![Queen Mary University of London logo]

Dropbox Single Sign-On Guide v1.0

This is a guide to show you how to login to QMUL's Dropbox Enterprise subscription using Single Sign-On (SSO), in a web browser and on Dropbox desktop application on Windows.

Contents

Login to Dropbox in a web browser

1. In a web browser, navigate to https://www.dropbox.com/login

2. Type in your email address e.g. **_john.smith@qmul.ac.uk_** and click on **_Continue with single sign-on_**

Log in or sign up

G   Continue with Google

    Continue with Apple
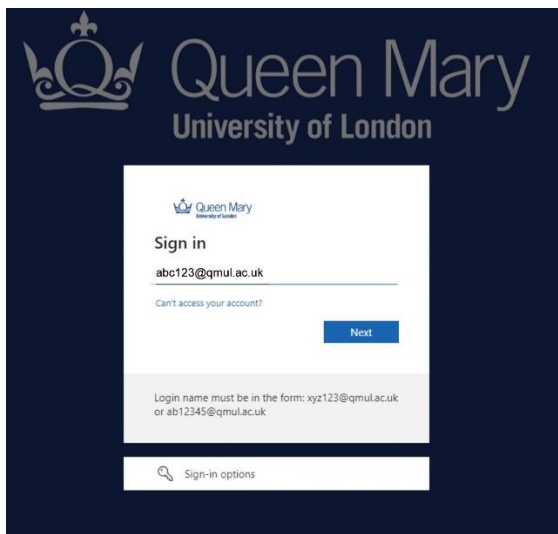
                or

Email

john.smith@qmul.ac.uk

🔒 Single sign-on enabled

Continue with single sign-on

3. In the *Sign in* screen, enter your QMUL username e.g. **_abc123@qmul.ac.uk_** and password to authenticate.

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Sign in

abc123@qmul.ac.uk

Can't access your account?

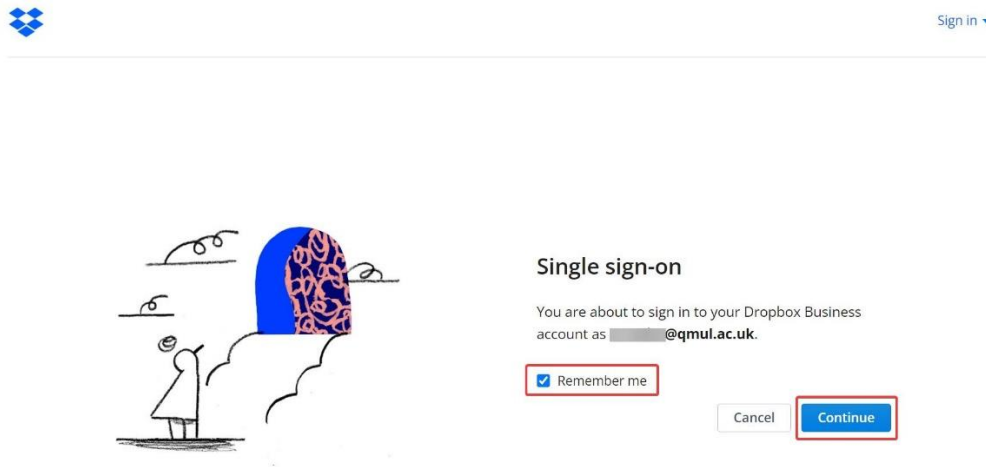Next

Login name must be in the form: xyz123@qmul.ac.uk
or ab12345@qmul.ac.uk

🔑 Sign-in options

4. Approve Multi-Factor Authentication (MFA) request using your mobile phone.

5. If this is your first login to Dropbox Enterprise using SSO, you will see this screen. Check the box **_Remember me_** to stop seeing this page when you login in the future.
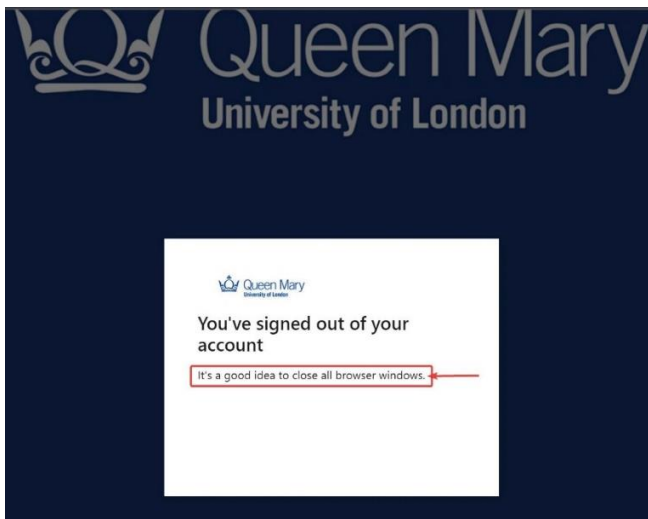

