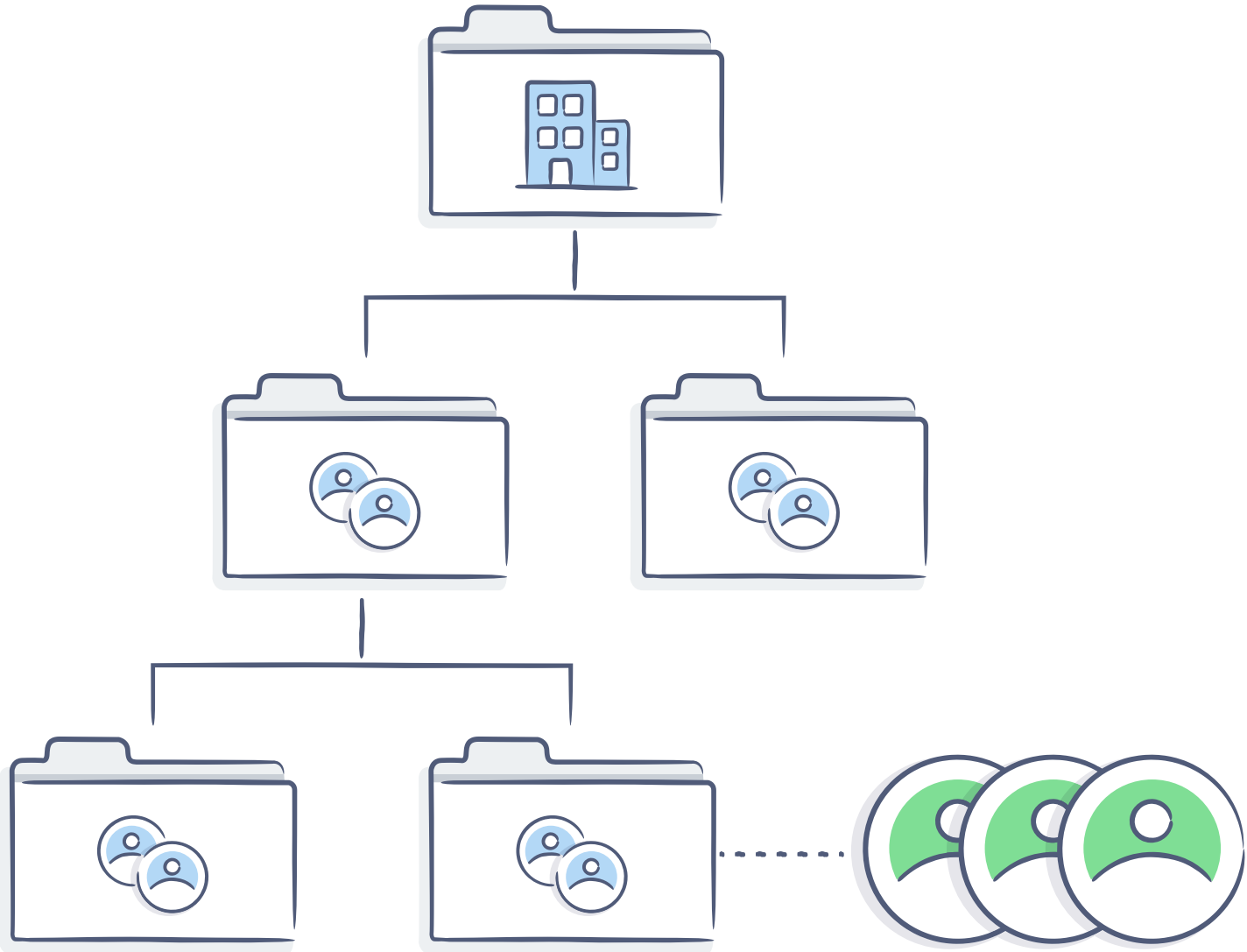




Dropbox team folder guide for admins



Dropbox team folder guide for admins

This guide will help existing Dropbox teams get started with team folders

Background: What are team folders

Dropbox team folders now have new capabilities. They are meant to act as group file shares that provide organizations with a centralized content hub. They enable organizations to easily organize, protect, and collaborate on team content.



