Box End User Quick Start Guide

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I. Creating a New Folder

1. Click the "New" button and select "New Folder".

2. Enter in the folder name and select "Keep private for now" and click "Okay".

3. To create sub-level folders simply click into the top-level folder and follow the above steps.
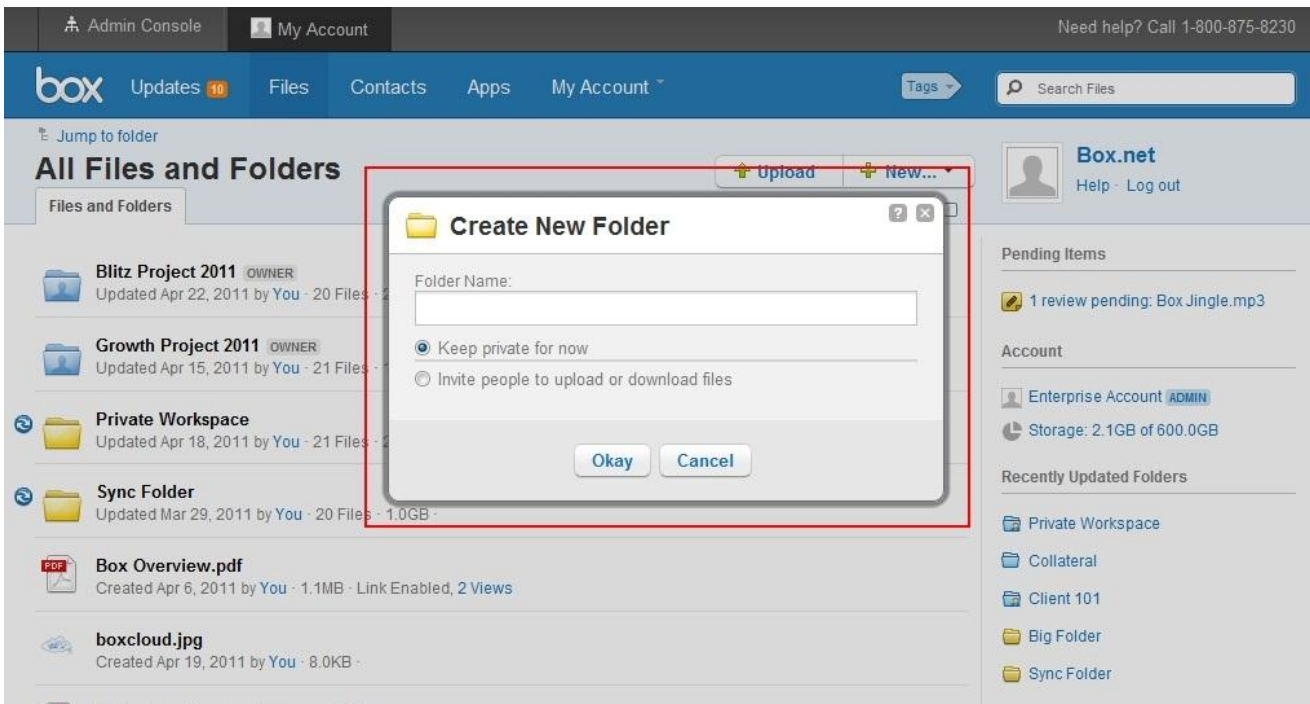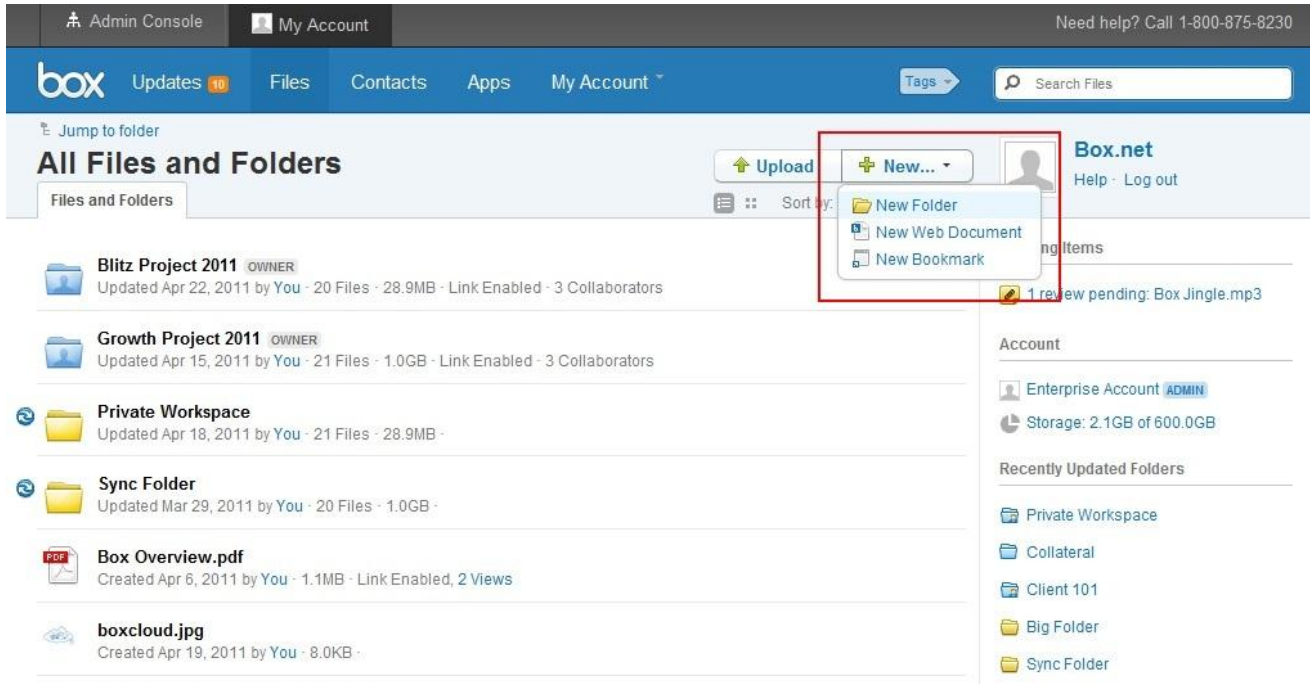
II. Uploading Files

