Dropbox for Business
at WPU

Sections:

I. First time setup of WPU Dropbox

1) You can set up your WPU Dropbox account after receiving an invitation via e-mail.
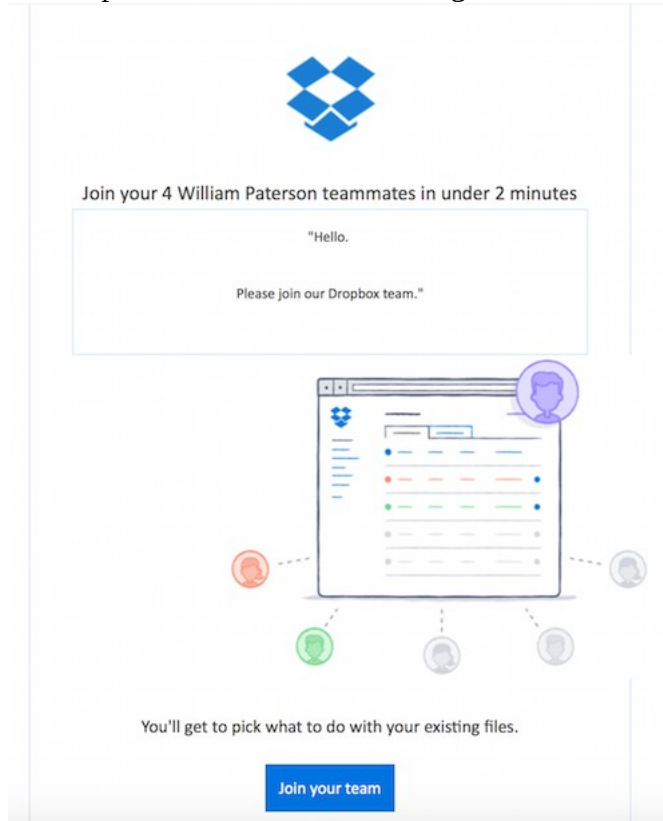
Click on the "Join your team" link to start the process.

2) You will be taken to the Dropbox website. Enter your WPUNJ e-mail address, first name and last name. Note that you will not be asked for a password.
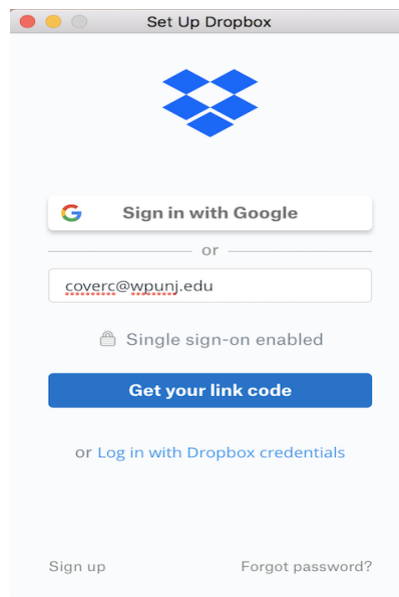
3) Once your account is created you will see a "success" message.

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
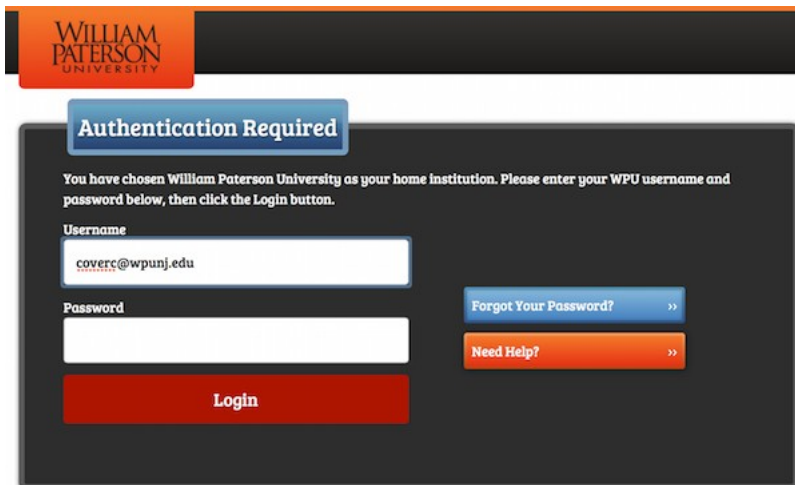
or go to Dropbox on the web

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

5) Open Dropbox from the Applications folder and enter your WPU account. Do **not** enter a password.

