



Advanced Security
Configurations & Tips

The ultimate guide to secure Dropbox



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DropBox security best practices

It's easy to overlook critical settings in Dropbox due to the variety of configurations, and best practices involved. This cheat sheet offers essential guidelines for both beginners and professionals to prevent data breaches & unauthorized access, providing an action plan to strengthen organizational security. Let's get started.



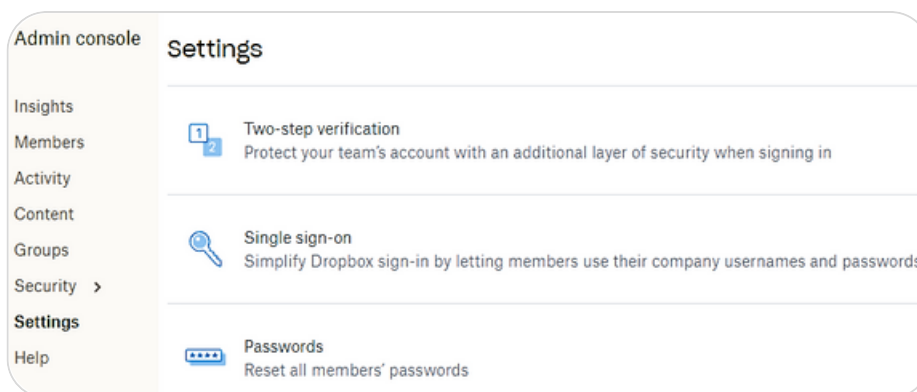
1 Avoid reusing passwords for multiple accounts

Use a strong password for Dropbox, consider using a password manager to generate and securely store complex passwords.

2 Enforce multi-factor authentication (MFA)

Enforce MFA to add an extra layer of security, mitigating the risk of unauthorized access, especially in the event of compromised credentials. Make sure to keep a backup code in case you lose your phone.

- To do this go to the admin console and under settings see "Two-step verification."



Admin console > Settings

3 Regularly review the list of people who have access as well as connected devices

Remove any users or devices you no longer use or recognize. This helps prevent unauthorized access. Disable access for users who have left the organization

Devices

These devices are linked to your personal Dropbox account.

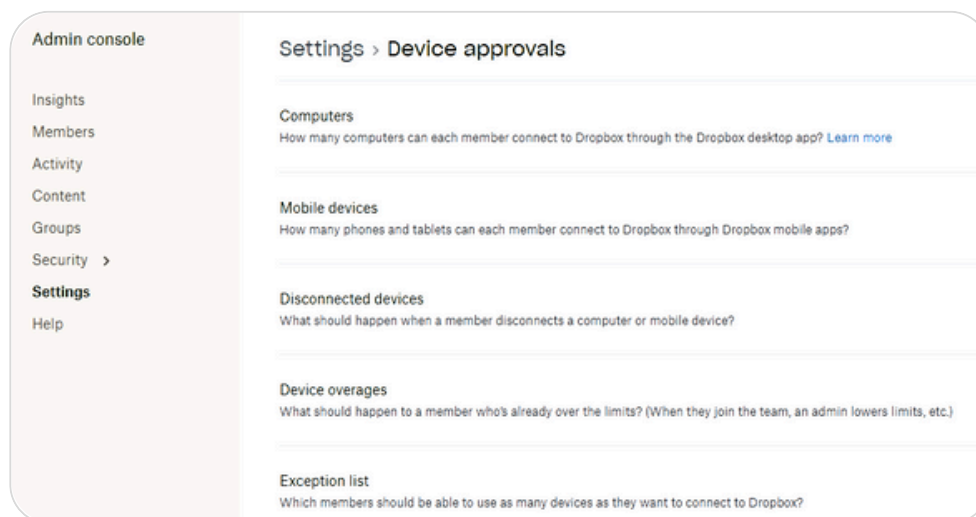
Device name	Location	Most recent activity	
🍏 MacBook-Pro.home	Beaverton, Oregon	in the last hour ⓘ	×
🖥️ media	Beaverton, Oregon	in the last hour ⓘ	×
🖥️ DESKTOP-4S14Q45	Beaverton, Oregon	about 16 hours ago ⓘ	×
🤖 Android SM-G930P	Portland, Oregon	about 5 days ago ⓘ	×
🤖 Android Pixel 2	Beaverton, Oregon	about 6 days ago ⓘ	×

Dropbox device list

4 Device management

Monitor and manage devices linked to Dropbox accounts to ensure only authorized devices access company data.

