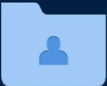







File System Upgrade

Dropbox is making changes. Beginning Friday, September 20th, 2024 at 5PM, your campus Dropbox account will start upgrading to a new look, including folder structure. During the upgrade, you will have intermittent access to your Dropbox files.

 Member Folder The files and folders you own or are shared with you will be stored in this folder.	 Shared Folder A shared folder can be created by any Dropbox user, has an individual owner and is shared with other individuals or groups.
 Team Folder A department shared folder created by CSUF IT Dropbox admin.	 Regular Folder Your personal folder that is not shared with others.

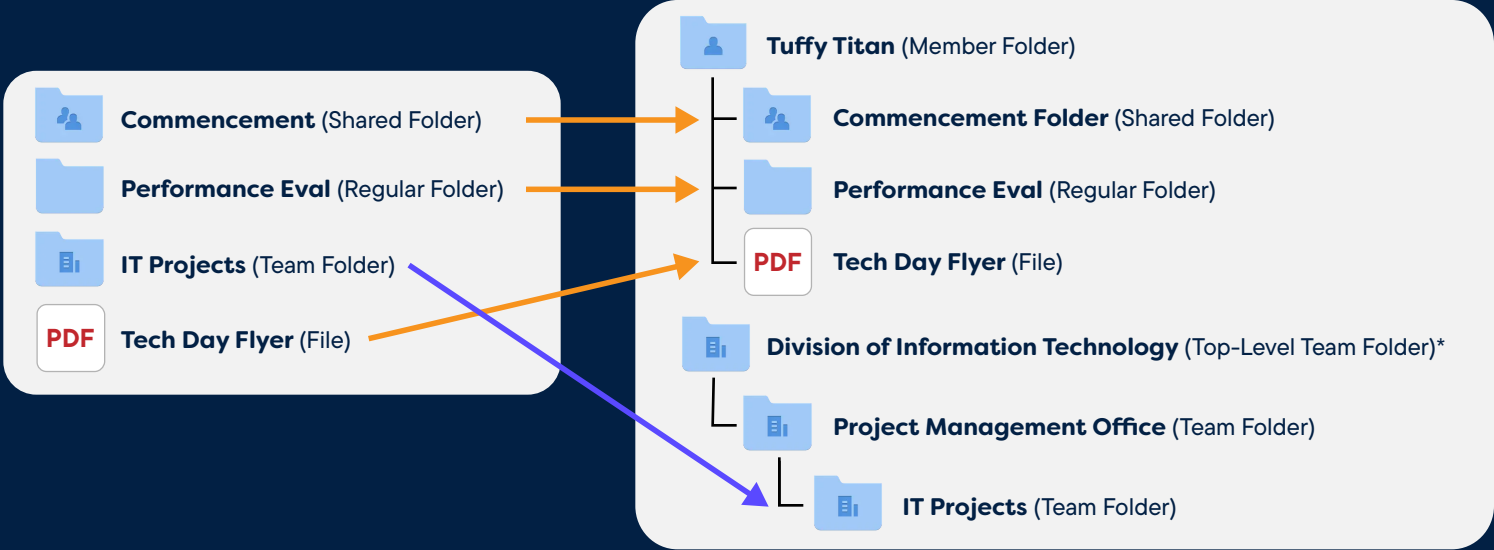
TIP: Members in Team Folders will now see the full file path to the subfolder after the upgrade. Review your team folder names and rename, if needed.

Before Upgrade

Before the upgrade, folders, and files appears in the **All files** section of Dropbox.

After Upgrade

The team members who have access to the subfolder(s) in a Team folder will see **Top-Level Team Folders**. While the team member can still only access what is shared with them, they will now see the full file path to the subfolder after the upgrade.



*Top-Level Team Folders are spaces created by CSUF IT Dropbox admin for other Team Folders.

What to Do Before the File System Upgrade

- Update to the latest versions of Dropbox on desktop and mobile
- Make sure that you close all files and folders in your Dropbox prior to the upgrade
- Team Folder Admins should review the subfolders that are shared

What to Do After the File System Upgrade

- Review your folders and files to understand where content has moved and to check for errors
- Run the desktop app to allow the upgrade to be applied to your computer

Contact Us

Student IT Help Desk:
(657) 278-8888

Faculty/Staff IT Help Desk:
(657) 278-7777

For in-person training or assistance,
visit the Academic Technology Center (ATC) at PLS-237

For more information,
scan the QR Code to visit our website



https://www.fullerton.edu/it/events_projects/dropbox/index.php