

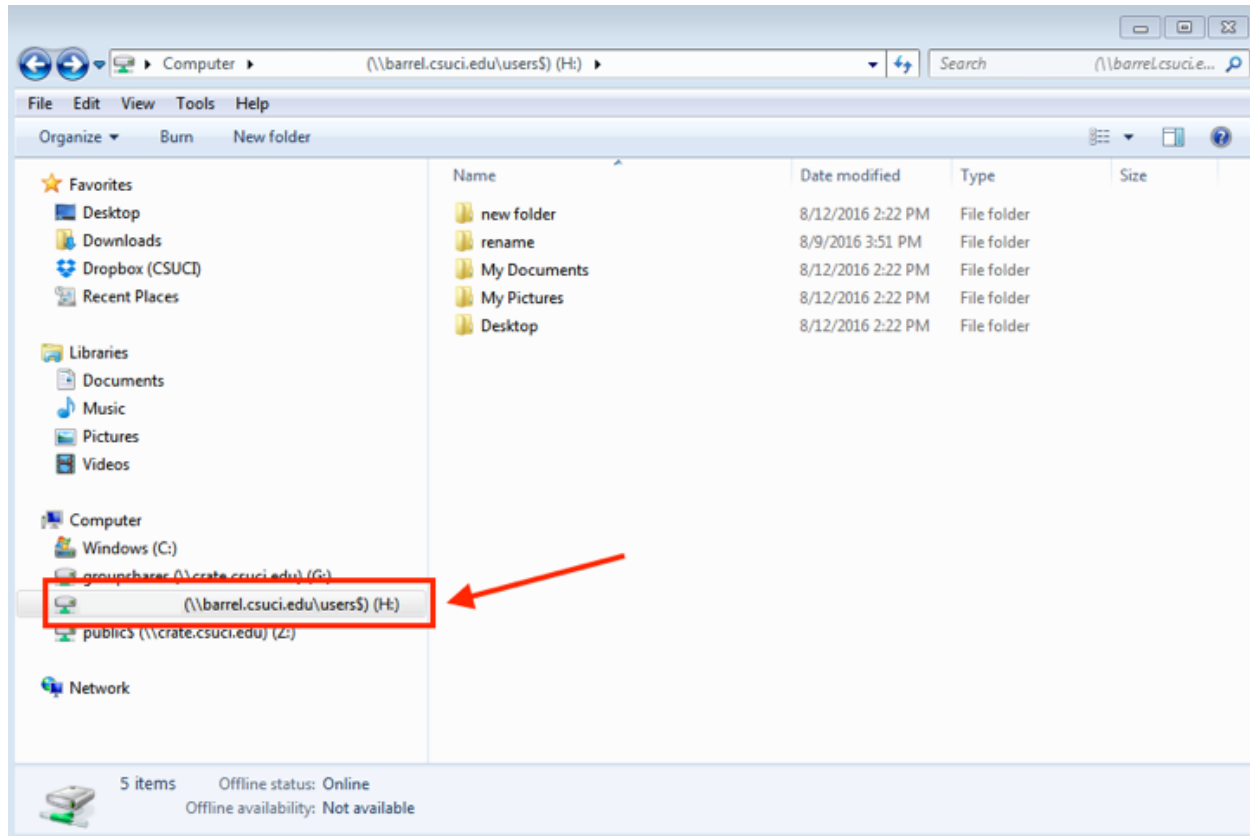
Moving files from H drive to Dropbox@CI

([Click here for help activating & installing Dropbox](#))

