

Introduction to Dropbox

Jim Miller, LCITO

Office 785.296.5566

Mobile 913.484.8013

Email jim.miller@las.ks.gov

Introduction to Dropbox

- What is it?
- Why use it?
- What do I do to use it?
- How do we avoid the risks of using Dropbox?
- Dropbox – How does it work?
- How will the Legislature use Dropbox initially?
- Examples of Dropbox screens and navigation
- Questions?

Attachment: Background info on Amazon Web Services

Dropbox – What is it?

- Dropbox is a tool that lets you store files
 - MSWord docs, MSEXcel docs, PDFs, photos, etc.
 - Just about any type of digital file
- It enables access to these files
 - From all of your electronic devices: state laptop, Apple laptop, home computer, tablet, smartphone
- It enables you to share these files
 - With individuals, groups, distribution lists

Dropbox – Why use it?

- Enable access to your own files
 - From all of your electronic devices
 - Sync files across all your devices
- Share files with others
 - Committee members
 - Groups with shared interests
- Manage file sharing
 - From one point in your digital universe
 - With one tool

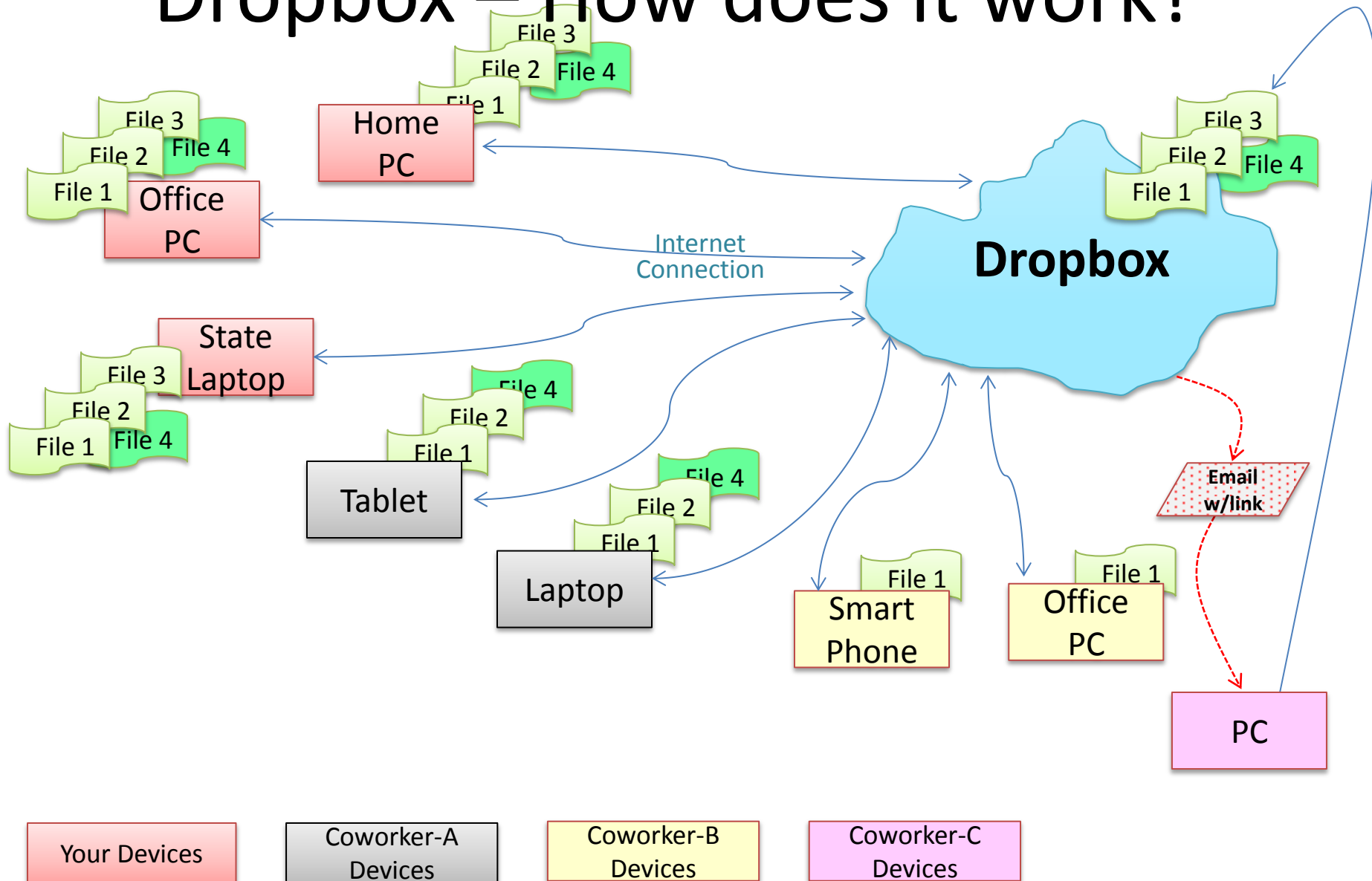
Dropbox – What do I do to use it?

