



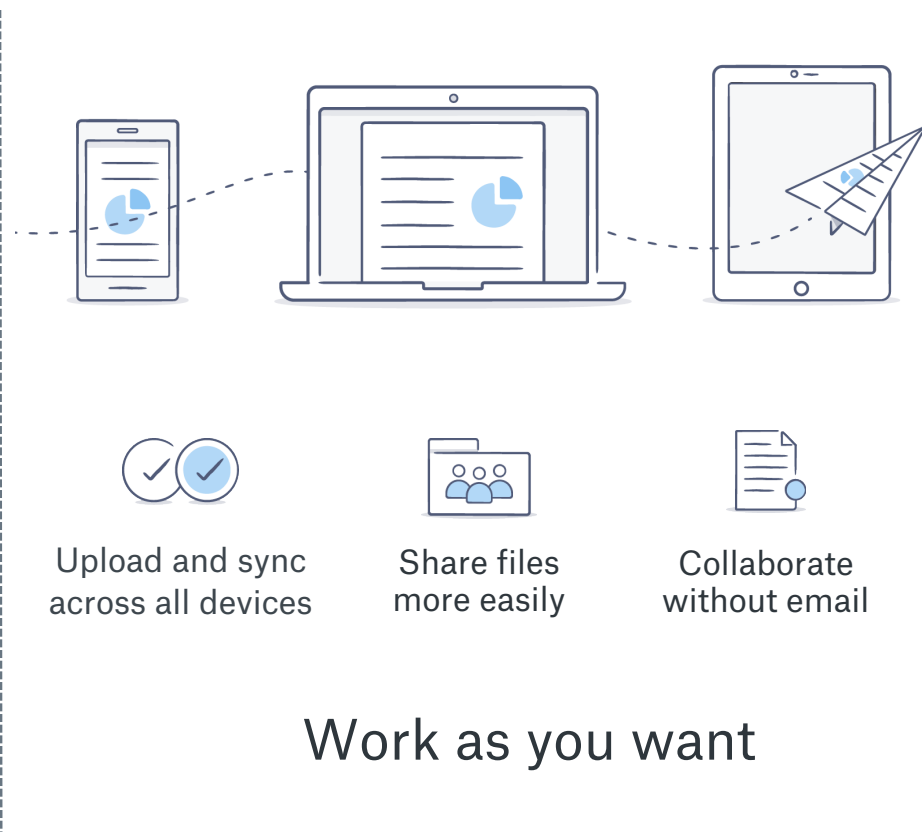
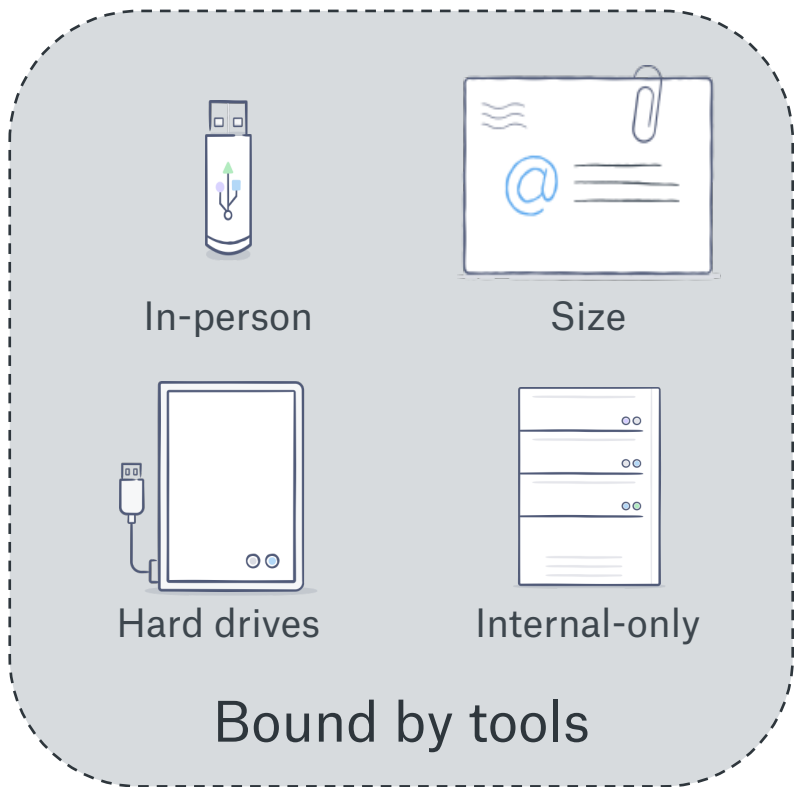
Computer Officer Training

