

Transferring Files from RoyalDrive to Dropbox (Windows PC)

In order to provide faculty and staff with a storage system that is secure, mobile and provides sharing capabilities, we have implemented the use of Network Shares, Microsoft OneDrive, Dropbox and Group Drive. **You may not store restricted data on Dropbox.** Network Shares is the only location where you can store restricted data. Please review the Information Classification & Protection Policy for more information.

! YOUR FILES NEED TO GET MOVED BEFORE DECEMBER 2018.

Until October 29, you can choose to have IT copy all of your department files to Network Shares (H:) automatically.

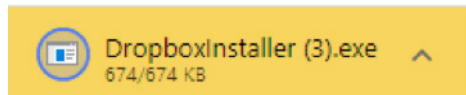
In order to opt-into having IT move your files, please go to:

DOWNLOAD DROPBOX SYNC CLIENT

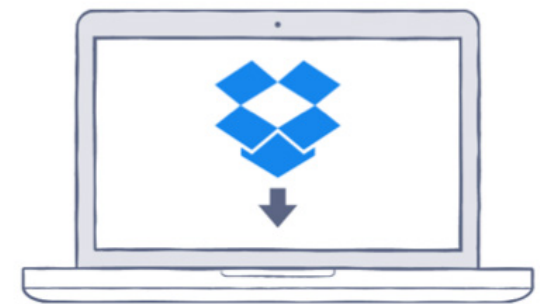
The most efficient manner to move files from RoyalDrive to Dropbox is to drag and drop items from one place to the other. In order to do this, you will need to have the Dropbox client installed on your computer, which will give you access to your Dropbox directly through a folder on your hard drive. The client runs in the background and automatically keeps your files in sync and backed up online - any time you save a change to a file and are connected to the internet, that change will sync everywhere you have Dropbox installed.

If you did not download the Dropbox client after you claimed/setup your account, you can do so by doing the following:

1. Open a browser.
2. Go to <https://www.dropbox.com/downloading>.
3. The download will start automatically. You will see the progress of the download at the bottom of your screen:

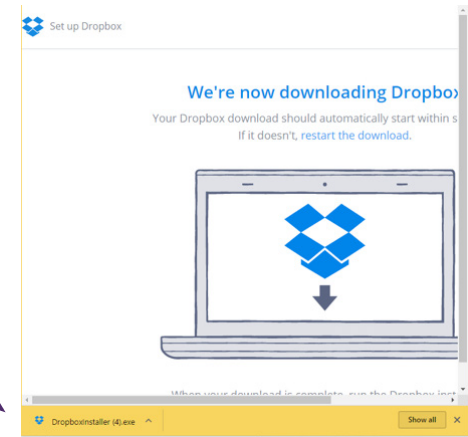


We're now downloading Dropbox
Your Dropbox download should automatically start within seconds.
If it doesn't, restart the download.

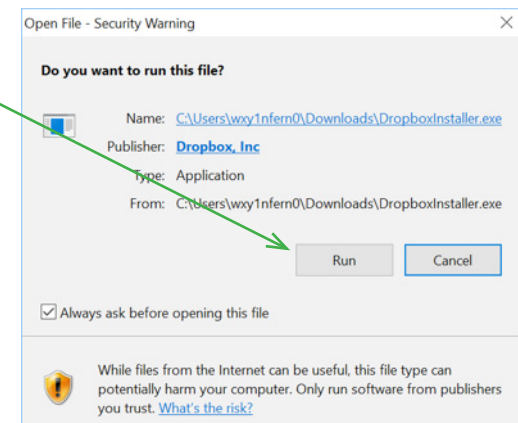


When your download is complete, run the Dropbox installer

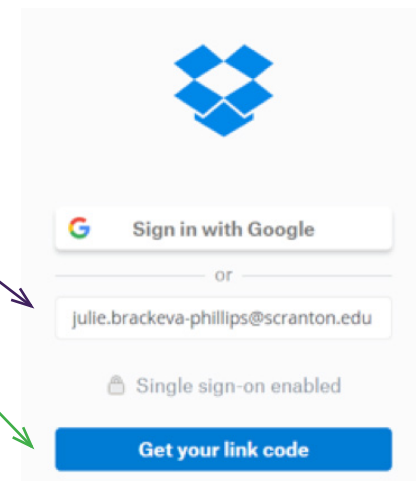
- When the download is complete, click on the file *Dropboxinstaller.exe* on the left bottom of your screen to open it.