- Create a Dropbox account
 - Your ID is your email address, e.g., jcm1951@hotmail.com
 - Create a password for your Dropbox account
- Register each device where you want Dropbox
 - My office desktop computer and state laptop
 - My home computer, laptop, and smartphone
- Create folders and/or add files to Dropbox
- Share each folder or file per your needs

Dropbox – How do we avoid the risks of using Dropbox?

- Use Dropbox for:
 - Sharing files normally shared with the Committee
 - Accessing files from your different devices
- Do not use Dropbox for:
 - Communicating with fellow Committee members
 - Collaborating with Committee members re individual edits/views/decisions

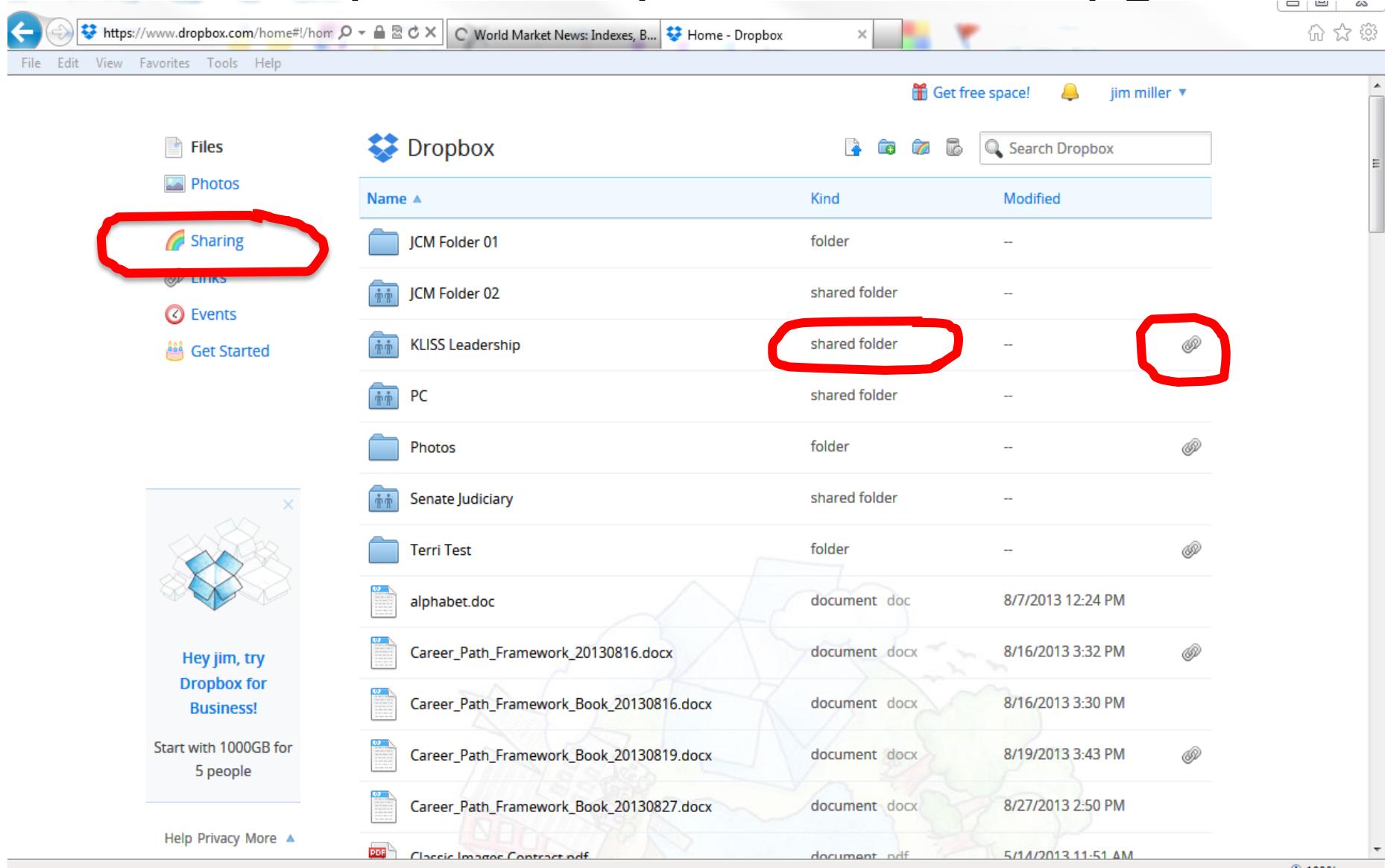
Dropbox – How does it work?



