Dropbox Business

UNIVERSITY OF CAMBRIDGE

End-user Training

20 October 2016

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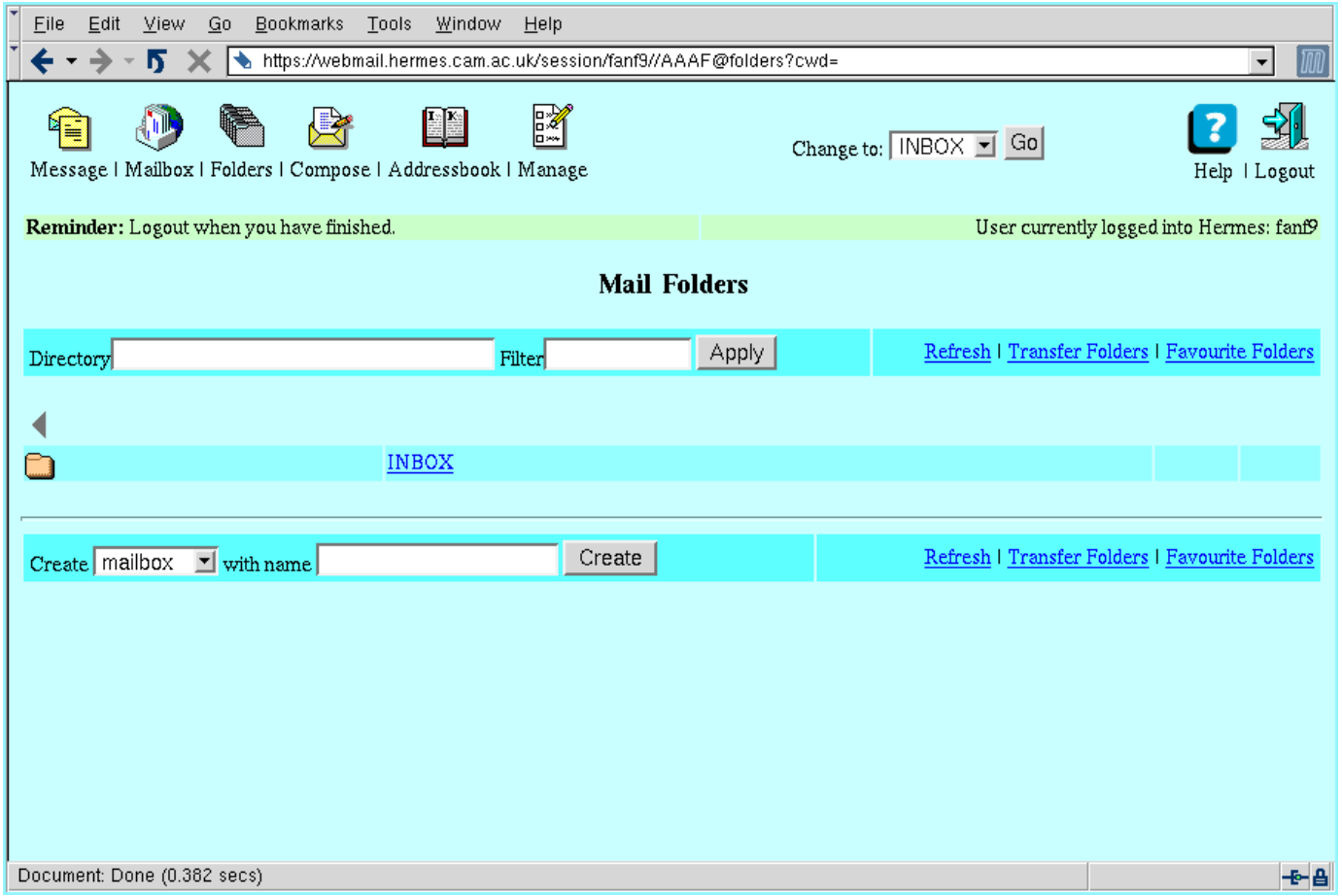
paddy@dropbox.com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https://webmail.hermes.cam.ac.uk/session/fanf9//AAAF@folders?cwd=
Message | Mailbox | Folders | Compose | Addressbook | Manage
Change to: INBOX Go
Help | Logout
Reminder: Logout when you have finished.
User currently logged into Hermes: fanf9
Mail Folders
Directory Filter Apply
Refresh | Transfer Folders | Favourite Folders
INBOX
Create mailbox with name Create
Refresh | Transfer Folders | Favourite Folders
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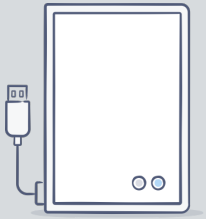
Why Dropbox?