a. Adding Files via Upload Files

1. Ensure that you are in the actual folder where you want to upload content.

2. Click the "Upload" button and select "Upload Files".

3. A pop-up window will appear allowing you to select the specific file(s) you want to upload.

4. Select the specific file(s) and click the "Open" button.
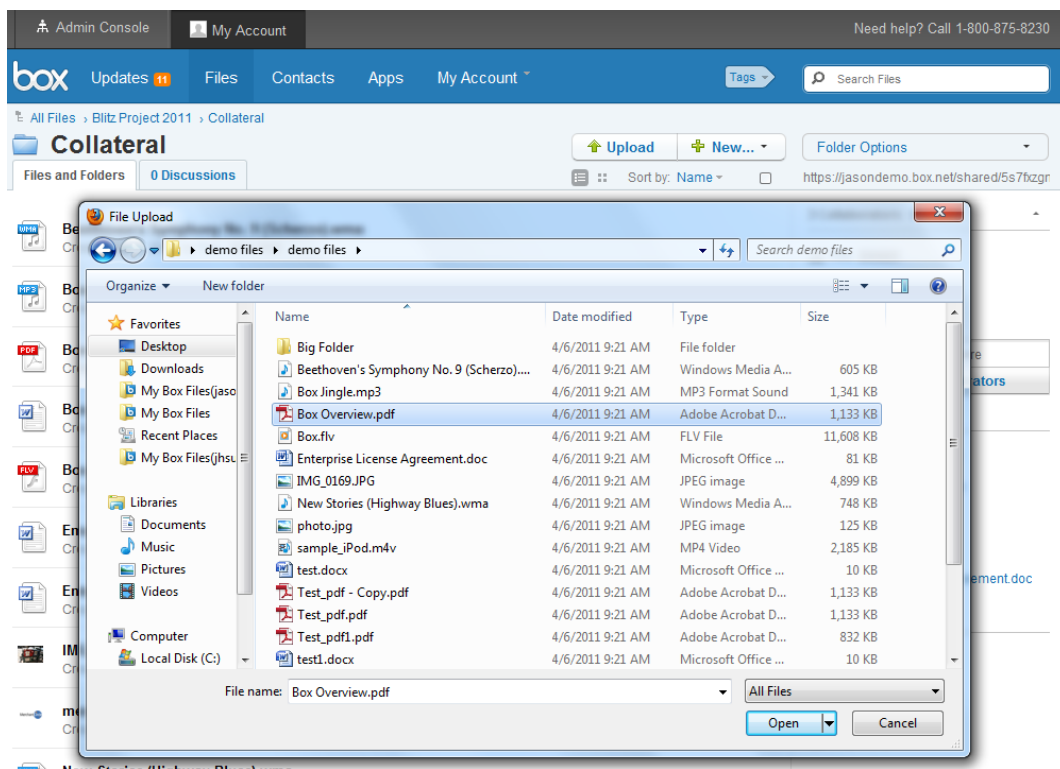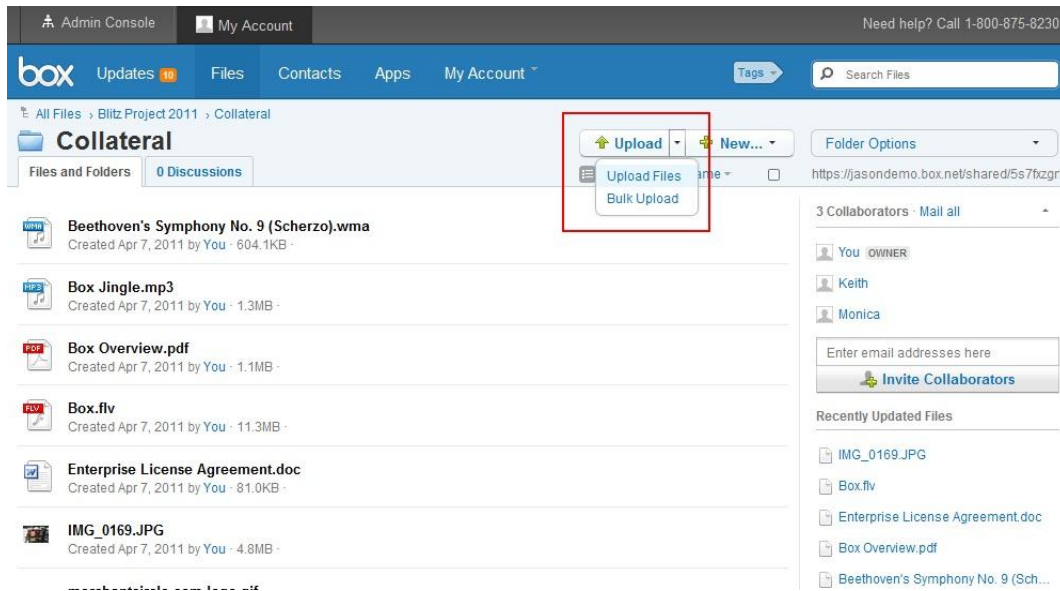
b. Adding Files via Bulk Upload (multiple files or folders at a time)