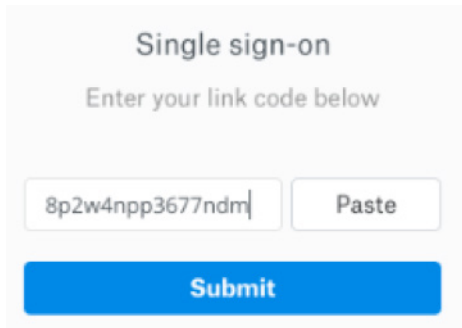
- When you receive the security warning, click *Run*.



- Your download will begin, this will take a few minutes (you will see a progress bar).
- A pop-up from Dropbox will appear that asks for your credentials.
Enter your scranton.edu email. (You will notice that the box slightly changes once you enter your email, such as the greying out of the password, and addition of a link code).
- Click *Get your link code*
- This will open up a new my.scranton window
- Log in with your *scranton.edu email and password*



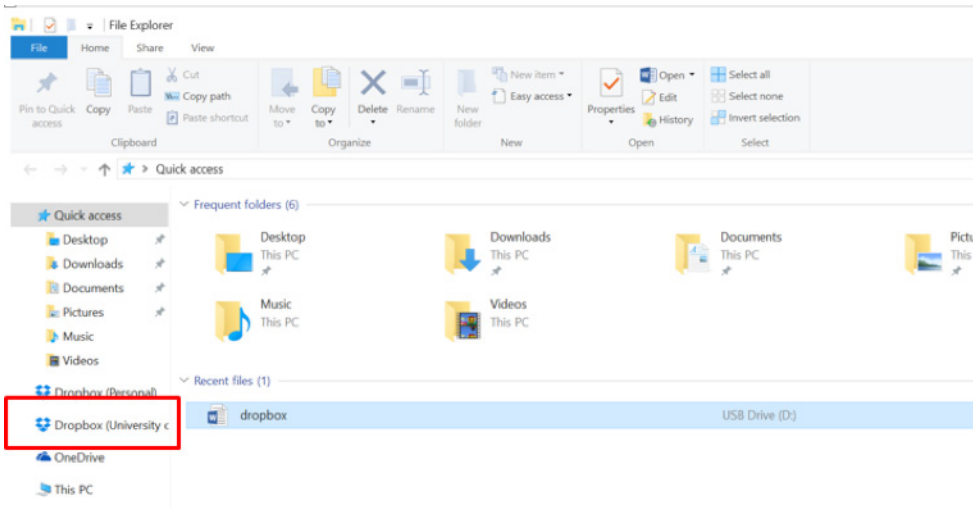
11. A window will open up with your link code – *copy the code*
12. Close the browser window
13. Find the single sign-on pop-up, paste the code
14. Click Submit



A screenshot of a 'Single sign-on' form. The title is 'Single sign-on' and the instruction is 'Enter your link code below'. There is a text input field containing the code '8p2w4npp3677ndm'. To the right of the input field is a 'Paste' button. Below the input field is a large blue 'Submit' button.



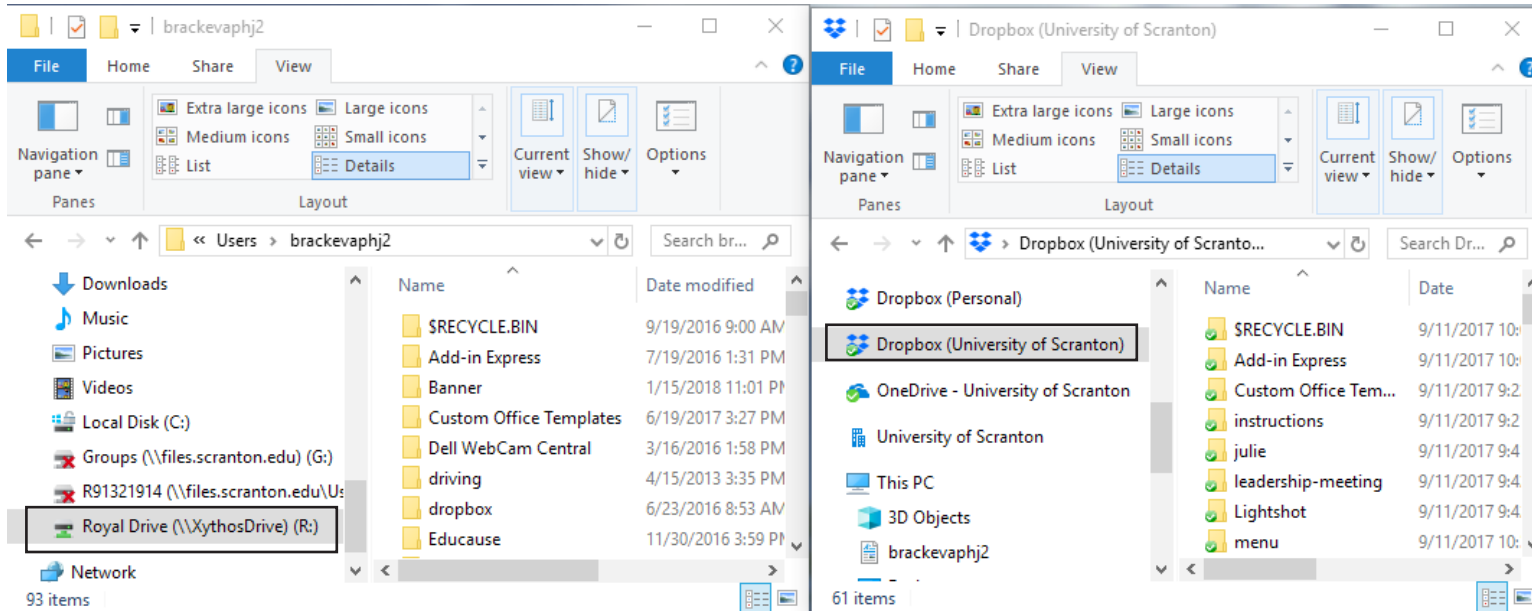
CONGRATULATIONS – You may choose to link a personal Dropbox account to your business one, or simply close the window.