How will the Legislature use Dropbox Initially?

- Each standing Committee will have a Committee Folder
- In January:
 - Legislators will bring their laptops to 63-W
 - Tech Services will do the annual health-check and will also
 - Create a Dropbox account on Legislators' laptops
- Committee Folder
 - Each CA will grant “sharing” rights to Comm members
 - Comm members will receive an email re access to the Comm Folder
 - CA and Comm members may access or add files to the Comm Folder
- Each Committee member and CA will be able to:
 - Log on to their Dropbox account
 - Register their other devices on Dropbox
 - Access Committee Folder from any device registered on Dropbox
 - Add files to the shared Committee Folder

Example of Dropbox Screens – pg 1



The screenshot shows the Dropbox web interface. On the left sidebar, the 'Sharing' option is highlighted with a red circle. The main content area displays a table of shared folders and documents. The 'KLISS Leadership' folder is highlighted with a red circle, and its corresponding link icon is also circled in red. A promotional banner for Dropbox Business is visible in the bottom left corner.

Files
Photos
Sharing
Links
Events
Get Started

Dropbox

Get free space! jim miller

Search Dropbox

Name	Kind	Modified
JCM Folder 01	folder	--
JCM Folder 02	shared folder	--
KLISS Leadership	shared folder	--
PC	shared folder	--
Photos	folder	--
Senate Judiciary	shared folder	--
Terri Test	folder	--
alphabet.doc	document doc	8/7/2013 12:24 PM
Career_Path_Framework_20130816.docx	document docx	8/16/2013 3:32 PM
Career_Path_Framework_Book_20130816.docx	document docx	8/16/2013 3:30 PM
Career_Path_Framework_Book_20130819.docx	document docx	8/19/2013 3:43 PM
Career_Path_Framework_Book_20130827.docx	document docx	8/27/2013 2:50 PM
Classic Images Contract.pdf	document pdf	5/14/2013 11:51 AM

Hey jim, try Dropbox for Business!

