If you have an existing Dropbox account connected to a non-CSUF email account (such as @gmail.com or @yahoo.com), you can link it to a new CSUF Dropbox for Business account by following the steps below.

1. Open your internet browser to http://www.fullerton.edu/it/dropbox.


3. In the video walkthrough, select I have a Dropbox account and then select My Dropbox is tied to a different email account (i.e. gmail, yahoo, etc).

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 email account. Go check your campus email inbox!

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Registration successful

You have successfully completed the registration for the tonystark@fullerton.edu CSU Fullerton Dropbox account.

Please look for email invitation to CSU Fullerton’s Dropbox for Business "team" with a link to www.dropbox.com where you can sign up using your @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 helpdesk@fullerton.edu or (951)278-7777.
8 You will see an email from CSU Fullerton via Dropbox ([no-reply@dropbox.com](mailto: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 A welcome page will open in your default web browser. Click **Get Started**.
You will see your account information populated; please do not change any of this information. Place a checkmark next to **I agree to the Dropbox Terms**. Then click **Create CSU Fullerton Dropbox**.
11 Your individual Dropbox for Business account has been created! Click **Continue**.

![Set up your CSU Fullerton Dropbox](image)

12 You can now click **Sign In** to connect your existing personal Dropbox to your new CSUF Dropbox for Business.

![Now set up your personal Dropbox](image)
Enter the email address and password for your personal Dropbox. Then click **Sign In**.

You're done! On the right is your new CSUF Dropbox for Business account information. On the left is your personal Dropbox information. Click **Get Started** to jump into your account!
You're now at your main Dropbox screen! By default you are taken to your personal Dropbox account, but you can click on the **CSU Fullerton** link at the top left to switch to your CSUF Dropbox for Business account.

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Additional training materials are available at [www.fullerton.edu/it/dropbox](http://www.fullerton.edu/it/dropbox).