21 October 2016

Paddy Buckenham

paddy@dropbox.com





Empowering end users and IT



World class security foundation

File encryption, infrastructure, compliance

Best-in-class integrations

API approach extends security across Dropbox

End user experience maximizes control

>90% of individual employees opt into Dropbox Business



Industry-leading user experience

Client apps across >40 operating systems

Broadest productivity platform

140B documents, 40B API calls/month

Largest collaboration network

3.3B connections across 500M people & 8M businesses

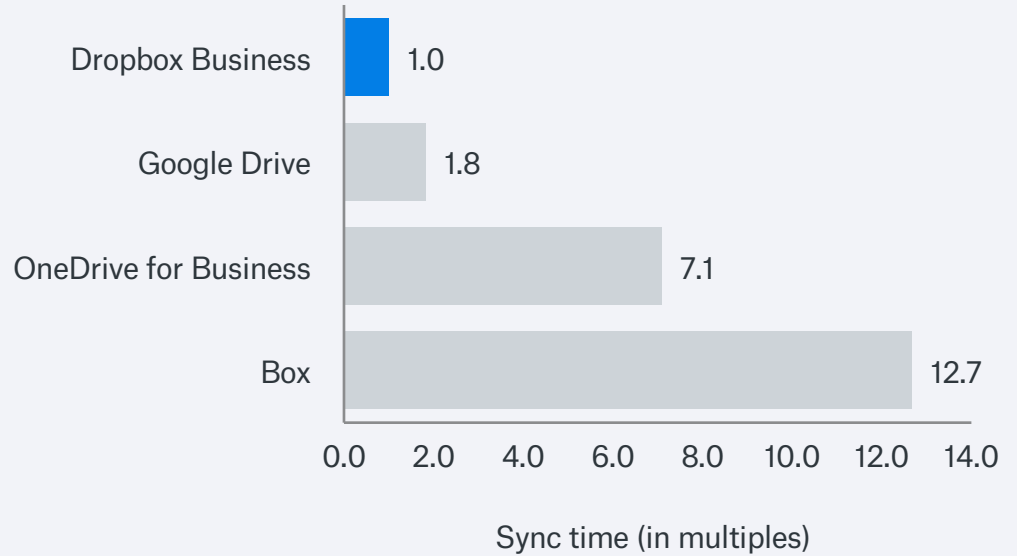
Sync performance

LAN sync

Streaming sync

Delta sync

Large file device-to-device sync test



Secure architecture

File encryption

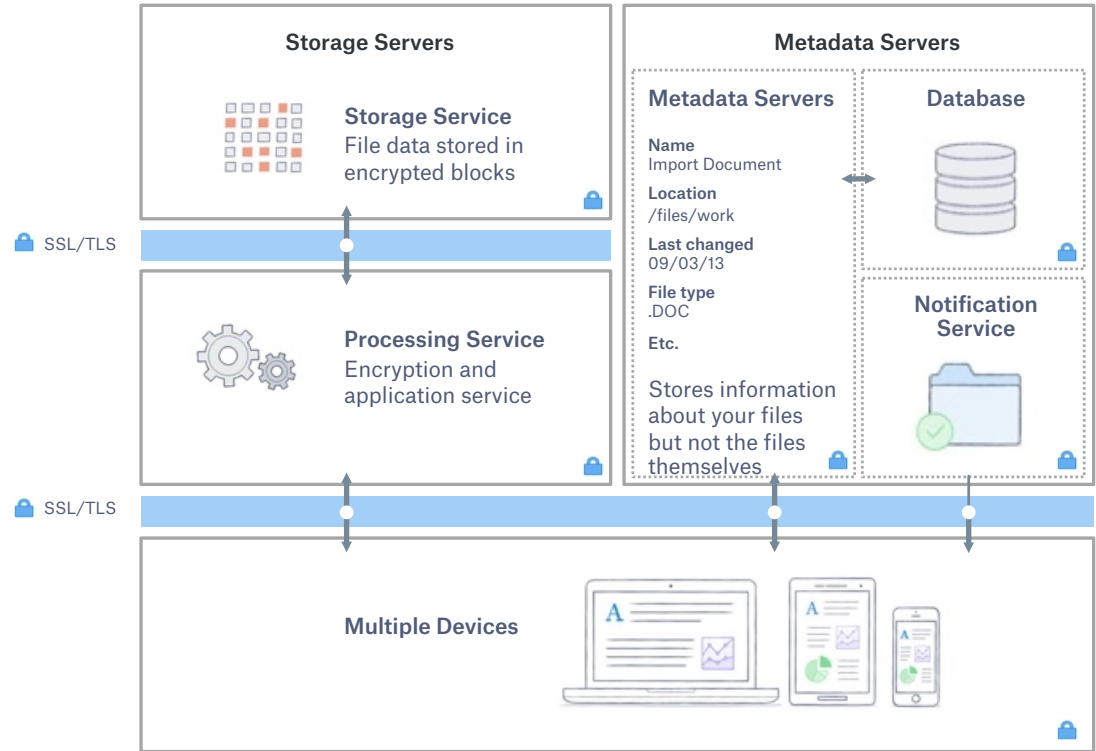
- At rest (256-bit AES)
- In transit (SSL/TLS)

