



# End-user Training

20 October 2016

**Paddy Buckenham**

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File Edit View Go Bookmarks Tools Window Help

https://webmail.hermes.cam.ac.uk/session/fanf9//AAAF@folders?cwd=

Message | Mailbox | Folders | Compose | Addressbook | Manage

Change to: INBOX Go


Help | Logout

**Reminder:** Logout when you have finished. User currently logged into Hermes: fanf9

### Mail Folders

Directory  Filter  Apply [Refresh](#) | [Transfer Folders](#) | [Favourite Folders](#)

◀

 [INBOX](#)

Create mailbox with name  Create [Refresh](#) | [Transfer Folders](#) | [Favourite Folders](#)

Document: Done (0.382 secs)

# Why Dropbox?



Upload and sync  
across all devices



Share files  
more easily



Collaborate  
without email

Work as you want

# Agenda

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Set up your account

Use Dropbox

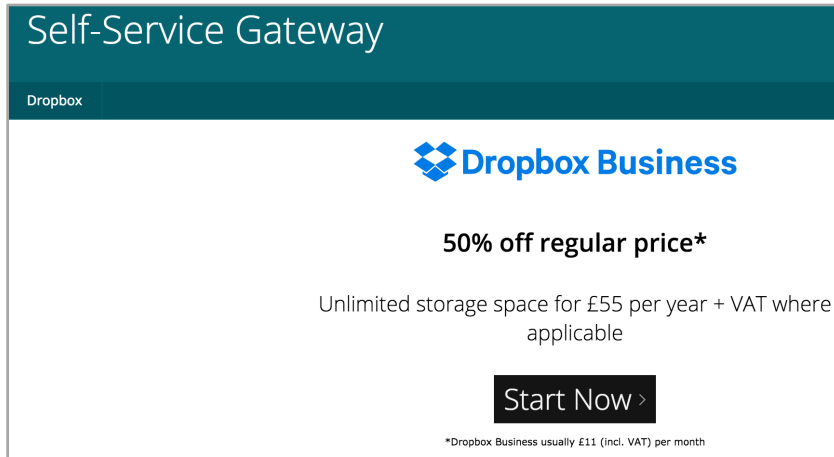
Tips and Tricks



**Set up your account**




# Making payment and getting your invitation



Self-Service Gateway

Dropbox

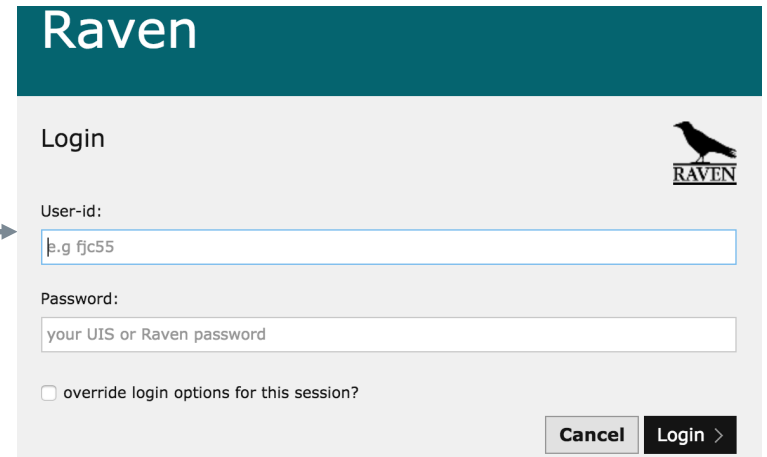
 **Dropbox Business**

**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](https://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



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

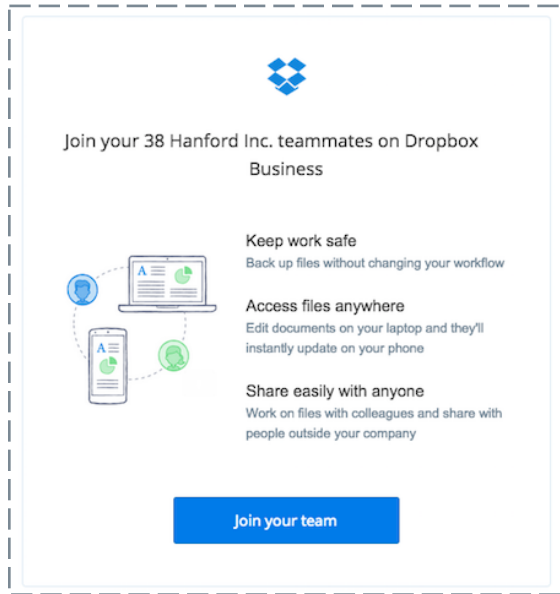
**Share easily with anyone**  
Work on files with colleagues and share with people outside your company

