Dropbox for Business
at WPU

Sections:

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 <u>required</u> to change to a <u>personal non-wpunj</u> email address.

3) Do not enter your password anywhere except <u>WPConnect</u> 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.
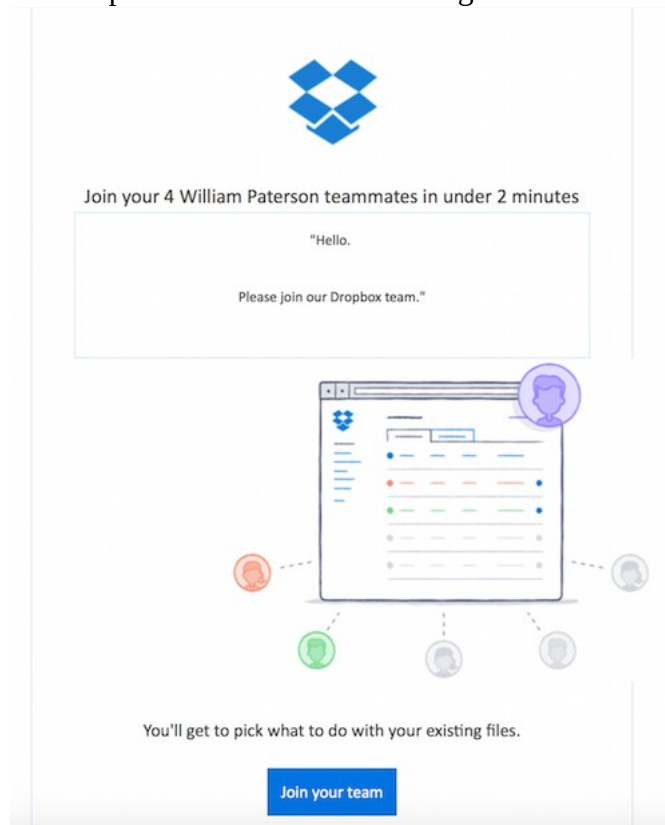
Click on the "Join your team" link at the bottom of the page to start the process.

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

Note that you will **not** be asked for a password. You will be send 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.

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.

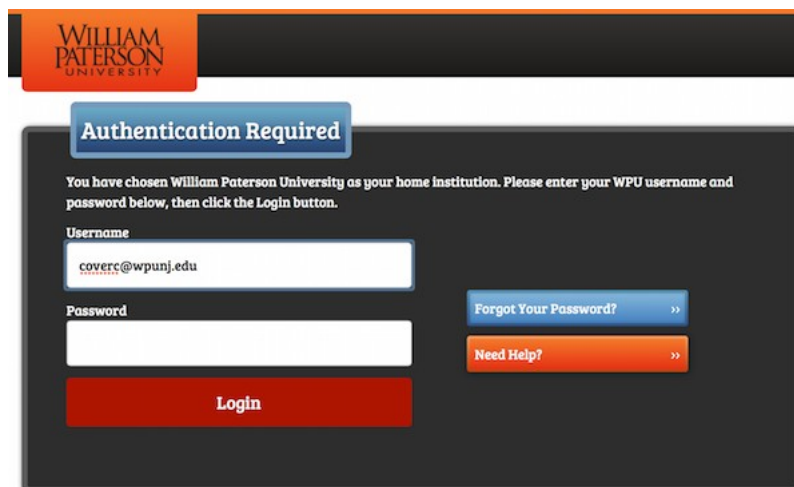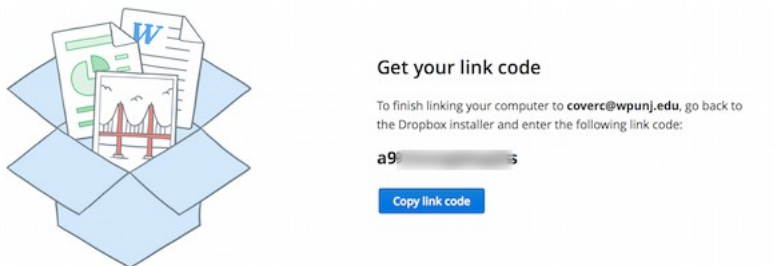Click on "Sign In".
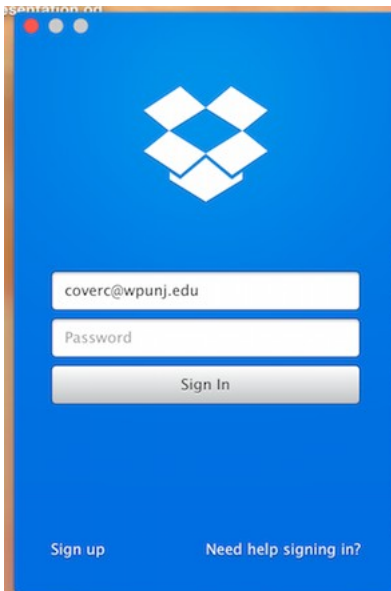
6) Click on the "Get your link code".
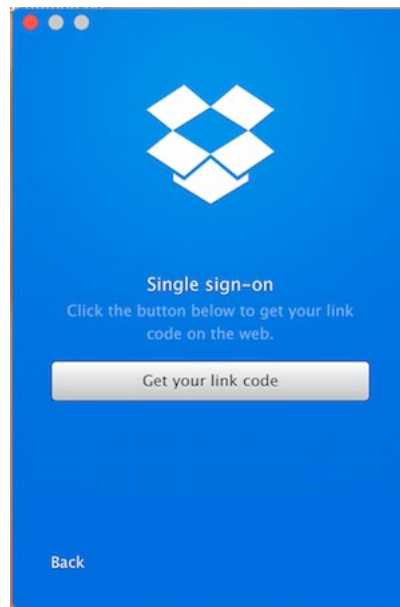