6. You should now be logged into Dropbox Enterprise with your QMUL account.
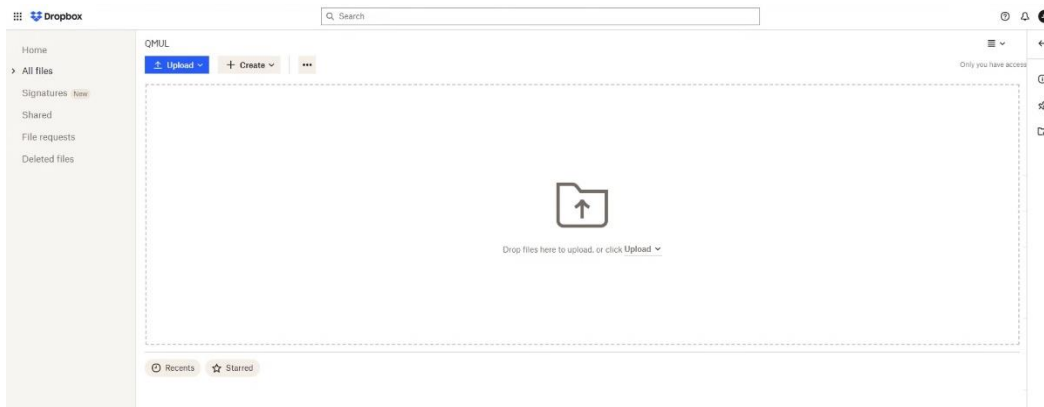
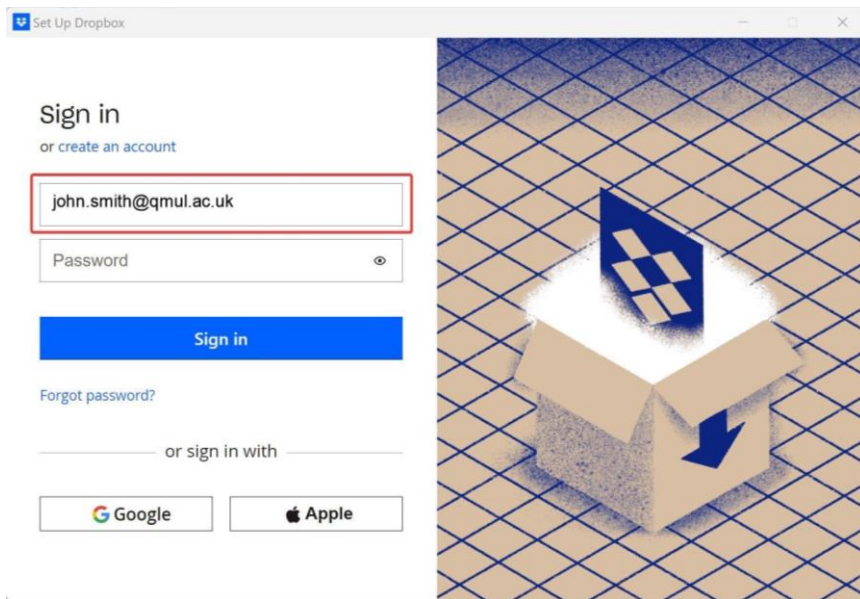7. To logout of Dropbox Enterprise, click on your initials in the top right corner, then click on *Sign out*.
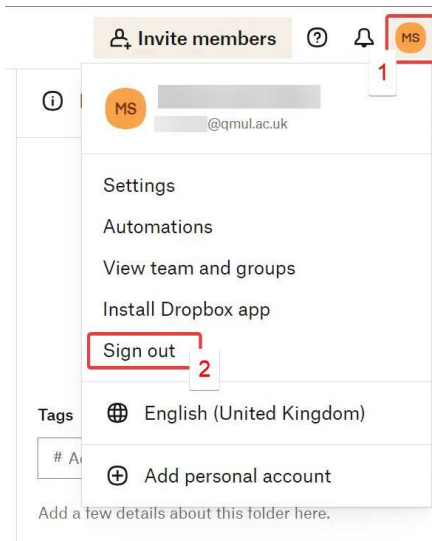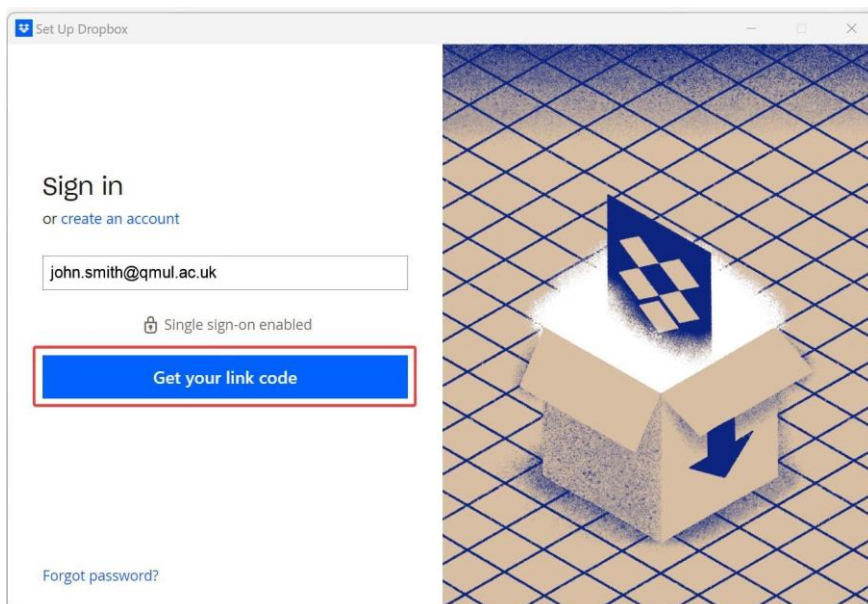

