

Step by Step Setup of MIT Dropbox

On this page are step by step instructions on how to set up your MIT Dropbox. For some users, this process can be very confusing so I've set up this page to help explain and demystify to users what's going on and what if anything is not being said when you are making choices.

1. On your favorite Web Browser go to <http://dropbox.mit.edu>

MIT Dropbox Enrollment

This page will allow you to enroll in MIT's Dropbox For Business service. If you have an existing personal Dropbox account associated with your MIT.EDU email address, please refer to the [IS&T Knowledge Base](#) for additional information about converting your account.

If you have questions or encounter problems signing up or using the MIT Dropbox services, please contact the IS&T Help Desk at helpdesk@mit.edu or x3-1101, Monday through Friday 8:00am to 6:00pm, or online at: <http://ist.mit.edu/help>.

Before proceeding, please read MIT's guidelines for use of Dropbox below and confirm that you have done so.

MIT Dropbox Usage Guidelines

IS&T has worked closely with Dropbox over the past year to understand Dropbox's data management and security practices. Following this close collaboration, we offer the following guidelines to members of the MIT community, regarding appropriate use of MIT-provisioned Dropbox accounts.

“
Dropbox is not appropriate for all kinds of data.
”

The following categories of legally-protected data are inappropriate for storage on Dropbox:

- HIPAA-protected data or other personally identifiable health information.
- Data subject to United States export control or trade embargo regulations.
- Social Security numbers, driver's license or other state ID card numbers, and financial account, credit card, or debit card numbers.
- Third-party data received under a Data Use Agreement that specifies particular methods for securing data.

2. Scroll to the bottom of the page. Click on the box next to "I have and read and understand MIT's guidelines for use of Dropbox." Then click on the "Next>>" Button.

The following categories of legally-protected and sensitive data are appropriate for storage on Dropbox, provided that you take reasonable steps to secure the data in your Dropbox account:

- Student information.
- Confidential information about employees.
- Information about human research subjects.
- Data received subject to access and use restrictions under a Data Use Agreement or Nondisclosure Agreement.
- Other information of a confidential or sensitive nature.

Such data should be reasonably secured by sharing only with persons who need to access the data for a permissible purpose, and under strict instructions that these persons (a) may not share the data with any third party, absent permission from you, and (b) should delete the data from their local systems when they are finished with it.

Devices used to access such data should be appropriately protected. Please review <http://ist.mit.edu/encryption> for guidance regarding device encryption.

General usage guidelines.

When using Dropbox, you should always:

- Comply with MIT's policies, including those relating to [Responsible Use of IT Resources](#).
- Be mindful of your folder settings, and locate data appropriately.

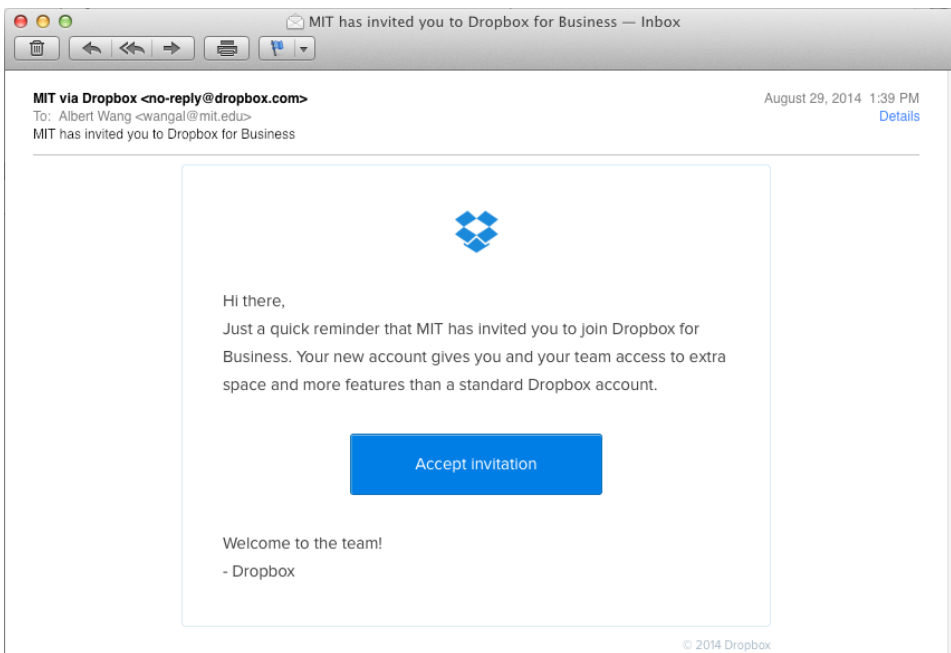
Dropbox should never be used to:

- Infringe others' intellectual property rights, including by sharing copyrighted content.
- Violate the privacy of others.
- Distribute harmful or malicious code.