7) Log in to WPConnect with your WPU account.

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

Get your link code

To finish linking your computer to **coverc@wpunj.edu**, go back to the Dropbox installer and enter the following link code:

a9⬛⬛⬛⬛s

Copy 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.
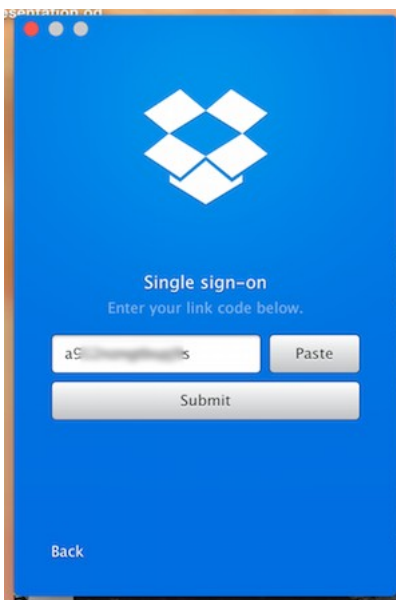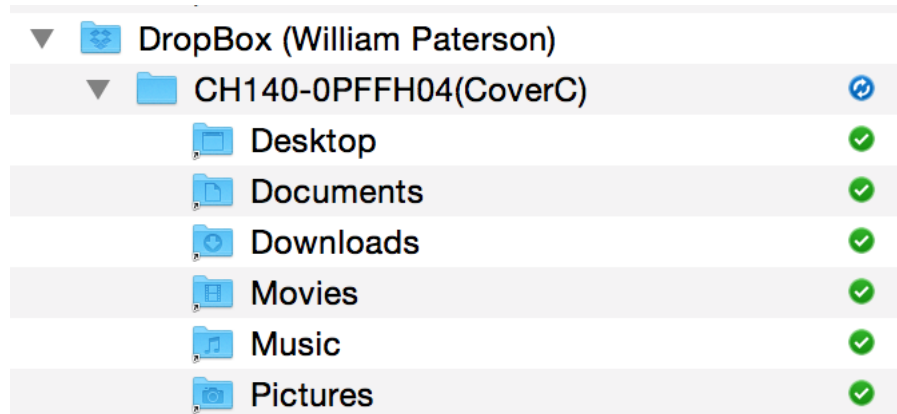
11) If the login is successful you will see the Dropbox (William Paterson) folder appear in your user folder (and sidebar).
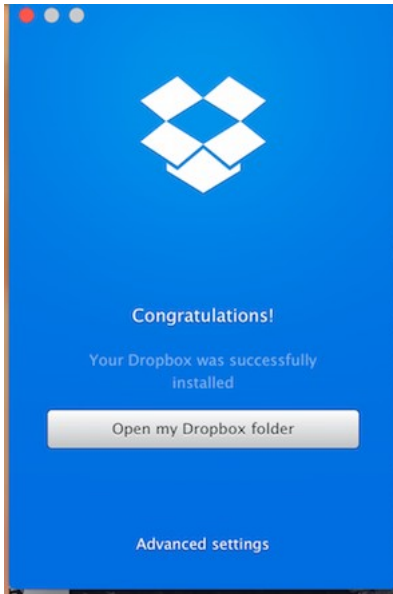
12) **Wait for at least 3 minutes.** A script will run that will create a folder in the Dropbox (William Paterson) folder that has the name of your computer. That folder will have shortcuts to your:
- Desktop
- Documents
- Downloads
- Movies
- Music
- Pictures

