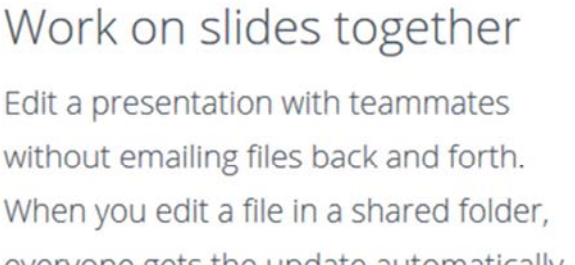
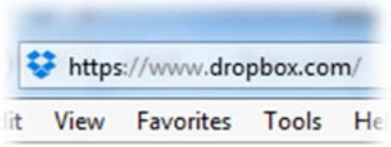
Dropbox Setup on your Computer

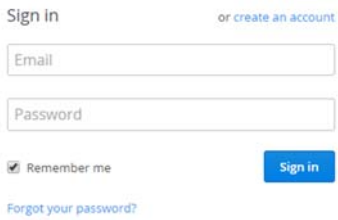
Instructions: In the pages that follow, we provide instructions for setting up Dropbox on your computer. These instructions are for illustration purposes as companies often update their structures and procedures. We hope you find these useful for learning more about Dropbox and to serve as a model for developing a guide for supporting **Ci3T Leadership Team Members** with a similar set of instruction for the electronic platform you elect to use. Dropbox video.



1. Visit https://www.dropbox.com/

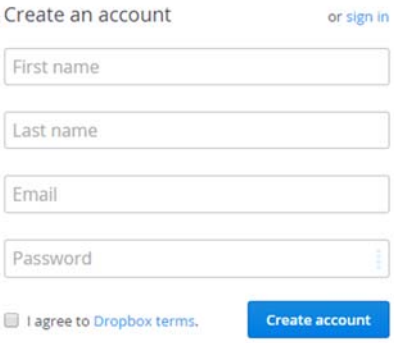


2. Click “create an account.”



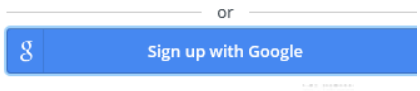
3. Enter your first name, last name, **district* email**, create a password, click “I agree to Dropbox Terms” and then click “create account”

*Parents, please use the email you previously provided when you joined your school’s **Ci3T Leadership Team**.

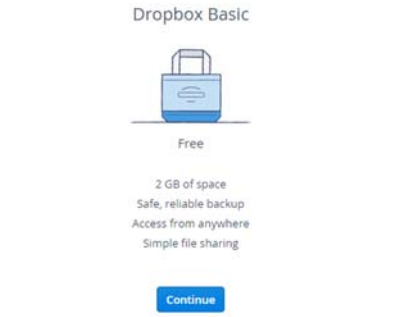


— OR —

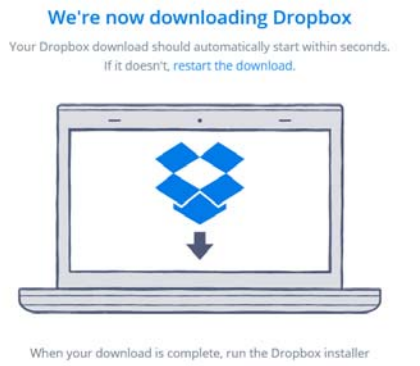
Alternatively, click “Sign up with Google” and follow the prompts



