If you have an existing Dropbox account connected to your @csu.fullerton.edu email account, you can convert it to a CSUF Student Dropbox for Business account by following the steps below.

1. Open your internet browser to [http://sts.fullerton.edu/software/dropbox](http://sts.fullerton.edu/software/dropbox).

2. Over on the right under Getting Started, click Get Started.

3. In the video walkthrough, select I have a Dropbox account and then select My Dropbox is tied to my @csu.fullerton.edu email account. Make the other appropriate selections for your situation.

4. Finish watching the video walkthrough and then select I’m Ready! Take me to the CSUF Dropbox Registration Page!

5. Enter your campus username and password. Then click Sign In.

6. **IMPORTANT**: Be sure to read all of the information on the page with regards to the usage and best practices for Dropbox. After reading this information, place a checkmark next to I have read and understand CSUF’s guidelines for use of Dropbox. Then click Continue.

7. You will see a confirmation screen letting you know that an invitation email has been sent to your campus student email account. Go check your campus email inbox!

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Almost done, next step …

Please look for email invitation to CSU Fullerton’s Dropbox for Business with a link to [www.dropbox.com](http://www.dropbox.com) where you can sign up using your @csu.fullerton.edu email address.

If you have questions or encounter problems signing up or using the CSUF Dropbox services, please contact the Help Desk at studentit@fullerton.edu or (657)278-8888.
8 You will see an email from CSU Fullerton via Dropbox (no-reply@dropbox.com) with the subject *CSU Fullerton invited you to Dropbox for Business*. Open it and click on the *Join the CSU Fullerton team* button.

9 You will need to sign in to your existing @csu.fullerton.edu Dropbox account with the password you currently use to log in to your Dropbox account in order to continue the process. Enter your password and then click *Sign In*. 
10 A welcome page will open. Click **Get Started**.

![Welcome to Dropbox for Business]

To get started, you'll have to decide where the stuff in your existing Dropbox should go — your CSU Fullerton Dropbox or your personal Dropbox. If you don't have a personal Dropbox, we'll help you create one.

11 Decide if you want to move your existing files/folders to a personal Dropbox (you can create one if you don’t have one yet) or to the CSU Fullerton Dropbox for Business account. Click either **Move stuff to personal Dropbox** OR **Move stuff to CSU Fullerton Dropbox**.  
**Note:** if you have a lot of shared files, consider with whom you share the most (i.e. friends & family, classmates & teachers, etc.) and which Dropbox makes the least amount of work for you to set up that sharing again.

![You have: 2.76 GB of existing stuff]

**Personal Dropbox**

This will be your personal Dropbox for storing files and photos and sharing with friends and family.

**CSU Fullerton Dropbox**

This will be your work Dropbox. CSU Fullerton will have ownership over this Dropbox (including the ability to delete and transfer its contents).

**Move stuff to personal Dropbox**  
**Move stuff to CSU Fullerton Dropbox**
Set up your CSU Fullerton Dropbox by clicking on Create CSU Fullerton Dropbox.
You’re now given the option to create a personal Dropbox account or connect your existing personal Dropbox account to your CSUF Student Dropbox for Business account. Having a separate personal Dropbox allows you some separation between files you share with friends & family and files you share with classmates and teachers but you can also use the two accounts and transfer files between the two accounts more seamlessly.

Your three options are:

A. Click **Sign In** to link your existing personal Dropbox to your new Dropbox for Business Account.
B. Enter your personal email address, create a password, and then click **Create personal Dropbox** to create a new personal Dropbox to link to your new Dropbox for Business account.
C. If you do not wish to create a personal Dropbox or you want to think about doing this later, click **No, thanks. I’ll do this later.**
14 You'll be asked to confirm your choices. On the right is your new CSUF Student Dropbox for Business account information. If you created or connected a personal Dropbox account, the information will be populated on the left. If you're happy with your choices, click **Finish setup and get started** to jump into your CSUF Student Dropbox for Business account!

15 You're now at your main Dropbox screen! If you chose to move all of your files to your Dropbox for Business account, you should see them. If not, you may only see a Getting Started PDF.

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888. Additional training materials are available at http://sts.fullerton.edu/software/dropbox.