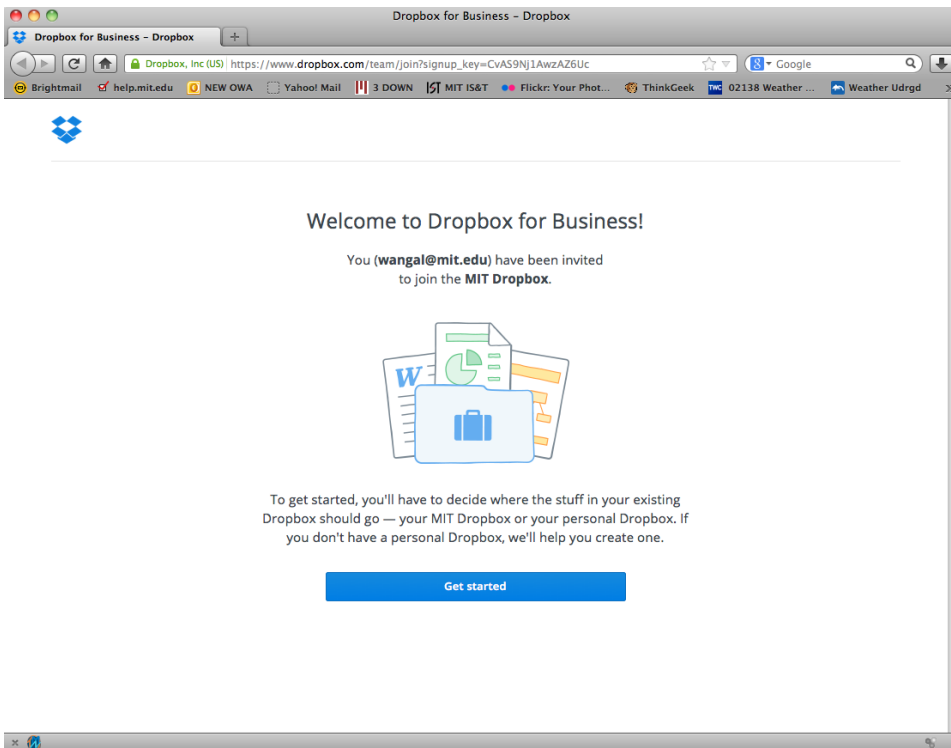
☒ I have read and understand MIT's guidelines for use of Dropbox.

Please check the box above indicating that you have read the MIT Dropbox usage guidelines.

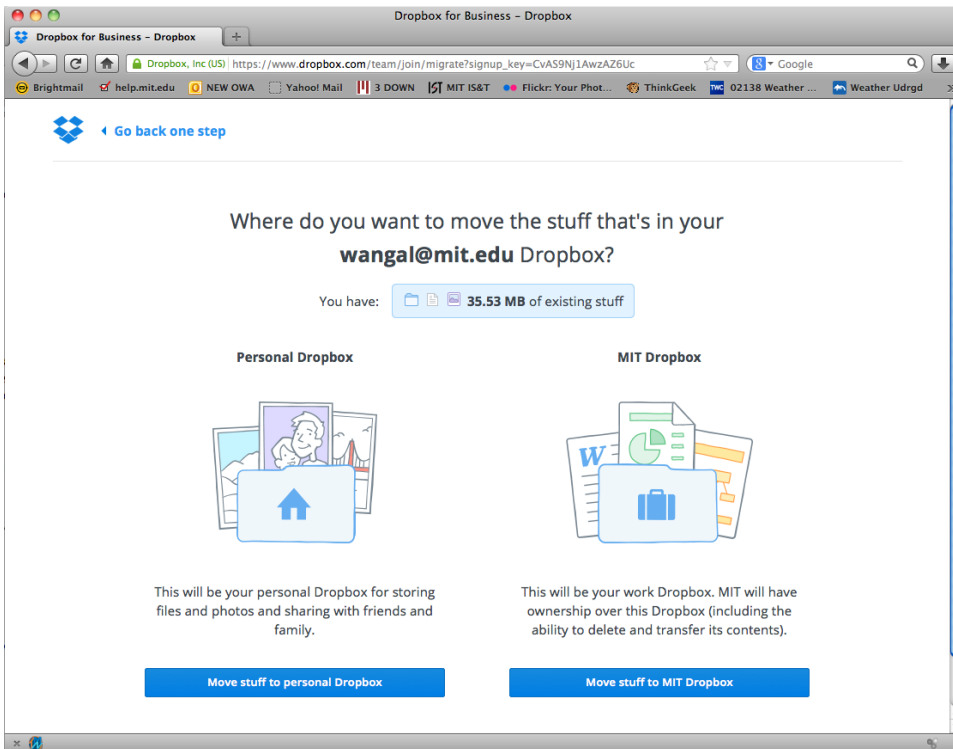
3. You should get an email from no-reply@dropbox.com with an invitation to join the MIT Work Email. The Subject of the Email will say "MIT has invited you to Dropbox for Business". On the page there will a blue button that says "Accept Invitation". Click on this blue button.