In-person

Size



Hard drives

Internal-only

Bound by tools

Upload and sync across all devices

Share files more easily

Collaborate without email

Work as you want

Agenda

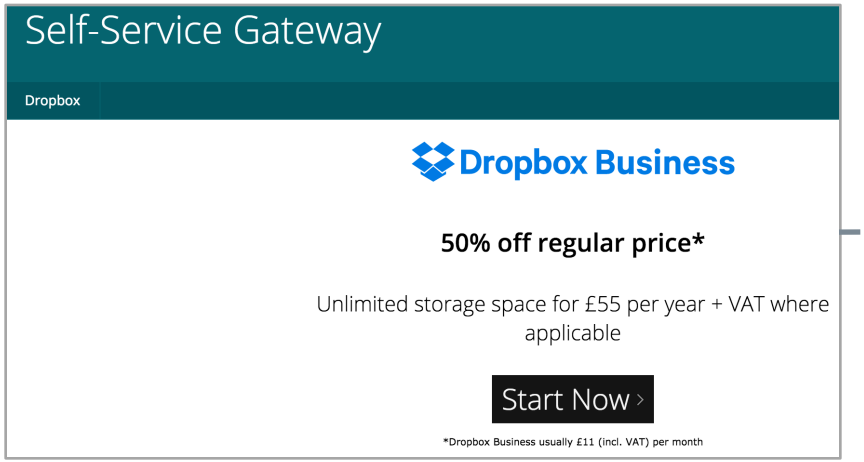
Set up your account

Use Dropbox

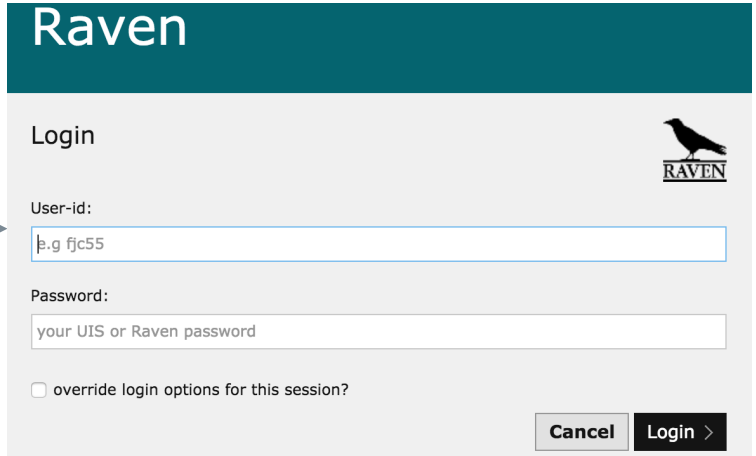
Tips and Tricks

Set up your account

Making payment and getting your invitation

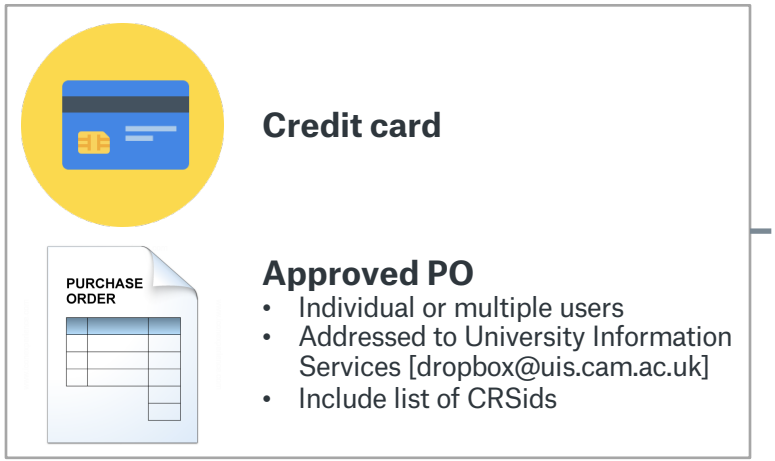


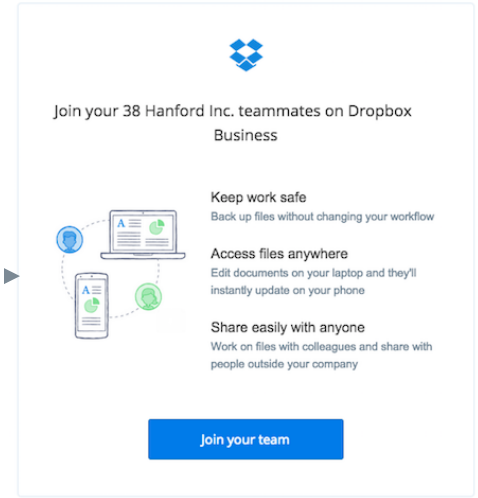
1. Visit selfservice.uis.cam.ac.uk/dropbox