Set Up Dropbox

G   Sign in with Google

or

coverc@wpunj.edu

🔒 Single sign-on enabled

Get your link code

or Log in with Dropbox credentials

Sign up   Forgot password?

6) Click on the "Get your link code" button.

7) If you have not logged into WPConnect recently you will be taken to WPConnect to log in. If you have already logged into WPConnect, this step will be bypassed.

8) You will be redirected to a Dropbox page where you will be presented with a link code.
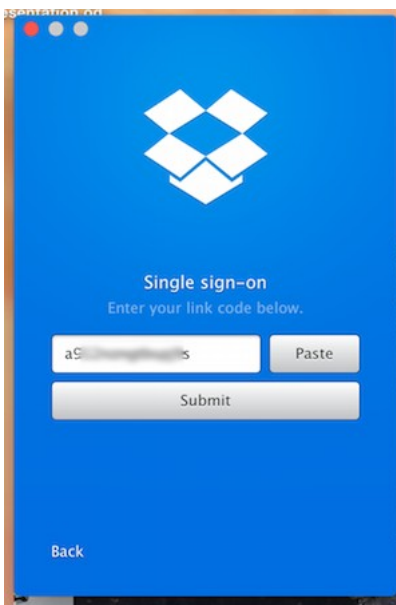
9) Copy the link code or press the "copy link code" button if you can see it.
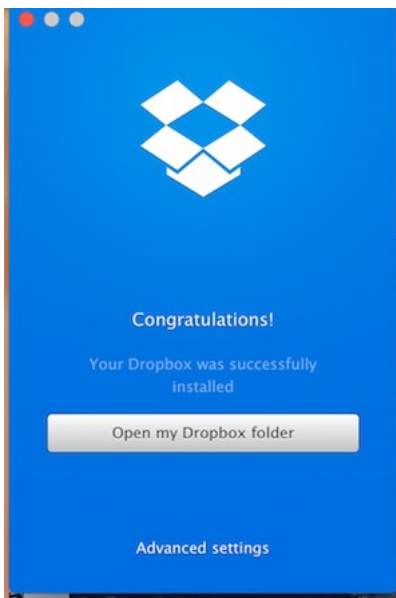
10) Return to the Dropbox application pane (you may need to move the web browser window) and paste the link code in the provided Single sign-on box.
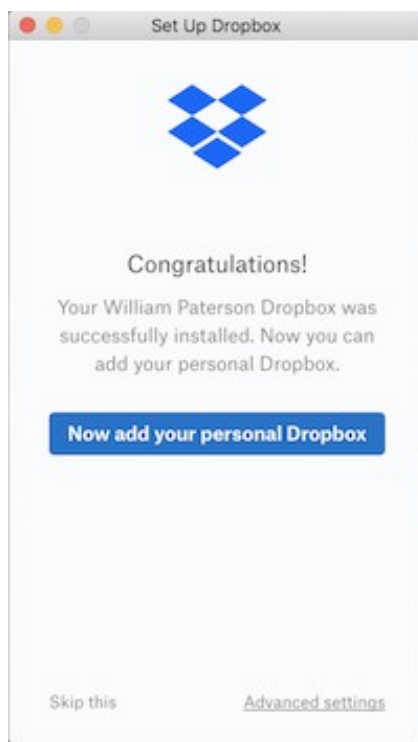
11) If successful you will see the Dropbox (William Paterson) folder appear in your user folder (and sidebar).


Optional Personal Dropbox Account

If you have a personal Dropbox account you wish to use. You will be given the option to add the account. This data will not be accessible by WPUNJ.