8. Close all browser windows to complete the logout.

1. Open the Dropbox desktop app and in the Sign in window, enter your email e.g., *john.smith@qmul.ac.uk,* the password field will disappear, this is normal.


2. Click on *Get your link code.*

3. If you haven't signed in to QMUL's SSO page, you'll be prompted to do so in your web browser. Enter your QMUL username e.g., *abc123@qmul.ac.uk* and your password (not your Dropbox password). If you've already signed in with QMUL SSO on the browser, go to step 4.
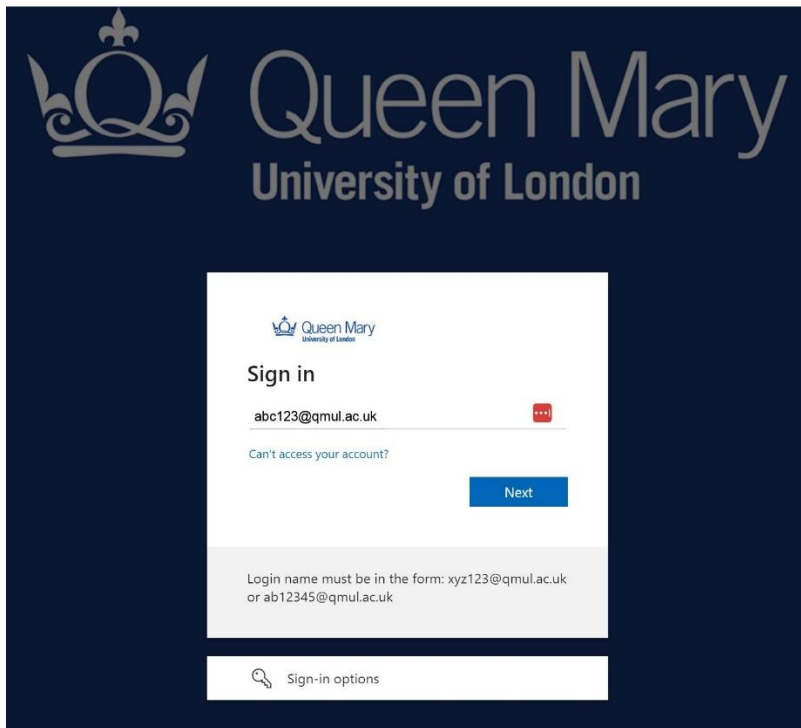