2. Authenticate via Raven

Making payment and getting your invitation



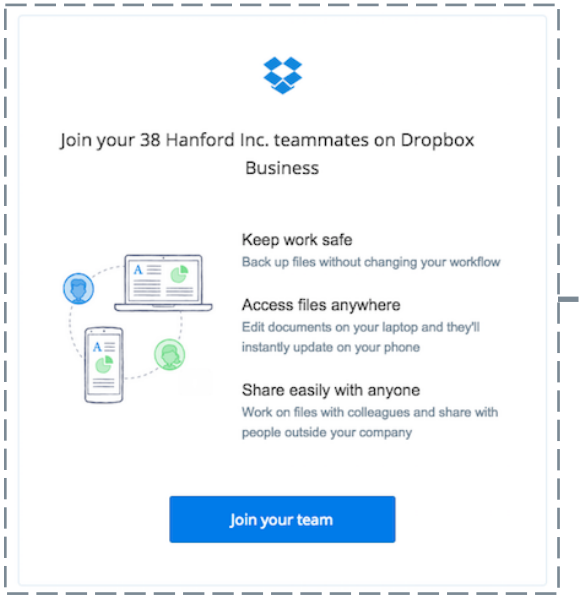


3. Make payment

4. Invitation to join the University team

Setting up your account

Email Invitation



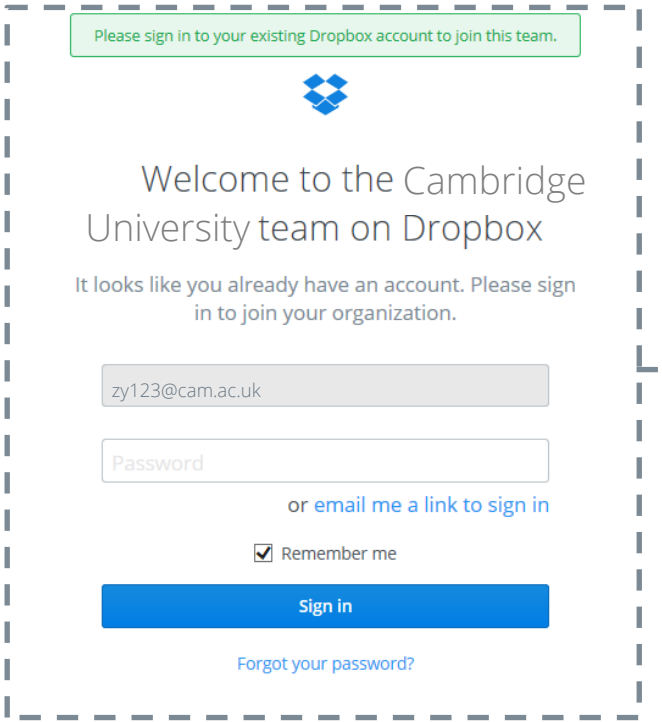
1. Existing User

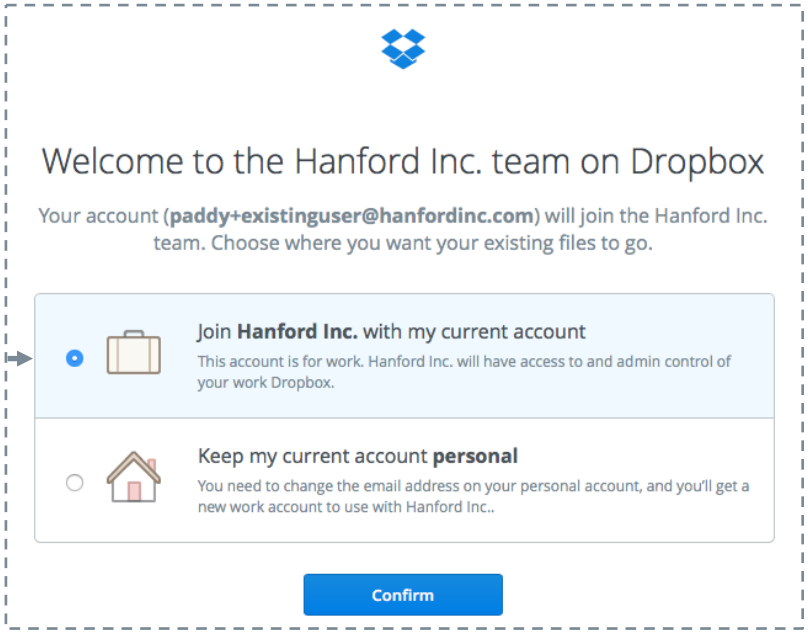
2. New User

Setting up your account

Existing User

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

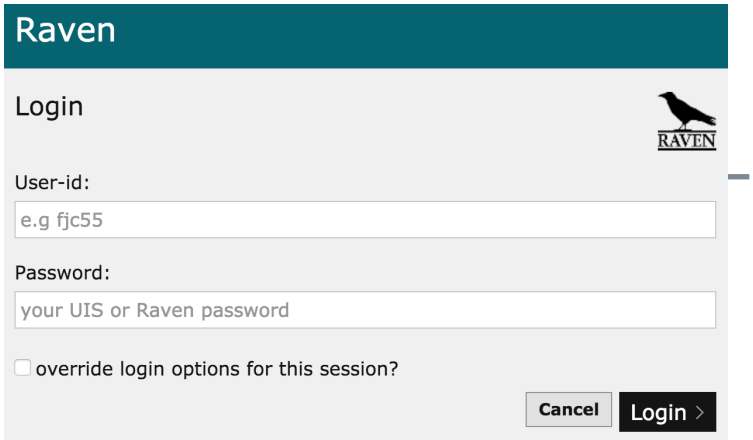


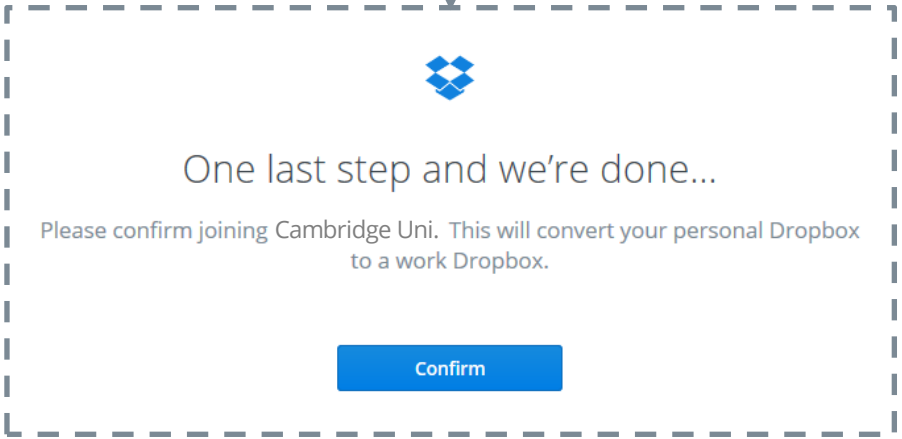


Setting up your account

Existing User

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





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.