[Join your team](#)


4. Invitation to join the University team

# Setting up your account

## Email Invitation



The image shows a screenshot of a Dropbox Business invitation email. At the top is the Dropbox logo. Below it, the text reads "Join your 38 Hanford Inc. teammates on Dropbox Business". To the left, there are icons for a laptop, a smartphone, and a person, connected by dashed lines. To the right, there are three bullet points: "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), and "Share easily with anyone" (Work on files with colleagues and share with people outside your company). At the bottom is a blue button that says "Join your team".



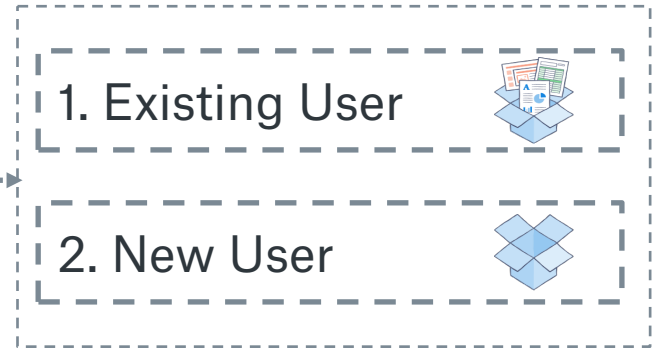


Join your 38 Hanford Inc. teammates on Dropbox Business

**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](#)

- 
- The image shows two options for user selection, each in a dashed box. The first option is "1. Existing User" with an icon of a folder containing documents and a person. The second option is "2. New User" with the standard Dropbox logo icon.
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

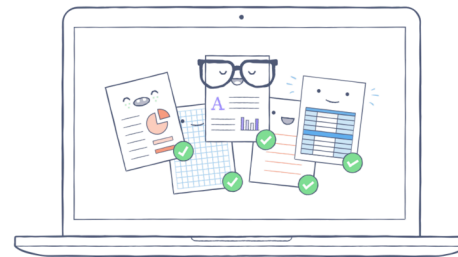
Password:

your UIS or Raven password

override login options for this session?

Cancel

Login >



Success!

Now download Dropbox for desktop

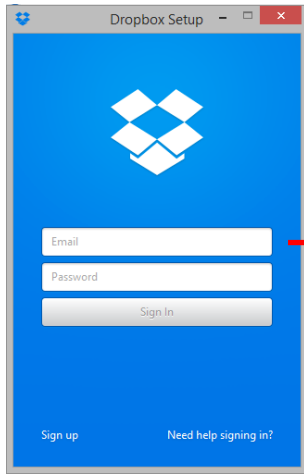
Dropbox for desktop automatically backs up your files and makes them easy to share. Download the app to get started.

Download Dropbox for desktop

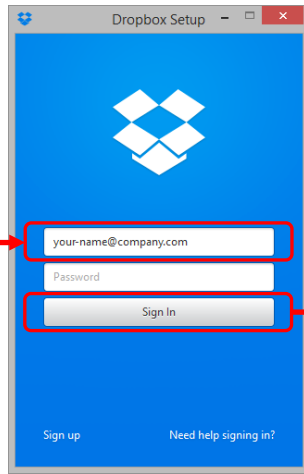
or go to [Dropbox on the web](#)

