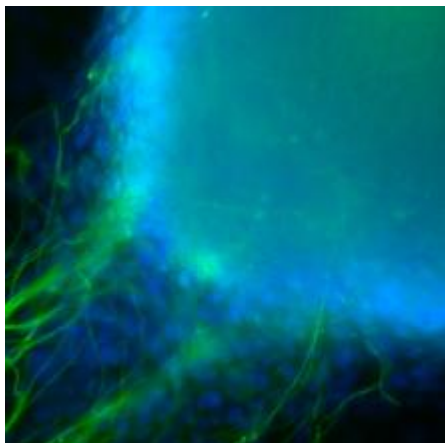


## Dropbox to Box Migration Guide for Windows



Lalit Lakshmanan on February 14, 2020

UCSF does **NOT** support Dropbox. This guide helps UCSF users migrate content from Dropbox to UCSF Box. If you need assistance, please contact the IT Service Desk. <sup>[1]</sup>

### Install Dropbox on your workstation (*skip if already installed*)

Download installer: <https://www.dropbox.com/install> <sup>[2]</sup>

Install the software



Log in with your Dropbox credentials and complete setup

Dropbox Setup

## Log in to Dropbox

Email:

Password:

[Forgot password?](#)

Computer name:   
(e.g. Drew's Laptop)

Dropbox Setup

## Log in to Dropbox

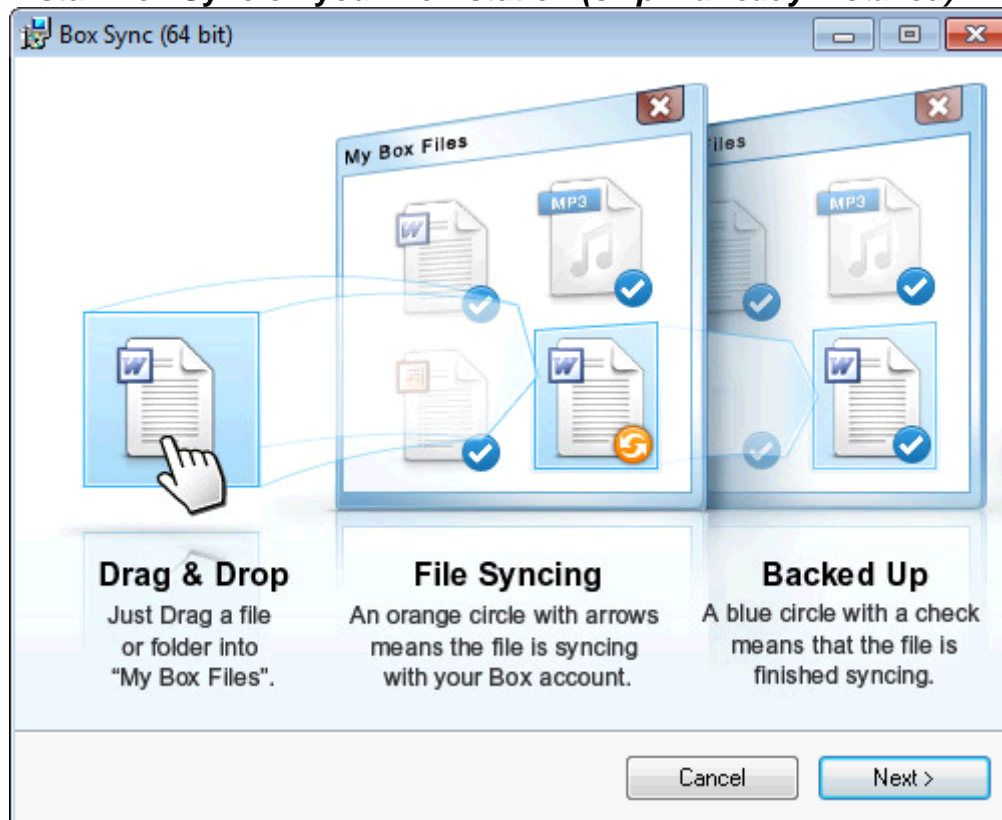
Email:

Password:

[Forgot password?](#)