4. If prompted, choose the Dropbox basic plan by clicking “Continue”

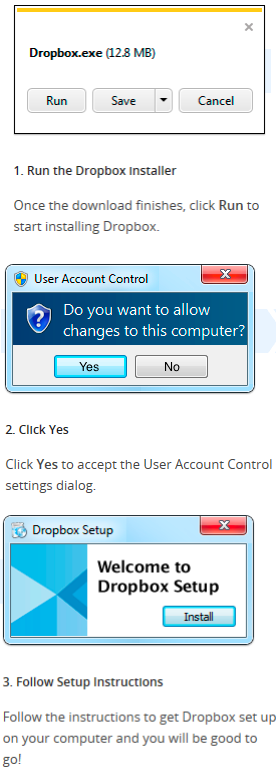


5. Dropbox should automatically download an installer file. If not, click “restart the download.”



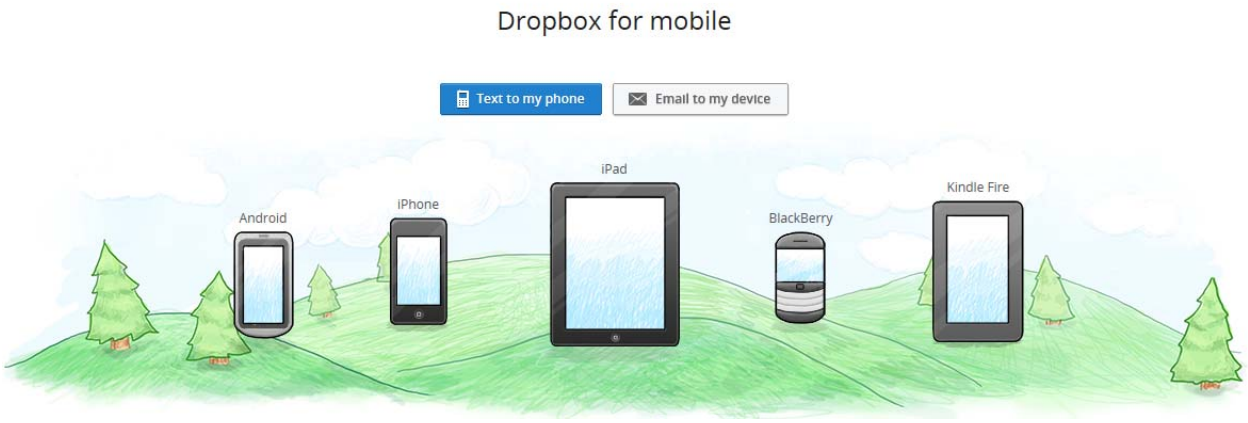
6. Follow the instruction to install the Dropbox program on your computer if you are able to do so. Otherwise you may use the website interface.

   If you have more than one Dropbox account (e.g., work account, personal account), here are two helpful links for your consideration:
   https://www.dropbox.com/help/61/en
   https://www.dropbox.com/help/429/en



Dropbox for Mobile Devices

General instructions for installation on mobile devices: https://www.dropbox.com/mobile



iPhone and iPad
https://itunes.apple.com/us/app/dropbox/id327630330

Android devices
https://www.dropbox.com/android

Security

Dropbox has been selected as the medium for sharing documents between the **Ci3T Trainers**, **Ci3T Coaches** and each school's **Ci3T Leadership Team** members due to its high level of security:

- Files are secured with 256-bit AES encryption and two-step verification
- SSL/TLS is used to create a secure tunnel for data transfers
- Ability to remotely unlink a phone/tablet/laptop device if it is lost or stolen, thus preventing anyone from accessing files
- Work is kept safe with storage designed for 99.999999999% durability and 99.99% availability.

Fortune 500 companies and over two million businesses use Dropbox to work better as a team, so we are excited to use Dropbox with schools to build their Ci3T model of prevention.

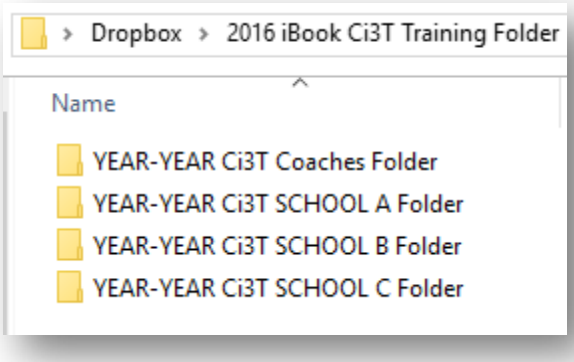
Please contact your information technology (IT) representative at your district office or university if you have any questions about using Dropbox.

Ci3T Dropbox Structure Set Up

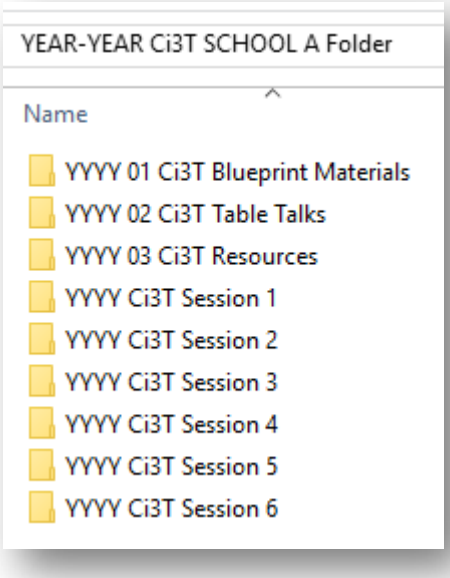
The **Ci3T Trainers** or school **District Decision Makers** may wish to create and host all schools' shared Dropbox folders. First, create a main "YYYY Ci3T Training" folder (YYYY refers to the current school year). Within this main folder create each folder to be shared with each school's **Ci3T Leadership Team Members**, **Ci3T Trainers**, and **Ci3T Coaches**. Folders must be shared individually and cannot be inside another shared folder.

Create folder names starting with the year:

- **YYYY Ci3T Trainers'** folder with all documents including presentations (shared only with trainers)
- **YYYY Ci3T Coaches'** folder (shared only with trainers and coaches)
- **YYYY Ci3T [School]** folders (populated one session at a time)



The following is a recommended folder structure for each school team folder. Note the 01 02 03 numbering so folder stack within the folder in the desired order:



Frequently Asked Questions

For information on sharing folders, supporting individuals finding and accepting shared folder invitations, and more, please visit the Dropbox help center at:

https://www.dropbox.com/help/topics/sharing_files_and_folders