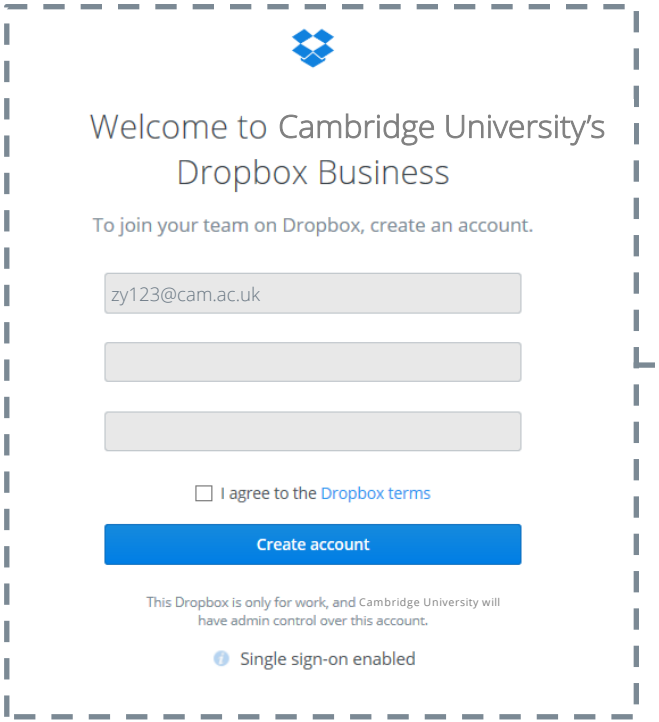
Download Dropbox for desktop

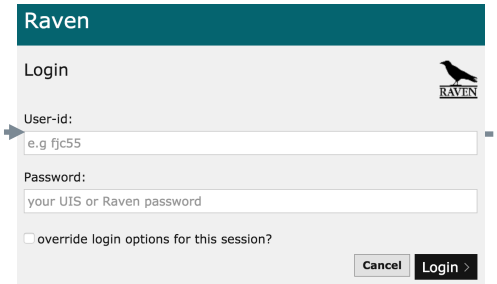
or go to Dropbox on the web

Setting up your account

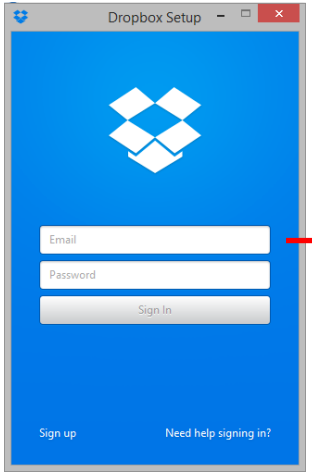
New User

"I don't have a Dropbox account"

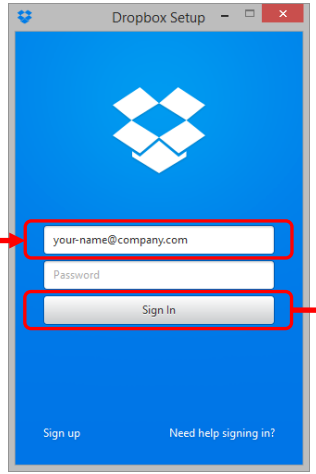




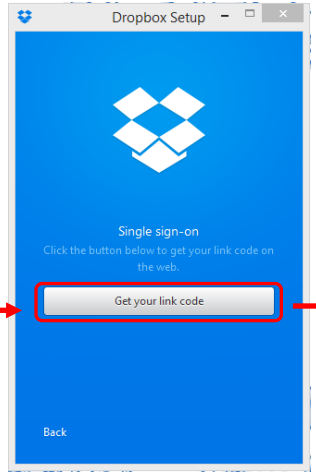
Install the Desktop App and connect your personal Dropbox



1. Open the App

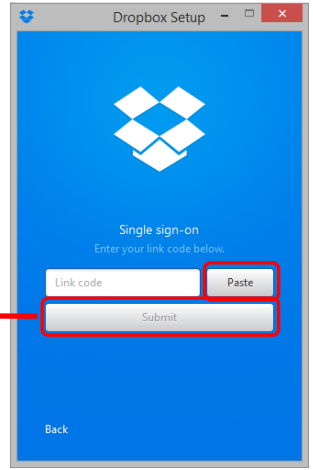


2. Enter your email
(do not enter password)
3. Click ‘Sign in’

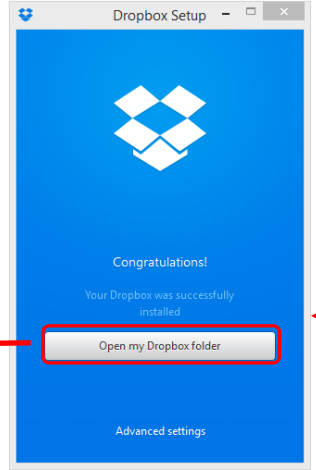


4. Click ‘Get your link code’

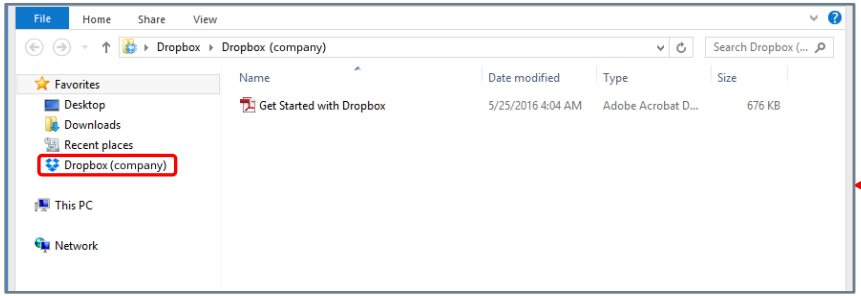
5. A web page will open, Click ‘Copy link code’