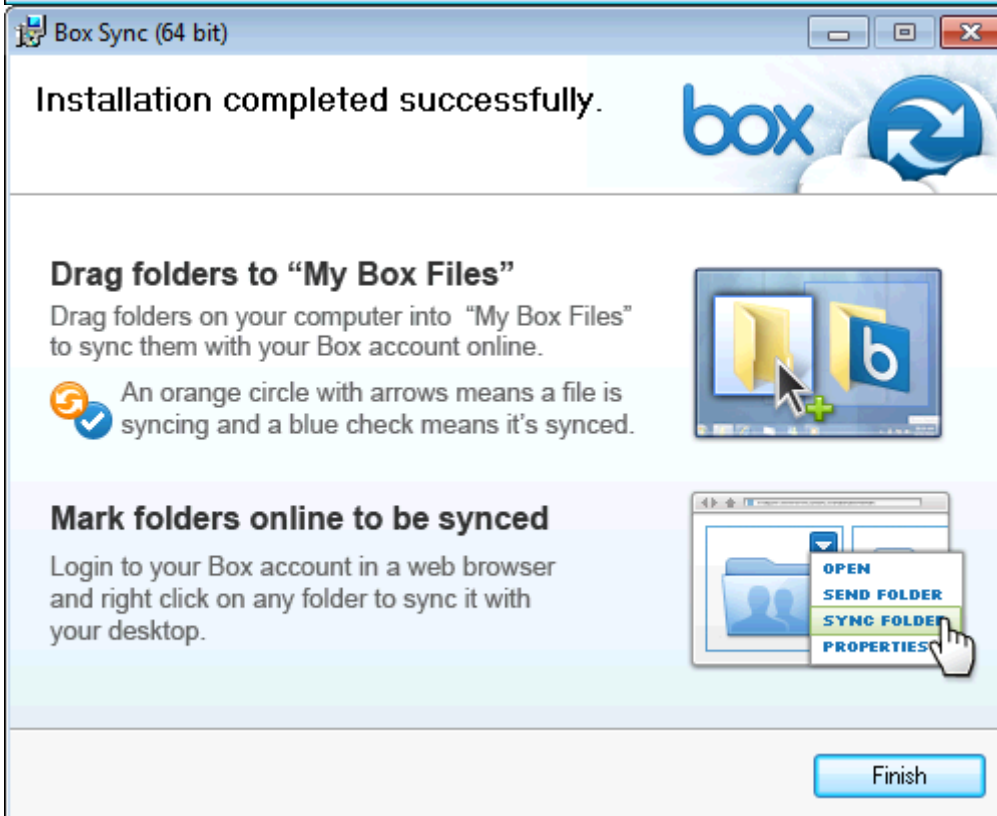
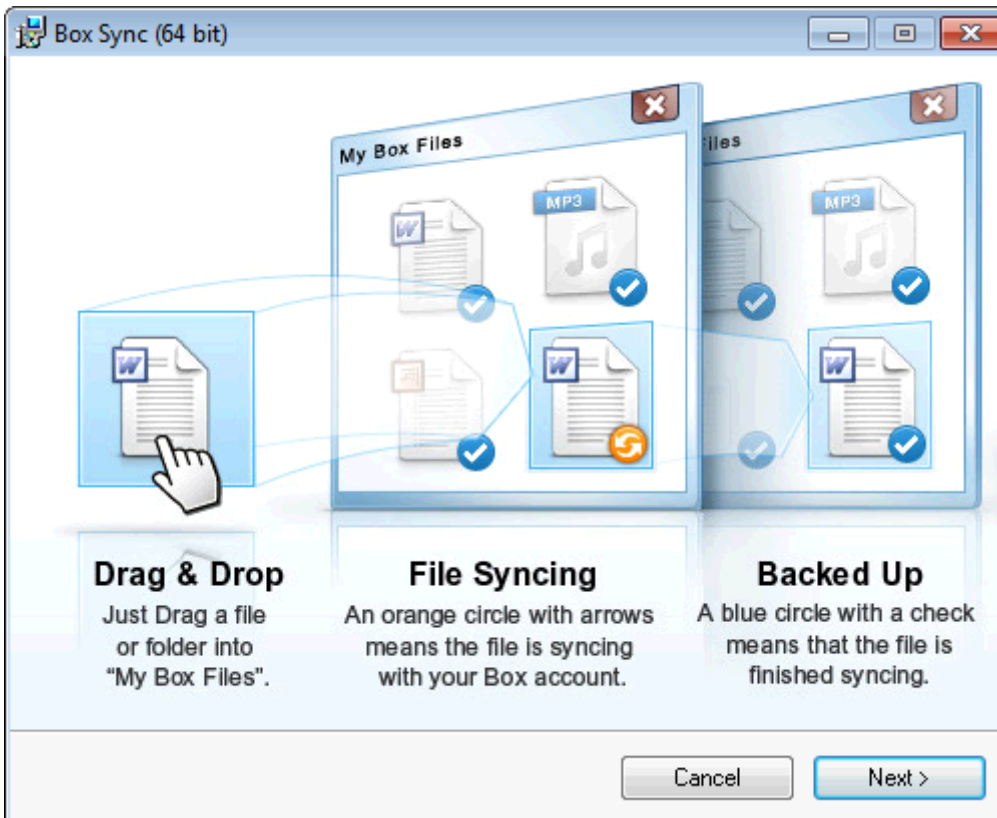
Computer name:   
(e.g. Drew's Laptop)