Architecture

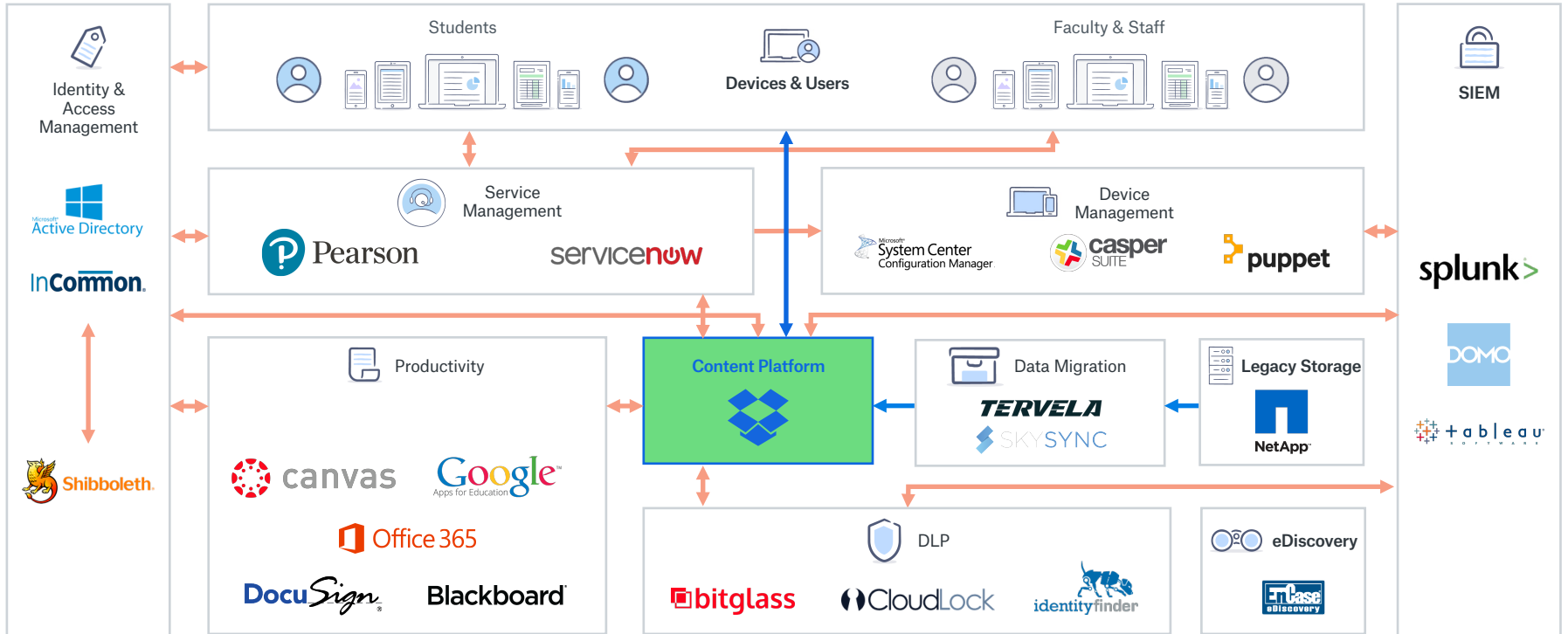
- Multi-layered security
- Separated file data and metadata
- 4MB blocks distributed