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.
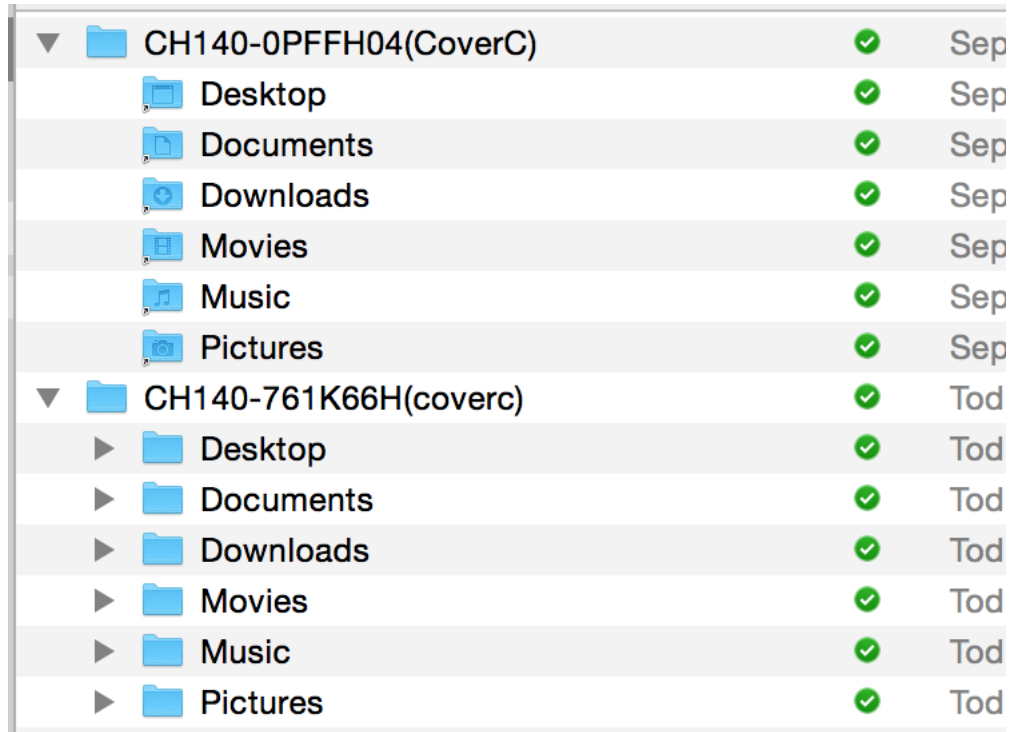
Example of user with multiple machines

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.
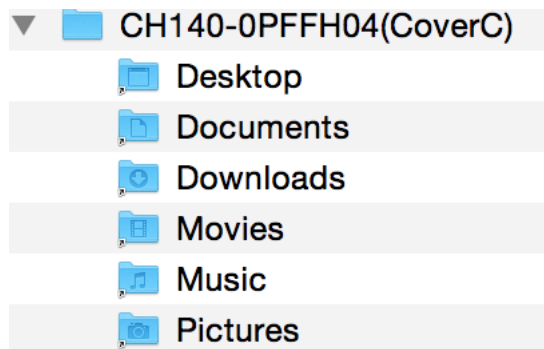

Note the little arrows on the folders

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**.
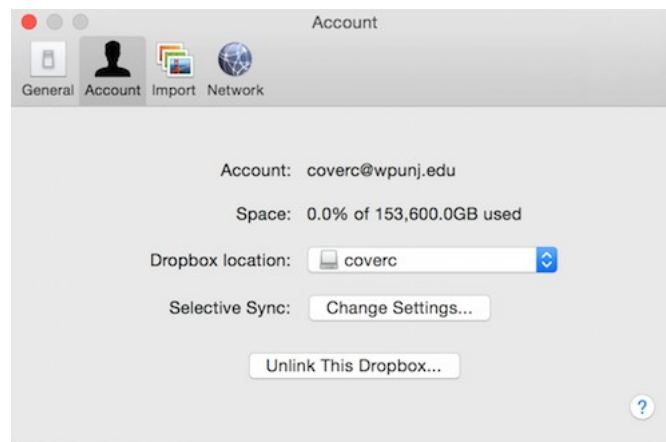
Syncing Only One "Machine" Folder (Selective Sync)