## Install Box Sync on your workstation *(skip if already installed)*

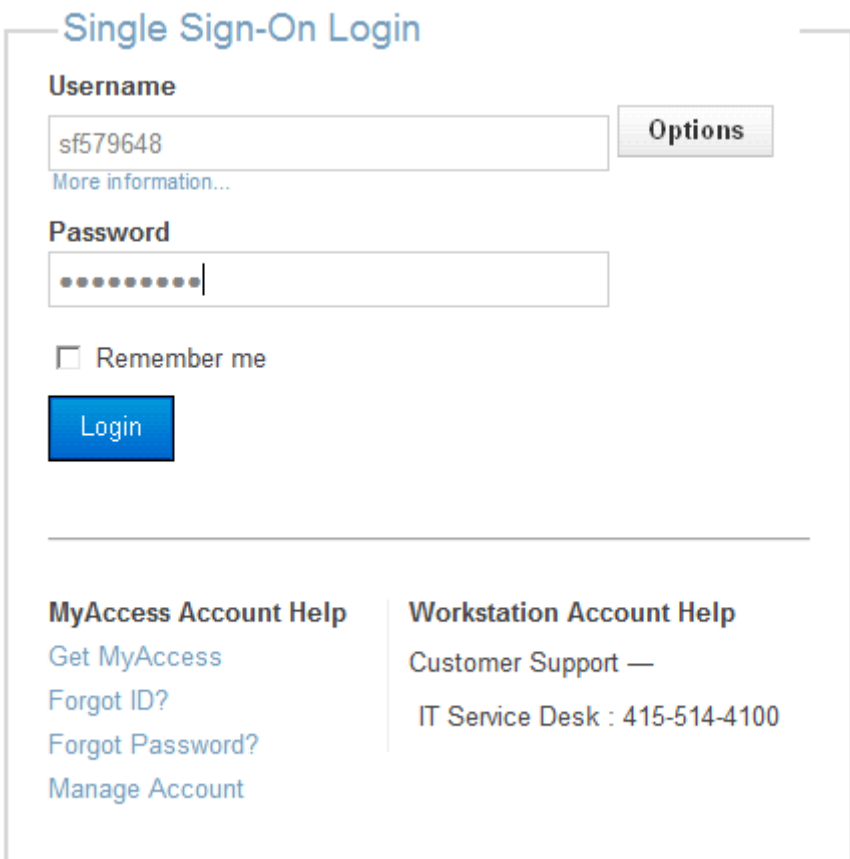
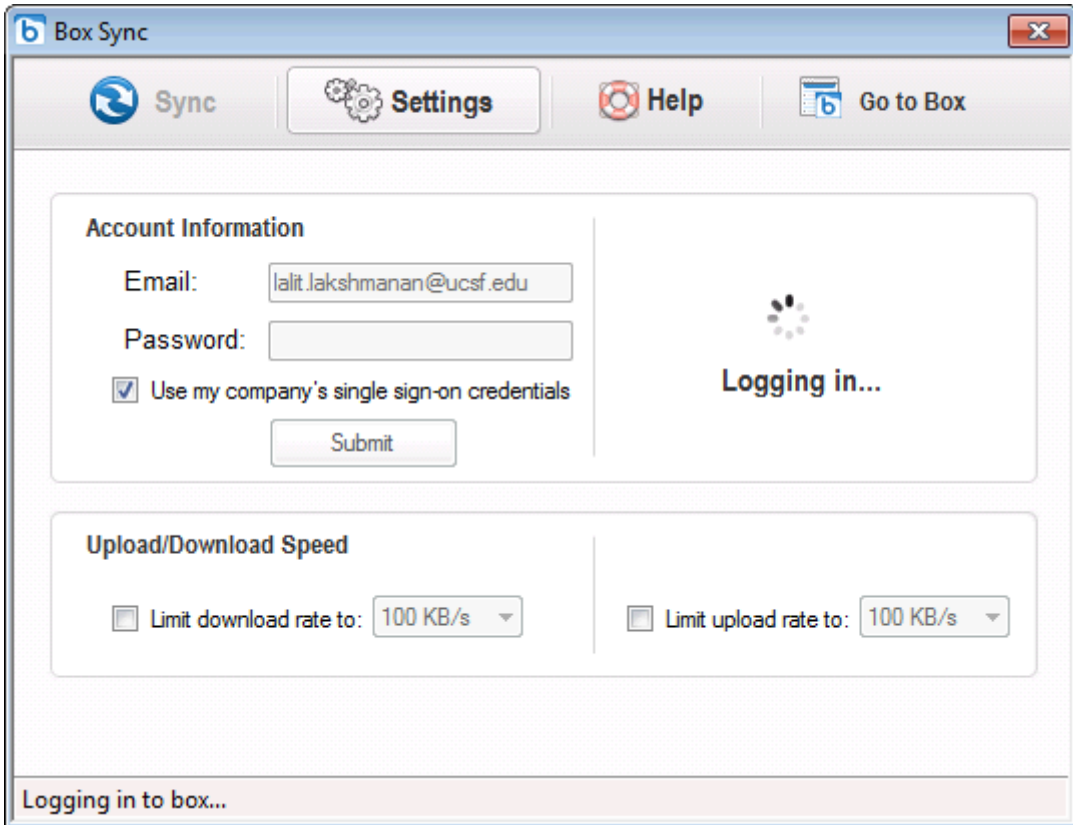


