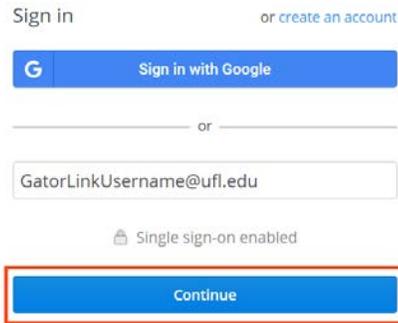


How to Share Data via UF Dropbox

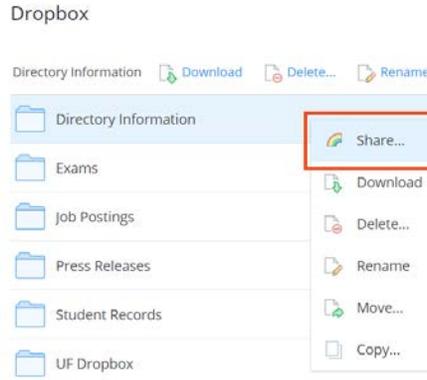
Step 1

Visit www.dropbox.com and type in your GatorLink email address. Click on “Continue”. Make sure to sign into the UF Login page after.



Step 2

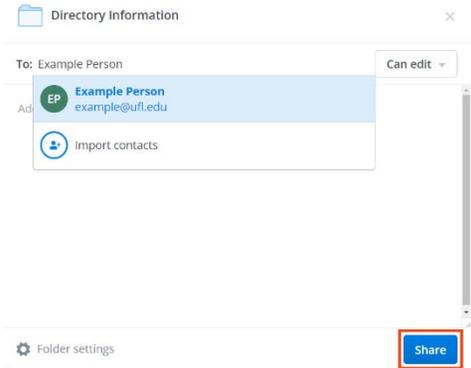
To share a single file or an entire folder, right click it and click on “Share...”



Sharing Files Internally

If the person is using UF Dropbox, type his or her name and click to add them. You can also type in their GatorLink email address. Click on “Share”.

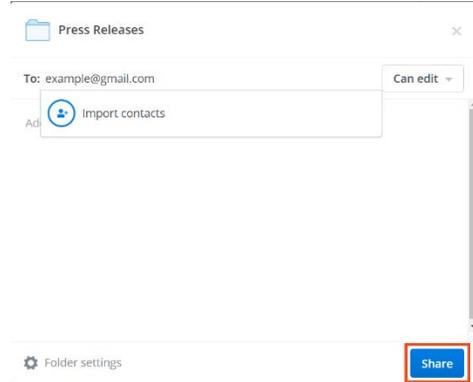
This person will then receive a notification in their UF Dropbox to add the files you have shared.



Sharing Files Externally

If the person is external to UF, type his or her email address and click on “Share”. Please note that there are restrictions on what files can be shared with people external to UF.

This person will also receive a notification in their personal Dropbox to add the files you have shared.



Allowable Data

These are examples of files that can be stored in UF Dropbox and can be shared with others:

1. Directory information
2. Course catalogs
3. Press releases
4. Job postings
5. Animal research protocols
6. Security plans
7. Exam questions and answers

File Storage Restrictions

The following is a list of data that cannot be stored in UF Dropbox:

1. SSNs
2. Card holder data
3. Bank account numbers
4. Driver’s license numbers
5. Mental health records
6. HIV/STD records
7. Substance abuse records
8. Pediatric medical records

File Sharing Restrictions

Information related to these can only be shared internally, meaning it cannot be shared with others external to UF:

1. Student records
2. Patient records