End-user Training

20 October 2016
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Why Dropbox?

Bound by tools

- In-person
- Size
- Hard drives
- Internal-only

Work as you want

- Upload and sync across all devices
- Share files more easily
- Collaborate without email

Collaborate without email
Share files more easily
Upload and sync across all devices
Agenda

Set up your account
Use Dropbox
Tips and Tricks
Set up your account
Making payment and getting your invitation

1. Visit selfservice.uis.cam.ac.uk/dropbox
2. Authenticate via Raven
Making payment and getting your invitation

3. Make payment
   - Credit card
   - Approved PO
     - Individual or multiple users
     - Addressed to University Information Services [dropbox@uis.cam.ac.uk]
     - Include list of CRSids

4. Invitation to join the University team
   - Join your 38 Hanford Inc. teammates on Dropbox Business
     - Keep your work safe
     - Access files anywhere
     - Share easily with anyone
   - Join your team
Setting up your account

Email Invitation

Join your 38 Hanford Inc. teammates on Dropbox Business

Keep work safe
Back up files without changing your workflow

Access files anywhere
Edit documents on your laptop and they'll instantly update on your phone

Share easily with anyone
Work on files with colleagues and share with people outside your company

Join your team

1. Existing User

2. New User
Setting up your account

Existing User

“I already use Dropbox with my @cam.ac.uk email address”

Welcome to the Cambridge University team on Dropbox

It looks like you already have an account. Please sign in to join your organization.

zy123@cam.ac.uk

or email me a link to sign in

Remember me

Sign in

Forgot your password?

Welcome to the Hanford Inc. team on Dropbox

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

Join Hanford Inc. with my current account

This account is for work. Hanford Inc. will have access to and admin control of your work Dropbox.

Keep my current account personal

You need to change the email address on your personal account, and you’ll get a new work account to use with Hanford Inc.

Confirm
Setting up your account

Existing User

“I already use Dropbox with my @cam.ac.uk email address”

Raven

Login

User-id:

E.g fjc55

Password:

Your UIS or Raven password

☐ Override login options for this session?

Cancel Login

One last step and we’re done...

Please confirm joining Cambridge Uni. This will convert your personal Dropbox to a work Dropbox.

Confirm
Setting up your account

Existing User

“I already use Dropbox with my @cam.ac.uk email address”

Success!
Now download Dropbox for desktop

Dropbox for desktop automatically backs up your files and makes them easy to share. Download the app to get started.

Download Dropbox for desktop
or go to Dropbox on the web
Setting up your account

New User

Welcome to Cambridge University's Dropbox Business

To join your team on Dropbox, create an account.

zy123@cam.ac.uk

I agree to the Dropbox terms

Create account

This Dropbox is only for work, and Cambridge University will have admin control over this account.

Single sign-on enabled

“"I don’t have a Dropbox account”"

Raven

Login

User-id:
e.g j5a5s

Password:
your UIS or Raven password

override login options for this session?

Create account

Success!

Now download Dropbox for desktop

Dropbox for desktop automatically backs up your files and makes them easy to share. Download the app to get started.
Install the Desktop App and connect your personal Dropbox
1. Open the App

2. Enter your email (**do not enter password**)
3. Click ‘Sign in’

4. Click ‘Get your link code’

5. A web page will open, Click ‘Copy link code’

6. Click ‘Paste’

7. Click ‘Submit’

8. Click ‘Open my Dropbox folder’

Dropbox is now installed and ready for you to use.
Connecting a Personal Dropbox

1. Dropbox
   - Personal
   - Hanford Inc.

2. Connect your personal Dropbox

   You can also keep a personal Dropbox on each of your devices. Create a separate personal Dropbox to store files and photos and share with friends and family. This Dropbox belongs to you and Hanford Inc. will not have administrative control.

   If you already have a personal Dropbox, sign in.

   Email
   Password

   I agree to the Dropbox Terms

   Create personal Dropbox

3. Dropbox

   Link your personal Dropbox!
   Add a personal Dropbox to this computer

   Link
   Not now
Use Dropbox
Upload and Sync

Core functionality
- Upload on Desktop
- Upload on Website

Additional features
- Store only in cloud
  - Selective Sync
Sharing

Core functionality

Share folders

Share files
  • Authenticated sharing
  • Shared links

Request files

Additional features

Share with groups
Authenticated sharing
Sharing a file with someone without access

Michelle Patterson wants to share the file End User Training FAQ.docx with you.

Join Dropbox to view this file

First name
Last name
Email
Password

I agree to Dropbox terms

Sign up for free
or log in

You don't have access to this content. You're signed in as dbx.mrp1@gmail.com.

Request access

Sign in to a different account
Collaboration

**Core functionality**
- Recover deleted files
- Recover previous versions of files

**Additional features**
- Comment on files
- Co-author Office files
Tips and tricks
Recommended folder structures

**Research**
- Surveys
- Results
- Reports

**Colleges**
- Girton
- Trinity
- Peterhouse

**Stakeholders**
- Management
- Alumni
- Lecturers

Share the top folder...
...or share the subfolders
...not both!
Sample folder structure

- Thesis
- Research group
  - Presentations
  - Findings
- Other projects
  - Publishing
  - Courses
  - Supervisions
Folder Naming

John – Owner

Research

- Presentations
- Raw data
- Findings
  - September
  - October

Maria – Recipient

Research

- Presentations
- Raw data
- Findings
  - September
  - October
Folder Naming

John - Owner

Research
- Presentations
- Raw data
- Findings
  - September
  - October

Maria - Recipient

2016 Projects
- Presentations
- Raw data
- Findings
  - September
  - October
Folder Naming

John – Owner

Research

- Presentations
- Raw data
- Findings

- Sept 2016
- Oct 2016

Maria – Recipient

2016 Projects

- Presentations
- Raw data
- Findings

- Sept 2016
- Oct 2016

Change to sub-folder name by owner reflected for recipient
Where can I learn more?

Admin / User guides available here:

www.dropbox.com/guide

FAQs and answers:

www.dropbox.com/help

UIS website:

www.uis.cam.ac.uk/initiatives/storage-strategy/dropbox-business