Signing up for Phillips Exeter Dropbox - Windows

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**.

Click on the link provided in the email to **Join your team.**

New Dropbox Users (don't have a Dropbox account set up with your Exeter email account)

Check *I agree to the Dropbox terms*
Click **Create Account**
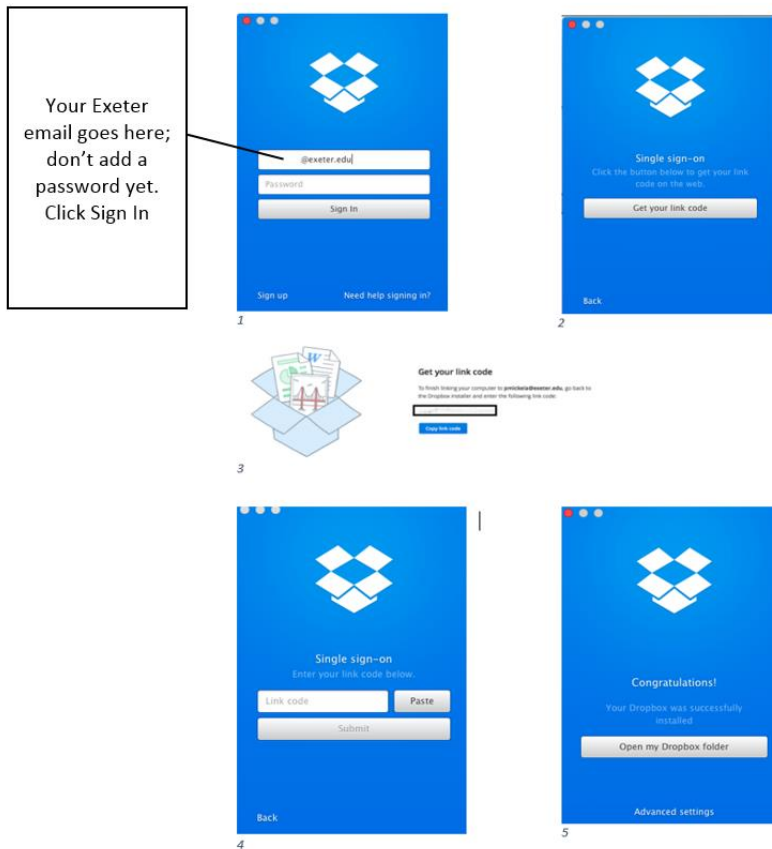
Signing up for Phillips Exeter Dropbox - Windows

Enter your network username and password.
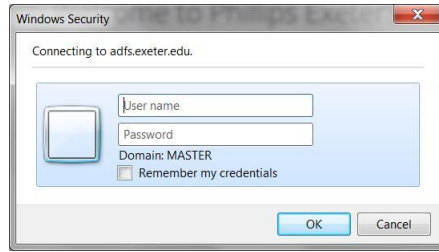
You'll be prompted to enter your email address. Don't enter your password, click **Sign In**. Follow the prompts to copy and paste a Dropbox code. This is for single sign-in access to Phillips Exeter Dropbox.
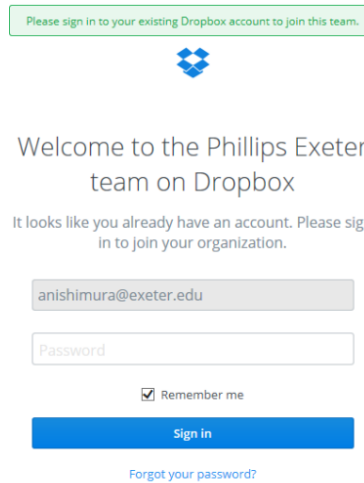

Skip down and follow the steps to **Installing Dropbox client**.

Signing up for Phillips Exeter Dropbox - Windows

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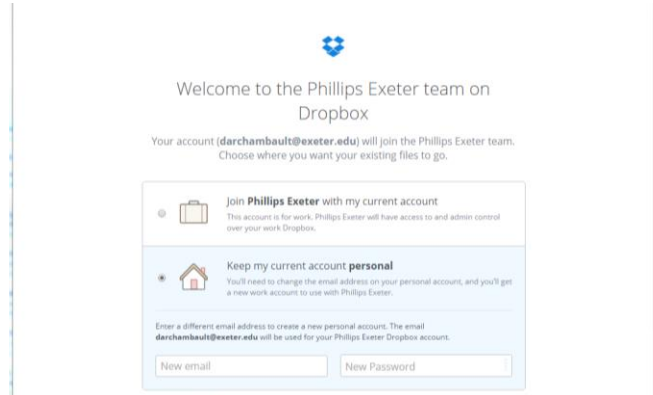
If you want to continue to keep your Dropbox for personal materials, you will select **Keep my current account personal**, but you'll have to provide a non-Exeter email address for the personal Dropbox. You may need to create a new personal email address first if you don't already have one.

You'll be prompted to enter your email address. Don't enter your password, click **Sign In**. Follow the prompts to copy and paste a Dropbox code. This is for single sign-in access to Phillips Exeter Dropbox.

Skip down and follow the steps to **Installing Dropbox client**.

