# **Dropbox for Business**

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Dropbox for Business is a cloud storage and collaboration service available to full-time faculty, staff, and students with unlimited storage.

You are responsible for using Dropbox in accordance with Penn's Acceptable Use Policy. Also, review University guidelines about protecting personal and University data at Protecting Penn Data.

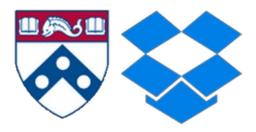
#### **Before You Get Started:**

- You must be a full-time Wharton student or faculty/staff member
- You must have a PennKey username and password

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## Wharton's Dropbox for Business



Dropbox for Business is a cloud storage and collaboration service available to full-time faculty, staff, and students. It allows you to access, store, synchronize, and share documents from any device. You can log in with your PennKey and password.

### **Benefits and Features**

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## Dropbox for Business & Team Folder

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The Dropbox for Business user guide walks you through joining the Wharton Dropbox team using secure sign-on (SSO), connecting your personal Dropbox account, adding content to your Dropbox, and sharing your files with others: https://www.dropbox.com/guide/business

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## What to Do If You Already Have a Personal Account

I Already Have a Personal Dropbox Account

Read More ?

I Already Have a Dropbox Account Tied to My Wharton Email

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Getting a Refund If You Were Paying for a Personal Account

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## Installing the Desktop and Mobile Applications

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The **Dropbox desktop application** lets you access all your most important files any time from your computer, even ones that were originally created on another device. You can also access your files on the go from your smartphone or tablet with the **Dropbox mobile application**. Follow the instructions below to download them onto your devices.



### **Dropbox Desktop Application**



**Dropbox Mobile Application** 

**Note**: You can sign in to multiple accounts in both the desktop and mobile application if you have a personal Dropbox account in addition to your Wharton Business account.

Can I access the Dropbox Desktop Application on Lab Machines?

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### Using Selective Sync and Smart Sync to Save Space

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## What to Expect When You Leave

### Off-boarding at Graduation (Students)

#### Students Matriculating in 2025:

If you are a regular full-time Wharton student matriculating in 2025, you will have an account while you are a student. Once you graduate, access to Dropbox accounts will end within 30 days after graduation. We recommend copying your data to another location before graduation so you don't lose access to it.

### Students whose Dropbox accounts were created prior to 2025:

Regular full-time Wharton students who received a Dropbox account prior to 2025 will be off-boarded to a free or basic Dropbox account (comes with 2GB of space) with continued access to data and options to upgrade if you choose. Your personal address will be automatically set to your alumni forwarding address. This will take place within 30 days after graduation.

Since your account will be off-boarded to a free or basic account when you graduate, we recommend that you copy it into a personal Dropbox account or other storage option and take it with you.

**NOTE**: If your storage exceeds the basic Dropbox quota of 2GB, you may not be able to convert your account to a free Dropbox account. You should reduce your data below 2GB to ensure no issues with keeping your Dropbox account.

#### Linked Personal Accounts at Graduation

If you linked your personal account to your Wharton account, when you graduate you'll have two accounts: one tied to your personal email and one tied to your alumni forwarding address.

### Off-boarding at Resignation/Retirement (Faculty, Staff and PhD)

When you leave Wharton, your Dropbox account will cease to be available once your Wharton affiliation has been updated in our system.

## An Overview of Security

Check out the Dropbox Security Overview for an introduction to this topic.

Read More?

# Need Help with Accounts?

For more help articles about using Dropbox for Business, visit the Dropbox Help Center.

- Faculty & PhD Students: contact your Academic Distributed Representatives (login required)
- Staff: contact Administrative Support or email admin-support@wharton.upenn.edu
- Students: Wharton Computing Student Support or email support@wharton.upenn.edu