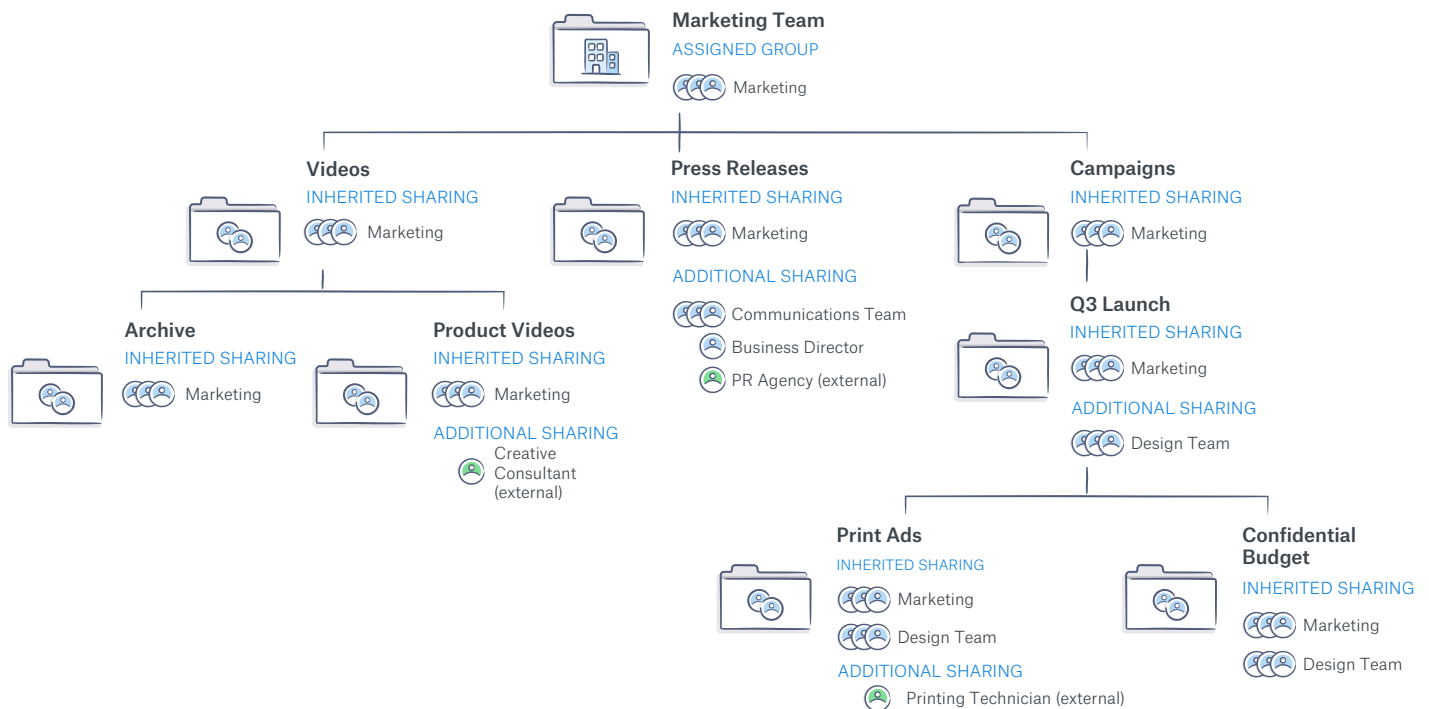
Granular permissions

Granular permissions enable admins to control which users can access each team folder and subfolder.

Team folders enforce the principle of Role-Based Access Control. To that end, only [Dropbox groups](#) can be added to the team folder ACL (Access Control List). Individual users cannot be added to the team folder ACL. An additional user can get access to a team folder by being added to the corresponding Dropbox Group.

Individual users can be added to folders under the team folder. Each subfolder inherits all its parent folder's members, and allows for the explicit addition of members or groups.

i.e. The "Marketing Team" team folder is shared with the Marketing group at this company. The subfolder "Product Videos" inherits the Marketing group members, but additional members such as the external Creative Agency added to it.



