## 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 " <b>Share</b> "			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 " <b>Share</b> ".	
Sign in or create an acc G Sign in with Google or GatorLinkUsername@ufl.edu Single sign-on enabled Continue		Dropbox Directory InI Directory InI Exan Exan Job F Pres Stud	x formation Download [ ctory Information ms Postings is Releases lent Records Dropbox	Delete Rename	This person will then reconstruction in their UF D the files you have shared in their UF D the files you have shared in the files yo	eive a ropbox to add d. Can edit -
Sharing Files Externally		Allowable Data			File Storage Restrictions	
If the person is external to UF, type his		These are examples of files that can			The following is a list of data that	
or her email address and click on		be stored in UF Dropbox and can be			cannot be stored in UF Dropbox:	
"Share". Please note that there are		shared with others:			1. SSNs	
restrictions on what files can be shared		1. Directory information			2. Card holder data	
with people external to UF.		2. Course catalogs		3. Bank account numbers		
		<ol><li>Press releases</li></ol>			4. Driver's license numbers	
This person will also receive a		4. Job postings			5. Mental health records	
notification in their personal Dropbox		5. Animal research protocols			6. HIV/STD records	
to add the files you have shared.		6. Security plans		7. Substance abuse records		
Press Releases	×	7.	Exam question:	s and answers	8. Pediatric medica	al records
To: example@gmail.com	Can edit 👻				File Sharing Restrictions	5
Ad Import contacts	Í				Information related to th	iese can only
					be shared internally, mea be shared with others ex 1. Student records 2. Patient records	aning it cannot tternal to UF: s
Folder settings	Share					