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

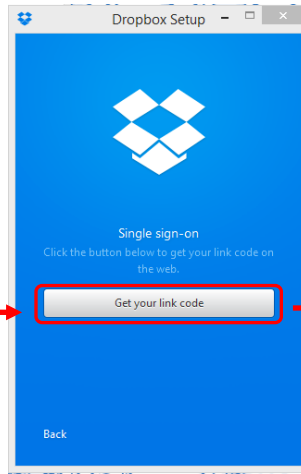




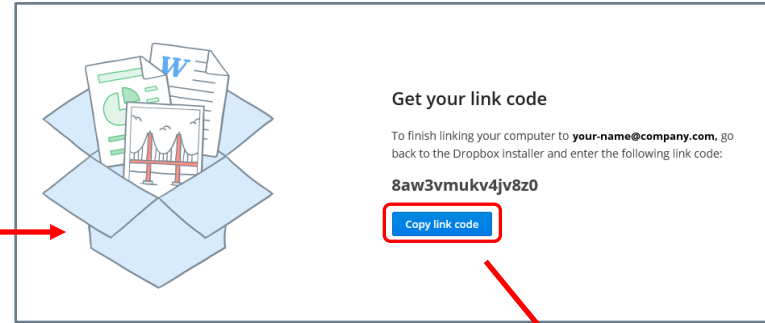
1. Open the App



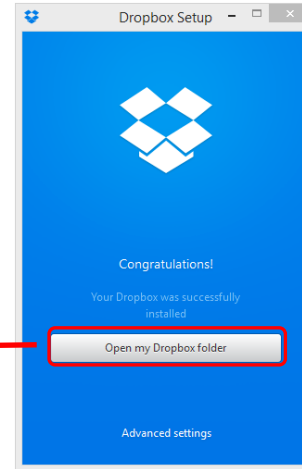
2. Enter your email  
**(do not enter password)**  
3. Click 'Sign in'



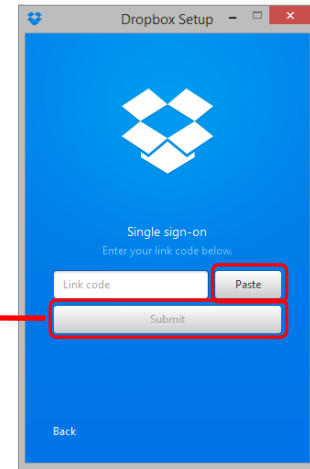
4. Click 'Get your link code'



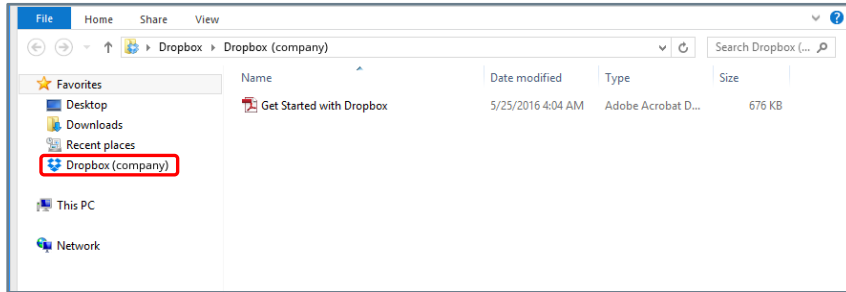
5. A web page will open, Click 'Copy link code'



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 (highlighted), Hanford Inc., Team, and Paper. Below this is a 'Name' dropdown menu with two folders: 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 folder icon. The text explains that a personal Dropbox can be used for files and photos, and that it is not controlled by the organization. There are input fields for email and password, a checkbox for 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 desktop notification window titled 'Dropbox'. It contains the Dropbox logo, the text 'Link your personal Dropbox! Add a personal Dropbox to this computer', and 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