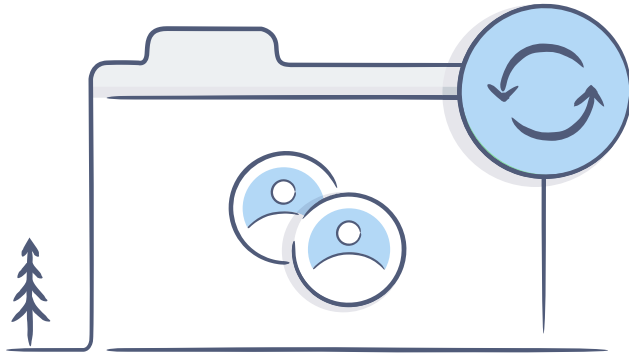
The Team Folder Manager

The Team Folder Manager allows team admins to manage the deployment of team folders from the Admin Console, regardless of whether or not the admin managing the content is a member of the team folder's access group. Through the Team Folder Manager, admins can view the team folder structure, perform core operations such as creating team folders, as well as search for files that are stored in the team folders.

Team Folders	Archive
Annual Report	FS
Budget	E
Designs	F L M
HR	H
Invoices	F
Licenses	L
Marketing	
Notes	M
Programs	D
Sales	S

Why move to team folders

If your corporate Dropbox account does not currently make use of team folders this means that team content is likely stored in shared folders across the company. Shared folders are great for rapid collaboration, but not as great for company-managed content because they are owned by an individual and must be migrated at the time of that person's departure. Setting up team folders and moving content into these folders will benefit your organization if any or all of the following criteria apply:



1. Teams at the company have a number of shared folders that should be centralized in one place and assigned to a group not an individual
2. Admins need visibility over externally shared relationships or over certain team files
3. Management team members need full visibility over content being created by their sub-teams

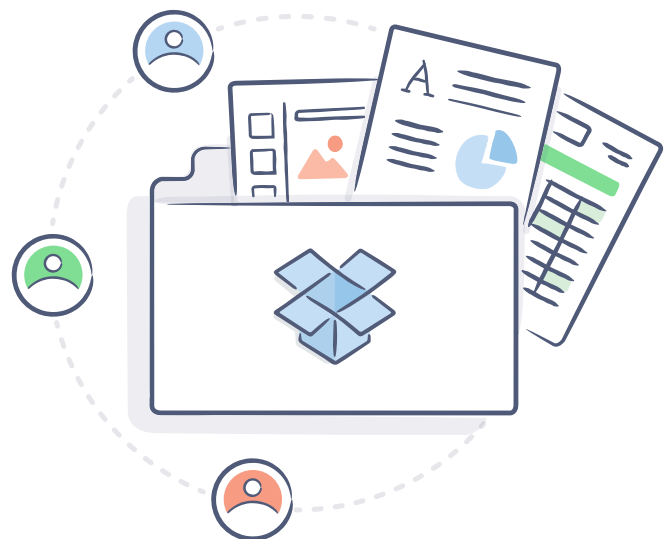
Get started with team folders

Step 1: Set up Dropbox groups

Dropbox Team folders are shared with **groups**, not individuals, and enforce the principle of Role-Based Access Control. If you want a new member of your team to have access to a team folder, that member must be added to the corresponding group.

Keep in mind that team folders enable **additive** permissions to group-based folders. This means that the group of people on the root of the team folder have access to every folder below in the hierarchy. If this group has edit access at the team folder level they will have edit access to all subfolders below. Because permissions are additive, ensure top level group is the most restrictive. You can then add more members to team folder subfolders as needed.

If they have read-only access, they'll inherit read-only access to subfolders, but you can add individuals or other groups with edit access.



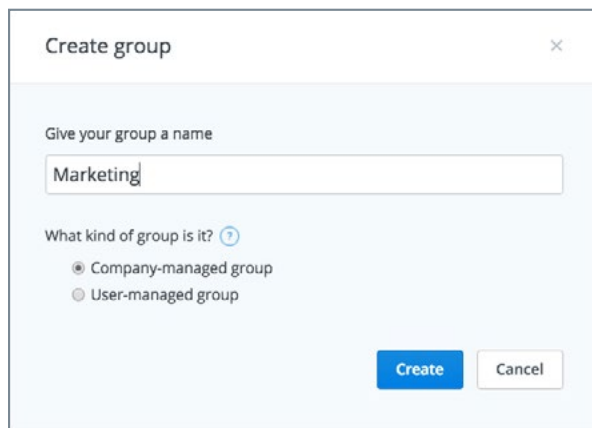
Recommended set-up:

Dropbox Team Folders work optimally [with company-managed groups](#). There are four ways to create company-managed groups.