12) Soon after the Dropbox application is linked you will be presented with a "DropBox Folder Setup" dialog box that states that no compatible folders have been found. Since this is your first setup click on the "**make new folder**" button:
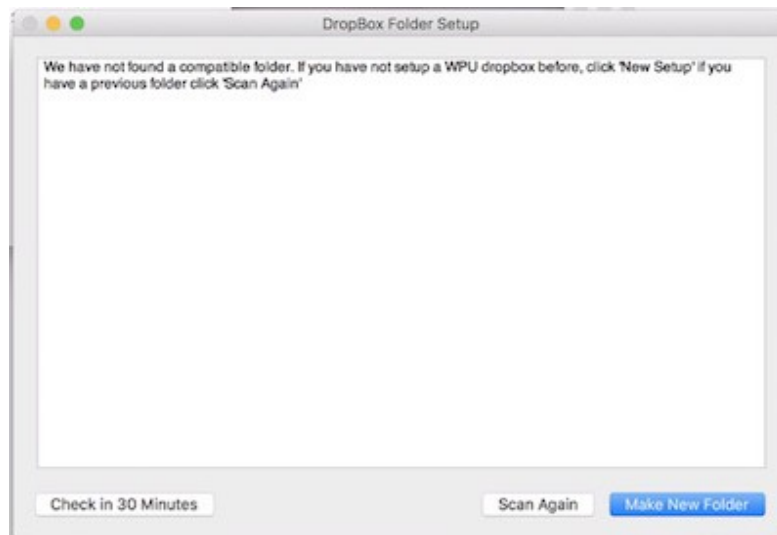
Click on "**Make New Folder**" button

13) A new folder in the Dropbox (William Paterson) folder that has the name of your computer will be created. That folder will have shortcuts to your:
- Desktop
- Documents
- Downloads
- Movies
- Music
- Pictures
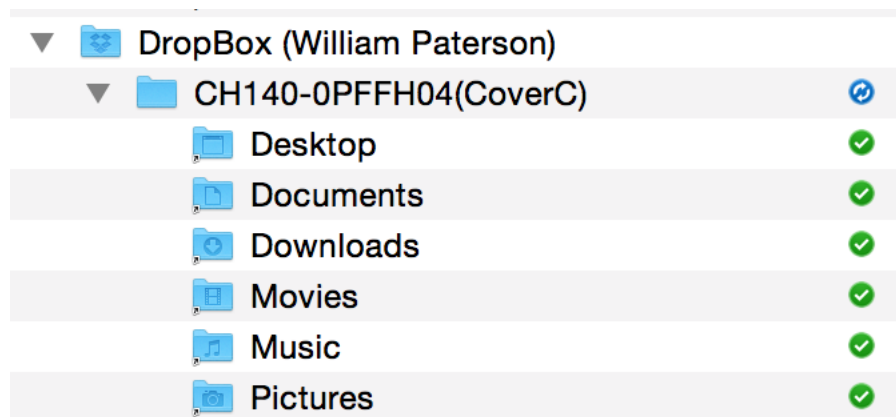
Example WPU Dropbox folder

Do **not** remove the DropBox (William Paterson) folder or the Folder with your machine name. Do **not** delete or otherwise modify the shortcut items. The system will automatically sync with Dropbox with no intervention from you. Use your computer as you normally do.

First time setup is done.

II. Restoring / Transferring a User DropBox

This section applies if you have received a **<u>replacement</u>** computer or if your computer was wiped and you need to restore your data. Before doing anything please note the following:

1) If this is a replacement computer, obtain the name of the name of your **previous machine**. The IT staff that replaced your machine should have this information. (ie: BS140-1234567)

2) If this is the same machine that was repaired make sure to know the name of the machine (ie: CH140-1234567)

Either one of these pieces of information will be necessary in later steps.

