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Dropbox for Business

Last Modified on 01/14/2026 11:33 am EST

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

Students who matriculated at Wharton starting with December 2025 should see our File Sharing and Collaboration article for recommended solutions.

Before You Get Started:
- You must be full-time Wharton **faculty or staff.**
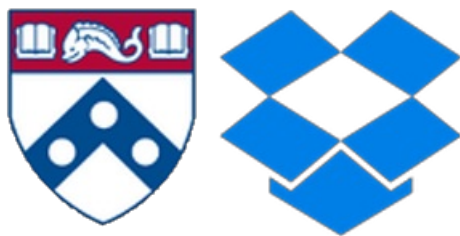- You must have a **PennKey username and password**

Starting in December, 2025, matriculating students do not automatically receive Dropbox accounts. File sharing solutions for students are reviewed in our File Sharing and Collaboration article.

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.

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Wharton's Dropbox for Business

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

Dropbox is not a preferred filesharing solution for students. Some students, depending on their matriculating year, may continue to have legacy Dropbox accounts through 2029. Please see What to Expect When you

for information on how long data will be stored.

Benefits and Features

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Using Dropbox for Business

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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Working Collaboratively (Team Folders)

Team folders provide a way of working collaboratively. They are Root Dropbox Folders that are shared with groups and are the hub of content for a team. Within the team folder, each group is assigned a role (either as editors or view-only). Team Folder are not owned by a specific user, and access is managed through Groups within Dropbox. Team Folders cannot be nested within other Team Folders.

Naming conventions

Team folders should follow the naming convention 'School/Center + Group/Team Name [+ Team Folder Name]' and must be unique across the Penn Dropbox Team. There is a 50-character limit for Team Folder Names.

Examples:

- Wharton External Affairs - Giving

- Wharton Computing SP Team

Team Folders can only be created by a Dropbox Team Admin. We suggest that you connect with your Strategic Partner -- they can help identify the elements you will need for your team, and will be able to work with Wharton Computing Client Support to help with setup.

Either way, you should provide the following information:

- Desired Name of Team Folder(s)
- Desired Name of Group(s) with Permission to Team Folder(s)
- List of PennKeys that will be members of the Group(s)
- PennKey(s) for Manager(s) of the Group(s)

What to Do If You Already Have a Personal Account

I Already Have a Personal Dropbox Account

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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   ⏶Top

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 and matriculated 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.

For questions about using Dropbox at Wharton, contact Wharton Computing Client Support or email

support@wharton.upenn.edu