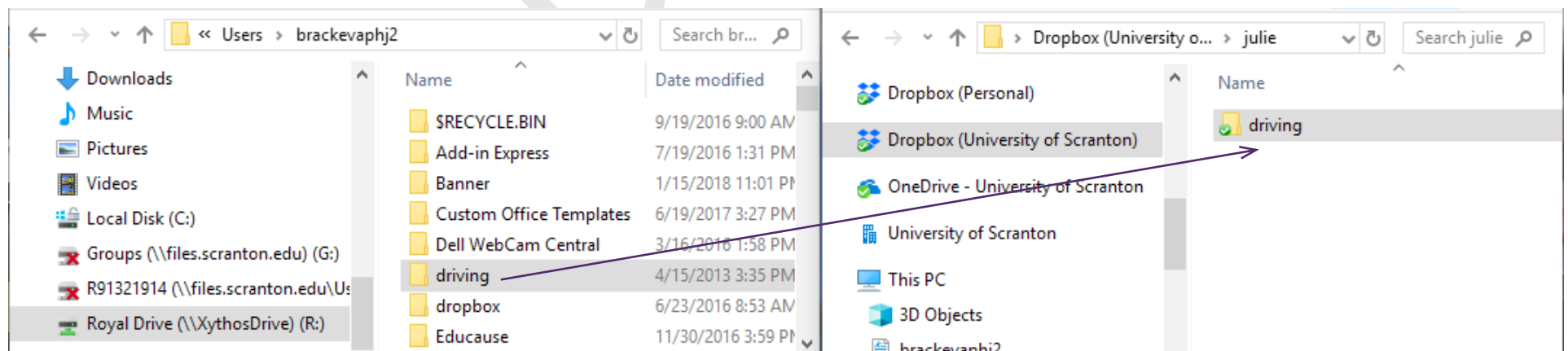
MOVING YOUR INDIVIDUAL FOLDERS/FILES FROM ROYALDRIVE

The most efficient manner to move files from RoyalDrive is to open two File Explorer windows side by side.

- In the first window, open your Royal Drive folder.
- In the second window, open your Dropbox client.



- Click and hold on the folder/file you wish to move.
- Drag and drop it into the Dropbox File Explorer.
- Transfer times may vary depending on network connectivity and file size. Progress windows will indicate the status of the transfer.
- Once completed, the file will have **copied** over to Dropbox.



IT RESOURCES

As we migrate our campus to new storage systems, IT has made various resources available for our campus. To view available training sessions and materials, please visit [SCRANTON.EDU/FILESTORAGE](https://www.scranton.edu/filestorage).

Available information include:

- Initial Dropbox setup instructions
- Client download instructions for a Windows computer
- Client download instructions for a Mac computer
- Dropbox instruction that review how to upload and share files in the cloud or when using the client
- A link to our Quick Answer page addresses questions we have received
- Dropbox Business User Guide (provided by Dropbox)

For questions, please contact the Technology Support Center at 570-941-4357 or techsupport@scranton.edu.

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