Existing Dropbox users who DO NOT want to keep a personal Dropbox account, follow these steps:
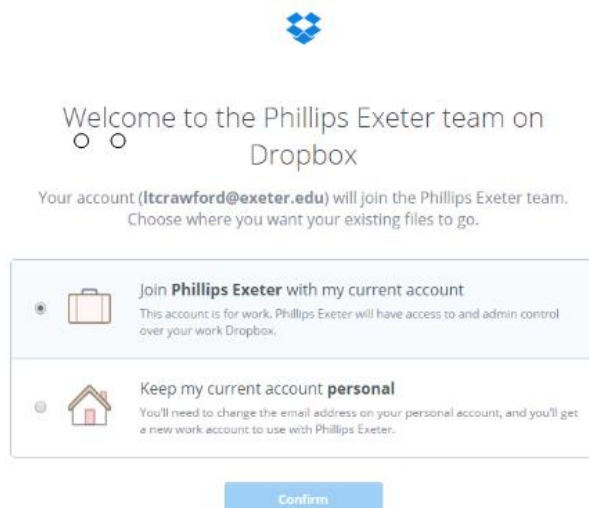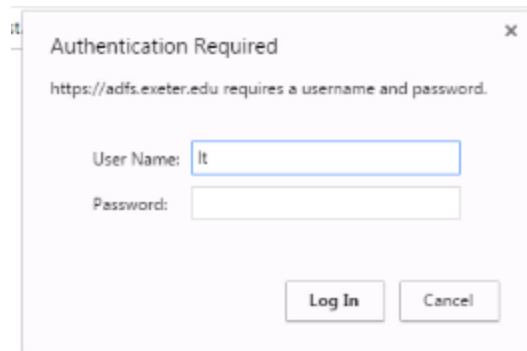
Check the **Join Phillips Exeter** with my current account radio button and **Confirm**

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

You will get a notification that you have successfully set up your Phillips Exeter Dropbox account. Next step is to **Download Dropbox for desktop**.

Installing Dropbox client:

After signing up for Dropbox, if you do not already have the Dropbox client installed on your computer, you will be prompted to install it. The Dropbox client allows you to access files easily through other applications, manage what files are synced to your local hard drive and keep your cloud and local files in sync.

Phillips Exeter Dropbox is set up for single sign-on so you won't need to enter your credentials when going to the folder from your desktop or via the web.
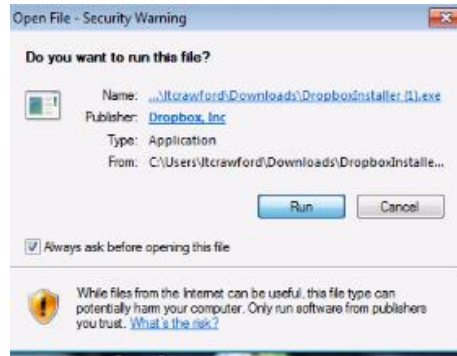
Signing up for Phillips Exeter Dropbox - Windows

You may need to minimize all your windows in order to view the install dialog box. Click **Run** to start the installation of the Dropbox client.


Managed Windows computer users (Academy-owned locked down computers):
When prompted for admin credentials, click the red X box in upper right hand corner of dialog box. You will then receive a message indicating you do not need admin rights to complete the installation, click **Yes** to continue.

Unmanaged Windows computer users (Academy-owned or personal computers):
When prompted for admin credentials, enter the Windows login and follow the prompts.

After the Dropbox client is installed, Dropbox folders will appear in Windows Explorer.
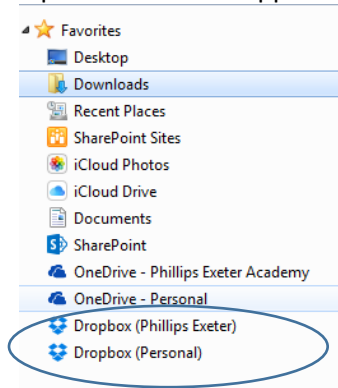
**Moving files and folders from your network home directory:**
After signing up for Dropbox and installing the Dropbox client, you can drag and drop your files and folders from your home directory to Dropbox.   We strongly recommended you move only the files you know you will use. Don't simply move everything; take the opportunity to review and delete files you no longer need.
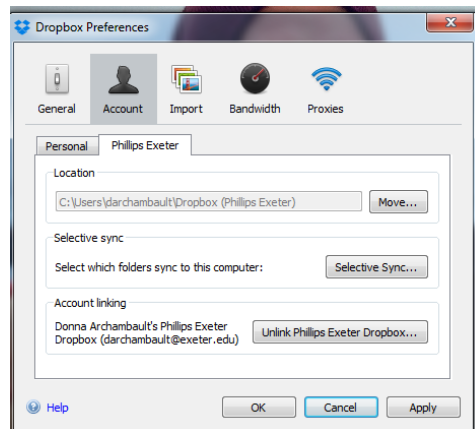
Selective Sync:

After install the Dropbox client, you'll notice that all your folders will sync to your computer. This may take a lot of local hard drive space. You can select which folders you wish to sync to your local computer by right clicking on the Dropbox icon in the system tray at the bottom right of your screen

, then clicking on the settings gear, **Preferences**
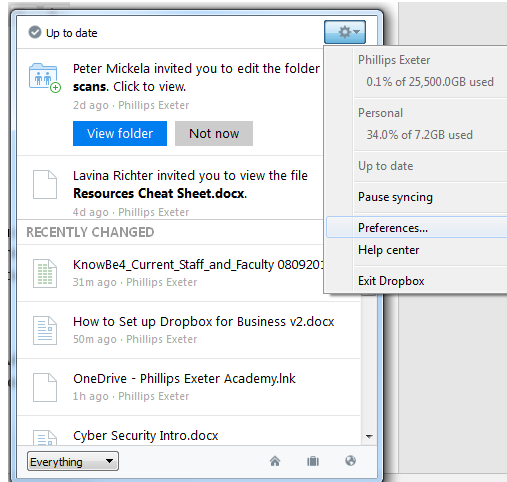
Go to the **Account** tab, select **Phillips Exeter** and click **Selective Sync.**

You can uncheck any folder you don't want to sync to your local computer. These folders are always available by going to http://dropbox.com

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 or ext. 3693.