Intro to Dropbox
Overview

- Setup University Dropbox account
- Dropbox Sync App
- Uploading a file/folder
- Sharing a file/folder
- Creating a folder
- Settings
Setting Up Your Account

- **Sign up** for University Dropbox account
  - Be sure if you have a personal account, the email address used is NOT your University email address. If it is, please change it before signing up for the University account.
- Join the team
- **Log in** using NinerNET credentials
Dropbox Sync App

- Data types/levels that can be synced and stored on the computer
- Choose what’s synced
<table>
<thead>
<tr>
<th>Level 0 – Public</th>
<th>Level 1 – Internal</th>
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<tbody>
<tr>
<td>• Can be stored anywhere</td>
<td>• Not shared publicly without authorization</td>
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<tr>
<td>• Freely distributed</td>
<td>• Can be stored on:</td>
</tr>
<tr>
<td>• Examples:</td>
<td>• University computers</td>
</tr>
<tr>
<td>• Job postings</td>
<td>• Network drives</td>
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<tr>
<td>• Press releases and marketing material</td>
<td>• Google Drive and Dropbox</td>
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</table>
|   • Published research, presentations, or papers |   |”
|• Level 2 – Sensitive/Confidential       |• Level 3 – Highly Restricted               |
|• Requires authorization to view         |• In general, should not be copied or       |
|• Should not be stored on computer hard drives (be cautious when using Dropbox Sync App and Google Drive Sync) | downloaded from the secure location without speaking with the Data Owner, Data Security Officer, Information Security Liaison, or Information Security Compliance Office |
|• Can be stored on network drives and online in Google Drive and Dropbox with limited access |• Examples:                                 |
|  • FERPA data                           |  • SSNs                                   |
|  • Personnel records                    |  • Credit card information                 |
|  • Personally identifiable information  |  • Restricted research data                |
Uploading a File/Folder

- **Dropbox Web Interface:**
  - Can upload a multiple files at a time
  - Can’t upload a folder, must select the files in the folder

- **Dropbox Sync App:**
  - Can upload multiple files or folders
  - Must allow time for files/folders to be copied and synced to Dropbox
  - Recommend wired connection for speed and reliability
Sharing a File/Folder

- **Dropbox Web Interface:**
  - Select the file/folder and click the *Share* option on the right

- **Dropbox Sync App:**
  - Right-click the file/folder and choose the desired *Share* option from the menu
Creating a New Folder

- **Dropbox Web Interface:**
  - Click the **New Folder** icon along the top right of your University Dropbox account
  - Name the folder and use as desired

- **Dropbox Sync App:**
  - Right click in the desired location of your University Dropbox folder synced to your computer
  - Select to create a new folder
  - Name the folder and use as desired
Settings

● UNC Charlotte:
  ○ Space used
  ○ Connected services
    ■ If you choose to edit documents using Office Online, this will be a connected service you can disconnect from at any time
    ■ If you give access to your University Gmail contacts, they will be connected here
  ○ Team admins
Resources

- UNC Charlotte FAQ: [faq.uncc.edu](faq.uncc.edu)
- IT Services Website: [ITServices.uncc.edu](ITServices.uncc.edu)
  - Training and Open Swims offered weekly: [itservices.uncc.edu/calendar](itservices.uncc.edu/calendar)
- IT Service Desk: [helpdesk.uncc.edu](helpdesk.uncc.edu)
- Guideline for Data Handling