Setting Up Your CSUF Student Dropbox for Business

Convert Your Existing Gmail/Yahoo/Hotmail/Etc. Dropbox Account

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 Student Dropbox for Business account by following the steps below.

1. Open your internet browser to 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 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 student email account. Go check your campus email inbox!

   **Almost done, next step …**

   Please look for email invitation to CSU Fullerton’s Dropbox for Business with a link to 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 studentithelpdesk@fullerton.edu or (657)278-8888.
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; you will not be able to change any of this information. Place a checkmark next to **I agree to the Dropbox Terms**. Then click **Create CSU Fullerton Dropbox**.
11. You can now click **Sign In** to connect your existing personal Dropbox to your new CSUF Dropbox for Business.

12. Enter the email address and password for your personal Dropbox. Then click **Sign In**.
13 You’re done! On the right is your new CSUF Student Dropbox for Business account information. On the left is your personal Dropbox information. Click **Get Started** to jump into your account!

![Personal Dropbox vs. CSU Fullerton Dropbox](image)

14 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 Student Dropbox for Business account.

![Dropbox Main Screen](image)

**I NEED HELP!**

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