4. When you click on the Accept Invitation button it will direct you to a web page in your favorite web browser that looks like this:

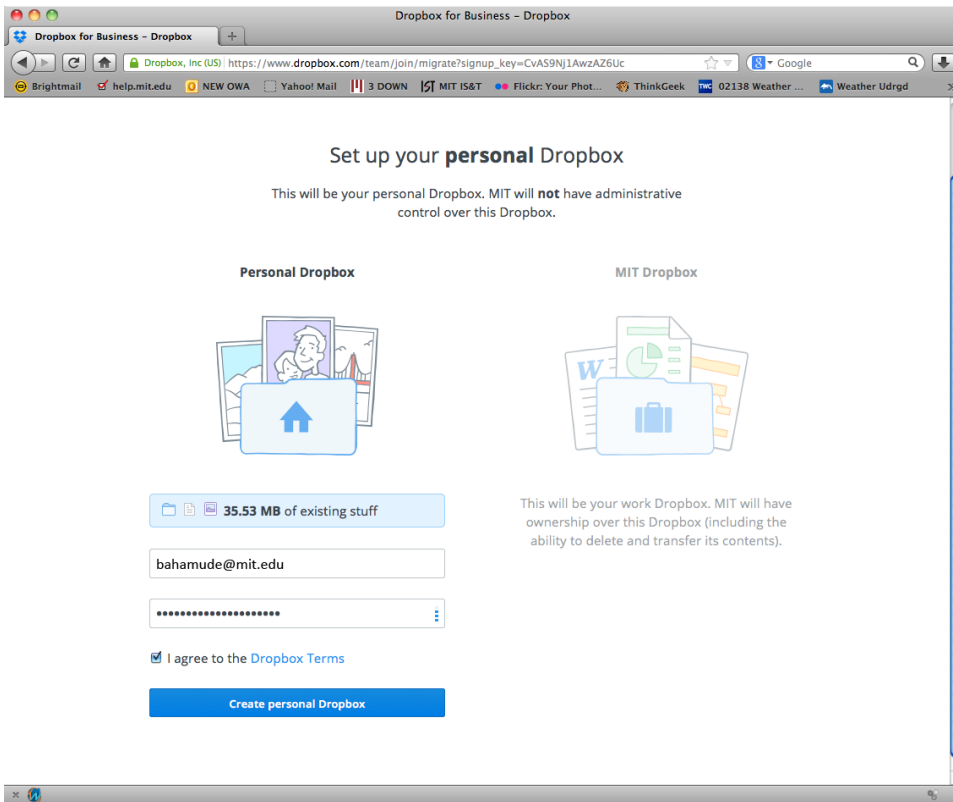


5. Click on "Get started".
6. If you have already used your MIT email address for a personal Dropbox account it will bring up a window that looks like this:



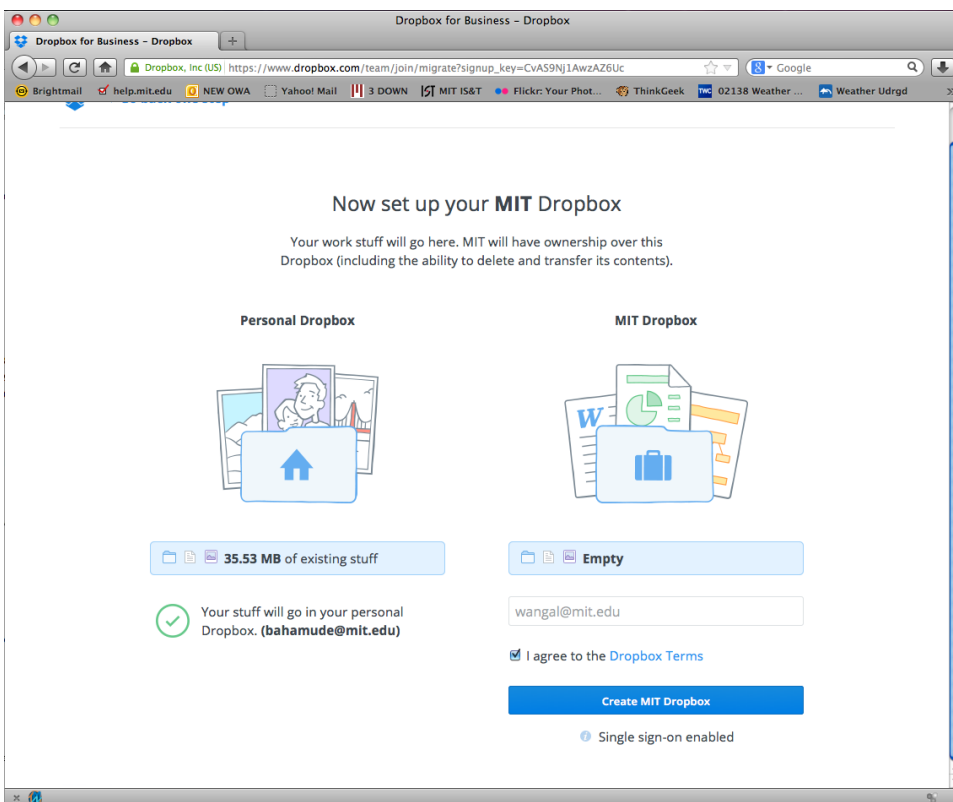
This is the part that's a bit tricky. What Drop Box is really asking you is which Drop Box you want to set up first. What it's not telling you is that you will need a separate email address for the personal and MIT Dropbox. With some tinkering with settings you'll be able to bring up both Dropbox accounts at the same time (we'll get into that later). For now, it is highly recommended that you use your MIT email address for your MIT Dropbox and use your personal email or alternate moira list email alias as your personal Dropbox email. When in doubt, select "Move stuff to MIT Dropbox". In this example I'm going to set up my personal first since I had previously only used my files for personal stuff. I am going to select to keep my personal files in my personal Dropbox so you can see what happens.

7. In this example, I have a personal moira alias I set up ahead of time called "bahamude@mit.edu" which I will use as my personal Dropbox email. You can use your personal yahoo mail, gmail, etc email accounts for this part of the process. You want to use your MIT email address for your work so don't use your official MIT email for this part.



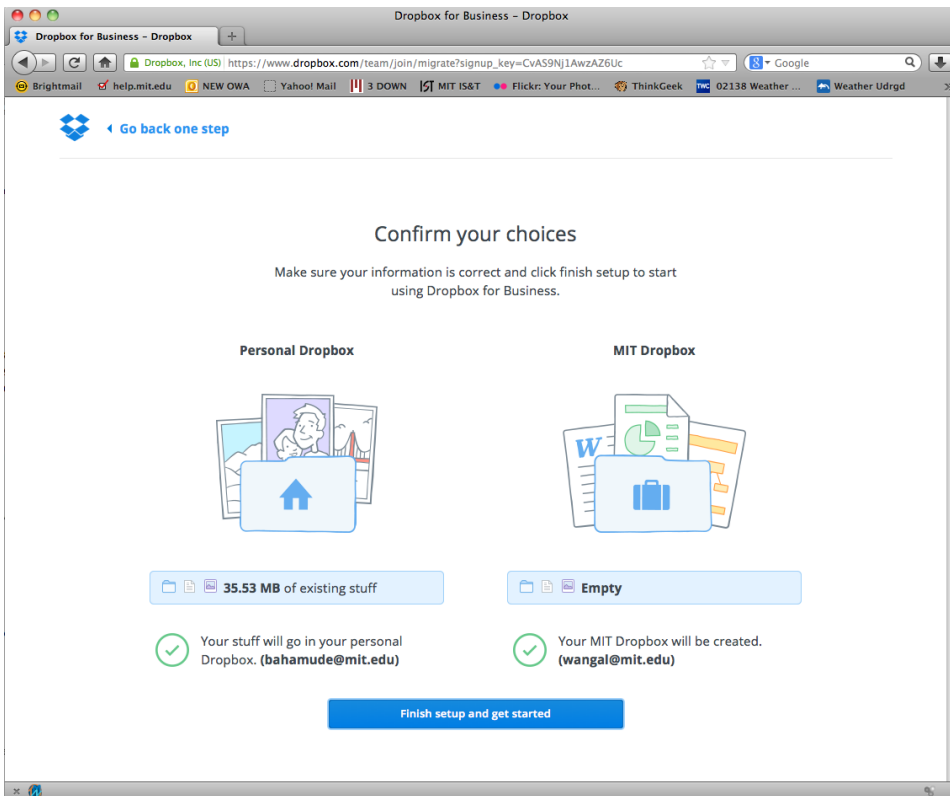
What I've done here is made up a password on the spot, using my moira alias (again you can also use your personal gmail or yahoo!mail or other personal email address here) for this new personal Dropbox site. Make sure you click on the check box next to "I agree to the Dropbox Terms" and then click on the blue button "Create personal Dropbox".