Download installer: <http://www.box.com> [3]

Install the software



Log in with your Box credentials and complete setup



You will have two icons on your desktops



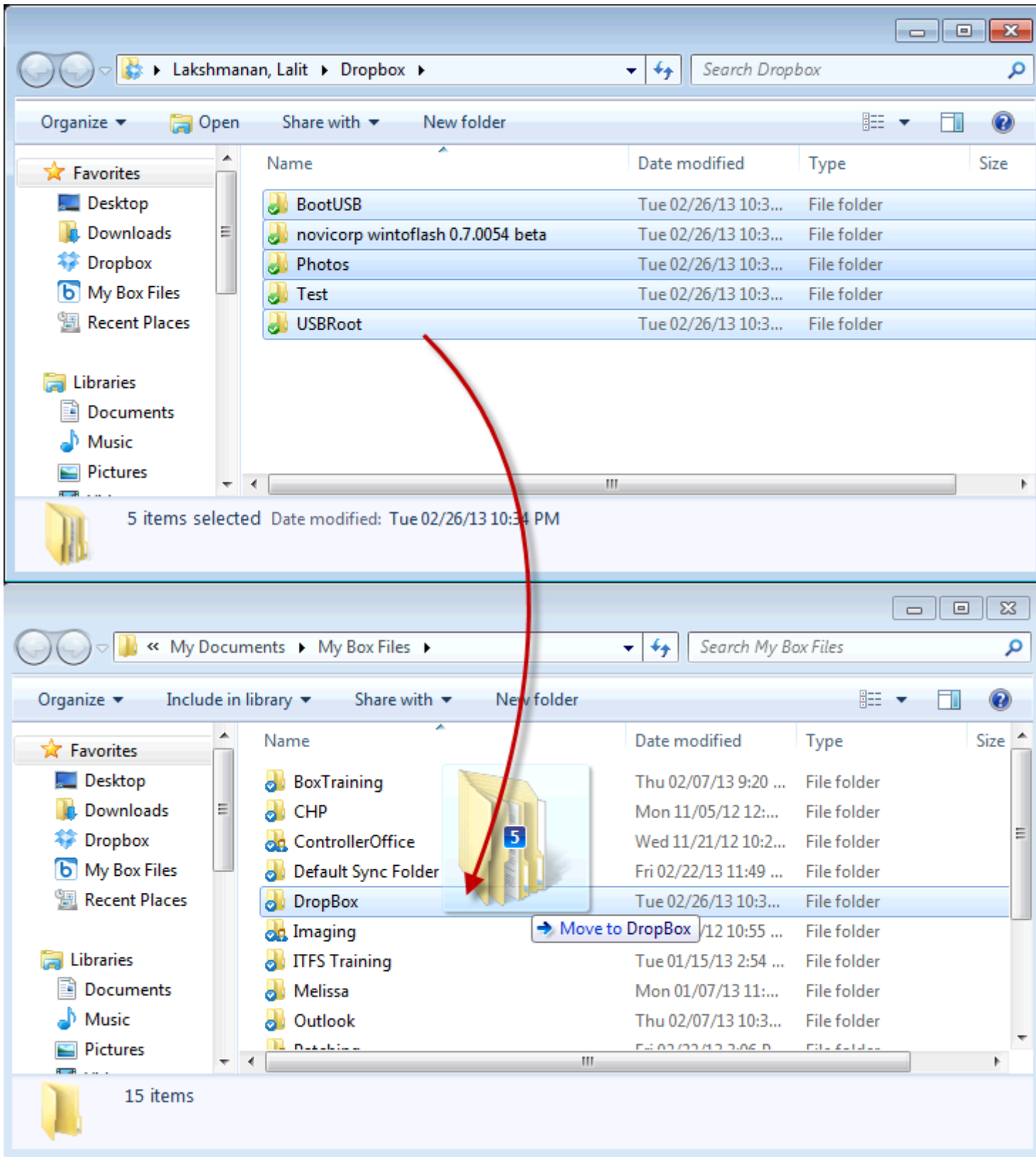
## **Migrate files from Dropbox to Box**

Open both the Dropbox and My Box Files folders side by side

Create a folder named Dropbox in your My Box Files folder

Copy/Paste or Move desired folders from your Dropbox folder to the newly created folder in Box



