

Dropbox: A Place to Store Files in the “Cloud”

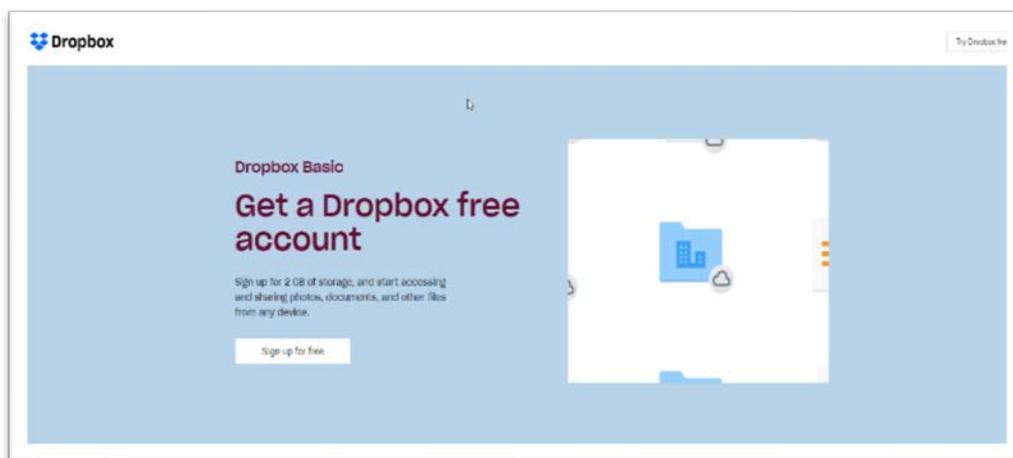
In the course of your day, you may be using two or three different computers – one in your office or lab, a mobile device or laptop, and one from home. Rather than emailing files or using a Flash drive to transfer them between computers, you might consider a cloud storage solution like Dropbox. Dropbox provides easy access and automatic synchronization of edits and changes to your files across all your computers. While there are a few tools that do this, Dropbox is one of the easiest and most popular.

Dropbox can be found at <http://www.dropbox.com/>. The free version of Dropbox, like most free applications found on the Internet, is simply a scaled-down or basic version of the commercially-sold product. The free version of Dropbox is different from the paid version only in the size of storage allotted to the user.

To take full advantage of Dropbox, you will need to create an account so that wherever you are, you can access your files easily by logging into your account. To make it even easier, you can download the Dropbox tool onto your computers and mobile devices which allows access to your files via a desktop icon. It's important to know that you choose which files go into Dropbox, and that it is a private space with a secure login so that only you can view those files, although one of the best features is that you can share a file or folder with a friend or colleague so you can work collaboratively without filling your inbox with attachments.

Below are the basic steps to get started using Dropbox:

- Download Dropbox on your computer(s) and other mobile devices.



- Transfer files to your Dropbox.

Be sure to watch the introductory video and visit the Help Center at the Dropbox website for detailed instructions.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fld@hartford.edu

Website: <http://www.hartford.edu/fld>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>