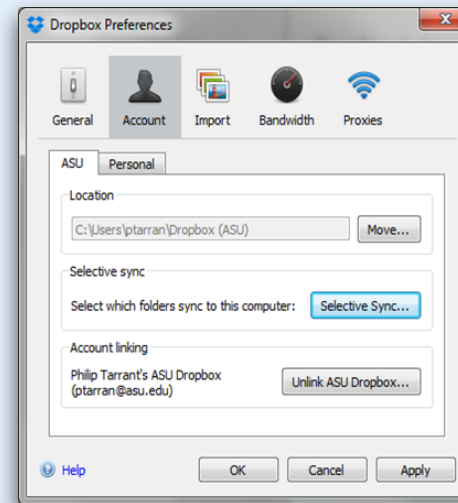
Groups and Sharing

- Using groups, you can create and manage teams of colleagues rather than adding people individually

- Group names should reflect the department or project where the membership is affiliated

- Sharing files can be done by sharing the file/folder or by sharing a link
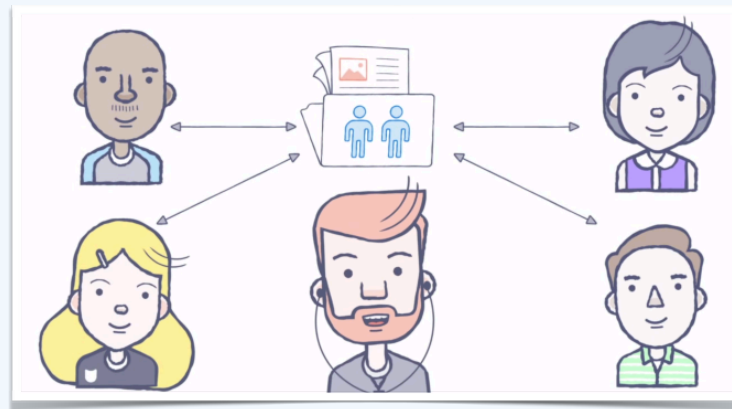
Collaboration – Sharing Files

Share the top folder… or share the sub-folders… not both!

File Collaboration

1. The box – You're alone in the file

2. Photo or initials – A collaborator has opened the file

3. Download arrow - You can update to your collaborator's version

4. Two files – you're viewing your own separate version

5. Lock – A collaborator is editing the file

6. Exclamation mark – You and a collaborator are both editing the file
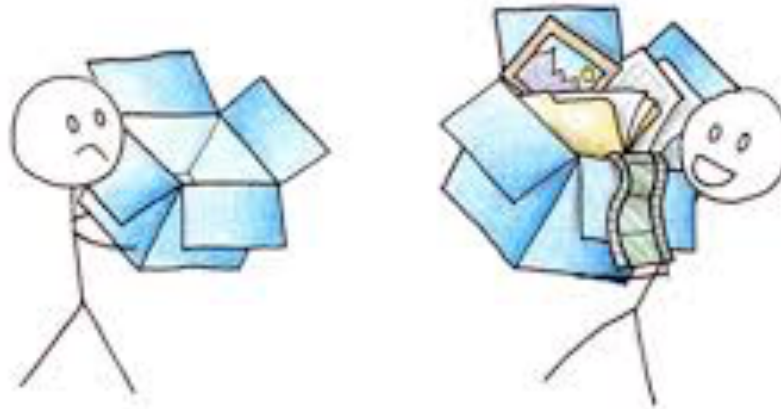
File Requests

Create the File Request
Share the link
The file is sent straight to your Dropbox

Accidental Deletions

- Accidental deletion happens, eeek!

- Access Dropbox through the web interface to recover deleted files

- Deleted files are retained for at least 6 months

- You can re-join a shared folder you have deleted

Dropbox for Education @ UNCSA
Lets see it action…