1. Ensure that you are in the actual folder where you want to upload content.

2. Click the "Upload" button and select "Bulk Upload".

3. A pop-up window will appear allowing you to "Drag and drop" or to "Add Files".

4. To use "Drag and drop" simply select, drag, and drop the files or folders into the pop-up window.

5. To use "Add files" simply click the "Add files" button and select the files or folders you want to upload. Once selected, click the "Open" button.

6. Once you have added the files or folders via "Drag and drop" or "Add files", click the "Upload" button and your files or folders will be uploaded.

Note: Bulk Upload will not work properly without the latest version of Java. Use the following link to download or update: http://java.com/en/download/index.jsp
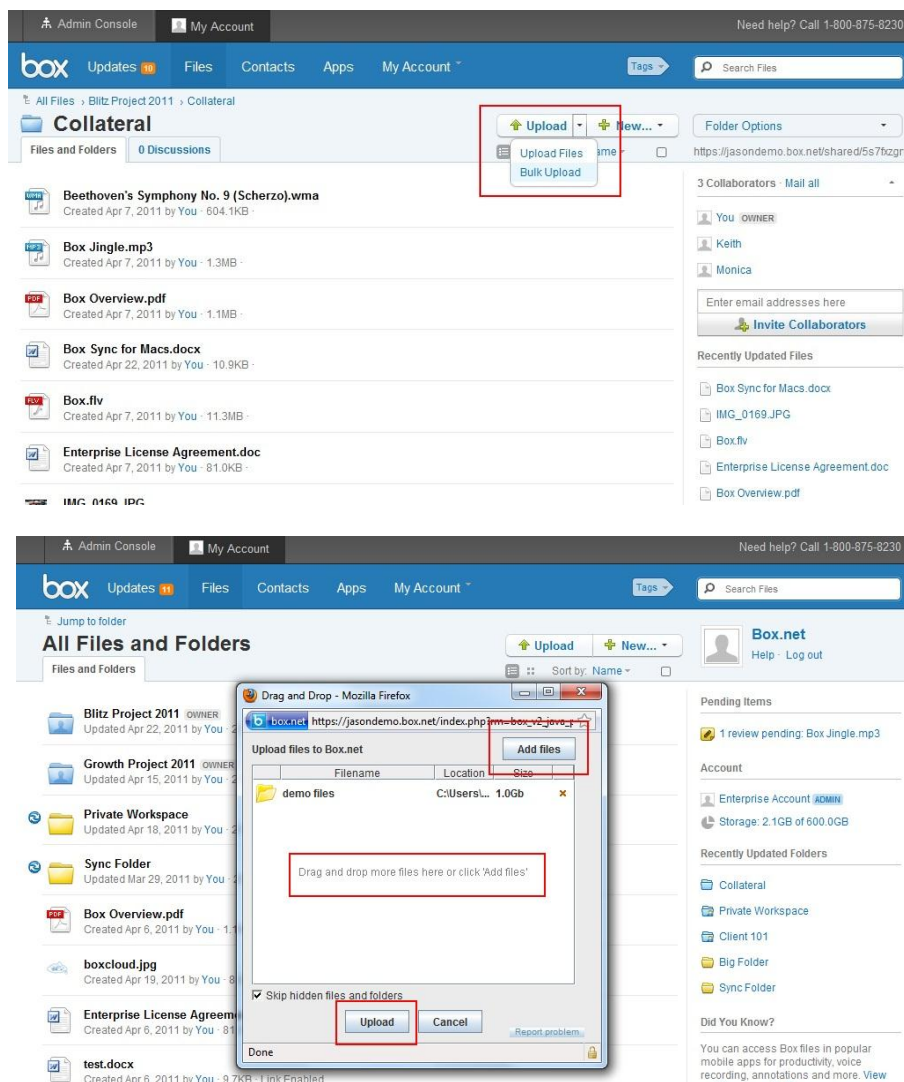
III. __Inviting Collaborators__