1) Open the DropBox application and sign in with your WPUNJ email address as was done in the first time setup.
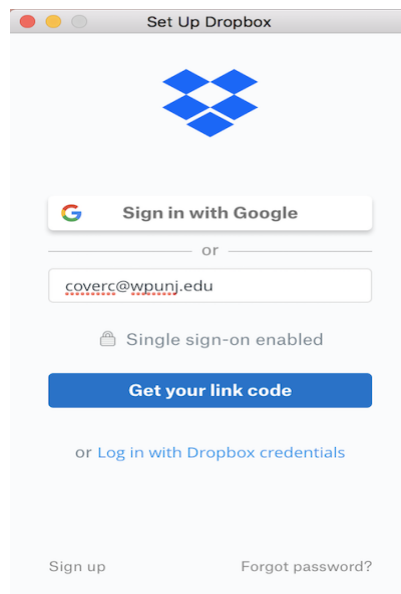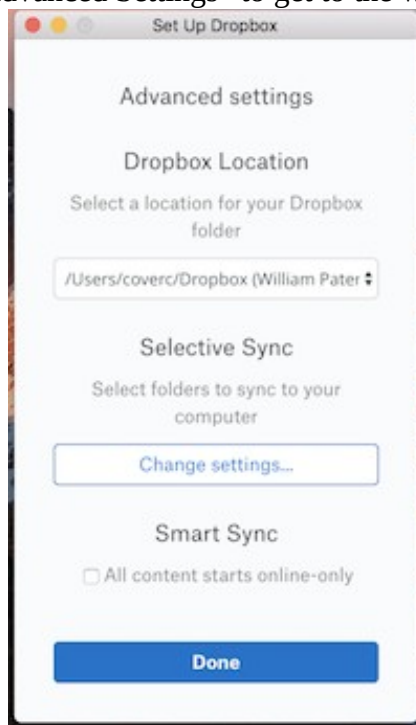

Remember, no password for WPUNJ accounts.

2) Once logged in you may see a notice that you have a large DropBox account. Click "Continue":
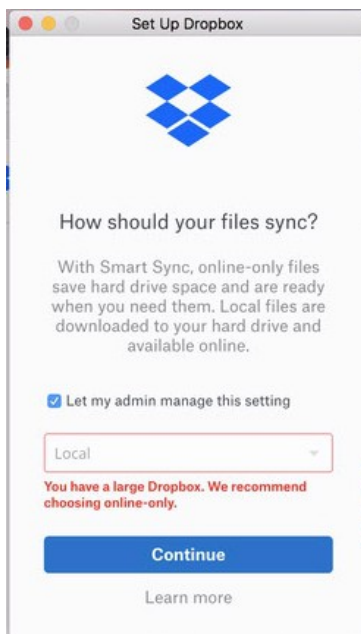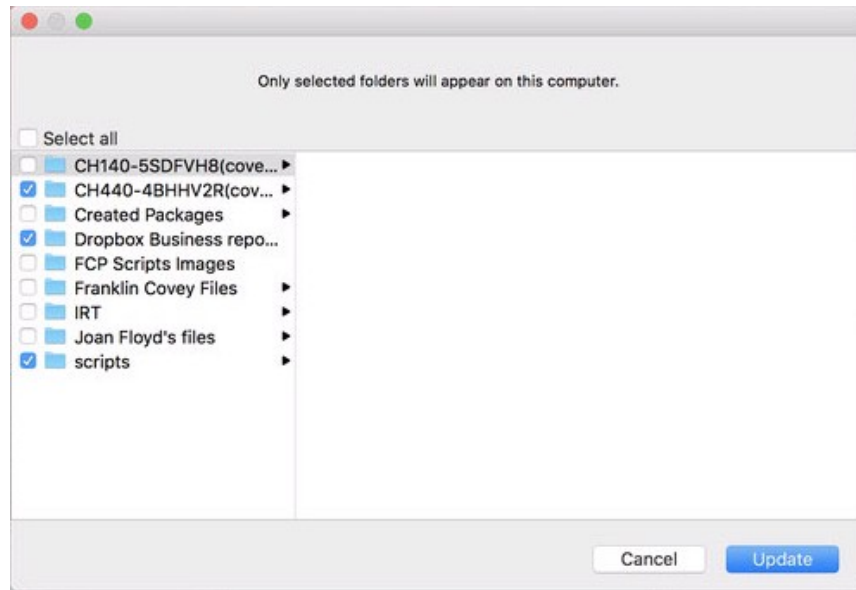

3) At the next window click the "Advanced Settings" to get to the window below:

Once at this window click the "Change settings" button.

4) The next screen will show all the folders at the top level of the DropBox (William Paterson) folder. Here you want to make sure that the machine you **are restoring from** is selected.

In this example I want the CH440-4BHHV2R folder. You should pick the name that you determined from the beginning of this section.

Once you have selected the proper folder. Click the update button and finish the DropBox link process (personal DropBox setup or done).