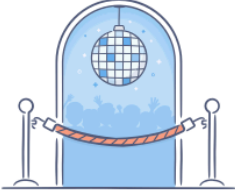
Password

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

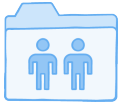
Co-author Office files



# Tips and tricks



# Recommended folder structures



Research



Maria  
John  
Sarah



Surveys



Results



Reports



Maria  
John  
Sarah



Maria  
John  
Sarah



Maria  
John  
Sarah



Colleges



Girton



Tony  
John



Trinity



Julia  
John



Peterhouse



Liz  
Julia



Stakeholders



Management



Alumni



Lecturers

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**Share the top folder...**

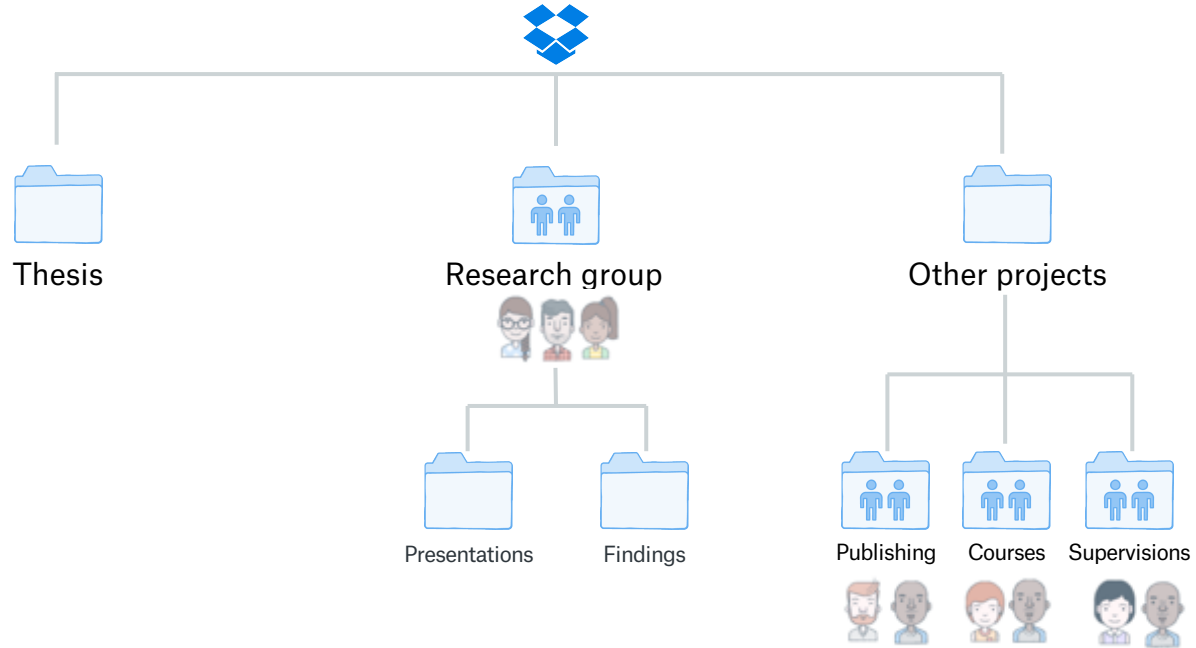
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**...or share the subfolders**

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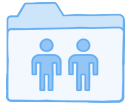
**...not both!**