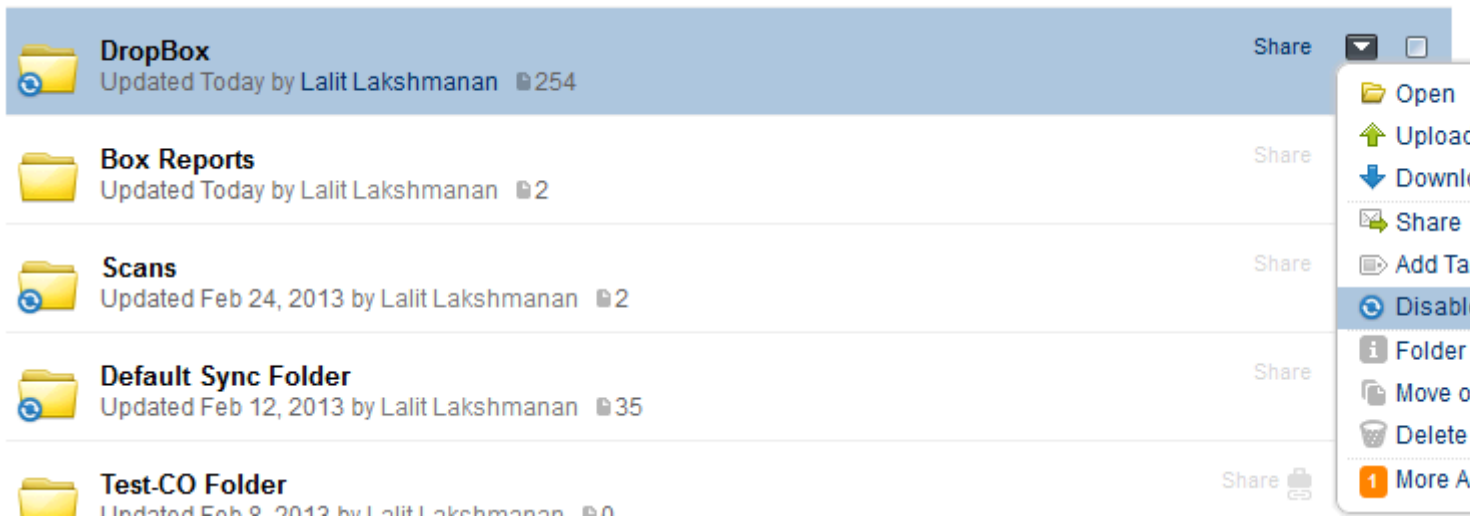


## Cleanup

Move, organize and re-share migrated files and folder to best suit your needs.

Log into Box account on a web browser and turn off Sync on folders that do not need to be

synced to your desktop. Syncing a large number of files and folders can degrade your computer's performance by increasing hard disk usage and bandwidth.