4. A page will open in your browser and display a code. Click the *Copy link code* button or select and copy the code manually.
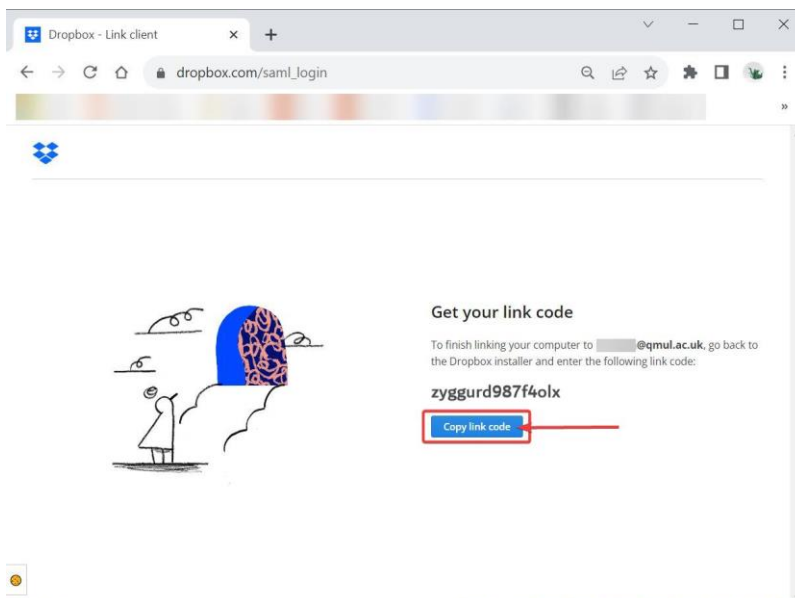
5. Go back to the Dropbox desktop app and click *Paste*, or manually paste the code into the field and click *Submit*.
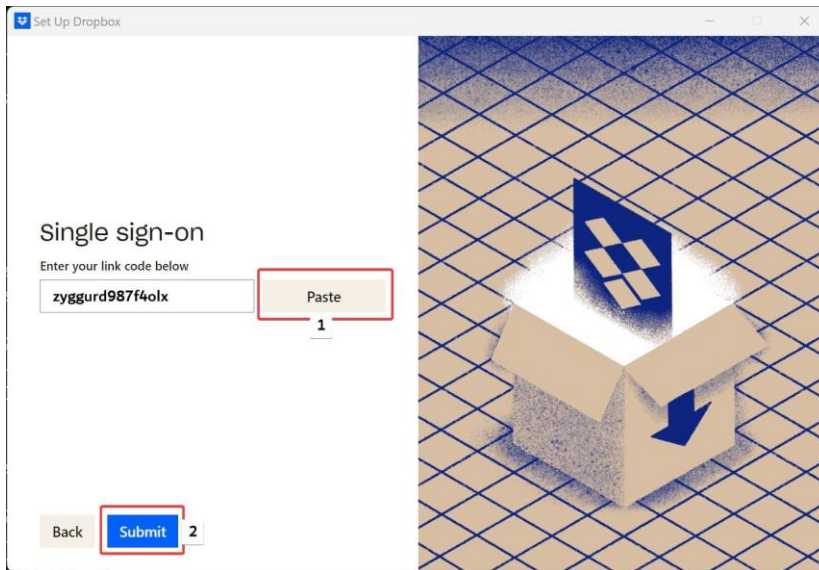
6. Uncheck the box *Let my admin manage this setting*. In the dropdown menu select *Online-only*, to save on your computer disk space (or select *Available offline* if you want the files to be available for offline use). Click *Next*.