To prevent synchronization of other machine data to a specific machine do the following:
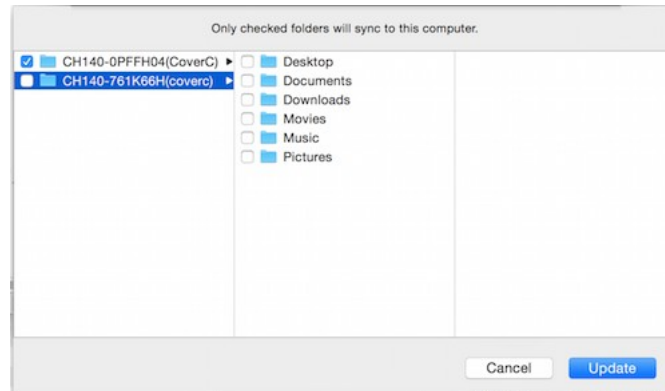
1) Click on the Dropbox menu item and select "preferences"
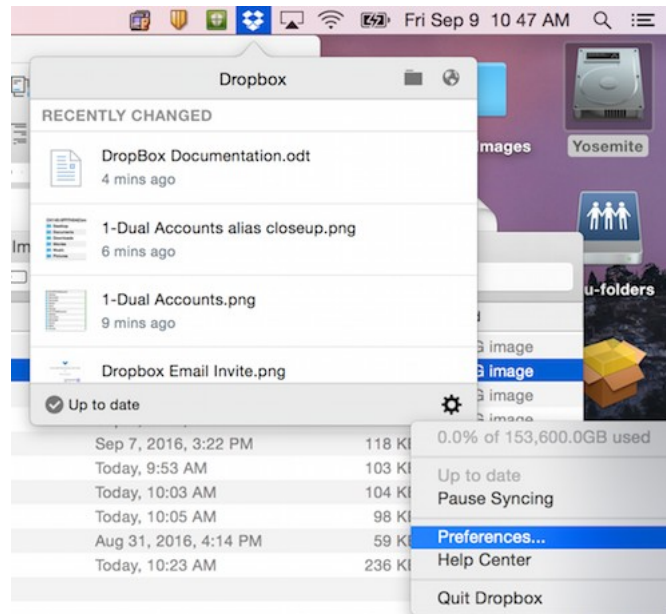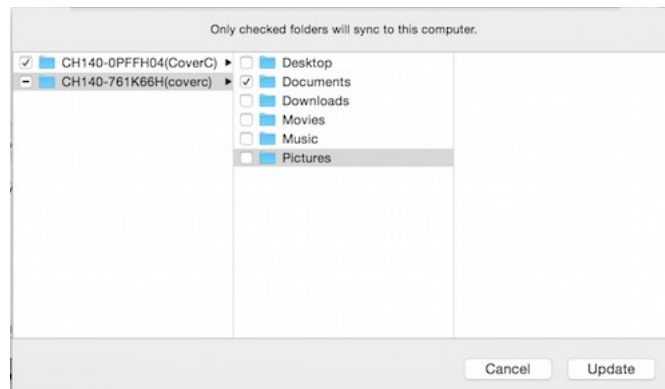

2) Select the "Account" pane:

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!

Only checked folders will sync to this computer.

☑ CH140-0PFFH04(CoverC) ▶ ☐ Desktop
☐ CH140-761K66H(coverc) ▶ ☐ Documents
   ☐ Downloads
   ☐ Movies
   ☐ Music
   ☐ Pictures

Cancel   Update

In this example the entire other machine data
is unchecked.

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

Only checked folders will sync to this computer.

☑ CH140-0PFFH04(CoverC) ▶ ☐ Desktop
☐ CH140-761K66H(coverc) ▶ ☑ Documents
   ☐ Downloads
   ☐ Movies
   ☐ Music
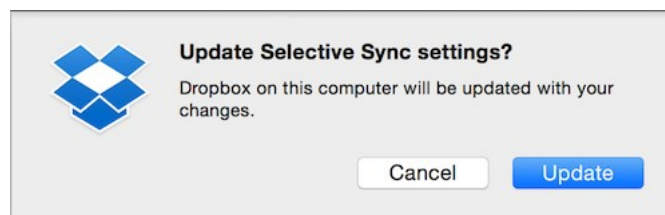   ☐ Pictures

Cancel   Update

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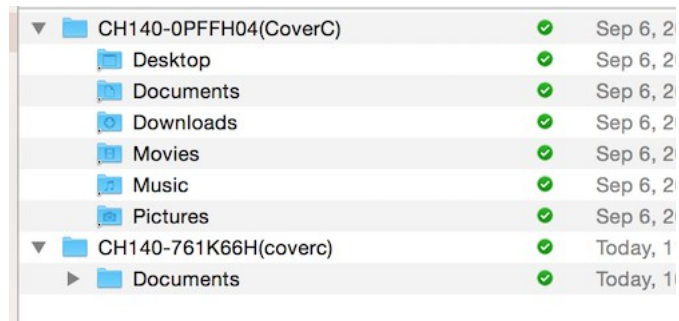other machine is selected for sync to the current machine

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.

Update Selective Sync settings?
Dropbox on this computer will be updated with your changes.

Cancel   Update

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

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.