Certifications

- SOC2/SOC3
- ISO 27001, 27018
- HIPAA/HITECH support



Integration with existing tools



Agenda

Set up your account

Use Dropbox

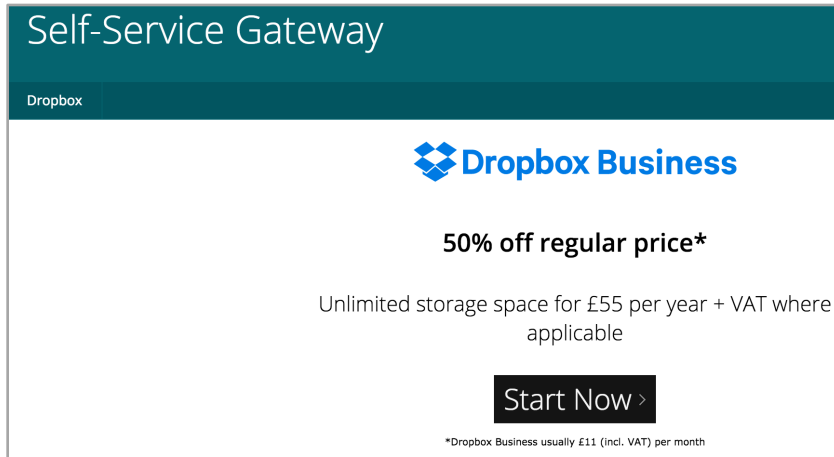
Tips and Tricks



Set up your account




Making payment and getting your invitation



Self-Service Gateway

Dropbox

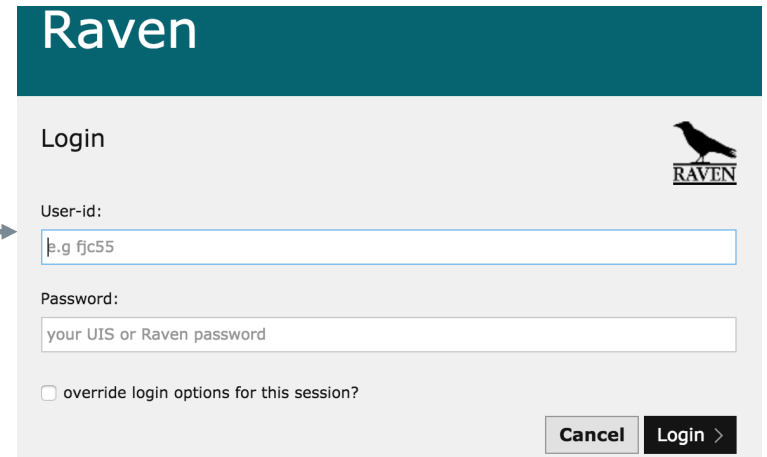
 **Dropbox Business**

50% off regular price*


Unlimited storage space for £55 per year + VAT where applicable

Start Now >

*Dropbox Business usually £11 (incl. VAT) per month



Raven

Login 

User-id:

Password:


override login options for this session?

Cancel **Login >**


1. Visit selfservice.uis.cam.ac.uk/dropbox

2. Authenticate via Raven

Making payment and getting your invitation



Credit card

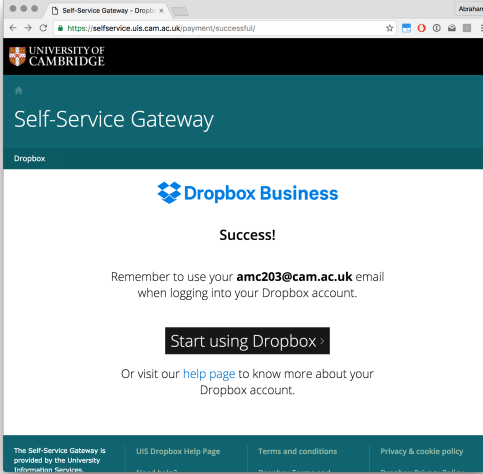


PURCHASE ORDER

Approved PO

- Individual or multiple users
- Addressed to University Information Services [dropbox@uis.cam.ac.uk]
- Include list of CRSids

3. Make payment



UNIVERSITY OF CAMBRIDGE

Self-Service Gateway

Dropbox

Dropbox Business

Success!

Remember to use your **amc203@cam.ac.uk** email when logging into your Dropbox account.

[Start using Dropbox >](#)

Or visit our [help page](#) to know more about your Dropbox account.

The Self-Service Gateway is provided by the University Information Services | [UIS Dropbox Help Page](#) | [Terms and conditions](#) | [Privacy & cookie policy](#)

4. Confirmation message

Setting up your account

Email Invitation

1. Existing User



2. New User




Setting up your account

Existing User



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

Please sign in to your existing Dropbox account to join this team.



Welcome to the Cambridge University team on Dropbox


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

[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:

Password:

override login options for this session?



One last step and we're done...

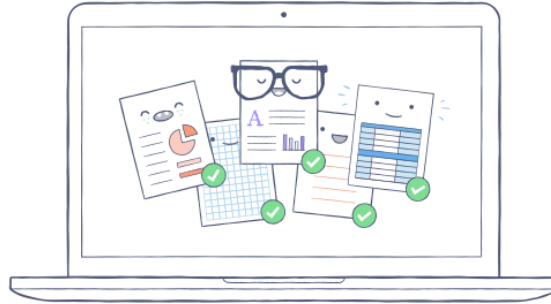
Please confirm joining Cambridge Uni. This will convert your personal Dropbox to a work Dropbox.

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



"I don't have a Dropbox account"



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

Raven

Login



User-id:

e.g fjc55

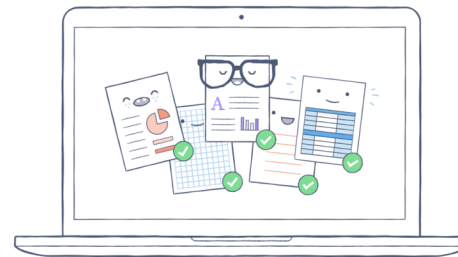
Password:

your UIS or Raven password

override login options for this session?

Cancel

Login >



Success!

Now download Dropbox for desktop

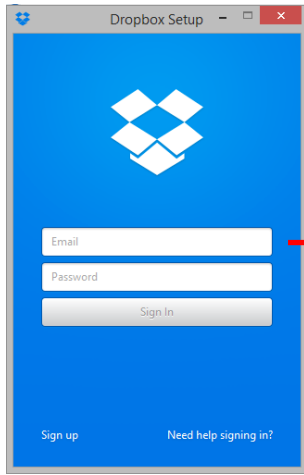
Dropbox for desktop automatically backs up your files and makes them easy to share. Download the app to get started.