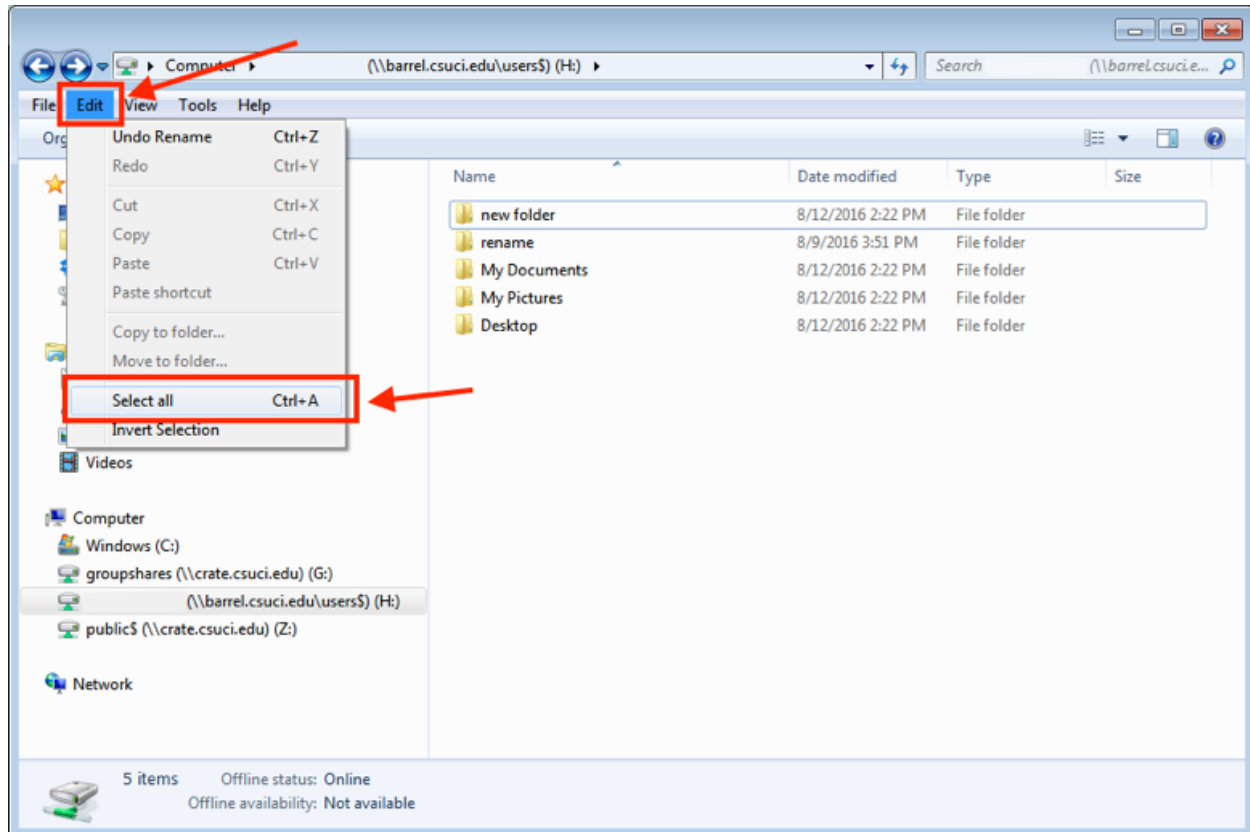
1. Click on the Windows Explorer icon.



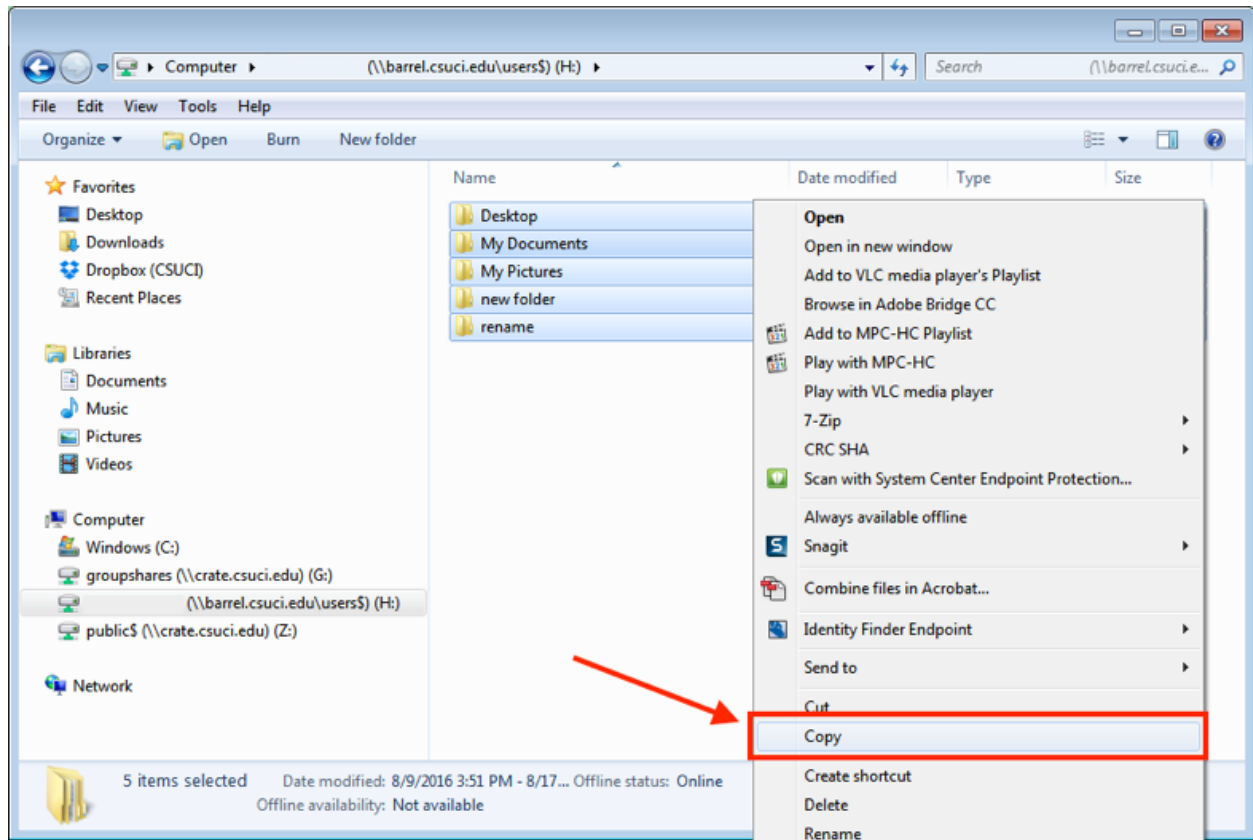
2. Find your H Drive in the left hand navigation bar. Click on your H Drive link.