6. Click ‘Paste’
7. Click ‘Submit’

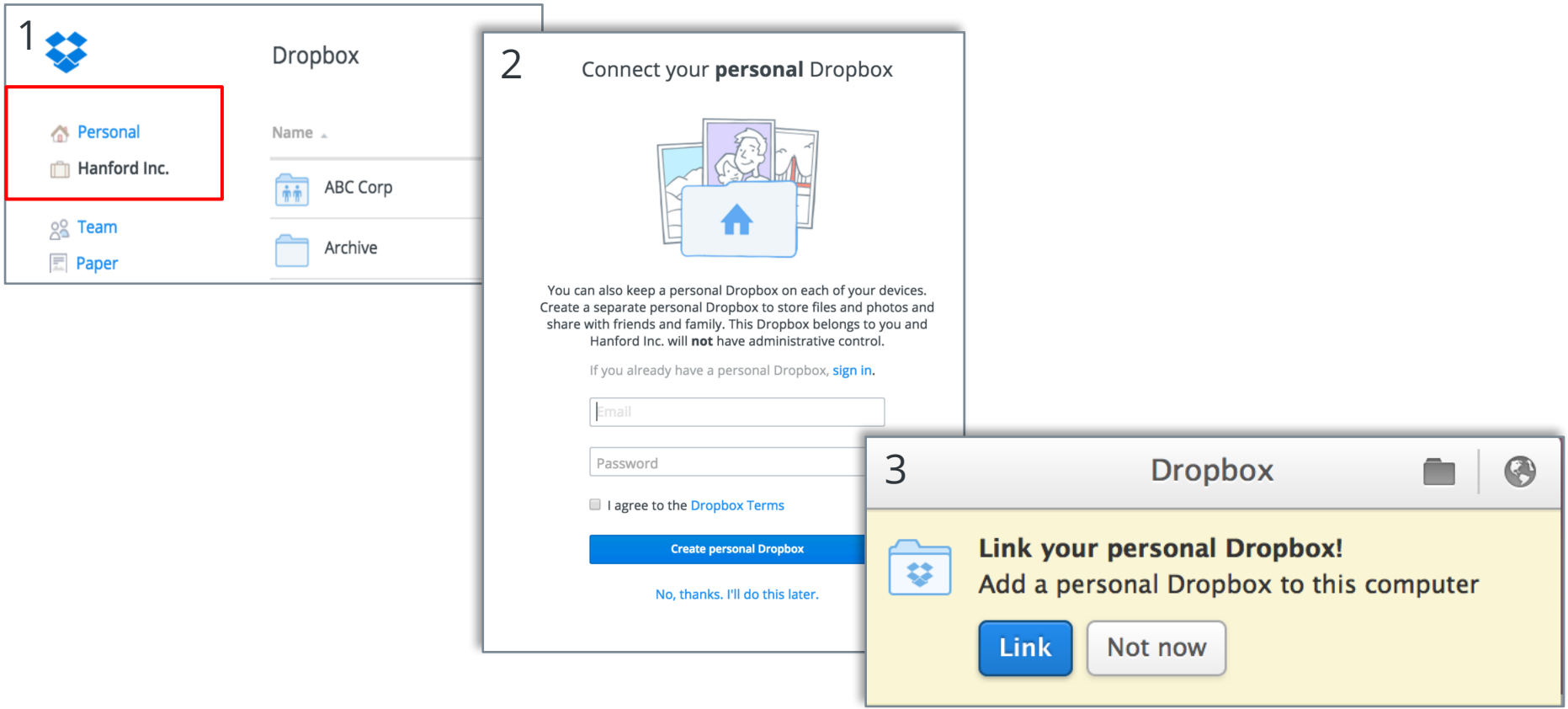


8. Click ‘Open my Dropbox folder’



Dropbox is now installed and ready for you to use.