Download Dropbox for desktop

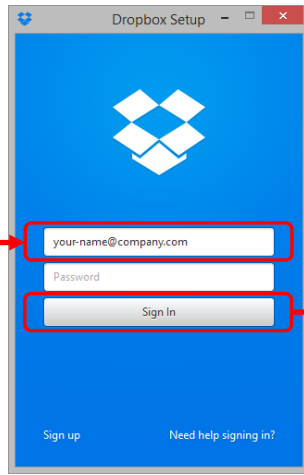
or go to [Dropbox on the web](#)

**Install the Desktop App and connect
your personal Dropbox**

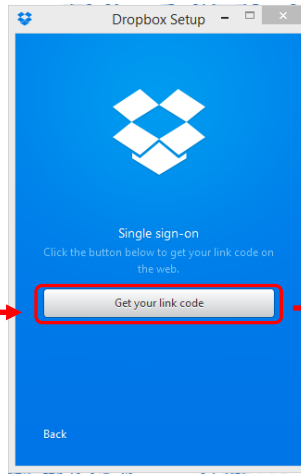




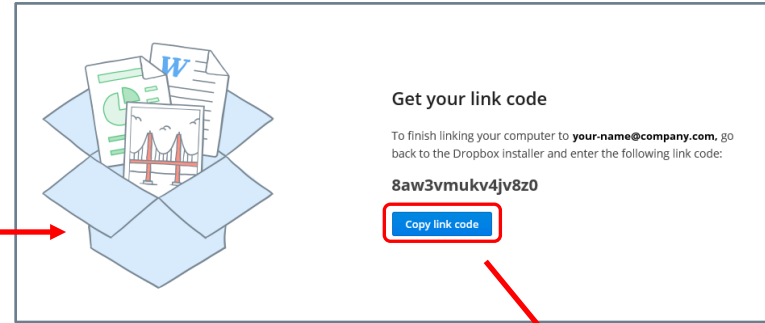
1. Open the App



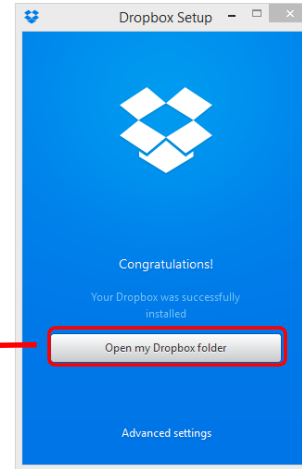
2. Enter your email
(do not enter password)
3. Click 'Sign in'



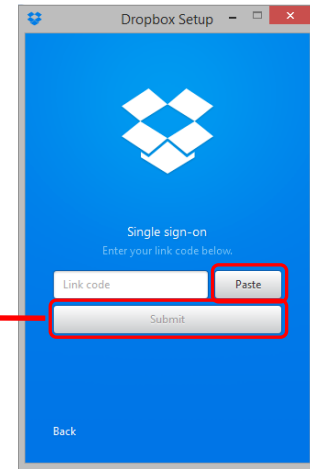
4. Click 'Get your link code'



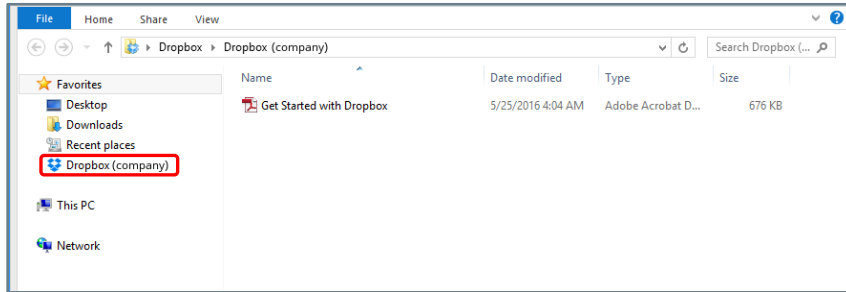
5. A web page will open, Click 'Copy link code'



8. Click 'Open my Dropbox folder'




6. Click 'Paste'
7. Click 'Submit'



Dropbox is now installed and ready for you to use.

Connecting a Personal Dropbox

1



Dropbox

Personal

Hanford Inc.

Team

Paper

Name ▾


ABC Corp

Archive

A screenshot of the Dropbox web interface. The 'Personal' link is highlighted with a red box. The interface shows the Dropbox logo, the word 'Dropbox', and a list of accounts: Personal, Hanford Inc., Team, and Paper. Below this is a 'Name' dropdown menu with two folders listed: ABC Corp and Archive.

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](#)

[No, thanks. I'll do this later.](#)

A screenshot of the 'Connect your personal Dropbox' page. It features an illustration of a person with photos and a home icon. The text explains that a personal Dropbox can be used for files and photos and is not controlled by the organization. It provides a 'sign in' link for existing users and input fields for email and password. There is a checkbox for agreeing to the terms and two buttons: 'Create personal Dropbox' and 'No, thanks. I'll do this later.'

