File Sharing – Migrating from Dropbox to Box

Making the move from Dropbox to Box? The following recommendations will help to make the migration as smooth as possible.

Set Up a Solid Folder Structure

The first and most important step in your migration should be to set the stage in Box for your content and users. Prior to actually transferring over your files and adding user accounts, you’ll want to implement a folder structure that is well-organized and conducive to your departmental organ workflow. Consider how you would like your end-users to access their content in Box. You can review the Folder Structure Best Practices document for additional recommendations.

Gain Access to All Dropbox Shared Folders

As the Box user responsible for this migration, you’ll need access to all shared or team folders in Dropbox. If there are any shared folders in Dropbox to which you do not have access, instruct your end-users to invite you into them. Let them know that granting you access will ensure that all of their data is successfully transferred from one system to another system.

Upload Into Box

You’ll need to consider which method you’d like to use to get your content uploaded and organized in Box. See Box Content Migration Strategies for more information. We will provide you with a couple of recommendations, though there are a number of options. Box will usually recommend a 3rd party app called mover.io, for larger migrations of data from Dropbox to Box. However, there is a cost associated with the service, but they are the most secure and easy to use. You can visit them at https://mover.io/.

Upload batches of content directly into established folders

If your content in Dropbox was organized similarly to how it will be set up in Box, then it may be just as simple as moving data from your Dropbox shared folder into the corresponding folder in Box. For example, if you have a Marketing folder in Dropbox that contains press releases, upload these files from your desktop Dropbox folder into the Marketing folder in Box.

If your content organization will be different in Box than it was in Dropbox, you can still use this method to upload. You might already be familiar with your users’ files and how they need to be structured. And if not, you can always work with each of your users to determine the folders in which their data should be stored.

See Uploading Files and Folders to Box for more information.
Upload all content into a temporary folder and reallocate

Another option would be to upload all content into a temporary folder in Box and then re-organize your files into their respective folders. It is recommended that when using this method you should upload entire folders rather than individual files. You should also keep any folder structures intact that you currently have in Dropbox. Any existing structure will help you to keep track of your files and determine where they need to be moved.

Once you have consolidated all of your Dropbox data in the temporary folder in Box, you can begin moving files and folders to their proper locations within your folder structure.

Grant access to your users in Box

The final step will be to migrate all of your users to Box. Make a list of users who will require access, or if you were using Dropbox for Teams, refer to the Dropbox Teams tab for a current list of users. Each of these users can be added to Box through the Users tabs in the Admin Console.

Assign appropriate access to users in folders

Be sure to invite your users into folders in Box that contain the content they had access to in Dropbox. You should also take some time to think about the access types that you’d like to assign these users in each folder. Refer to the following chart for a breakdown of these roles:
This spectrum of permission levels will let you customize the type of actions your users can take on the folders in your Box account. A user’s permission can vary from folder to folder depending on what actions they need to take on the files and subfolders inside. If you want a user to be able to use Box’s desktop sync tool for a folder, you just need to grant them Editor, Co-Owner, or Owner privileges. Those users will be able to sync the folder to their local computer.

We recommend that you run the User Statistics report as everyone is getting started to monitor the activity in your Box account. This report will allow you to identify power users as well as those users who may need a little more support initially.