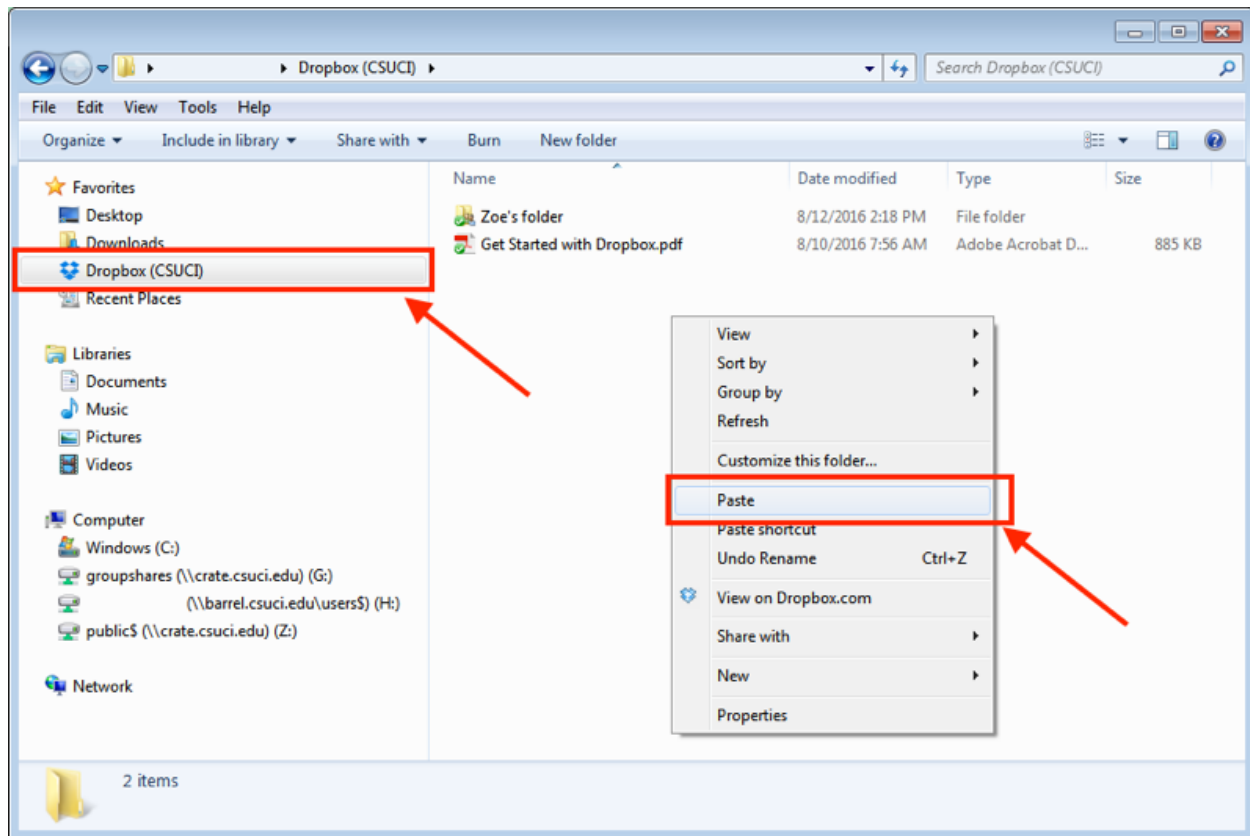
3. This brings you to the contents of your H Drive. Click on the **Edit** menu and choose **Select All**.