3

Dropbox



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

[Link](#) [Not now](#)

A screenshot of a system notification window titled 'Dropbox'. It features the Dropbox logo and a message asking the user to link their personal Dropbox to the computer. There are two buttons: 'Link' and '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

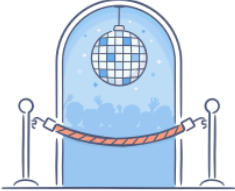
Password

I agree to [Dropbox terms](#)

[Sign up for free](#)

or [log in](#)

Request access



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

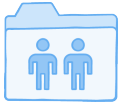
Co-author Office files



Tips and tricks



Recommended folder structures



Research



Maria
John
Sarah



Colleges



Stakeholders



Surveys



Results



Reports



Maria
John
Sarah



Maria
John
Sarah



Maria
John
Sarah



Girton



Tony
John



Trinity



Julia
John



Peterhouse



Liz
Julia



Management



Alumni



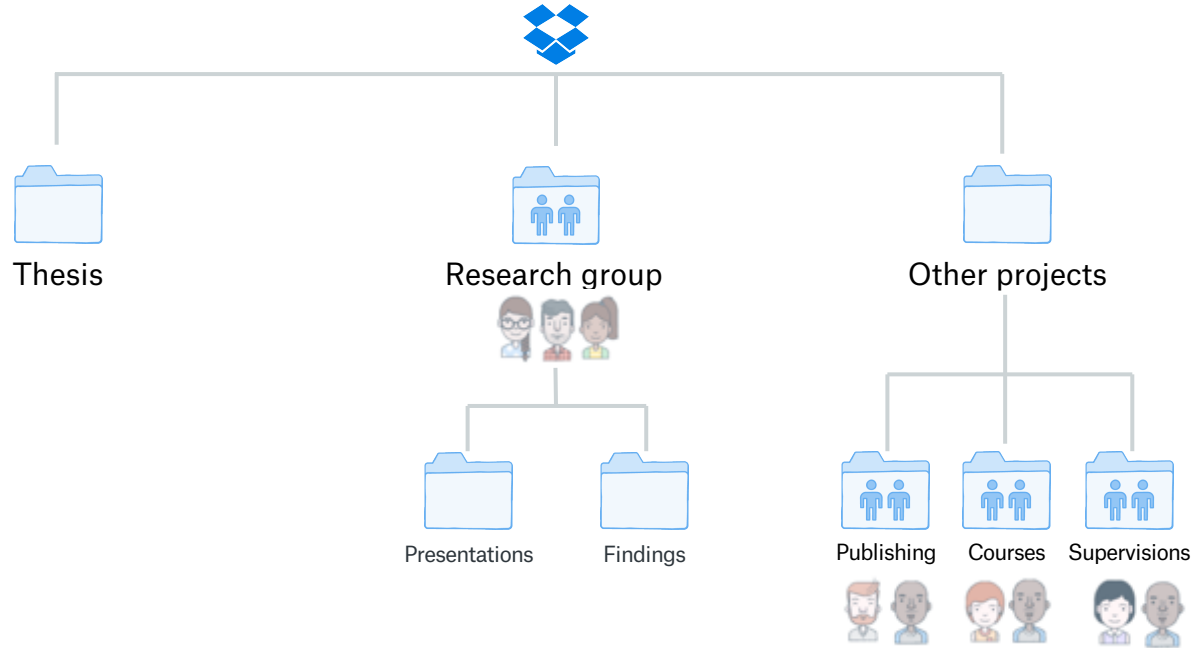
Lecturers

Share the top folder...

...or share the subfolders

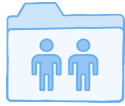
...not both!

