This guide shows you the steps to changing the email address associated with your personal Dropbox account. One reason you may be changing your email account is because your current personal Dropbox account is tied to an @exchange.fullerton.edu email address and you need to change it to @fullerton.edu before converting to CSUF Dropbox for Business.

**NOTE:** This process may take 10-15 minutes.

1. Log in to your personal Dropbox account at [www.dropbox.com](http://www.dropbox.com).

2. At the top right of the screen click on your name and then select **Settings**.
3 In the Profile section, you'll see your existing email address listed. Click **Change email**.

4 Enter your new email address in both email address fields and enter your personal Dropbox password. Then click **Update email**.
5 Dropbox will tell you that they’ve sent a verification email to your updated email address. Click **Done** and go check the email account of the updated email address for the verification email.

![verify-email](image)

6 You will see an email from Dropbox ([no-reply@dropbox.com](mailto:no-reply@dropbox.com)) with the subject *Please verify your email address*. Open it and click on **Verify your email**.

![dropbox-email](image)

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Hi Pepper,

We just need to verify your email address to finish updating your email.

[Verify your email](mailto:verify-email)

Thanks!
- The Dropbox Team
7 You’re done! Now that your email account has been updated, you can continue with converting to a CSUF Dropbox for Business account by going to www.fullerton.edu/it/dropbox.

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777. Additional training materials are available at www.fullerton.edu/it/dropbox. Dropbox has a help article on this topic: https://www.dropbox.com/help/202