Connecting a Personal Dropbox



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

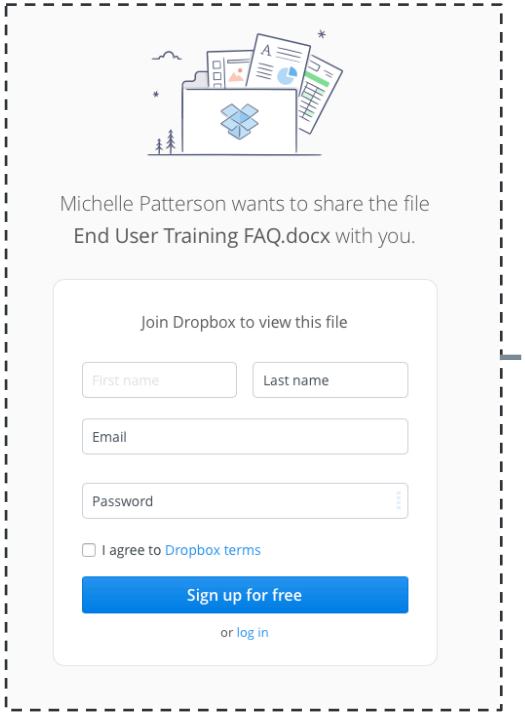
Request files

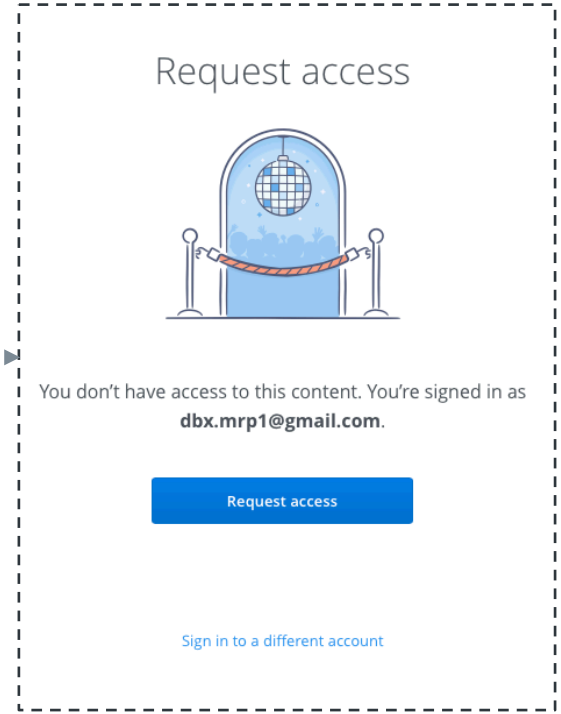
Additional features

Share with groups

Authenticated sharing

Sharing a file with someone without access





Collaboration

Core functionality

Recover deleted files

Recover previous versions of files

Additional features

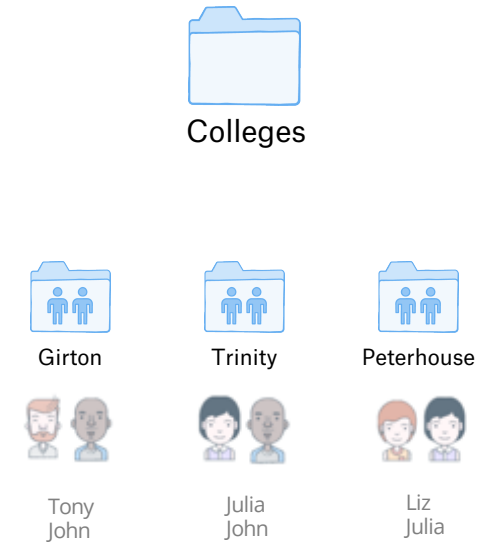
Comment on files

Co-author Office files

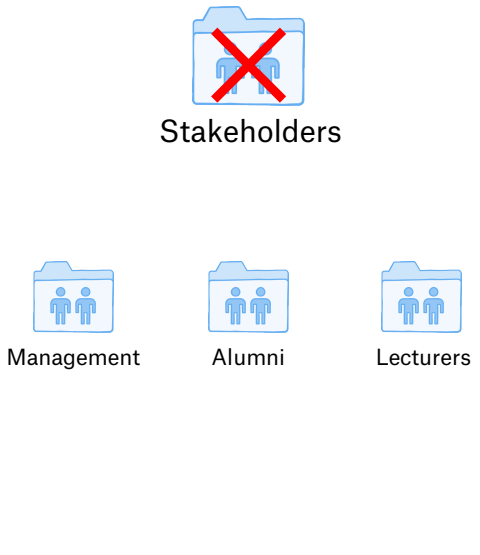
Tips and tricks

Recommended folder structures

Share the top folder...

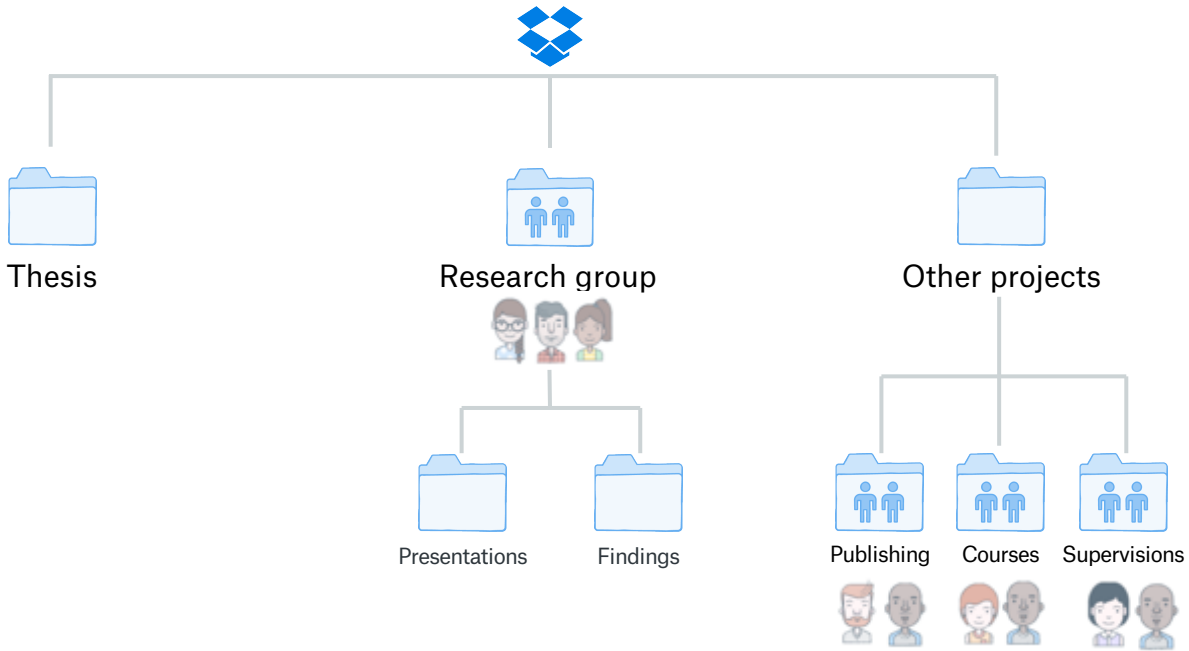


...or share the subfolders

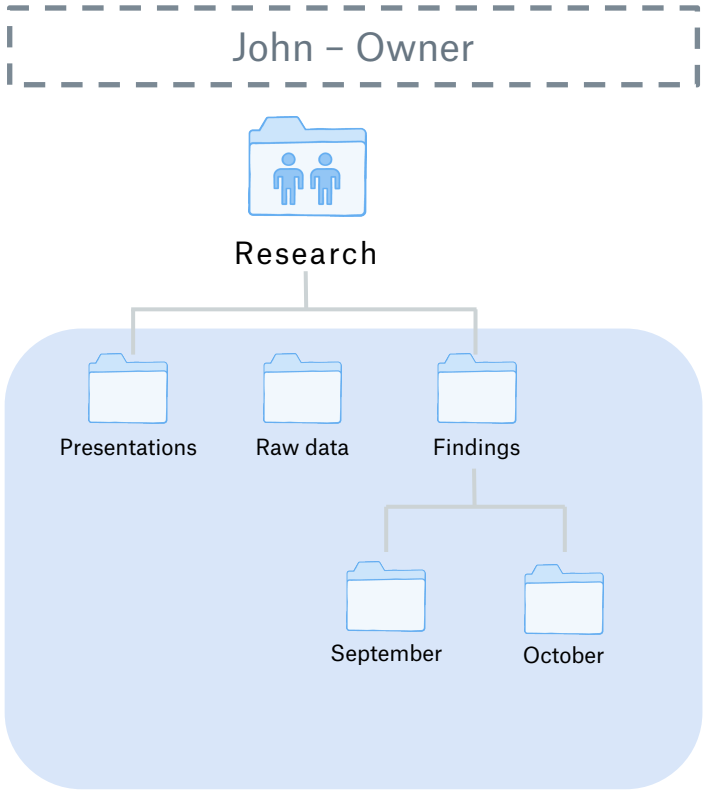


...not both!