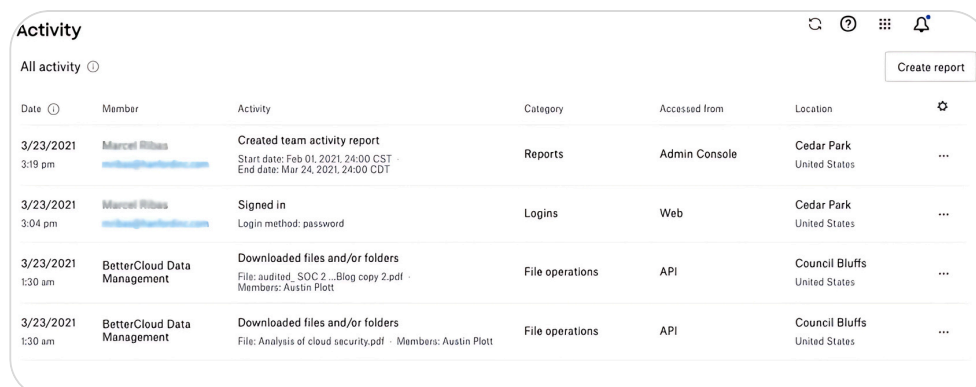
- Check and manage connected devices in the "Settings" security tab.
- Review activity logs in the admin console for devices having access to Dropbox.
- Restrict device connections and manage excess in the "Device Approvals" section of the Admin console.



Dropbox device management

5 Monitor DropBox linked apps and usage

To view your account's usage on Dropbox, visit the website and click the "Account" tab. This section shows data uploaded and downloaded over the past month, week, and day, as well as your current web sessions and logged-in browsers. Monitoring this data helps identify suspicious activity and unauthorized users.



Date	Member	Activity	Category	Accessed from	Location
3/23/2021 3:19 pm	Marcel Ribas marcel@bettercloud.com	Created team activity report Start date: Feb 01, 2021, 24:00 CST End date: Mar 24, 2021, 24:00 CDT	Reports	Admin Console	Cedar Park United States
3/23/2021 3:04 pm	Marcel Ribas marcel@bettercloud.com	Signed in Login method: password	Logins	Web	Cedar Park United States
3/23/2021 1:30 am	BetterCloud Data Management	Downloaded files and/or folders File: audited_SOC 2...Blog copy 2.pdf Members: Austin Platt	File operations	API	Council Bluffs United States
3/23/2021 1:30 am	BetterCloud Data Management	Downloaded files and/or folders File: Analysis of cloud security.pdf Members: Austin Platt	File operations	API	Council Bluffs United States

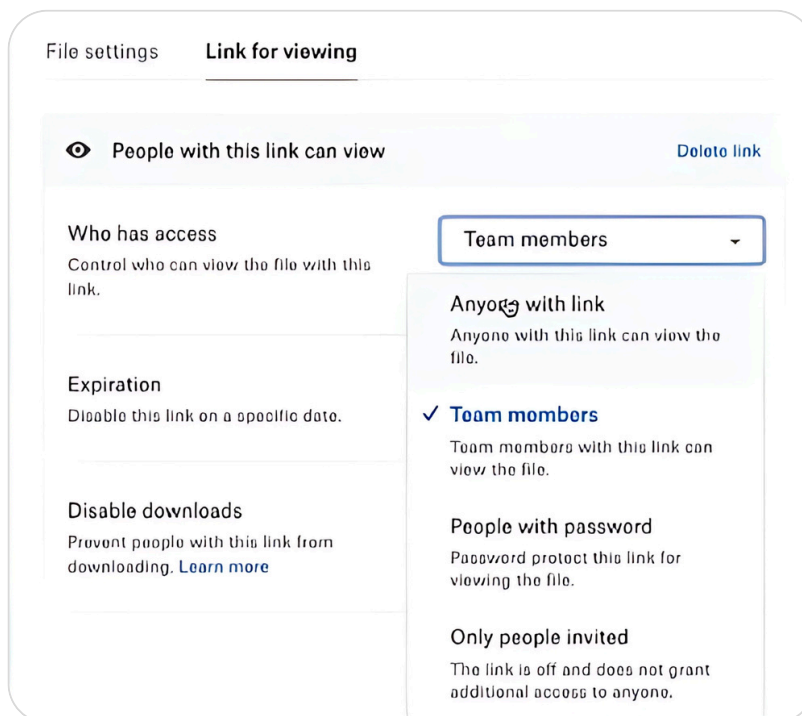
Dropbox activity monitoring

6 Encrypt sensitive files before uploading them

Dropbox offers encryption, but you can add another layer of protection by encrypting sensitive files before uploading them

7 Manage sharing settings for files and folders carefully

Make sure that sensitive data is not disclosed to unintended recipients, and use public links only when necessary. Be diligent in choosing the right settings for sharing information both within and outside the organization.