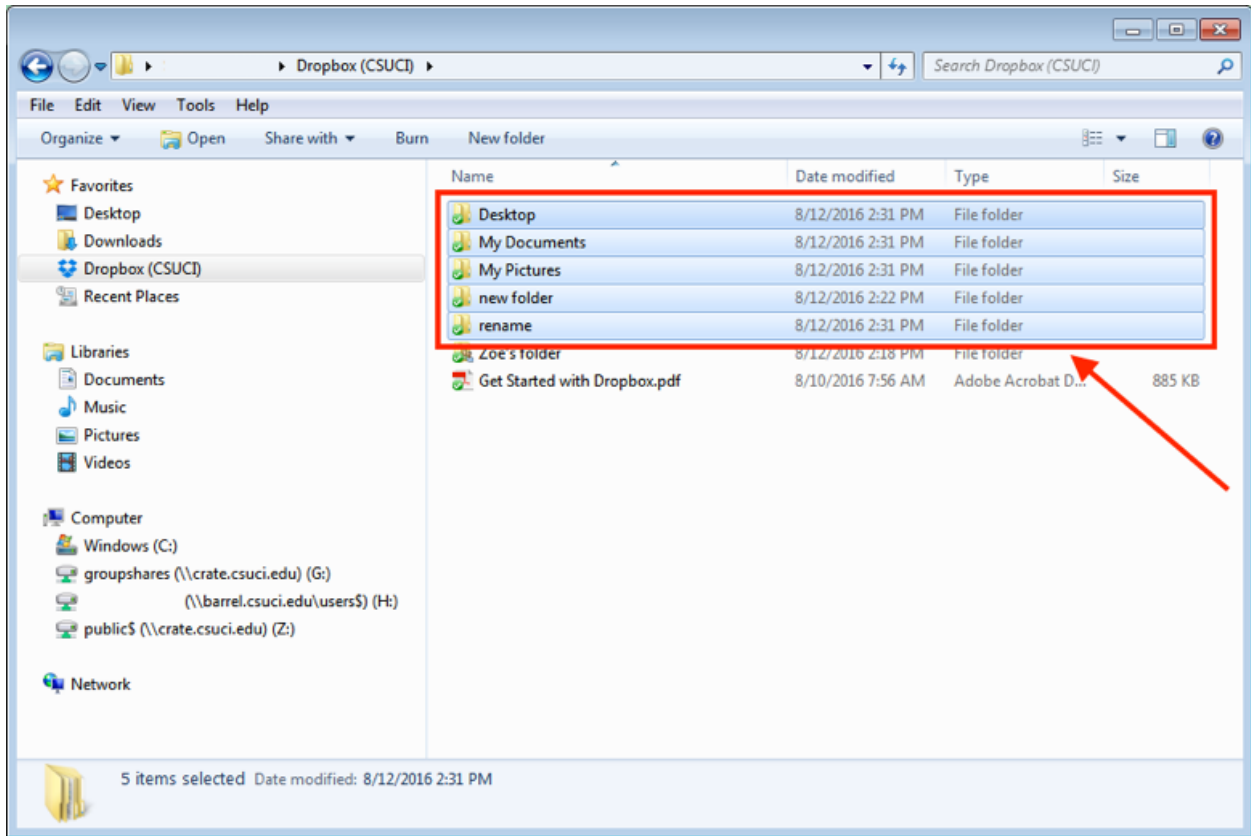
4. Right click on the selected folders. In the menu, click on **Copy**.



5. Click over to the “**Dropbox (CSUCI)**” link in the left hand navigation bar. Right click in the window. In the menu, click on Paste.



6. Your files from your H Drive will now be in your Dropbox. You'll know your folders and files synchronized to your Dropbox when a folder has a green checkmark on it.



Need Help?

Please contact the T&I IT Consultant assigned to your building, or contact the T&I Help Desk at helpdesk@csuci.edu

[Visit the Dropbox@CI Implementation web page](#) for latest announcements and other information