Sample folder structure



Folder Naming

John - Owner



Research



Presentations



Raw data



Findings

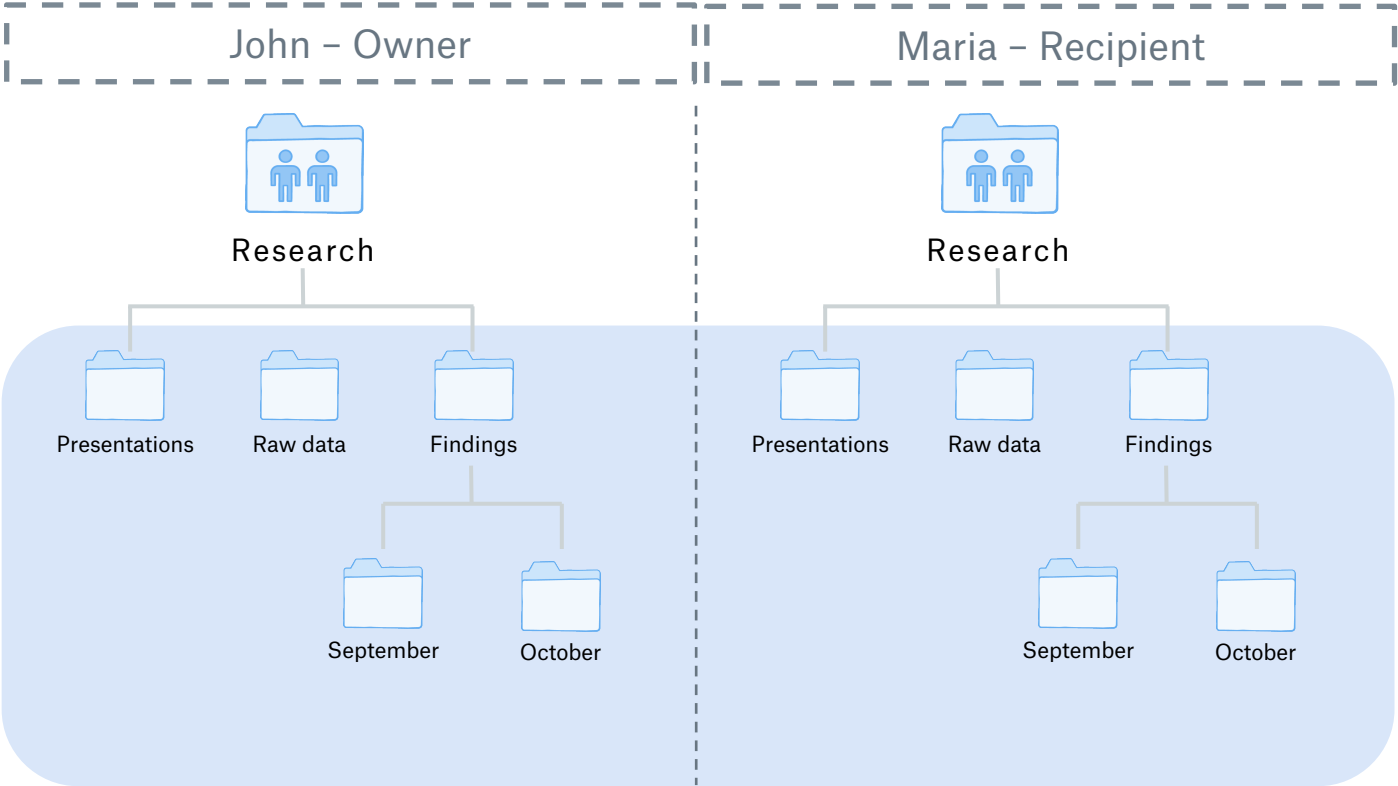


September

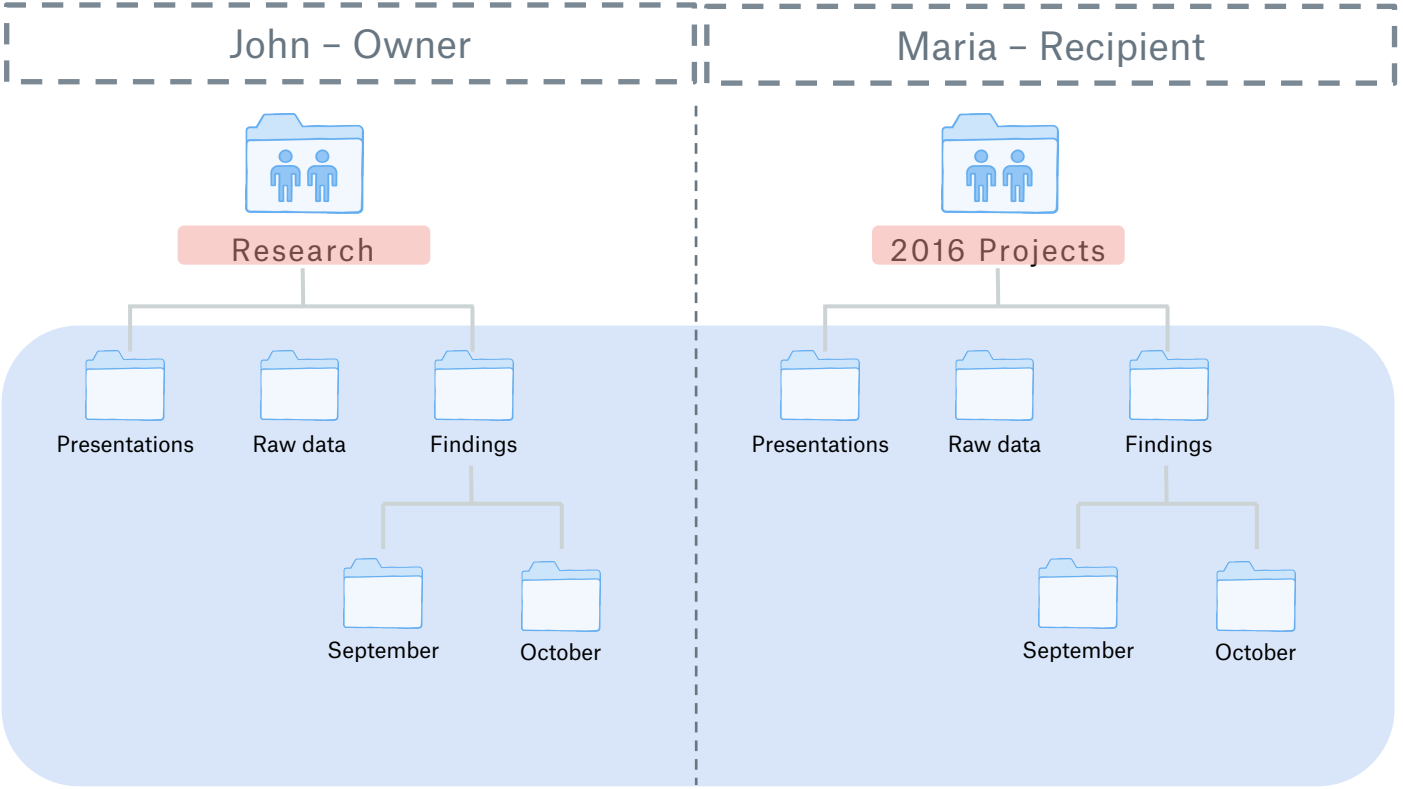


