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.
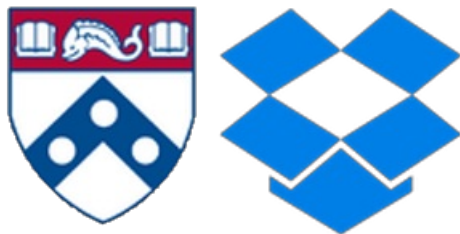

Before You Get Started:

- 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 with an **unlimited storage quota** 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. Upon graduating, students will be off-boarded to a free or basic Dropbox account with continued access to data and options to upgrade if they choose.

Benefits and Features

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How to Sign Up for Dropbox for Business

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The Dropbox for Business user guide walks you through joining the Wharton Dropbox team, 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

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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

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)

Upon graduating, regular full time students 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 they choose. Your personal address will be set to your alumni forwarding address. This will take place *30 days* after graduation.

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

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.

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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