Reminder: The group that is assigned to the team folder ACL will have access to everything in that team folder. If there are other users should not have access to the whole team folder, you or the team folder members can add them to relevant subfolders or groups later.

How to create company-managed groups:

1. Through the Dropbox UI



1. [Sign in to dropbox.com](#) using your admin credentials
2. Click **Admin Console**
3. Click **Groups**
4. Click **Create group**
5. Give your group a name (for example: "Marketing")
6. Select **Company-managed group**
7. Click **Create**
8. Click **Add members** and type in names or email addresses
9. Learn more [here](#)

Note: You can only add members of your Dropbox Business account to your Groups.

2. Through the Active Directory Connector

The Active Directory Connector (AD Connector) allows syncing between an Active Directory (AD) and a Dropbox Business team. The AD Connector can be used to programmatically add and update Active Directory groups and group members on your Dropbox Business team, simplifying the processes of creating and maintaining group membership. Users will be automatically added to the team folders they need and their access permissions will reflect their changing role across the organization.

Detailed instructions on the AD Connector can be found [here](#).

- Using the Active Directory Connector entails creating a "Dropbox" Group in AD. Any users and groups added to that Dropbox Group will be provisioned into the Dropbox Business Team.
 - If you have already manually provisioned users through the Admin Console, you can begin to manage them and their groups through our AD Connector at anytime. Do so by checking **Manage existing users** in the set-up wizard to start managing these existing users and their groups through the AD Connector.
- If you use the AD connector, but don't sync groups you can manage the configuration to begin syncing groups. More information [here](#).

3. Through your IDM

- Learn more in this [Help Center article](#)
- Please refer back to IDM documentation for more information

4. Custom scripting utilizing the Dropbox Business APIs

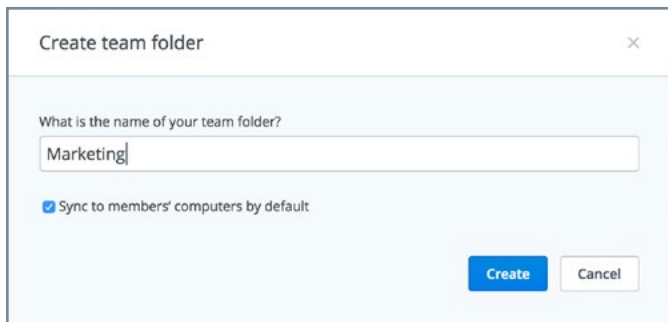
- Learn more in this [Help Center article](#)

Alternate set-up:

If you do not want to manage groups (and the access controls associated with them) centrally, you can allow end users to create [user-managed groups](#) that should be assigned to team folders. This will enable users to manage who has access to company content themselves without needing to go through IT. To set this up:

- Allow your users (and admins) to create groups by selecting “Yes” in the groups page of the Admin Console. Learn more [here](#).
- Identify a group manager for each user-managed group (you can have multiple and admins will always have ultimate control). They will be the central content manager for their team.
- Ensure each group manager is aware that they are responsible for adding new team members to their group, and for approving or denying user requests to join. If a user is not part of the group they will not have access to the relevant team folders. Group owners can learn more [here](#).

