



Dropbox for Business at WPU

Sections:

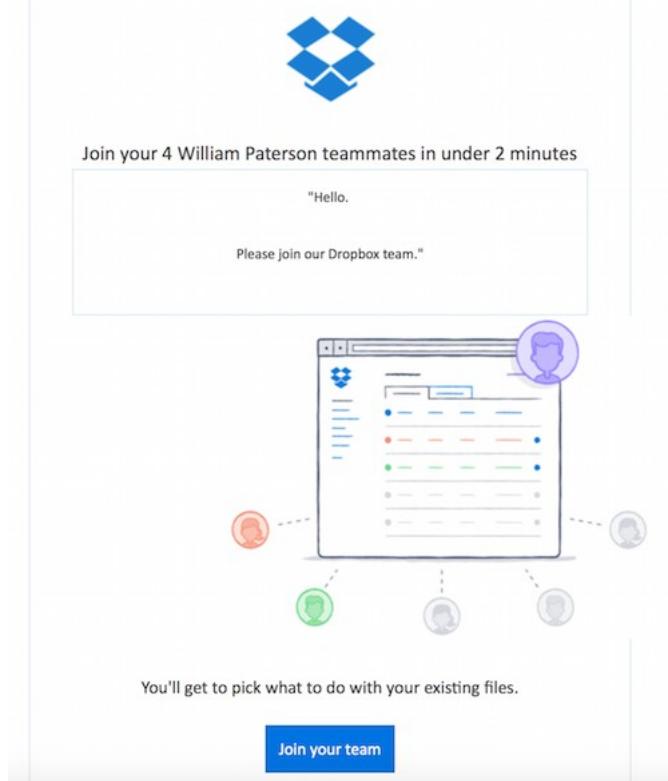
- I. Accepting Invite to WPU Dropbox**
- II. Multiple computers and Selective Sync**
- III. Disconnecting from other Dropbox Accounts**

Important Notes:

- 1) If you have a personal Dropbox account on your computer, you will need to sign out of it before doing this setup.**
- 2) If you are using your WPUNJ email address for a personal Dropbox account, you will be required to change to a personal non-wpunj email address.**
- 3) Do not enter your password anywhere except WPConnect when using or setting up your WPU Dropbox account. It will be rejected.**

I. Setting Up Your WPU DropBox account and Folder

- 1) You will set up your WPU Dropbox account after receiving an invitation via e-mail.



Click on the “Join your team” link at the bottom of the page to start the process.

- 2) You will be taken to the Dropbox website where you will be asked for your WPU ID.

A screenshot of the Dropbox sign-up page. At the top is the blue Dropbox logo. Below it is the text "Welcome to William Paterson's Dropbox Business". Underneath that is the instruction "To join your team on Dropbox, create an account.". There are three input fields: "testaccount101@wpunj.edu" for email, "First name" (empty), and "Last name" (empty). Below these is a checkbox labeled "I agree to the Dropbox terms". A large blue "Create account" button is at the bottom. At the very bottom of the page, a small note says "This Dropbox is only for work, and William Paterson will have admin control over this account." and there is a "Single sign-on enabled" link.

Note that you will **not** be asked for a password. You will be sent to WPConnect. If you are asked for a password it means you have already used your WPUNJ e-mail address for a personal Dropbox account. For privacy reasons, you should move your personal Dropbox to another e-mail address prior to joining the WPU team.

3) Once your account is created you will see a “success” message.



Success!
Now download Dropbox for desktop

Dropbox for desktop automatically backs up your files and makes them easy to share. Download the app to get started.

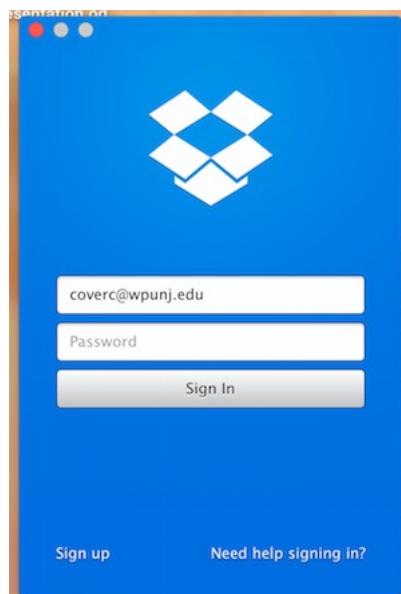
[Download Dropbox for desktop](#)

or go to Dropbox on the web

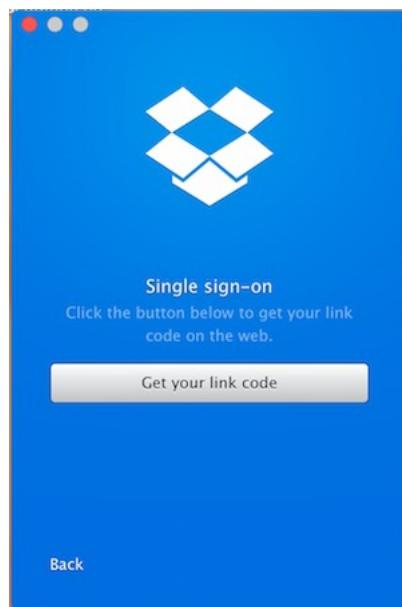
4) **Do NOT** download Dropbox. Dropbox is already installed on your computer in the Applications folder.

