

Thank you for requesting to join the Dropbox for Business Service. **You will receive a further email inviting you to join Dropbox for Business today.** Whether you're new to Dropbox or a frequent user of Dropbox we've created [a set of typical scenarios](#) to help you to get started and make the right choice if you need to keep an existing Dropbox account personal or convert it into a University account.

All Highly Restricted information must be encrypted!

All users of this service must abide by the information handling guidelines that are part of the access request process. Please remind yourself of [Information Handling Guidelines](#) for the Dropbox for Business Service which include encryption instructions. Please note that University material must not be stored on a personal Dropbox account.

If you are unsure whether you are handling your information correctly, please see the [Information Handling Tool](#)

If you would like any advice on classifying your information, please see the Standard Operating Procedure for [Information Security Classification and Secure Information Handling](#).

Logging In

You will use your University of Manchester email address to login to Dropbox for Business. You will then be forwarded to a University of Manchester login screen where you enter your University IT Account username and password. There are detailed Knowledge Base articles giving step-by-step instructions on the [IT Services website](#), please search for Dropbox or there are links to these articles in the [scenario pack](#).

Dropbox for Business Support

In the first instance, please take advantage of [Dropbox for Business Support](#) where you can locate help articles and request support online.

If you are unable to resolve your issue with Dropbox then please search our own IT Services Knowledge Base or log a ticket with [IT Services](#).

Further Information

For further information please see:-

- The [Dropbox for Business area](#) on the IT Services website
- [The Dropbox for Business Help Centre](#)
- [The IT Services Knowledge Base](#) (search term=dropbox)