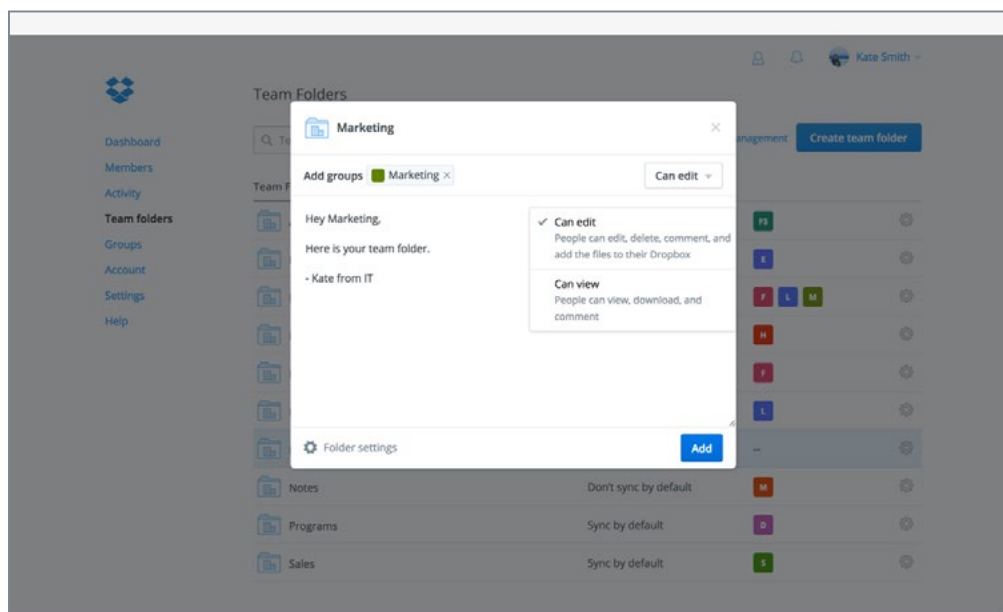
Step 2: Set up team folders



1. [Sign in to dropbox.com](#) using your admin credentials
2. Go into the **Admin Console**
3. Go to the **Team folder tab**
4. Click **Create team folder**
5. Name the team folder
6. Click **Create**

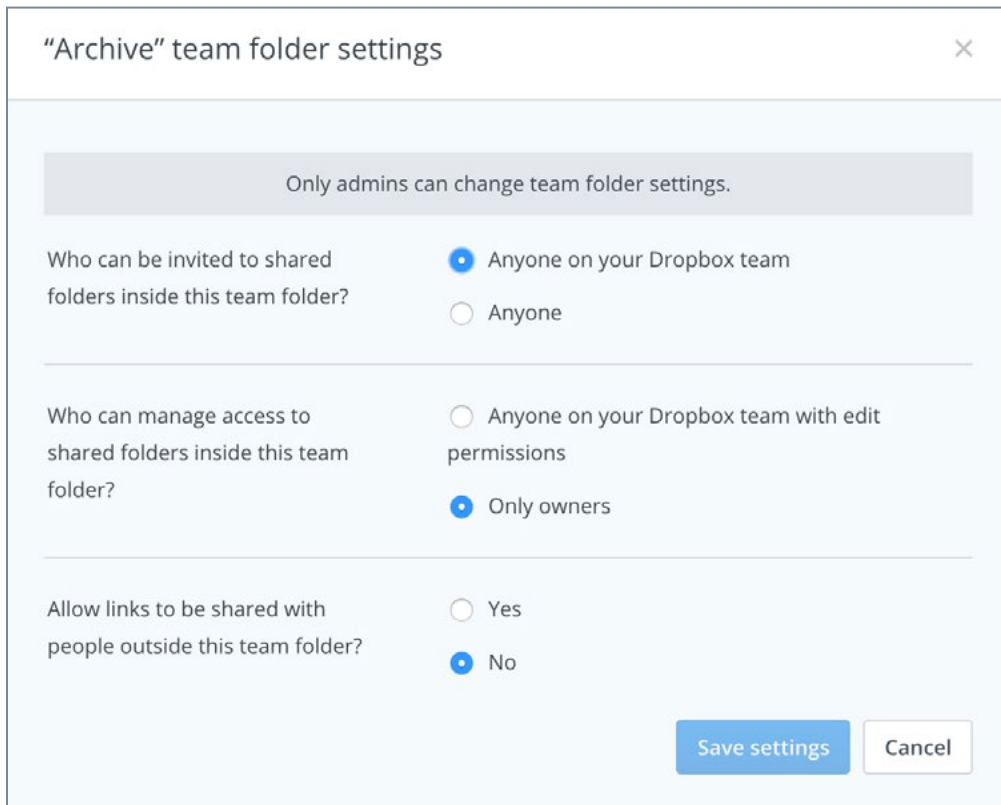
In the next modal:

1. Type in the name of a group or groups
2. Assign permissions to the group members by clicking the **Can edit** dropdown. Select:
 - Can edit: if you would like the team folder members to be able to edit, delete, and add the files to these folders
 - Can view: if you would like team folder members to be able to view and download the files but not be able to edit them



3. Manage access permissions on the team folder by clicking on **Team Folder Settings** at the bottom of the modal:
 - Who can be invited to shared folders inside the team folder?
 - If there is content in the team folder that needs collaboration with external parties keep this setting as **Anyone**
 - If this team folder will be internal only chose **Anyone on your Dropbox team**
 - Who can manage access to shared folders inside this team folder?
 - If **Only owners** is selected, only Team Admin will be about to manage sharing relationships in this folder. Any new folder sharing or moving over of existing content will require users to submit a ticket to IT. More information on how IT can centrally set up the hierarchy in the next step.
 - **Anyone on your Dropbox team with edit permissions** is recommended for the majority of team folders. More information on how you can allow your users to set up your hierarchy in the next step.
 - Allow links to be shared with people outside this team folder?
 - If this team folder contains sensitive company data choose **No** and only allow people on the Access Control List to view these files.
 - If you trust the team folder members to send links to people who need view access (but not collaboration access) set this to **Yes**.

Note: these selections set the overall policy for the whole team folder. Team Admin can override default settings for a specific sub-folder if needed.



"Archive" team folder settings

Only admins can change team folder settings.

Who can be invited to shared folders inside this team folder?

Anyone on your Dropbox team

Anyone

Who can manage access to shared folders inside this team folder?

Anyone on your Dropbox team with edit permissions

Only owners

Allow links to be shared with people outside this team folder?

Yes

No

Save settings Cancel

4. When you have finished selecting the team folder settings, click **Save settings**
5. Click **Create**

Step 3: Manage the team folder hierarchy

If you would like IT to centrally manage the team folder hierarchy:

1. Once you've created a team folder, click into the folder to create the folder structure below.
2. Just like adding new folders on the web, click the new folder icon next to the search bar in the upper right hand corner.
3. Type the name of the new folder.
4. Click the gear icon.
5. Click **Manage access** to manage both sharing permissions and policies.
6. Add email addresses, names, or groups.
7. Click on **Folder Settings** to update the sharing policies for that folder.

Repeat these steps for any additional folder at any level of the hierarchy.

If you are going to allow group members to set up the team folder hierarchy themselves:

You have already created a team folder and set the policies in Step 2 to reflect that you would like end users to be able to manage the sharing relationships themselves.

- If you have allowed team members edit access they can now move their existing folders into these new team folders. The best way to move shared folders is through the desktop application which is optimized for syncing large amounts of content.
- Note that only shared folder owners will be able to move their shared folder into the new team folder. If the shared folder members have forgotten who the shared folder owner is they can visit this [help center article](#) to determine this.

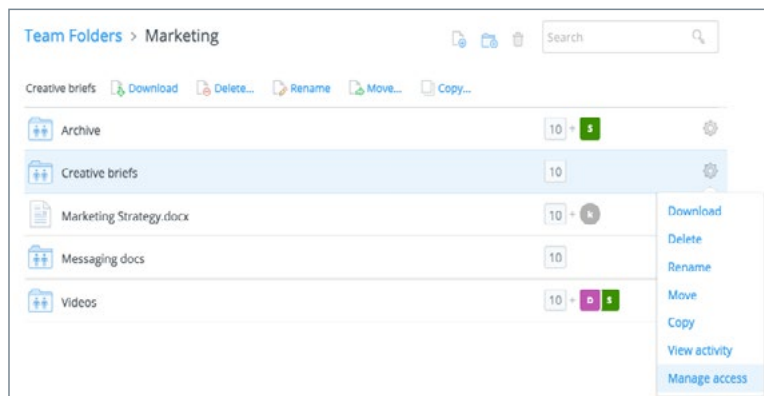
Step 4: Final review of sharing defaults for each team folder

After you or your users have finalized the content and folder hierarchy you can set granular permissions.

Audit sharing:

Previously you've set the global sharing permissions for an entire team folder (during Step 2). Once shared folders have been added you can audit access and folder permissions on each shared folder in the team folder.