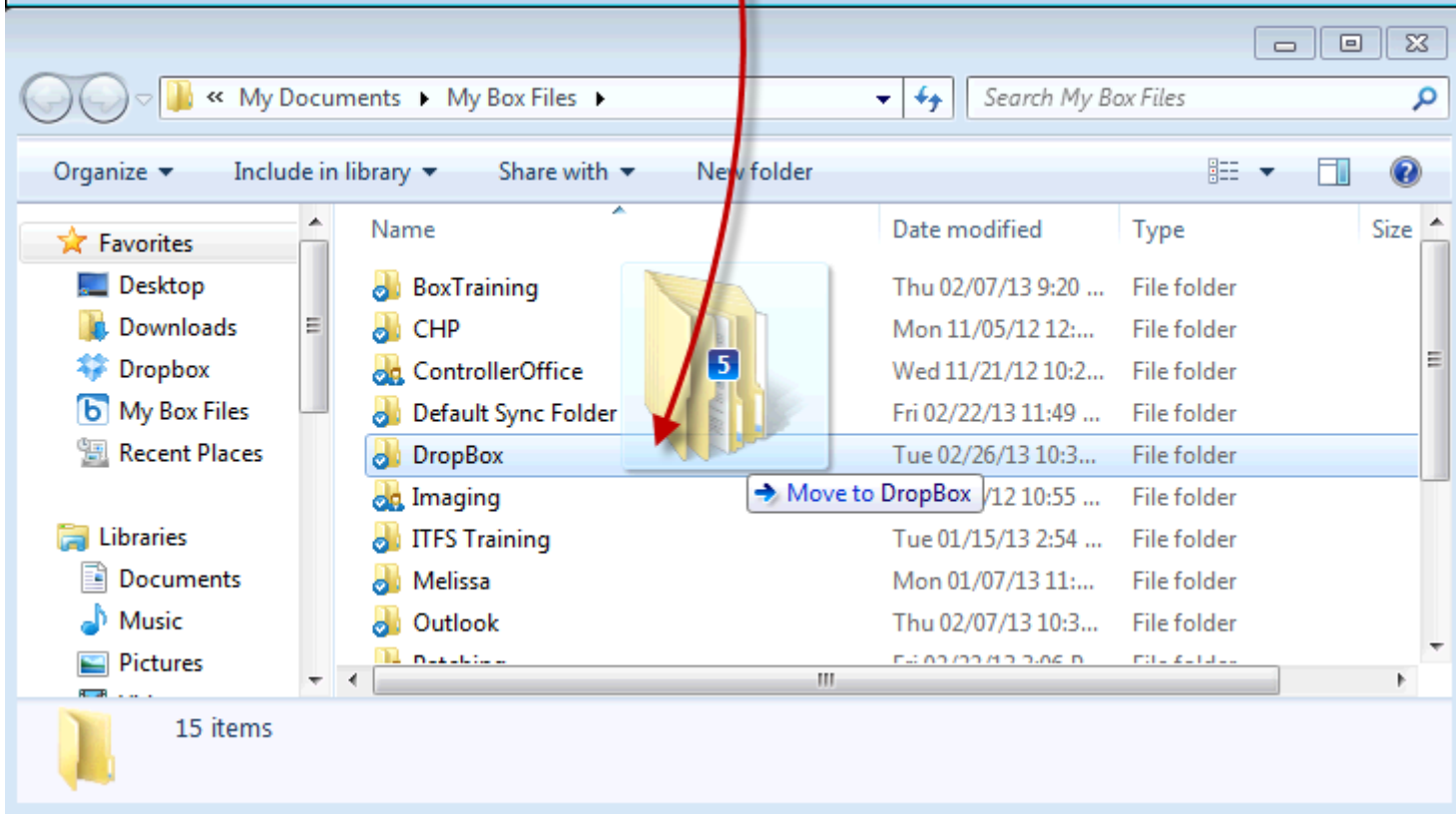
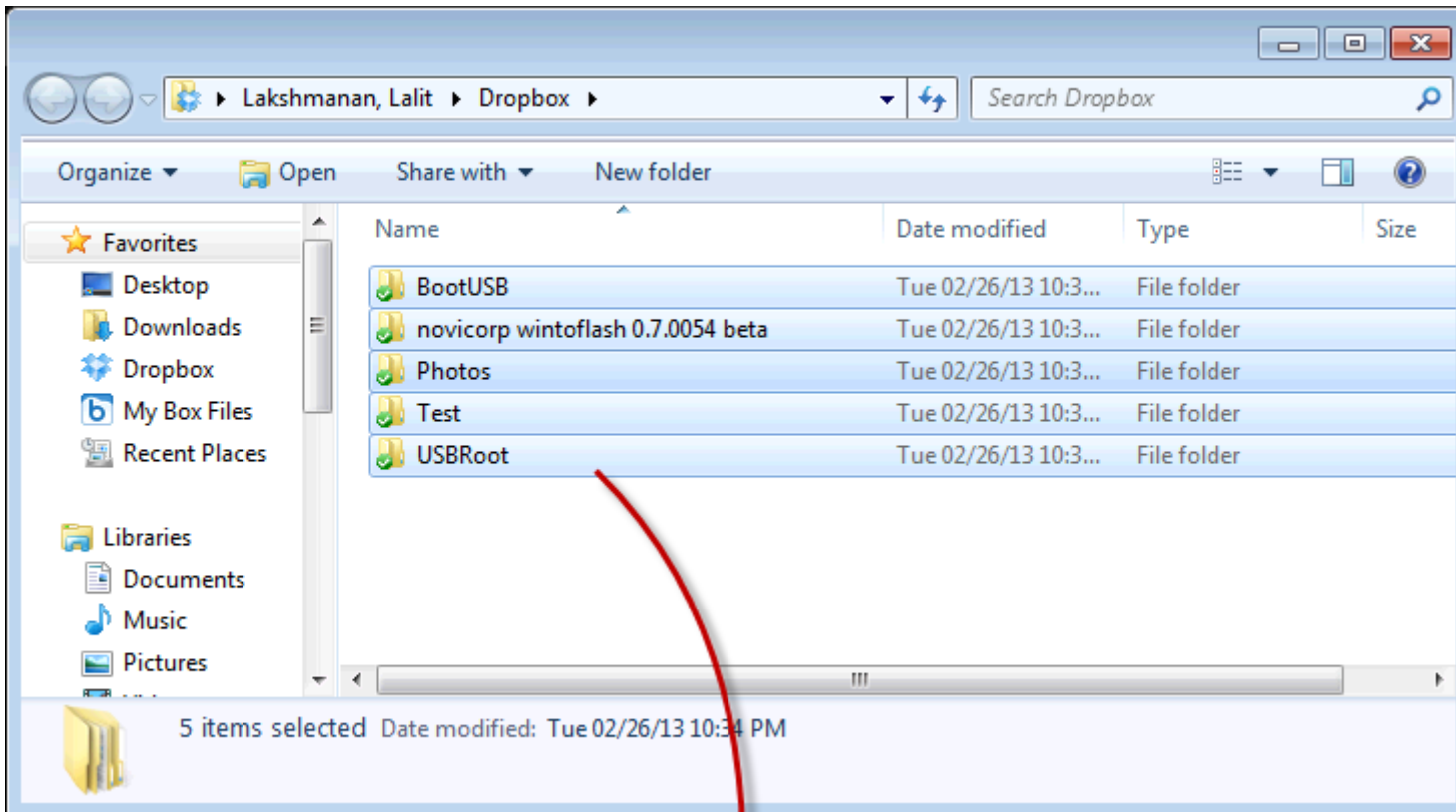


