

# Signing up for Phillips Exeter Dropbox – Mac OS

The setup process will determine if you already have a Dropbox account associated with an Exeter email address, and if so, you'll be given a choice to move those contents to your Phillips Exeter Dropbox or keep it personal, supplying it with a separate email address.

You will receive an email notification from **Phillips Exeter via Dropbox**.



Join your X Phillips Exeter teammates in under 2 minutes



You'll get to pick what to do with your existing files.



Click on the link provided in the email to [Join your team](#).

## Existing Dropbox users who want to keep a personal Dropbox account in addition to a Phillips Exeter Dropbox, follow these steps:

If your Exeter email account is already set up with a Dropbox personal account, you will see the below login page and click **Sign In**.

Please sign in to your existing Dropbox account to join this team.



Welcome to the Phillips Exeter team on Dropbox

It looks like you already have an account. Please sign in to join your organization.

...@exeter.edu

Password

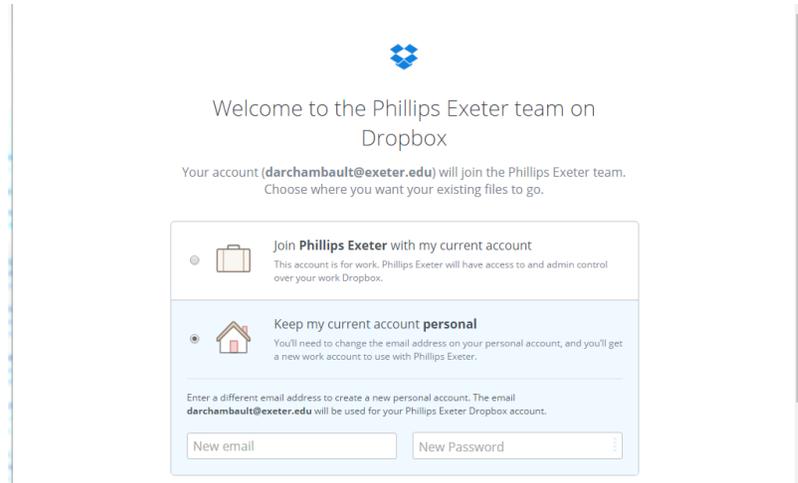
Remember me

Sign In

[Forgot your password?](#)

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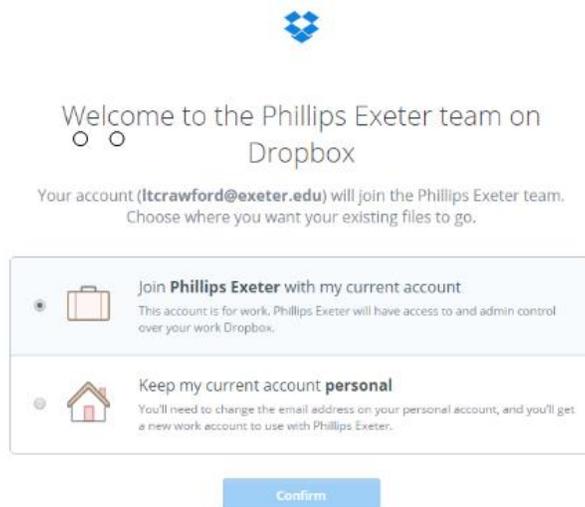
If you have an existing Dropbox account, and you want to use it for personal materials, you will select **Keep my current account personal**, but you'll have to provide a non-Exeter email address for the personal Dropbox. You may need to create a new personal email address first if you don't already have one.



After entering and submitting your personal email address, you will receive the following information.

**Existing Dropbox users who DO NOT want to keep a personal Dropbox account, follow these steps:**

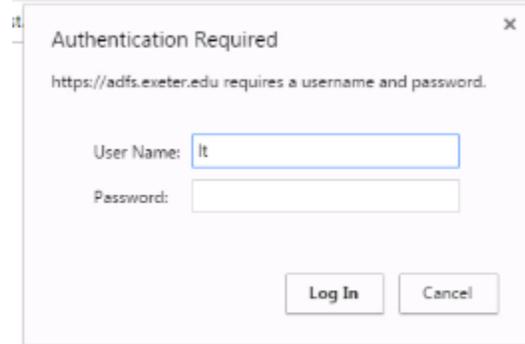
Select the **Join Phillips Exeter with my current account** radio button and click **Confirm**.