5) Open Dropbox from the Applications folder and enter your WPU email address. Do not enter a password. You should see a “single sign on enabled” notice. Entering a password will result in a rejected login.

Click on “Sign In”.



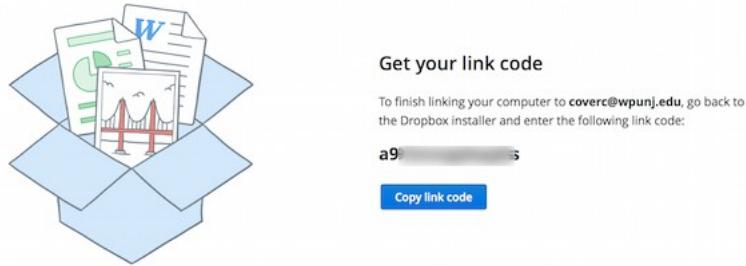
6) Click on the “Get your link code”.



7) Log in to WPConnect with your WPU account.

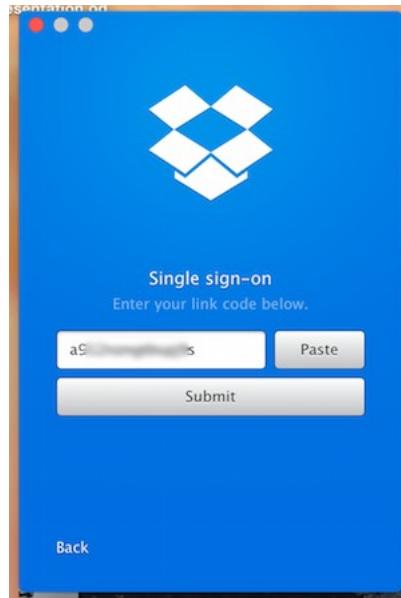
A screenshot of the William Paterson University (WPConnect) login interface. At the top, the university's name is displayed. Below it, a blue header bar contains the text "Authentication Required". The main area is dark with orange and white accents. It instructs the user to enter their WPU username and password. A "Username" field contains "coverc@wpunj.edu". A "Password" field is present but empty. To the right of the password field are two links: "Forgot Your Password? >>" and "Need Help? >>". A large red "Login" button is centered at the bottom.

8) You will be redirected to a Dropbox page where you will be presented with a link code.



9) Copy the link code or press the “copy link code” button (the wording may be different).

10) Return to the Dropbox application pane and paste the link code in the provided Single sign-on box. The Dropbox pane may be obscured by the open browser window. You may need to minimize the browser window to access the Dropbox pane.

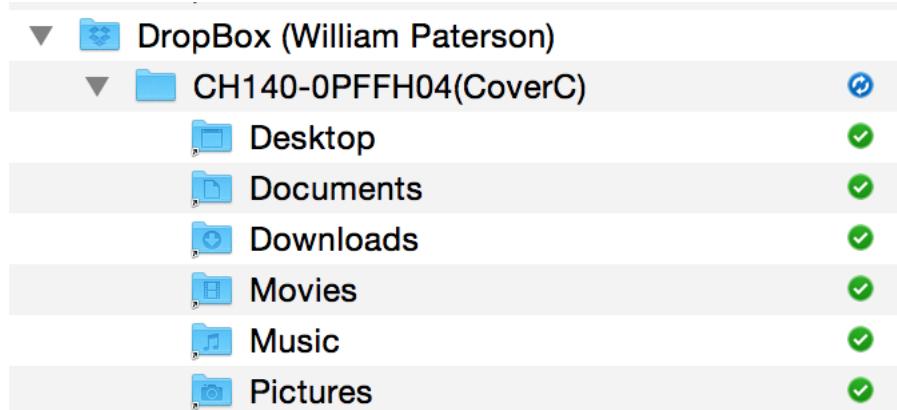


11) If the login is successful you will see the Dropbox (William Paterson) folder appear in your user folder (and sidebar).



