Installing Dropbox on a Shared Network with Limited Access Users – Network Admin Guide

Anyone who has ever tried to install Dropbox in a shared network environment such as at work or in a school would know that it’s not a simple task. Firstly, to install it, you need to be an administrator of the local computer, and in these environments, most users are not as they have restricted access only. Furthermore, you’ll notice that the Dropbox program gets installed in the local user’s profile and that’s why in a shared network environment, each user would need a separate installation of Dropbox and would need to be temporarily made an Administrator to allow it. To compound the problem even more, if a user regularly accesses multiple computers at the site and would like their Dropbox accessible on each computer, that’s even more separate installs, all requiring the user to be an Administrator. That’s multiple separate installations of Dropbox on multiple computers – a network administrator’s nightmare!

This guide will show the network administrator how with one install, you can make Dropbox available to all staff across all computers and none of them need be an Administrator to get going. The process involves placing the Dropbox program onto a Read-Only fileshare on the server, such as an Apps Share.

1. Logon to any workstation as a domain or local administrator
2. Go to http://www.dropbox.com
3. Click Download Dropbox
4. Install as normal
5. After the Dropbox icon appears in the System Tray, it will come up with a Connection Error box. Simply click the X at the top right to Exit Dropbox. When asked if you wish to exit, click Yes. The Dropbox icon will disappear from the System Tray.
6. Open the Start or Windows menu and you should see Dropbox as one of the Programs.
7. Right-click on Dropbox and choose Properties
8. Note that Dropbox has been installed in the local user’s profile folder.
9. Click the Open File Location button (on XP, click “Find Target” button)
10. The folder where the main Dropbox program files are located will appear. Press Ctrl-A to highlight All Files then click Copy as per the diagram on the next page.
11. Next, you need to go to your Apps share on your server, you know, that place where all users have read-only access to programs they need to access – eg. \servername\apps - or wherever you keep such a share and create a New Folder in that share and call it Dropbox.

12. Then open that Dropbox folder you just created and Ctrl-V to Paste the files you copied into it. You should end up with something like this:

13. **NOTE:** The fileshare you put Dropbox into could be a UNC path or could be a mapped drive letter path. It doesn’t matter either way.

14. Now go back to the Dropbox\bin folder in the user profile folder and double-click Uninstall and fully uninstall the Dropbox program from the local computer. It’s no longer needed.

15. Finally, fill in the blank box on the next page and print out the next two pages to hand to your staff so they can setup their own Dropbox wherever they need to use it at work.
Instructions for Setting up Dropbox on Your Network Workstation – User Guide

Dropbox is a great on-line file storage service which offers up to 2GB of space free to each user. Using their free client applications, the files you store at Dropbox can be easily and securely made available to you on all of the computers (Mac and Windows) you access at home and at work as well as on mobile devices such as iPad, iPhone and Android tablets and phones. Additional storage space is available for a monthly subscription that you may or may not choose to take up. Using Dropbox at all is totally optional and note that there are benefits in joining Dropbox using your edu email address. Read more about Dropbox here - https://www.dropbox.com/features

Dropbox for Windows has been setup on our server in the following folder:

1. If you do not yet have a Dropbox account, please go to the Dropbox website and create one before completing these steps.
2. Open My Computer and browse to the above folder
3. Double-click the Dropbox program. If prompted, click Run and wait a bit.

4. A Connection Error window should appear. Click Connection Options...
5. Complete the Dropbox Preferences window that appears EXACTLY as follows, however, you will need to put YOUR DEC Portal Username and Password at the bottom.

**IMPORTANT NOTE!!** – If you do not complete the form quickly enough, the Connection Error window will re-appear, covering the Preferences window. **DO NOT** click any buttons on the Connection Error window, just **MOVE** the window aside and continue filling out the proxy preferences. When complete, click **OK**. Providing you filled in everything correctly, the next screen should appear.

6. Click “**I already have a Dropbox account**”, then click **Next**
7. The Logon to Dropbox window will appear. Logon using your Dropbox account details and you are in business!

This document does not intend to explain how you can use Dropbox, but there are **some important notes to consider and understand**:

- If/when your DEC Portal password is changed (every 60 days), you will need to change the password in the Dropbox Preferences window to match. You will be notified of the problem because the Connection Error window will appear. Accessing the Preferences window is done by right-clicking Dropbox in your System Tray and choosing Preferences.
- The completion of the Dropbox sign on will automatically add the Dropbox program from your work server location to start-up whenever you logon to that computer.
- If you use more than one computer at your site, you will need to complete the above steps on all such computers where you would like access to your Dropbox.
- Because the Dropbox configuration is installed into your local user profile on the computer, it is secured by your Windows logon account details, so other users that logon to the same computer as another user will not get access to your Dropbox.

If you have any comments about this guide, feel free to email them to Stuart.Hasic@det.nsw.edu.au - but please note that I am unable to solve any Dropbox problems you may have, so please do not ask. 😊