5) As the DropBox application determines what files to download you may be presented with the following dialog box:
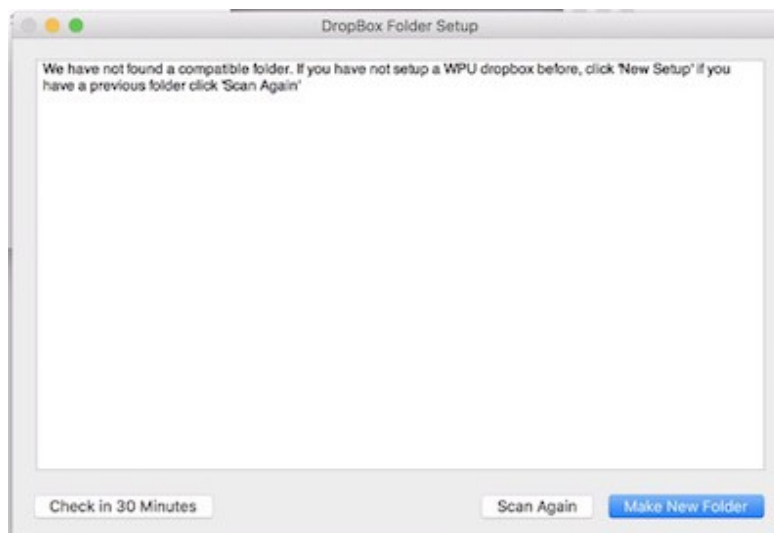

In this case you can either select "Check in...Minutes" or "Scan Again". **DO NOT** CLICK "Make New Folder". I suggest the "Check in...minutes" button.

6) As the restore process continues you may be presented with a dialog box containing a list of previous DropBox folders in order of most recently updated. You should use this list to confirm the identity of the folder you are restoring or transferring from.
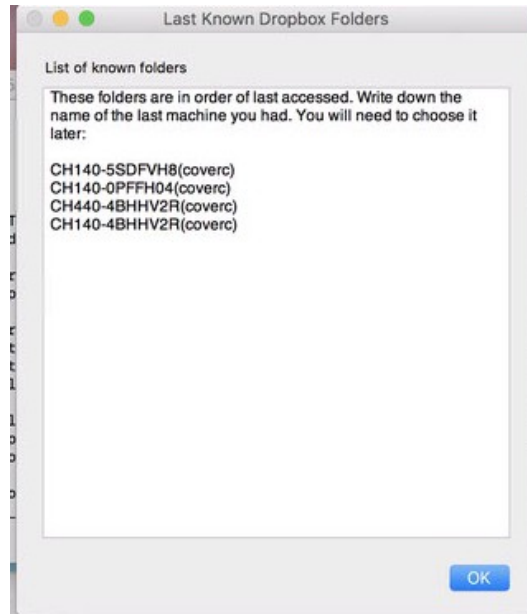
List of previous known machines.

7) If you are restoring from a **replacement machine** you will eventually be presented with a dialog box asking you to select a folder:
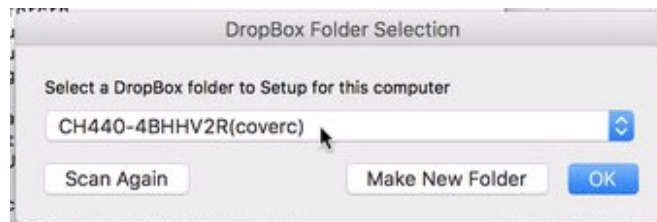
Select the folder name that matches the name of your previous machine as determined at the beginning of this section.
*Note that if you have multiple active machines, this list may have multiple listings. Be sure to select the correct folder. Also if the machine name you are looking for is not present select the "scan again" button.

If you are restoring a machine that was repaired you will **not** be presented with this dialog.

8) You are now done. Any other steps needed will happen in the background. If you are restoring data, it should appear while the restore is occurring.