12) **Wait for at least 3 minutes.** A script will run that will create a folder in the Dropbox (William Paterson) folder that has the name of your computer. That folder will have shortcuts to your:

- Desktop
- Documents
- Downloads
- Movies
- Music
- Pictures

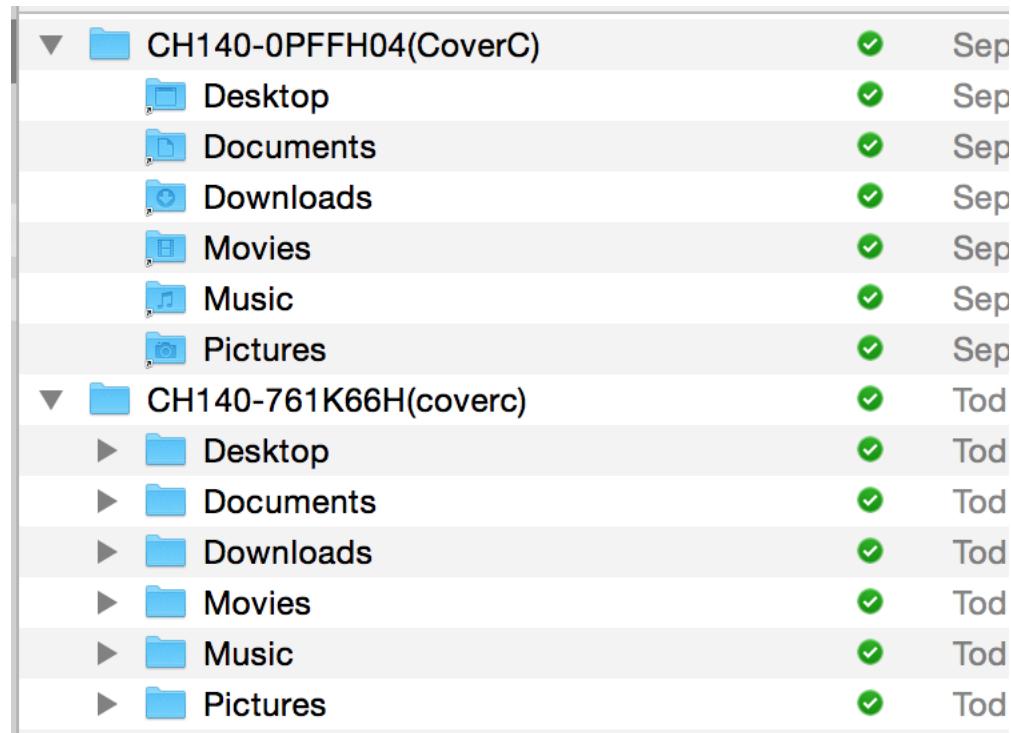


Example WPU Dropbox folder

Do not rename the folder with your machine name. **Do not** remove any of those shortcuts. The system will automatically sync with Dropbox with no intervention from you. Use your computer as you normally do, saving items to appropriate places on the local HD.

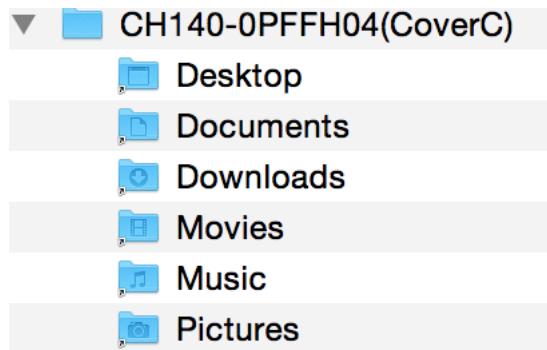
II. Multiple Computers

You may have noticed that we create a folder that contains the name of your computer. The reason for this is that some users have more than one machine and not wish to have data from one machine dumped onto the other. Below is an example of multiple machines.



Example of user with multiple machines

If you do not recognize the name of the machine you are on you can tell by looking for the folder that has little arrows on it.



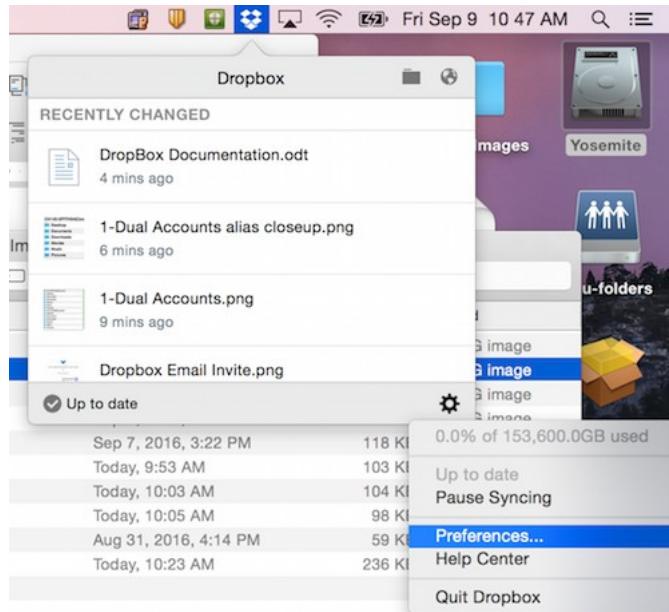
Note the little arrows on the folders

Do not remove these special items. If they are removed the WPU install watchdog will recreate those items automatically. If you attempt to replace these with your own directories **you will lose all data**.

