Creating an Individual Dropbox

If you would like to create an individual CSUF Dropbox for Business account, follow the steps below.

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


3. In the video walkthrough, select I want to create a new Dropbox account.

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!

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 (857)278-7777.
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.

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CSU Fullerton invited you to Dropbox for Business

CSU Fullerton via Dropbox [no-reply@dropbox.com]
To: tony.stark@fullerton.edu

Hi there,
CSU Fullerton just got Dropbox for Business, and you're invited to join. Now you can keep work in your team's Dropbox, access it on any device, and easily share it with colleagues and people outside your company.

Join the CSU Fullerton team

Thanks!
- The Dropbox Team
```

9 A welcome page will open in your default web browser. Click **Get Started**.

```
Welcome to Dropbox for Business!
You (tony.stark@fullerton.edu) have been invited
to join the CSU Fullerton Dropbox.

Access your work from anywhere and collaborate with colleagues. CSU Fullerton will have ownership over this Dropbox (including the ability to delete and transfer its contents).

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**.
Your individual Dropbox for Business account has been created! Click Continue.

Set up your CSU Fullerton Dropbox

tonystark@fullerton.edu

Your CSU Fullerton Dropbox has been created. (tonystark@fullerton.edu)

Continue
You're now given the option to create a personal Dropbox account or connect your existing personal Dropbox account to your CSUF Dropbox for Business account. This allows you to keep your work files and your personal files in two separate Dropbox accounts but 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.**
You're done! On the right is your new CSUF Dropbox for Business account information. If you created or connected a personal Dropbox account, the information will be populated on the left. Click **Get Started** to jump into your account!

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You're now at your main Dropbox screen! Your Dropbox for Business contains a Getting Started.pdf document to help you get started.

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

Additional training materials are available at www.fullerton.edu/it/dropbox.