

Make employee onboarding and offboarding simple and secure

With Dropbox Business, IT can empower employees with the user-friendly tool they love while leveraging powerful admin tools to protect accounts, data, and devices. This approach to team management helps you easily bring new team members on board and protect company data when employees transition.

It's easy to add employees to Dropbox Business using built-in Admin Console tools, SSO integrations, and the Dropbox Business API. Once they're up and running, you can manage and protect employees' devices and apps throughout their tenure. When it's time to offboard employees or contractors, Dropbox Business helps you reduce risk and retain company data.

Seamless onboarding for team members

Organizations that deploy Dropbox Business often have two groups of employees to onboard: those who already use Dropbox at work, and those who will be new to the product. Dropbox Business' administrative tools make it easy to bring them all onto your team with the same simple process.

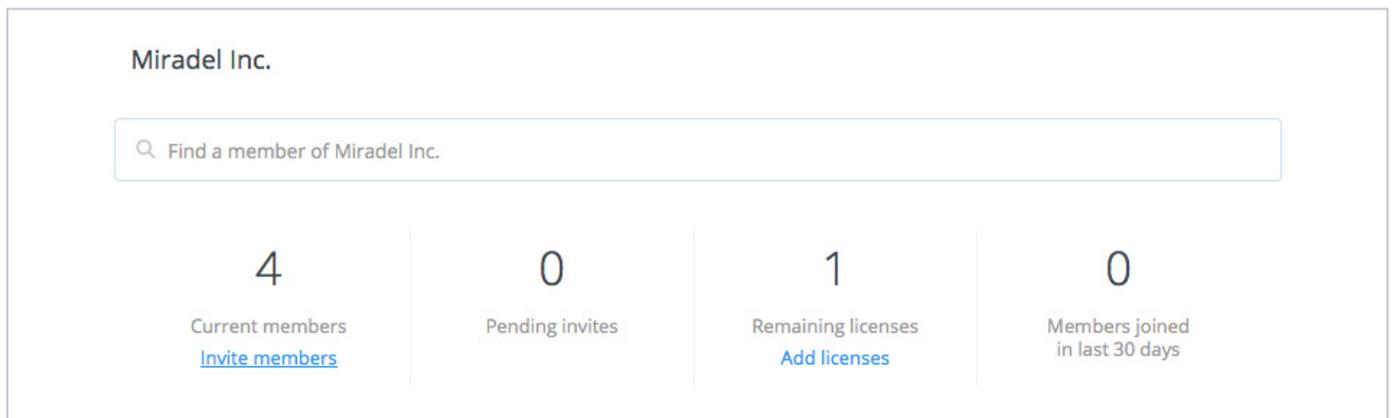
Inviting users to Dropbox Business

You can invite team members to your Dropbox Business account through three possible platforms:

The Dropbox Business Admin Console: Add members from the Admin dashboard or the Members page in your Admin Console.

Identity Management/SSO partners: Leverage provisioning connectors for Active Directory including Azure AD, Centrify, Okta, OneLogin, and Ping Identity.

A custom provisioning connector: Integrate with Active Directory or LDAP using the Dropbox Business API.



How to migrate existing users to your Dropbox Business account

1. Invite team members using their email address. Employees will then receive an email invitation join your team on Dropbox Business.
2. When employees click on the email invite, they'll be taken to a migration screen asking them to decide if their account is currently used for "business" or "personal"
3. If they select "business," their account will be migrated to your team on Dropbox Business. The user won't see any changes to their Dropbox, but they'll start using the admin-specified authentication method moving forward (such as SSO). They'll also receive added feature benefits like extra storage space and version history. In turn, the admin receives immediate control and insight into users' accounts.
4. If employees select the "personal" option, they'll have to change the email address associated with their current Dropbox account to a personal email address. They will next be prompted to create a new Dropbox Business account that will be tied to their work email address. This ensures that work and personal data is clearly separated and stored in the correct accounts.

Securely offboard team members

When transitioning out employees or contractors, Dropbox Business gives you the administrative tools to protect company data and maintain continuity in your business:

Deauthorize all user endpoints: By default, removing users prevents them from accessing their account through the web, desktop client, mobile devices, or other third party apps. You can also suspend users to temporarily disable an account without deleting it.

Transfer accounts: You also have the option to transfer your departing employees' files to yourself or another member of your team. This will migrate unshared documents, shared folders, and shared folder ownership to the new employee.

Remote wipe devices: Remote wipe will delete the contents of the employees' Dropbox folders on any connected desktop clients. These deletions, as well as the IP address from which they occur, will be listed in the activity logs in the Admin Console.

Keep a record: All offboarded employees will be listed on the "deleted members" tab of the Members page in the Admin Console, so that you can access information about them any time. You can perform an account transfer if you did not do this at the time of deletion, or run activity reports on the account.

Current members (4)		Invited members (0)	Deleted members (7)	
Name	Email	Usage	Last web activity	
 Sofia Herrera	sofia@mira-del.com	243.32 KB	about a week ago	
 Varoon Banka	varoon@mira-del.com	243.32 KB		<ul style="list-style-type: none">  Reset password  Create activity report  Add admin permissions  Delete user
 Eve Underwood (Admin)	eve@mira-del.com	11.97 GB		
 Thomas Chan (Admin)	thomas@mira-del.com	29.93 MB		

Offboard users from three possible platforms

The Dropbox Business Admin Console:

Remove or suspend users by finding them on the Members page.

Identity Management/SSO partners: Removing the user from the Dropbox AD security group on your integrated identity management program will automatically initiate the offboarding process, including remote wipe. You can perform account transfer later through the Admin Console on Dropbox Business.

The Dropbox Business API: Facilitate automatic offboarding with the calls used for account deletion.

Manage devices, apps, and web sessions

Throughout an employee's tenure, you can continue to simply and safely manage devices and apps. If an employee's device is lost or stolen, you can ensure company data is protected. The Dropbox Business Admin Console also allows you to disable devices, third party apps, or web sessions:

1. On the Members page in the Admin Console on Dropbox Business, search for and select the user you'd like to manage. This will bring up an activity log for the user that lists all their connected apps and devices.
2. From the user's activity log, click the "X" next to the device, app, or web session you'd like to disable

Devices ?			
Name	IP address	Last activity	Unlink device
 bill-mba	 205.189.0.121	about 3 weeks ago	