Start with 1000GB for 5 people

Help Privacy More

Example of Dropbox Screens – pg 2

https://www.dropbox.com/share

World Market News: Indexes, B... Sharing - Dropbox

File Edit View Favorites Tools Help





Get free space! jim miller ▾

Files
Photos
Sharing
Links
Events
Get Started

Sharing

New shared folder Current folders ▾

Dropbox shared folders let you collaborate on a set of files. When someone joins a shared folder, the folder appears inside their Dropbox, and syncs to their computers automatically. [Learn more.](#)

Folder name	Modified ▾	
 PC Terri	9/9/2013 8:27 AM	Options
 Senate Judiciary Jeff, Mike, Toni, Kansas	8/28/2013 4:46 PM	Options
 JCM Folder 02 (just you)	4/7/2013 2:10 PM	Options
 KLISS Leadership Sandy, Alan, Eric, Terri, +4	4/3/2013 3:37 PM	Options

Example of Dropbox Screens – pg 3

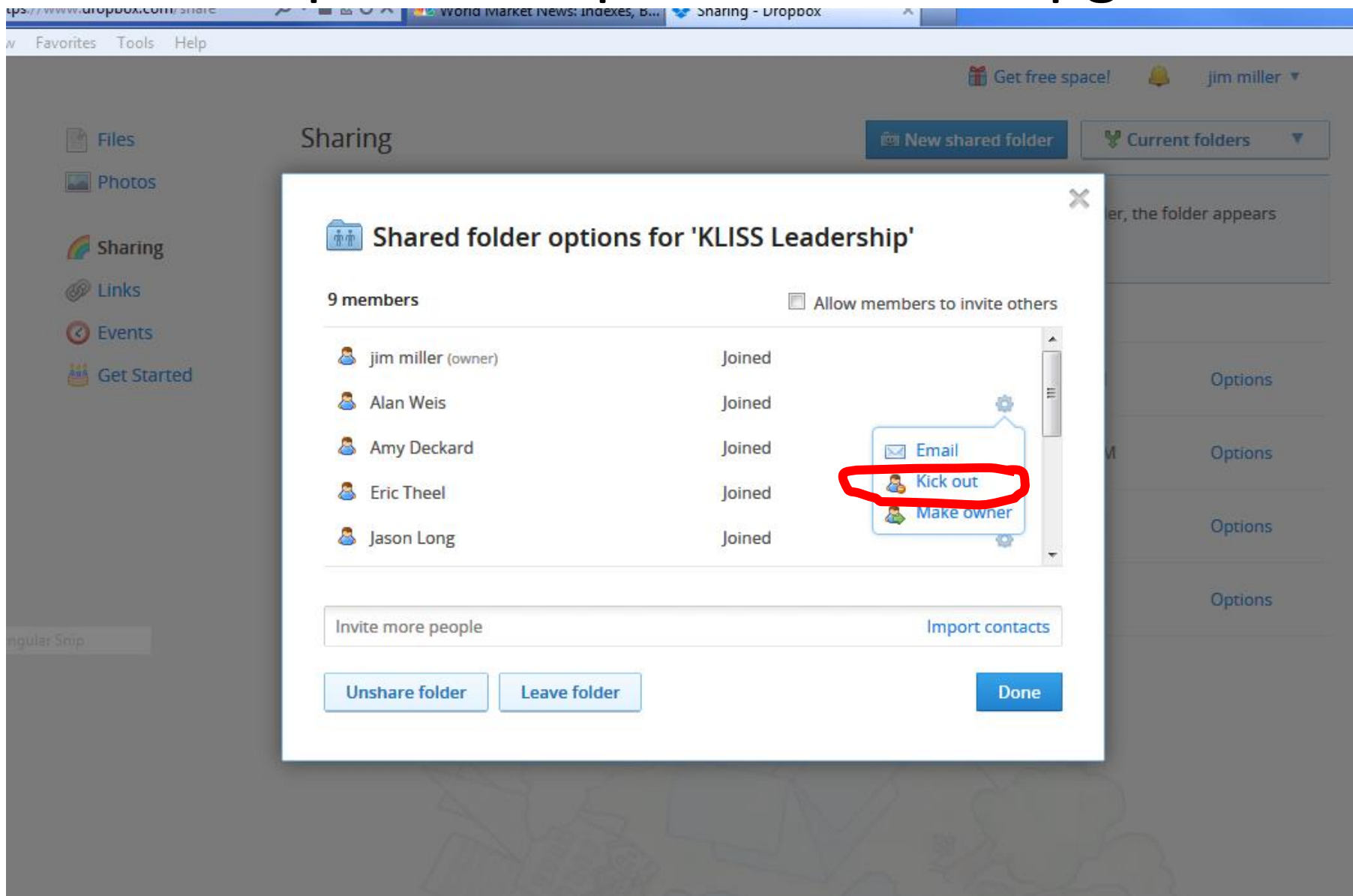
The screenshot shows the Dropbox web interface in a browser window. The address bar displays <https://www.dropbox.com/share>. The browser's menu bar includes Edit, View, Favorites, Tools, and Help. The page title is "Sharing - Dropbox".