8. The next step, involves setting up your MIT Dropbox. In this example, I am using my MIT email address for my MIT Dropbox. Again make sure you have clicked on the check box next to "I agree to the Dropbox Terms".

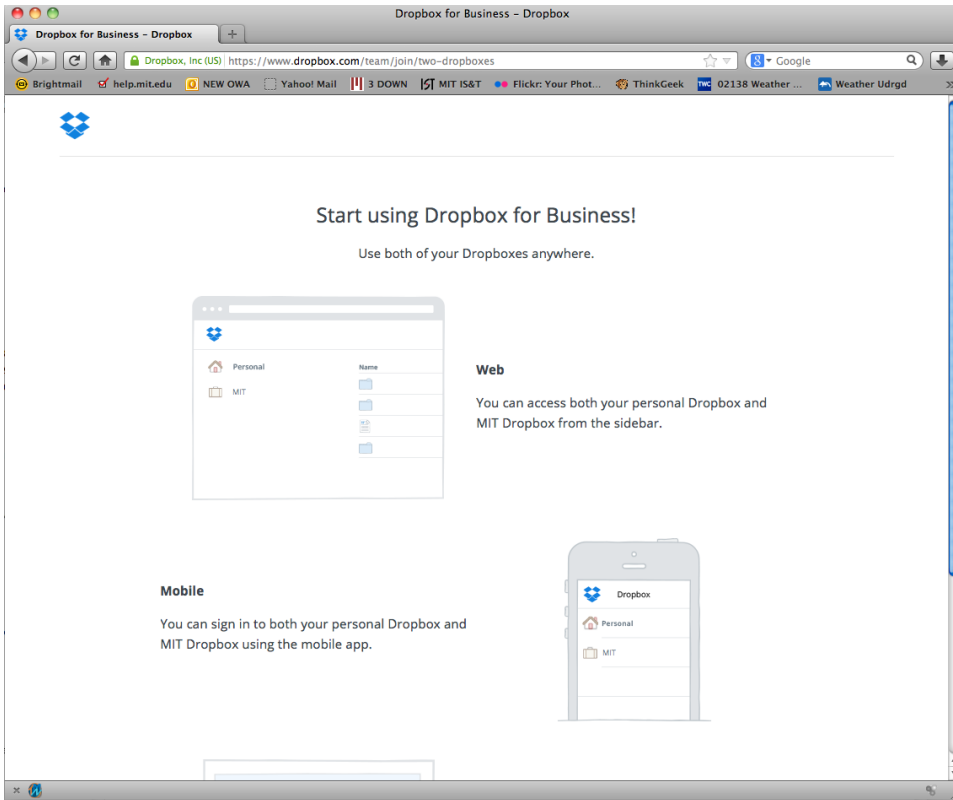


9. What is single sign-on? Single-sign-on is a feature of Dropbox which enables a user to utilize MIT's Kerberos certificate authentication to enable an MIT Dropbox user to log on. More details from Dropbox on what Single-sign-on is can be found here at <https://www.dropbox.com/help/1909>