III. 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.
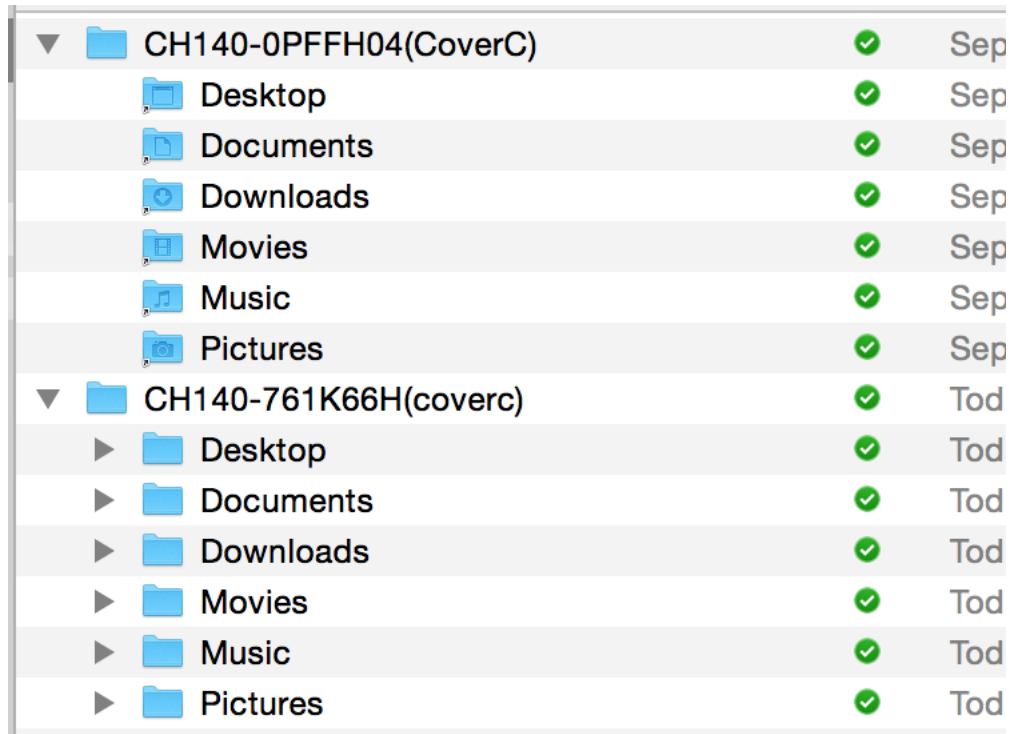
Example of user with multiple machines

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.
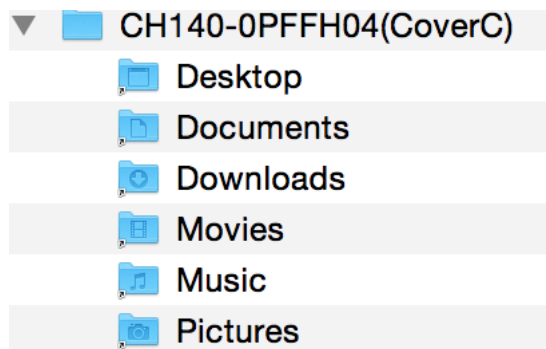

Note the little arrows on the folders

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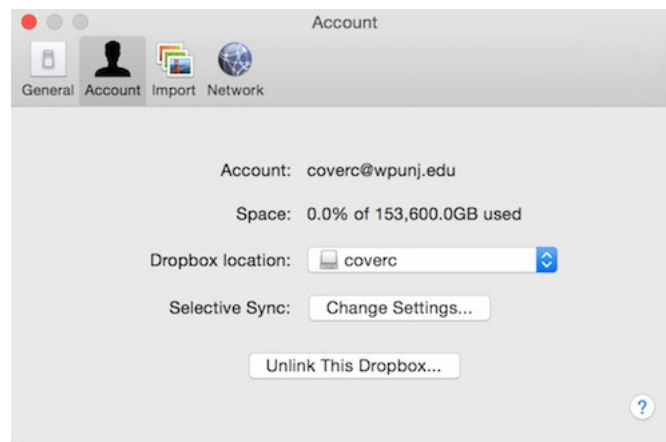
IV Syncing Only One "Machine" Folder (Selective Sync)