1. Go to the **Team folder** tab in the Admin Console.
2. Click into the team folder
3. Click the gear icon next to the shared folder you'd like to audit permissions for
4. Click **Manage access** and edit sharing permissions (follow same steps as those given in "Step 3 – Set up team folders")



Your team folders are now set up!

Step 5: Ongoing maintenance

How you chose to set up groups in Step 1 will impact how you manage the root ACLs of these team folders during deployment.

- If users are managing groups: they can edit the root group to add a member to the team folder
- If IT is managing groups through the UI: IT can add a member to their respective group upon account creation to give them access to the content their need
- If IT is managing groups through an IdM or the AD Connector group: membership should update programmatically to give team folder access to any new group member

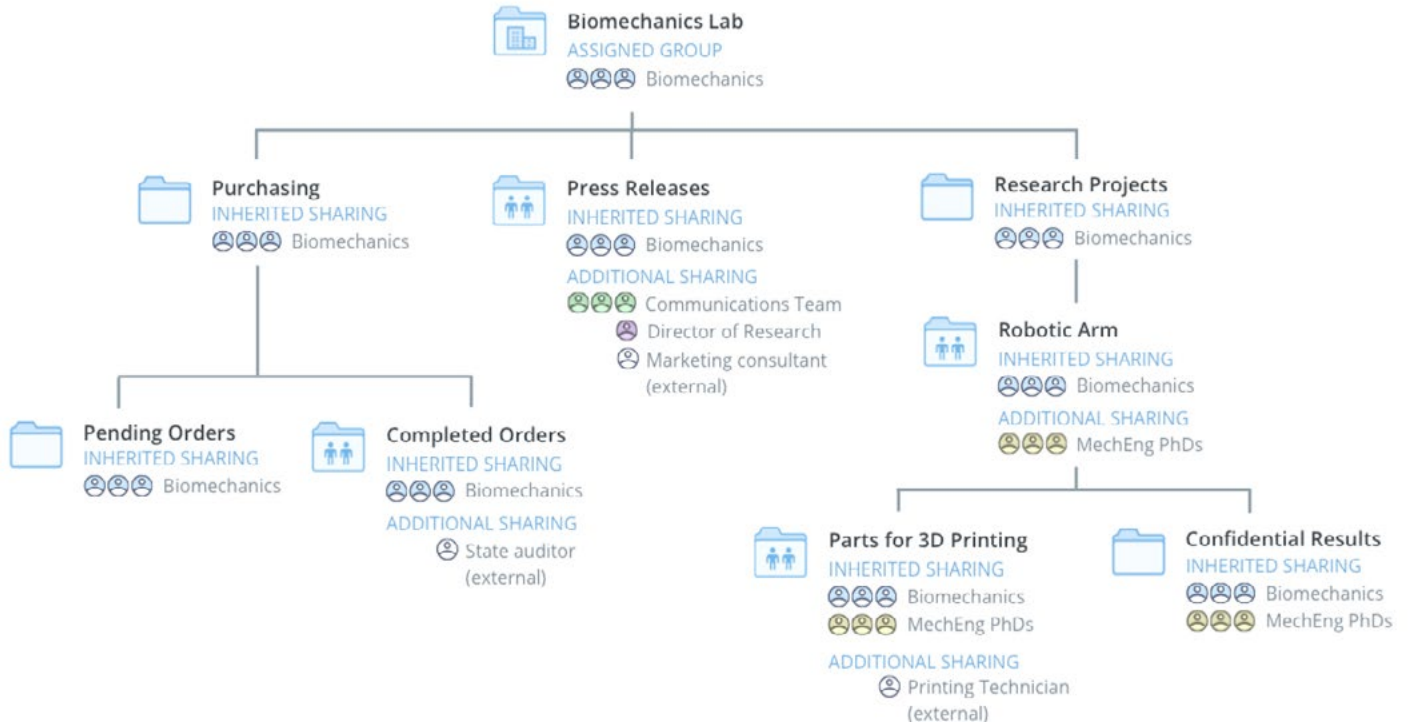
Learn more

Learn more about team folders on our [Help Center](#).

Appendix

Example team folder architectures

1. Research laboratory



2. Media company