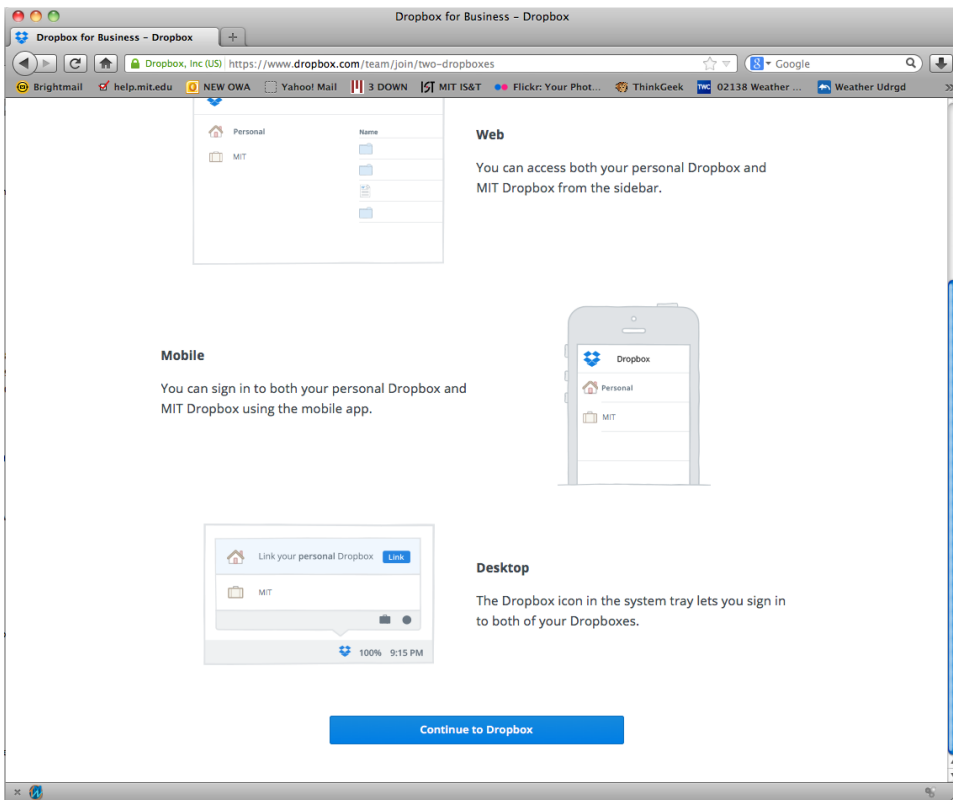
10. After you click on "Create MIT Dropbox" you will get a screen to let you confirm your choices.



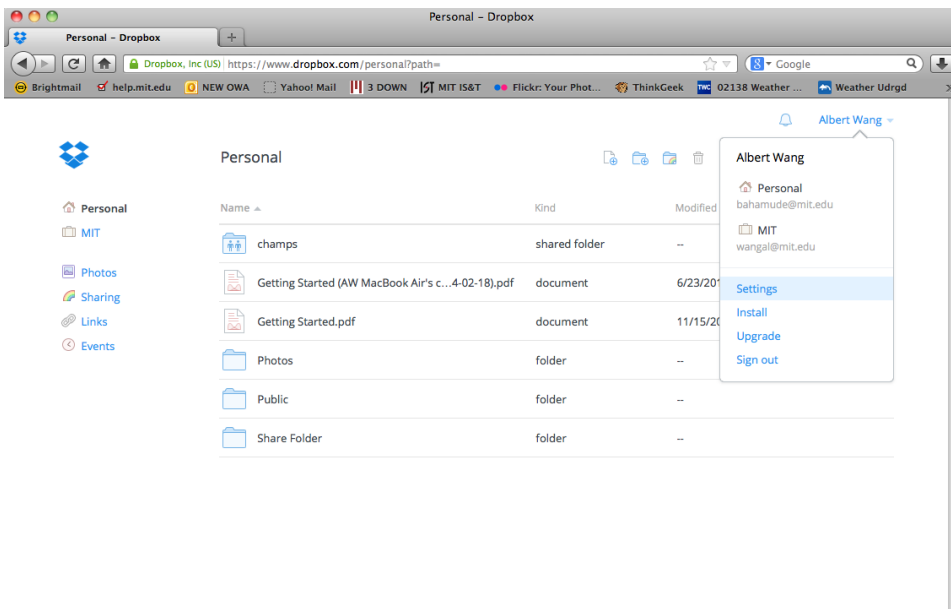
11. After you click on "Finish setup and get started" you will see this:



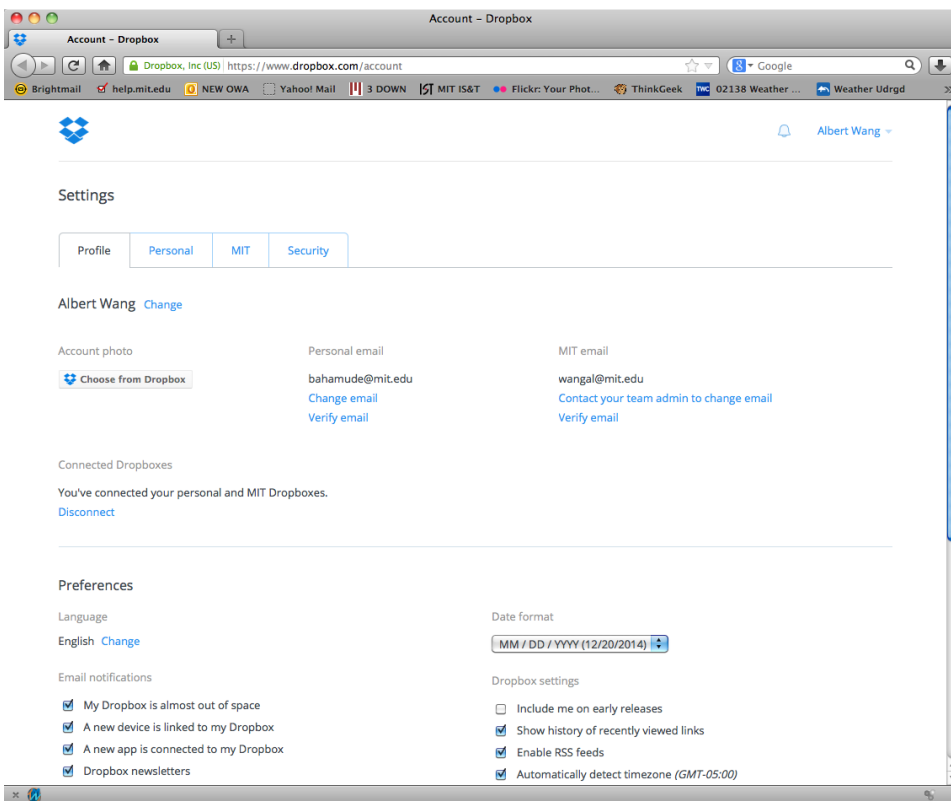
12. Scroll to the bottom of this webpage to see this:



13. Click on "Continue to Dropbox". After you do so, you will get this page which is the web interface for Dropbox. Click on your name to get the drop down menu and go to "Settings".

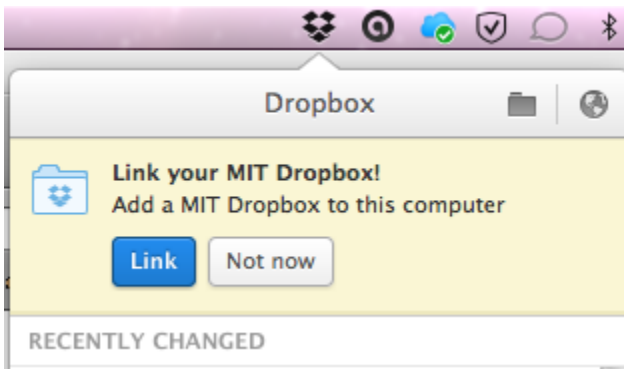


14. The settings window will look something like this:



The thing to note on this page is if your Dropboxes are not yet connected, you have the chance to do so. This way you can bring them both up at the same time in a single dropbox session.

15. Your web browser may come up with this dialogue box asking you right away if you want to link your MIT or Personal Dropbox. We recommend you do so by clicking on the blue "Link" button.



16. Final thoughts. Sometimes things don't go as planned and maybe you clicked not to link the accounts because you weren't sure it was a good idea at the time or maybe you weren't sure what Dropbox was asking you. Fortunately Dropbox has a walk through on their help page to enable you to connect the 2 accounts after the fact here:

<https://www.dropbox.com/help/4270>