October

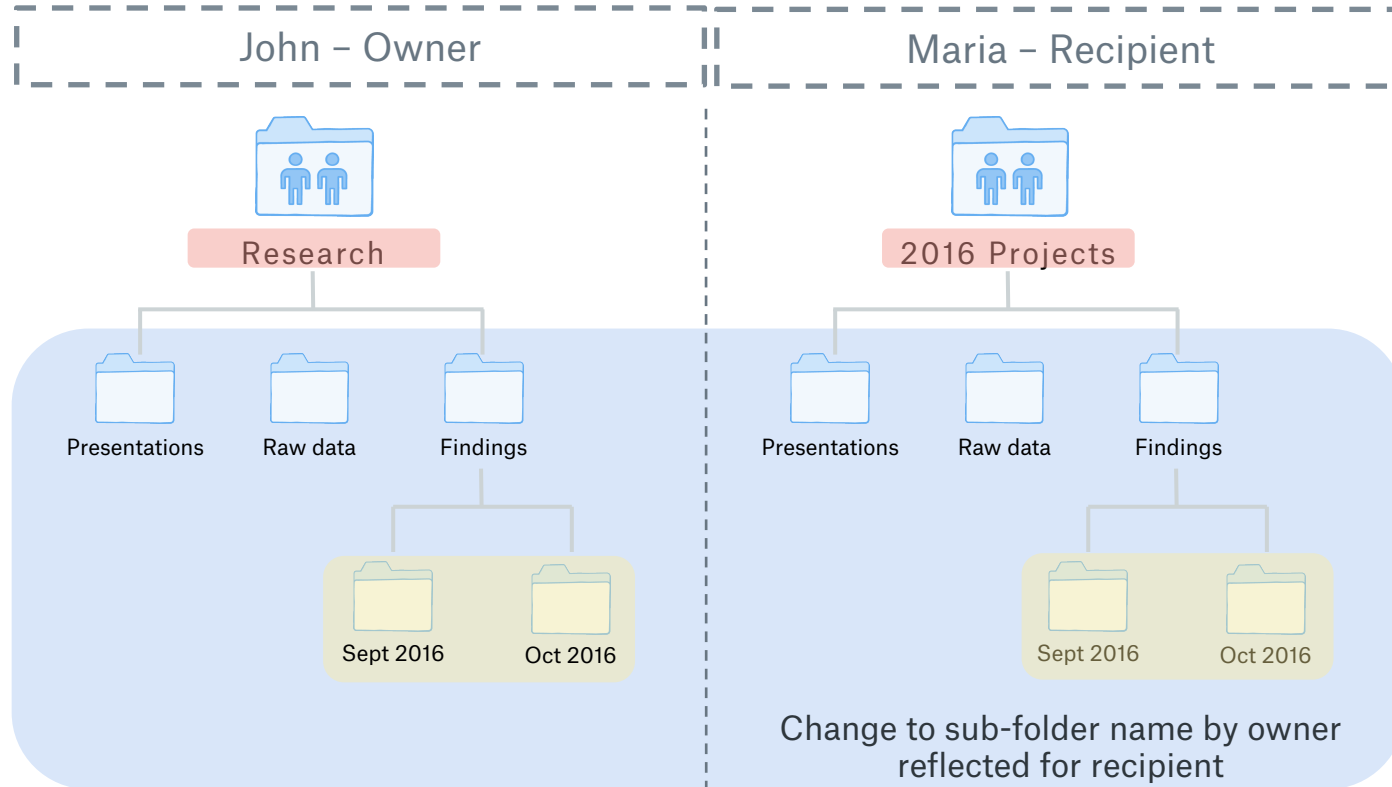
Folder Naming



Folder Naming



Folder Naming



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/dropbox