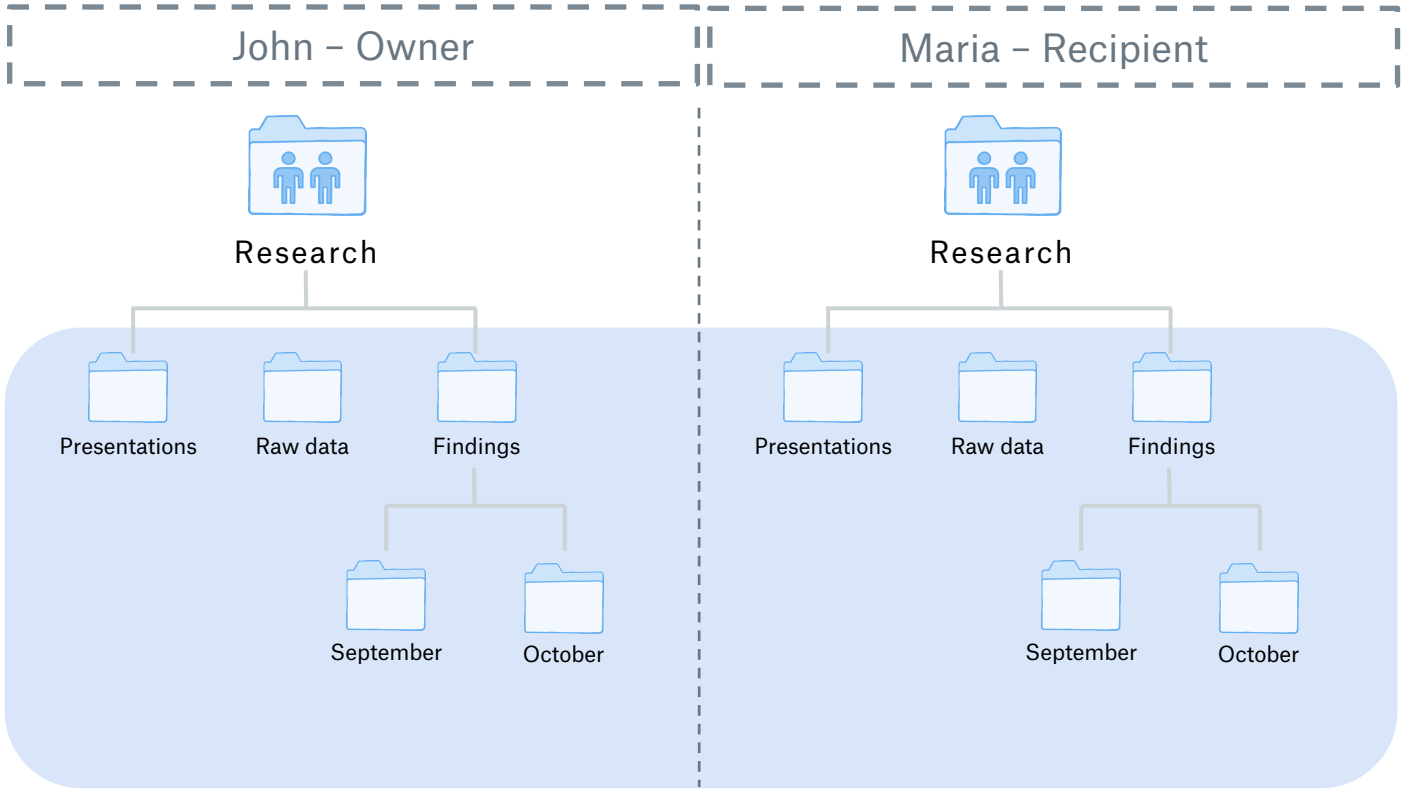
Sample folder structure



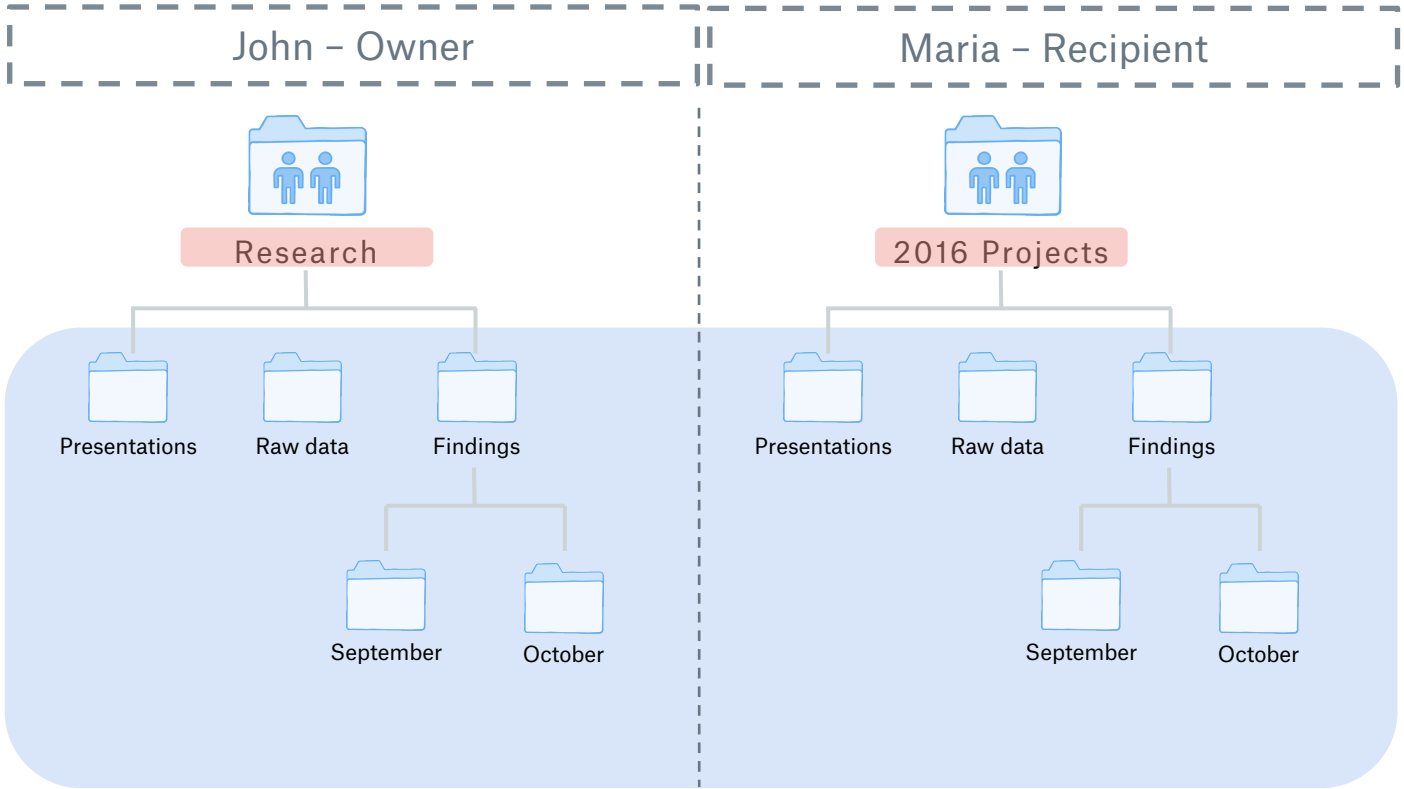
Folder Naming



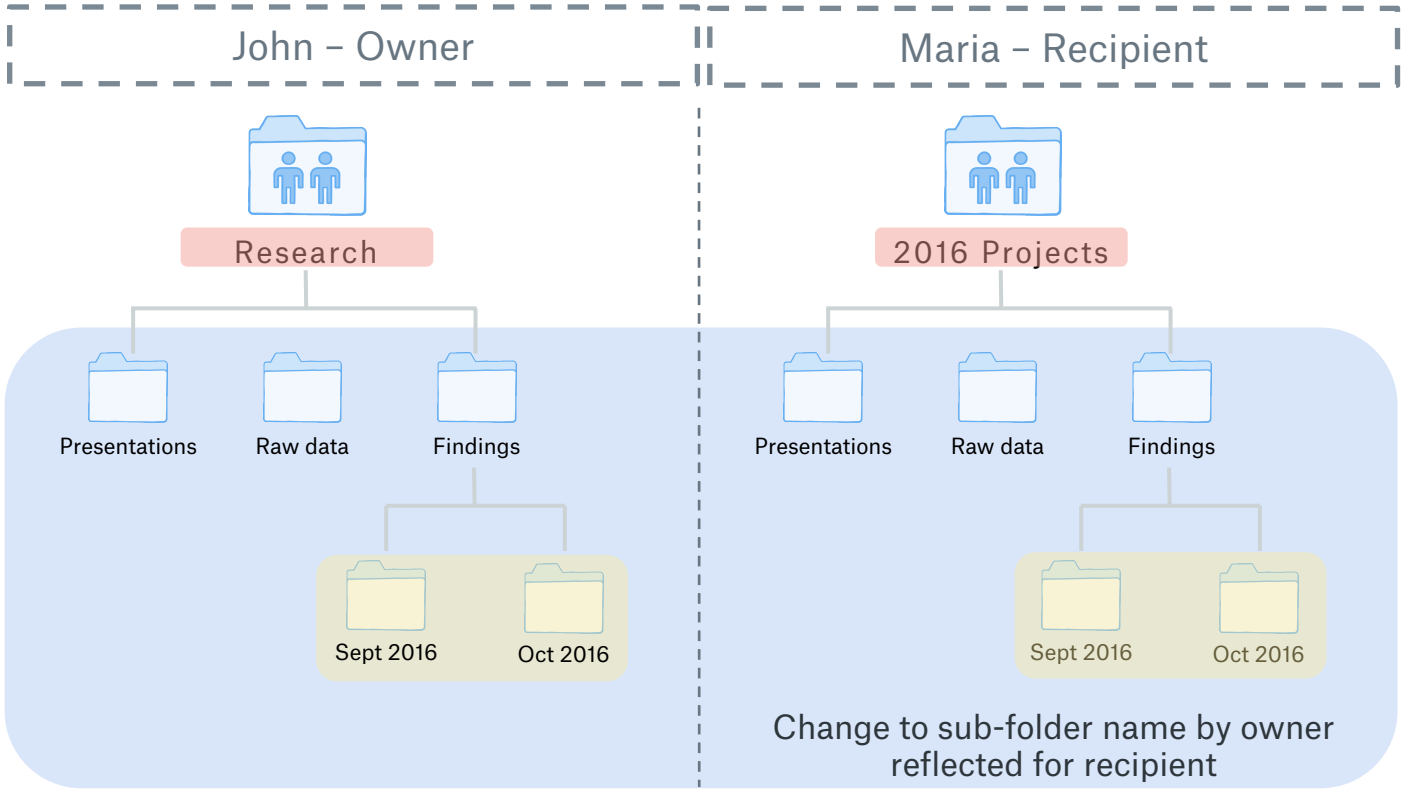
Folder Naming



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/initiatives/storage-strategy/dropbox-business

Dropbox Business