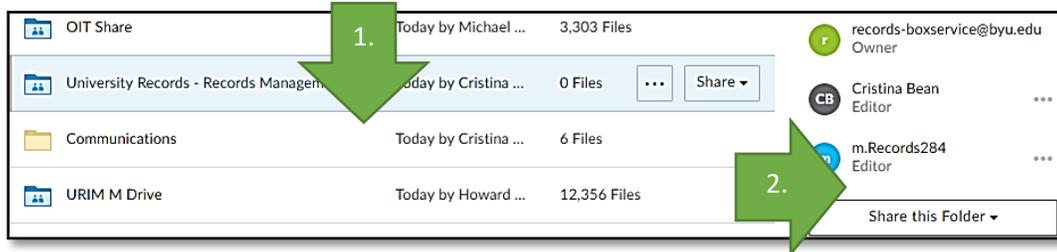


How to Use Box

Box is an online, cloud-based tool that is available to BYU employees, students, and departments. Box provides secure file storage and enables users to collaborate with others by sharing files and folders. Day-to-day work files should be stored in the department's Box service account and not the user's personal area. Box Service accounts tie work-related files to the department and not to the individual. Box is the preferred method for storing electronic department records. For more information on how to use Box to manage your electronic department records please go to training.byu.edu and search for "Electronic Records Center Training" or go to the other document "Using the ERC".

1. To start, go to box.byu.edu.
2. Sign in with NetID@byu.edu and NetID password, click "Sign in," and go through the DUO authentication.
3. Once signed in you should see all folders and files that have been shared with you or that you have created. This main screen is called "All Files".
4. To view who a folder or document is shared with, click next to the name of the folder to select it (1). This will pull up a list on the right of all individuals or accounts that have access. (2) To view more information about who has access click on them to find out more information.



5. To add a folder anywhere in Box, click on 'New,' then select 'Folder.'



- a. A dialog box will pop up, asking for the new folder name, enabling the ability to share with users, and what permissions the user should have. Click 'Create.'

Folder Name

Invite Additional People

Permission

Editor Learn More

Cancel **Create**

How to Use Box

6. To upload a folder anywhere in Box, click on 'Upload,' then select 'Folder.'



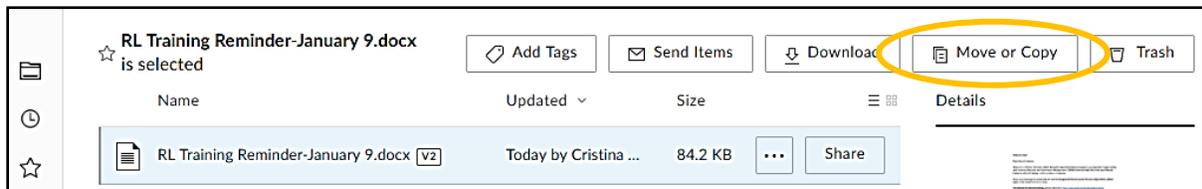
7. To share a folder or file, hover over the file and then click on the arrow that appears. You can also click into the folder or file and look for a button that says "Share". You can also click on the Link icon to get a shareable link to send to those you are trying to share with.



8. To add documents, drag and drop from the computer to Box, or click 'Upload.' By clicking on 'New,' users may create a document within Box.



9. To move folders or documents from one folder to another, select the item, use the 'Move' button, and then select the folder you want to drop them into. Users may also use drag and drop to move items within Box.



Please note:

10. For help with managing permissions in Box, please contact your CSR or the OIT Helpdesk at 2-4000.
11. For more information about the Electronic Records Center and training options please contact the Office Assistant (urim.officeassistant@byu.edu).