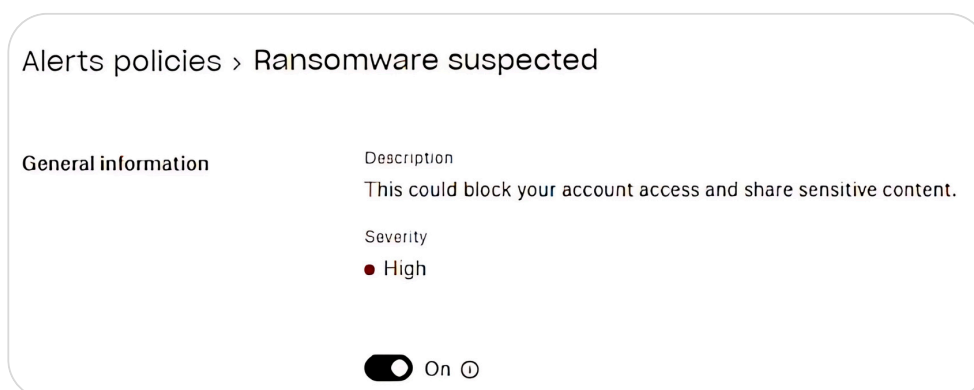


Dropbox sharing settings

8 Ransom monitoring and detection

Dropbox now offers 'ransomware monitoring and detection' in the admin console, enabled by default. Admins can customize alert policies and manage notifications.

- To find the ransomware alert, go to the "Security" section and click on "Alert Policies."



Dropbox alert policies

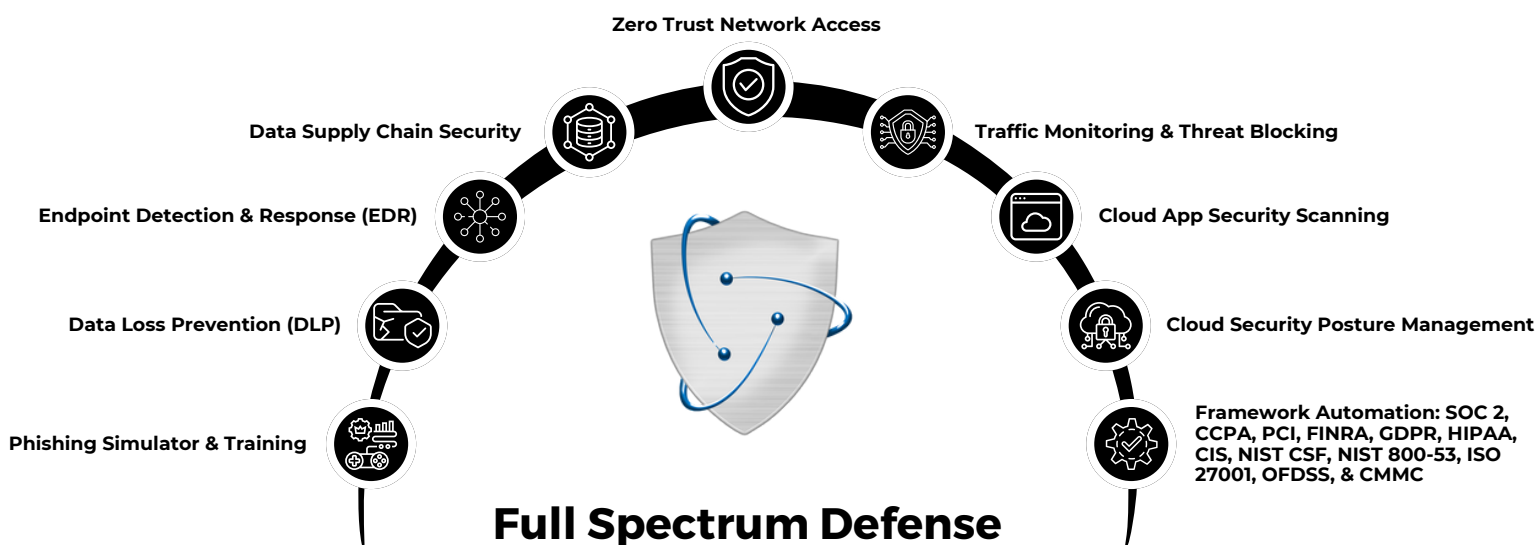
9 Keep DropBox client updated

Ensure all devices accessing Dropbox are updated to the latest client version for security. This can be done using scripting agents to monitor and update devices, as Dropbox does not currently support this feature.



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