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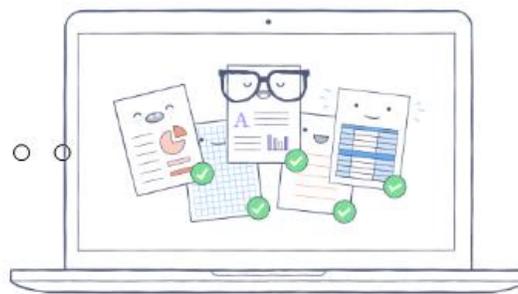
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You will be prompted to **enter your network username and password**



A screenshot of a Mac OS authentication dialog box titled "Authentication Required". The text inside reads "https://adfs.exeter.edu requires a username and password." Below this, there are two input fields: "User Name:" with the text "it" entered, and "Password:" which is empty. At the bottom right, there are two buttons: "Log In" and "Cancel".

You will get a notification that you have successfully set up your Phillips Exeter Dropbox account. Next step is to Download Dropbox for desktop if you don't already have it.



Success!

Now download Dropbox for desktop

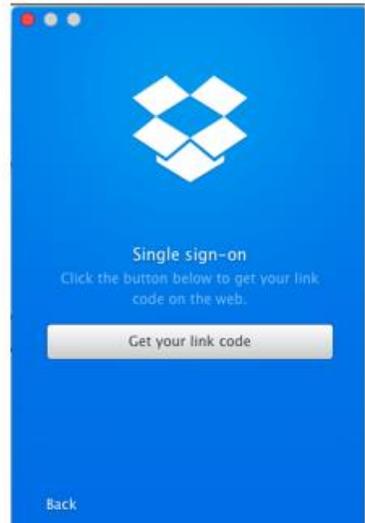
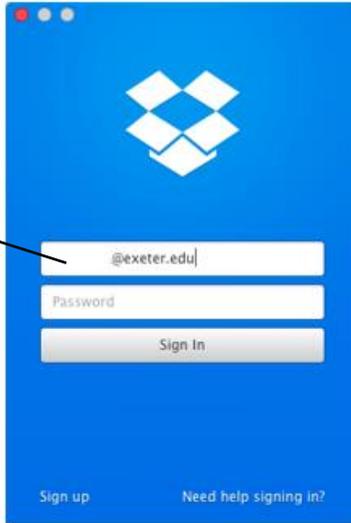
Dropbox for desktop automatically backs up your files and makes them easy to share. Download the app to get started.

[Download Dropbox for desktop](#)

Signing up for both Phillips Exeter Dropbox and entering a new email address for an existing personal Dropbox account, may present you with the following screens. Follow the prompts to complete the Dropbox setup.

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Your Exeter email goes here; don't add a password yet. Click Sign In

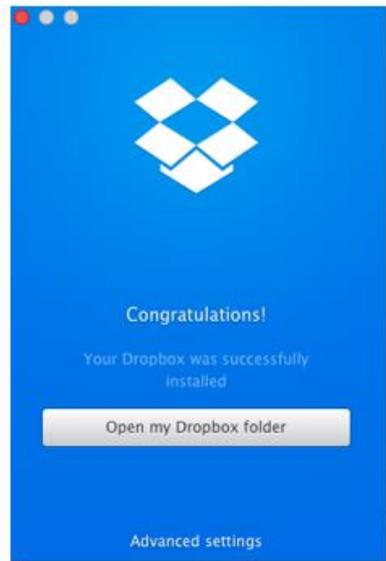
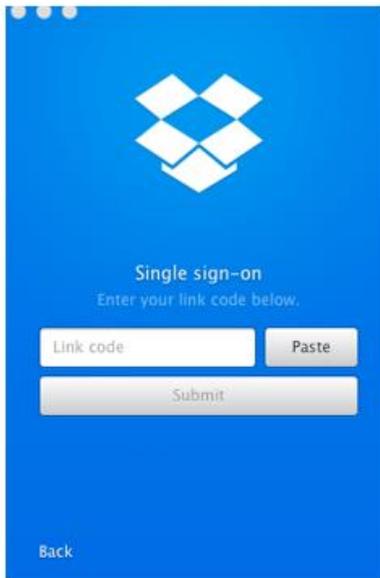


### Get your link code

To finish linking your computer to [gmickela@exeter.edu](mailto:gmickela@exeter.edu), go back to the Dropbox installer and enter the following link code:

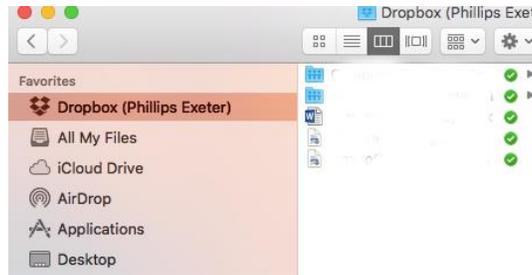
Copy link code

3



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Follow prompts to complete the Dropbox client install (see single sign-in screenshots above). After the Dropbox client is installed Dropbox (Phillips Exeter) will appear in Finder along with Dropbox (Personal) if you have that set up. For easy reference, add them to your dock. Note the different icons.