# Sample folder structure



# Folder Naming

John - Owner



Research



Presentations



Raw data



Findings



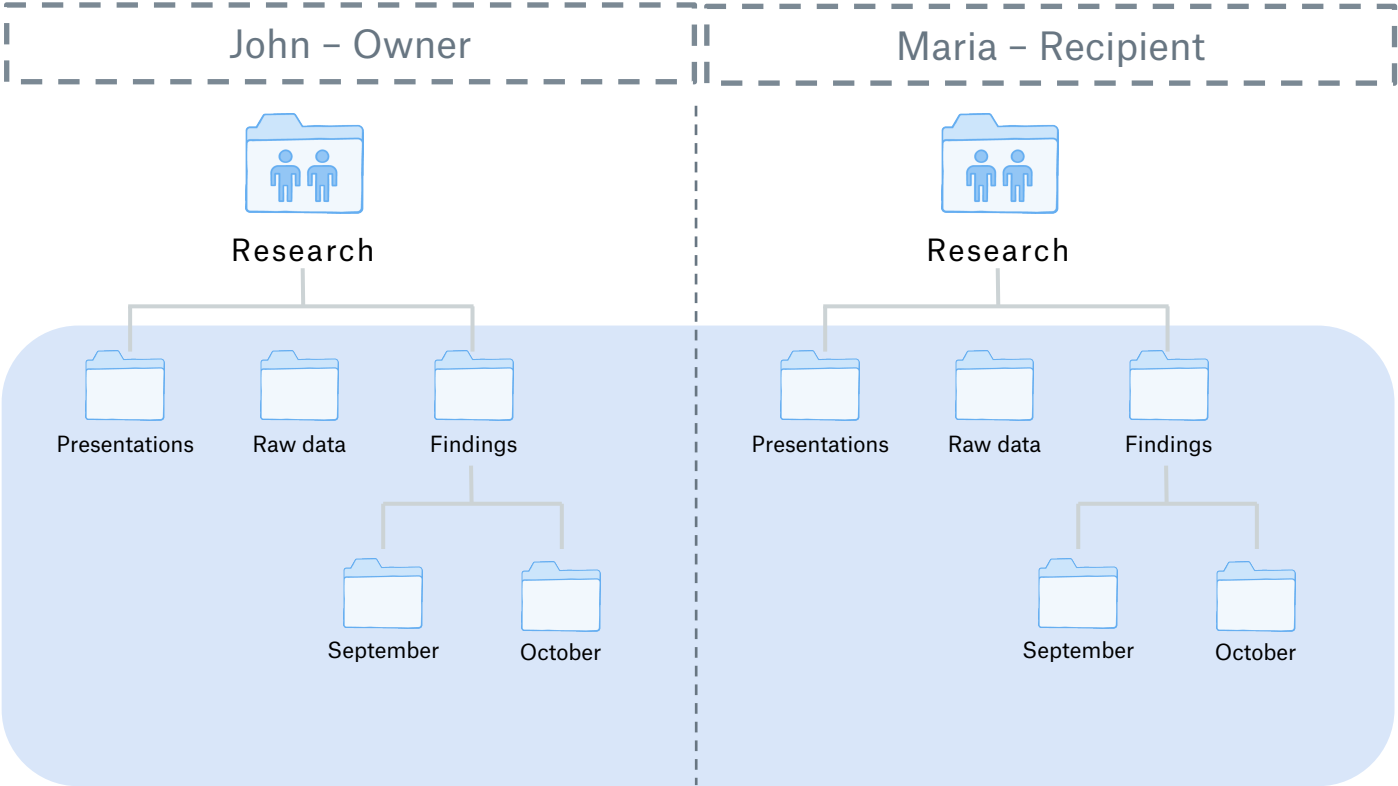
September



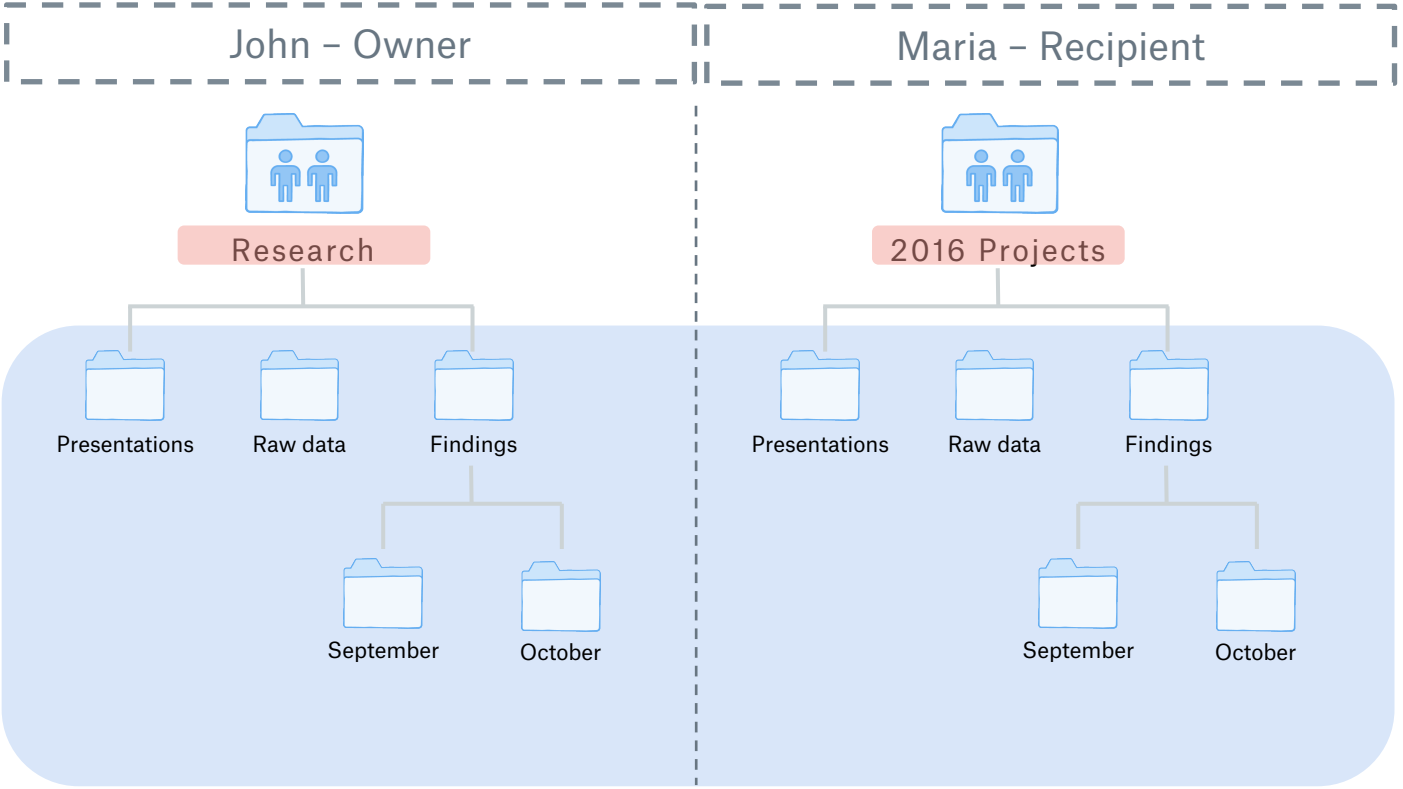
October



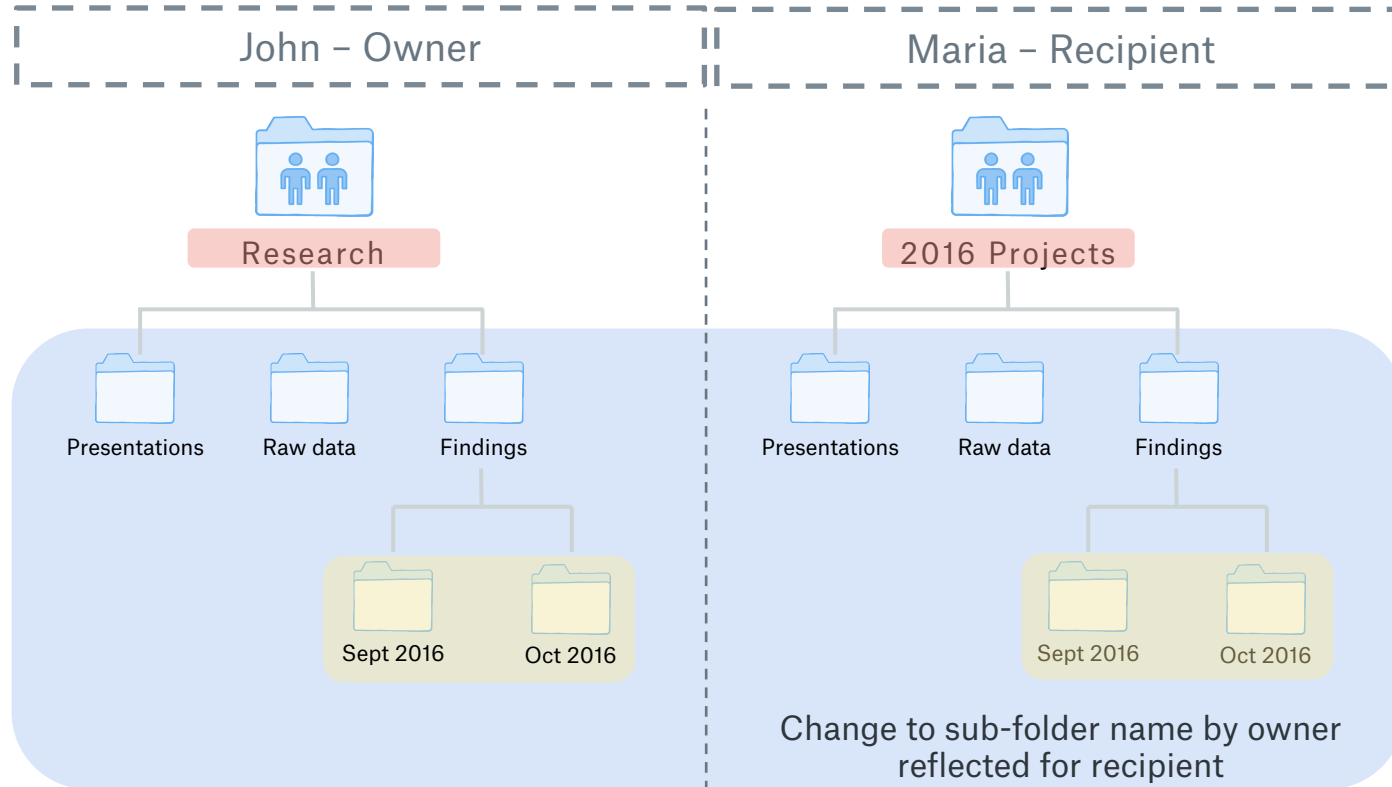
# Folder Naming



# Folder Naming



# Folder Naming



## Where can I learn more?

Admin / User guides available here:

[www.dropbox.com/guide](http://www.dropbox.com/guide)

FAQs and answers:

[www.dropbox.com/help](http://www.dropbox.com/help)

UIS website:

[www.uis.cam.ac.uk/initiatives/storage-strategy/dropbox-business](http://www.uis.cam.ac.uk/initiatives/storage-strategy/dropbox-business)