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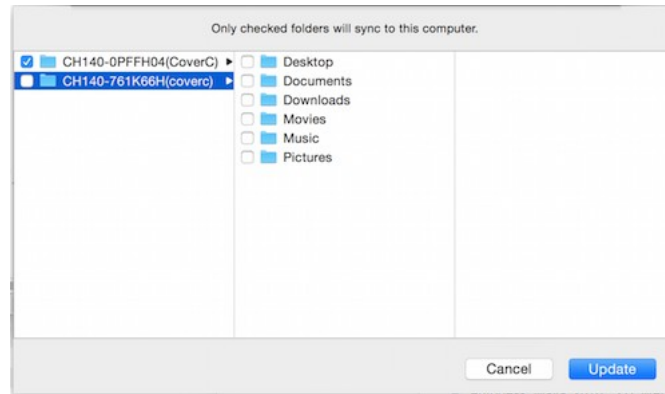
1) Click on the Dropbox menu item and select "preferences"
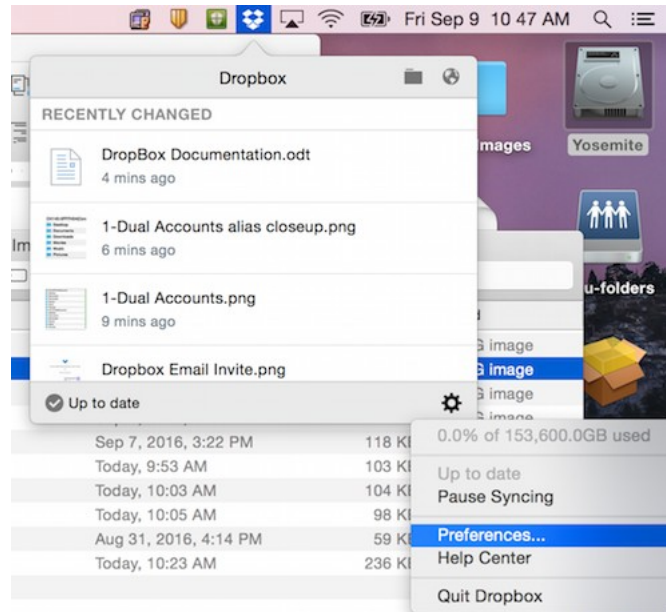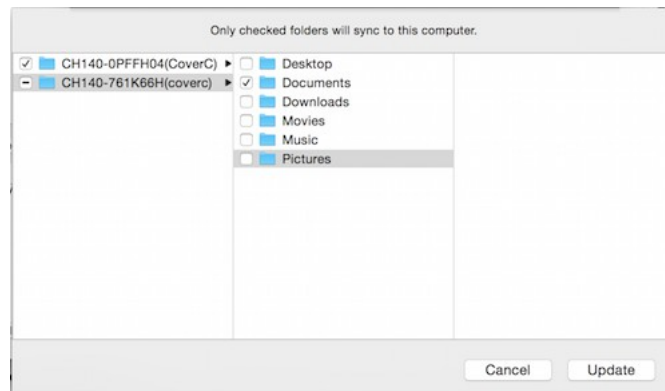

2) Select the "Account" pane:

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:
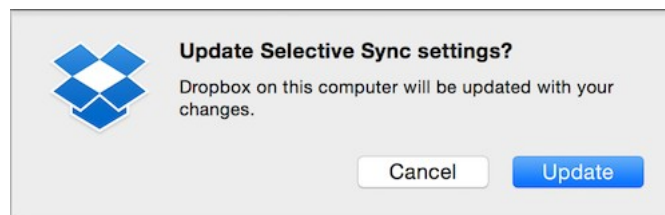

In this example the Documents folder from the
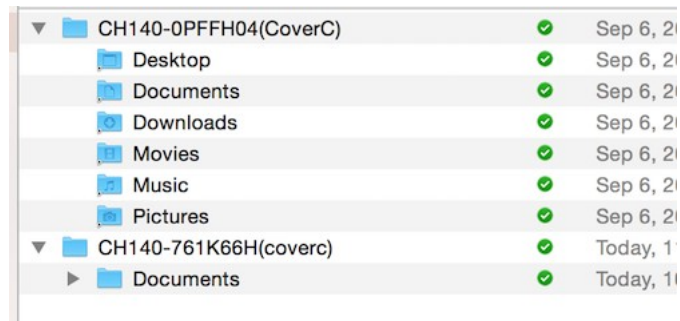other machine is selected for sync to the current machine

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:

III. Disconnecting Other Accounts

If there is a need to disconnect an account you can do so by following these directions. Do not disconnect the WPU account.

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.