## Required Service Information

UCSF Box [4]

## Images





- DropBox** Updated Today by Lalit Lakshmanan 254 Share
- Box Reports** Updated Today by Lalit Lakshmanan 2 Share
- Scans** Updated Feb 24, 2013 by Lalit Lakshmanan 2 Share
- Default Sync Folder** Updated Feb 12, 2013 by Lalit Lakshmanan 35 Share
- Test-CO Folder** Updated Feb 8, 2013 by Lalit Lakshmanan 0 Share

- Open
- Upload
- Download
- Share
- Add Task
- Disable
- Folder
- Move on
- Delete
- More A

**Dropbox Setup**

**That's it!**

Dropbox has finished installing and you're all set up and ready to go. Thanks for using Dropbox. We hope you enjoy it!



Open my Dropbox folder now

Part 5 of 5 Previous Finish

Dropbox Setup



# Dropbox

I don't have a Dropbox account

I already have a Dropbox account

Next

Dropbox Setup

## Log in to Dropbox

Email:

Password:

[Forgot password?](#)

Computer name:   
(e.g. Drew's Laptop)

Previous Next

Dropbox Setup

## That's it!

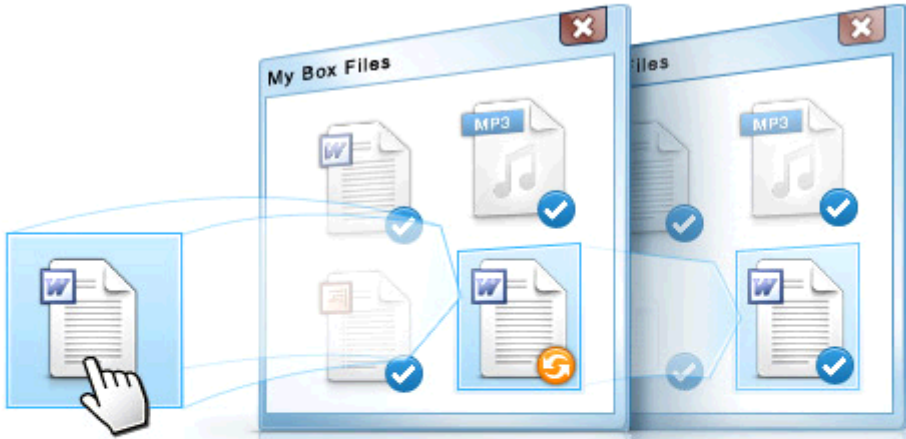
Dropbox has finished installing and you're all set up and ready to go. Thanks for using Dropbox. We hope you enjoy it!



Open my Dropbox folder now

Part 5 of 5

Box Sync (64 bit)



**Drag & Drop**

Just Drag a file or folder into "My Box Files".

**File Syncing**

An orange circle with arrows means the file is syncing with your Box account.

**Backed Up**

A blue circle with a check means that the file is finished syncing.

Box Sync (64 bit)

**Drag & Drop**  
Just Drag a file or folder into "My Box Files".

**File Syncing**  
An orange circle with arrows means the file is syncing with your Box account.

**Backed Up**  
A blue circle with a check means that the file is finished syncing.

Cancel    Next >

Box Sync (64 bit)

Installation completed successfully.