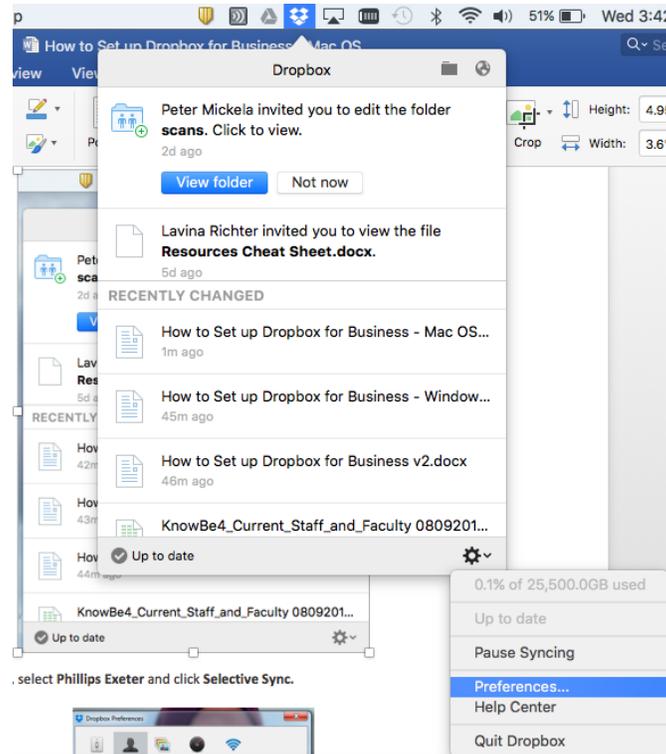


## Moving files and folders from your network home directory:

After signing up for Phillips Exeter Dropbox and installing the Dropbox client, you can drag and drop your files and folders from your home directory to the Dropbox. We strongly recommended you move only the files you know you will use. Don't simply copy everything; take the opportunity to review and delete files you no longer need.

## Selective Sync:

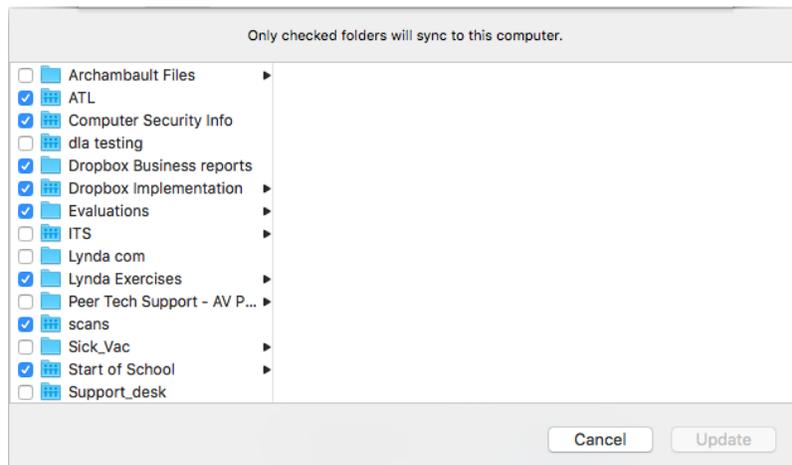
After install the Dropbox client, you'll notice that all your folders will be set to sync to your computer. This may take a lot of local hard drive space, and even fill it. You can select which folders you wish to sync to your local computer by right clicking on the Dropbox icon in **Menu Bar**, clicking on the settings gear, **Preferences**



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Go to the **Account** tab, select **Phillips Exeter** and click **Change Settings** next to Selective Sync.



You can **uncheck any folder you don't want to sync** to your local computer. These folders will remain available by going to <http://dropbox.com>. They just won't also be stored on your hard drive.

Resources:

[Getting Started with Dropbox for Business](#)

[Dropbox FAQ](#) (info on selective syncing, sharing folders/files and much more)

If you have any questions, please contact the ITS Support Desk at [itservices@exeter.edu](mailto:itservices@exeter.edu) or ext. 3693.