The main content area is titled "Sharing" and features a sidebar with links to Files, Photos, Sharing, Links, Events, and Get Started. The top right of the page shows a notification "Get free space!", a user profile for "jim miller", and buttons for "New shared folder" and "Current folders".

A modal window titled "Shared folder options for 'KLISS Leadership'" is open. It displays a list of 9 members, with the first five visible: jim miller (owner), Alan Weis, Amy Deckard, Eric Theel, and Jason Long. All members are listed as "Joined". To the right of the member list, there is a checkbox labeled "Allow members to invite others" which is checked. Below the member list, there is a button labeled "Invite more people" and a link labeled "Import contacts". At the bottom of the modal, there are three buttons: "Unshare folder", "Leave folder", and "Done".

Red circles highlight the "Allow members to invite others" checkbox, the "Invite more people" button, and the gear icon for the member Jason Long.

Example of Dropbox Screens – pg 4



Dropbox

Questions?

Background info re Amazon Web Services (AWS), providers of the Dropbox service.

Amazon Web Services (AWS) delivers a highly scalable cloud computing platform with high availability and dependability, and the flexibility to enable customers to build a wide range of applications. The issues of end-to-end security and end-to-end privacy within the cloud computing world are more sophisticated than within a single data center not facing the Internet. Ensuring the confidentiality, integrity, and availability of customer's systems and data is of the utmost importance to AWS, as is maintaining trust and confidence. **Security Overview**

We provide this overview so that you can better understand the security measures we've put in place to protect the information that you store using Dropbox.

Secure Storage

We encrypt the files that you store on Dropbox using the AES-256 standard, which is the same encryption standard used by banks to secure customer data. Encryption for storage is applied after files are uploaded, and we manage the encryption keys.

Dropbox uses Amazon S3 for data storage. Amazon stores data over several large-scale data centers. According to Amazon, they use military grade perimeter control berms, video surveillance, and professional security staff to keep their data centers physically secure.

You can find more information about Amazon's security at the [Amazon Web Services' website](#).

Amazon and Dropbox also employ significant protection against network security issues such as Distributed Denial of Service (DDoS) attacks, Man in the Middle (MITM) attacks, and packet sniffing.

Secure Transfers

Your files are sent between Dropbox's desktop clients and our servers over a secure channel using 256-bit SSL (Secure Sockets Layer) encryption, the standard for secure Internet network connections.

Your files are sent between Dropbox's mobile apps and our servers over a secure channel using 256-bit SSL encryption where supported. Not all mobile media players support encrypted streaming, so media files streamed from our servers are not always encrypted.

Your Data is Backed Up

Dropbox and Amazon keep redundant backups of all data over multiple locations to prevent the remote possibility of data loss. In the unlikely event that this redundancy were to fail, Dropbox folders linked to a desktop computer client will still contain copies of your files (except files you've chosen not to sync using Selective Sync).

Privacy

A copy of our full privacy policy can be found at: <https://www.dropbox.com/privacy>.

We guard your privacy to the best of our ability and work hard to protect your information from unauthorized access.

Dropbox employees are prohibited from viewing the content of files you store in your Dropbox account, and are only permitted to view file metadata (e.g., file names and locations). Like most online services, we have a small number of employees who must be able to access user data for the reasons stated in our privacy policy (e.g., when legally required to do so). But that's the rare exception, not the rule. We have strict policy and technical access controls that prohibit employee access except in these rare circumstances. In addition, we employ a number of physical and electronic security measures to protect user information from unauthorized access.