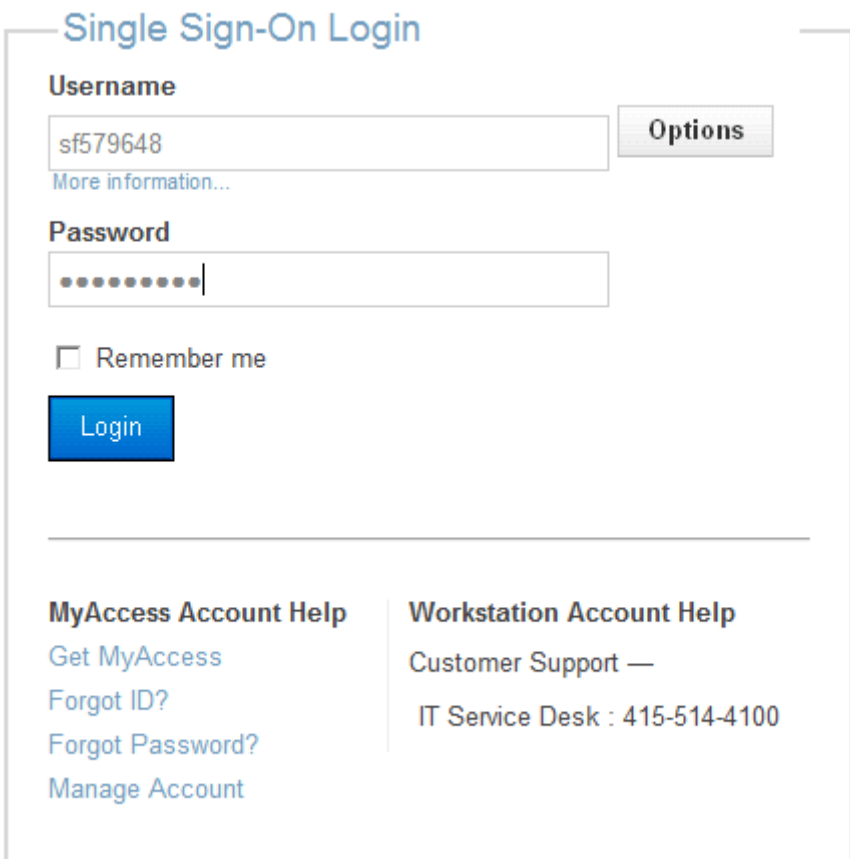
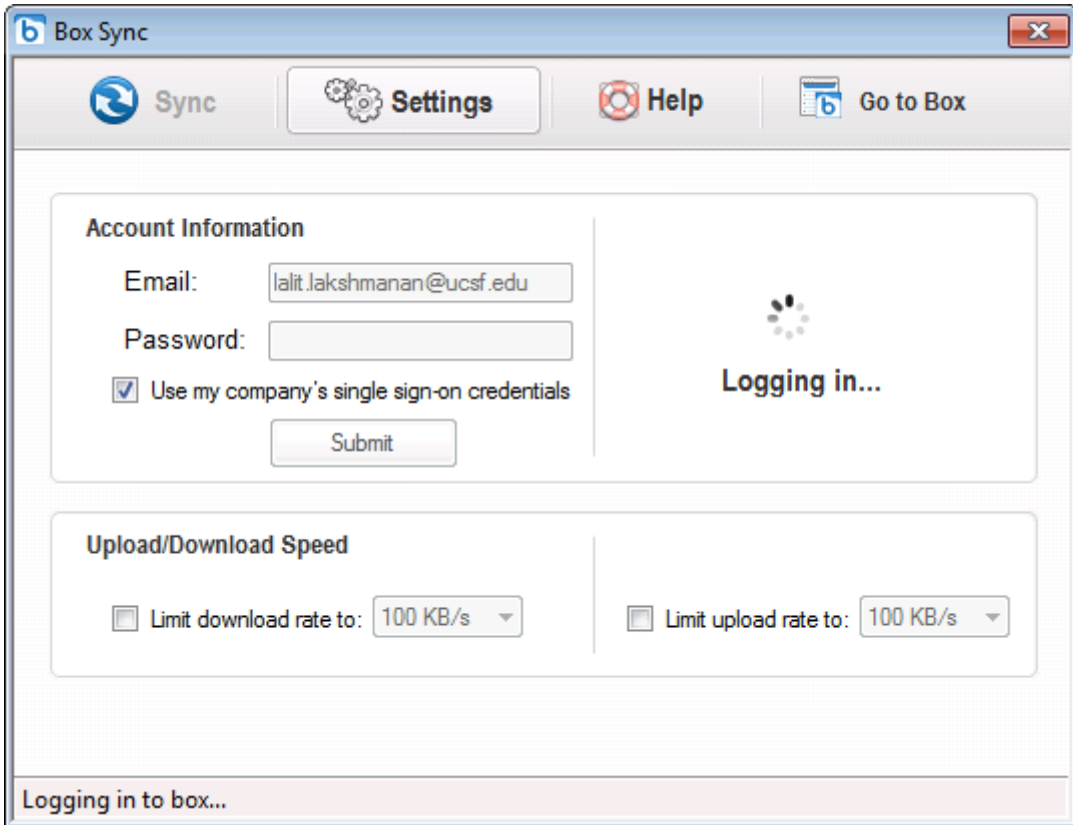
**Drag folders to "My Box Files"**  
Drag folders on your computer into "My Box Files" to sync them with your Box account online.

An orange circle with arrows means a file is syncing and a blue check means it's synced.

**Mark folders online to be synced**  
Login to your Box account in a web browser and right click on any folder to sync it with your desktop.

Finish





**GET IT HELP.** Contact the Service Desk online, or phone 415.514.4100

Site Login Site Index



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**Source URL:** <https://it.ucsf.edu/services/ucsf-box/dropbox-box-migration-guide-windows>

**Links**

[1] <https://ucsf.service-now.com/ess/home.do>

[2] <https://www.dropbox.com/install>

[3] <http://www.box.com>

[4] <https://it.ucsf.edu/services/ucsf-box>