Syncing Only One “Machine” Folder (Selective Sync)

To prevent synchronization of other machine data to a specific machine do the following:

- 1) Click on the Dropbox menu item and select “preferences”

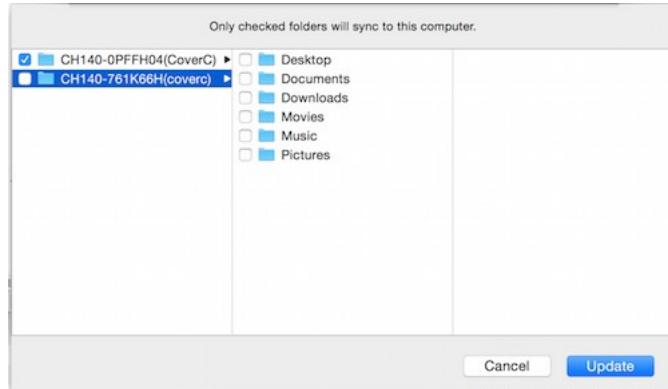


- 2) Select the “Account” pane:



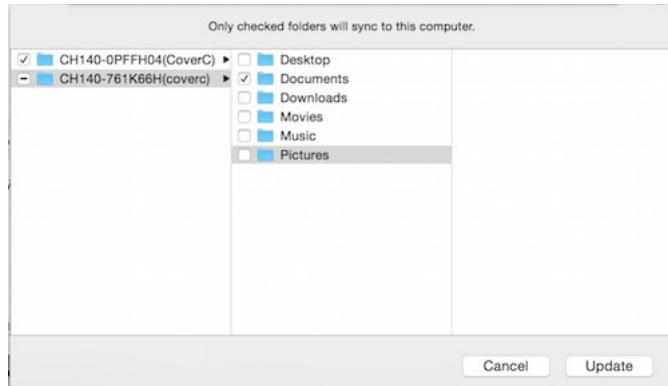
- 3) Select the “Change Settings” button right next to “Selective Sync”.

- 4) Uncheck the machine you no longer want to have synced. Remember, **do not** uncheck the current machine!



In this example the entire other machine data
is unchecked.

- 4a) alternately you can choose to sync only specific folders from a secondary machine:

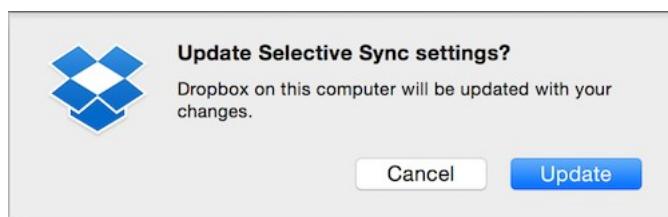


In this example the Documents folder from the
other machine is selected for sync to the current machine

In the above example the Documents folder from another machine is selected to be synced.

5) Click on the “Update” button when you are done selecting (or deselecting) items.

6) Confirm selective sync changes by clicking the “update” button.



Now we can see that there is only one folder from the other machine present:

▼	CH140-0PFFH04(CoverC)	✓	Sep 6, 2
	Desktop	✓	Sep 6, 2
	Documents	✓	Sep 6, 2
	Downloads	✓	Sep 6, 2
	Movies	✓	Sep 6, 2
	Music	✓	Sep 6, 2
	Pictures	✓	Sep 6, 2
▼	CH140-761K66H(coverc)	✓	Today, 1
►	Documents	✓	Today, 1

III. Disconnecting Other Accounts

If you have a personal Dropbox account (or an account with another institution) that you have already set up you may notice that your WPU Dropbox is not being synchronized. You'll need to do the following.

- 1) Click on the Dropbox icon in the menubar.
- 2) Select the gear icon in the lower right corner.
- 3) Select “Preferences”.
- 4) Select “Account”
- 5) Click the “Unlink This Dropbox”.
- 6) Verify the unlink request
- 7) The Dropbox application will start up again and request a login. Use your WPU Dropbox account. The steps are the same as in part I.