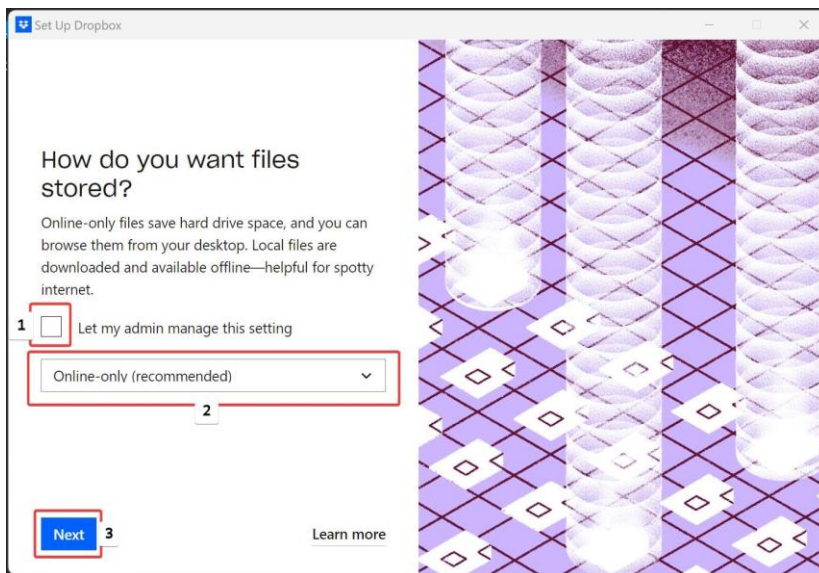
7. Click *Advanced Settings* to change the data storage location.
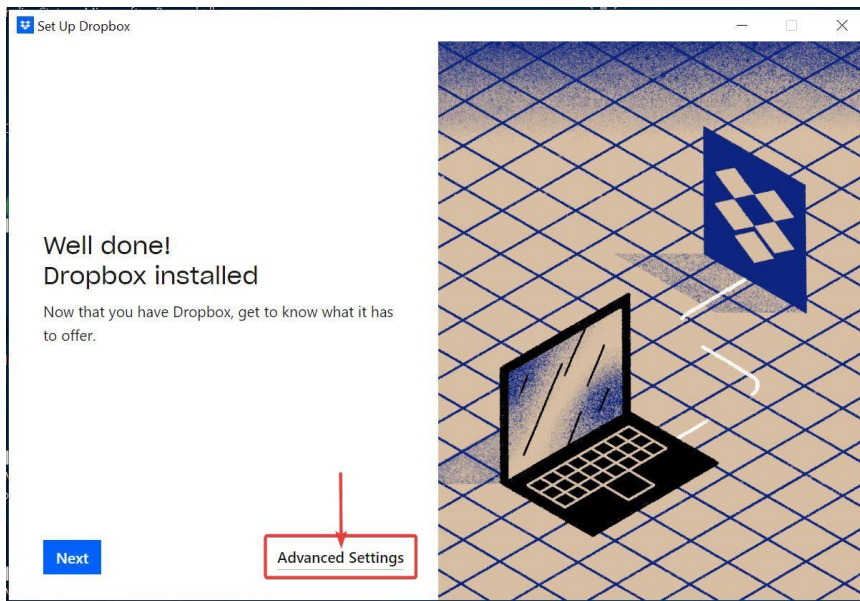
8. You can leave the *Dropbox location* as it is or change it using the dropdown menu. Click *Done* when you are finished configuring these settings.
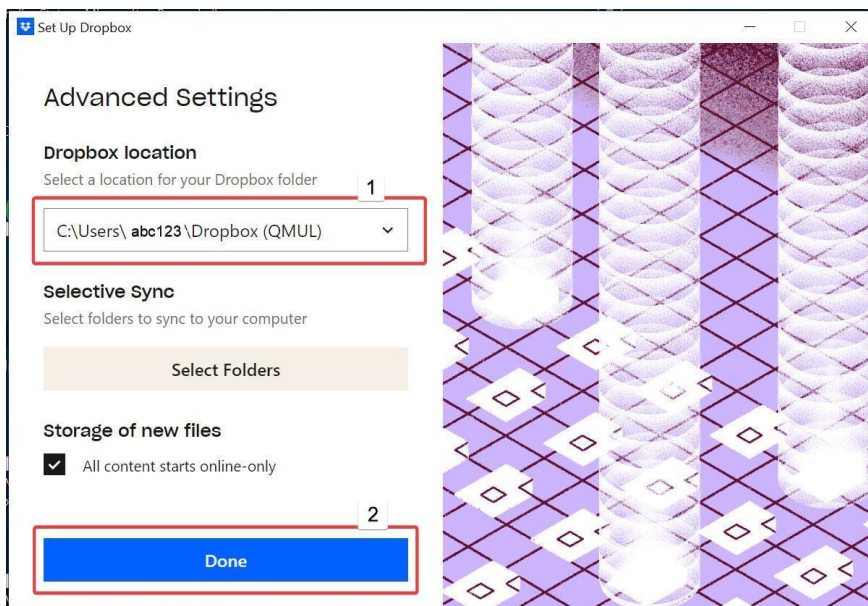
NOTE: Dropbox documentation on how to login with SSO can be found here:

https://help.dropbox.com/account-access/sso-team-member