Note: You can invite any person as a collaborator as long as he/she has a Box account.

1. Mouse over the desired folder and click the drop down arrow/menu. Select "Share" and click "Invite Collaborators".

2. A pop-up window will appear allowing you to type in the email addresses of the collaborators you want to invite into the folder.

3. Select the "Access type" and click "Invite". An email will be sent to your collaborators for confirmation.

a. **<u>Access Type for Collaborators</u>**

Note: A collaborator will have the same access type throughout a particular folder structure. For example, if a collaborator is an editor in a top-level folder he/she will be an editor in the associated sub-level folders as well.
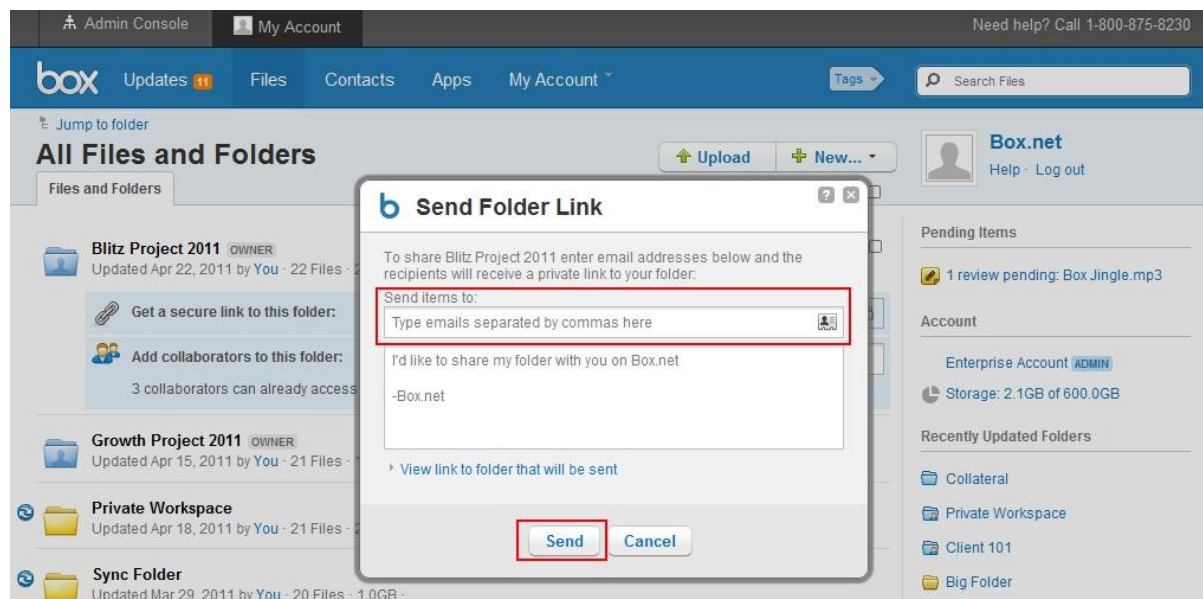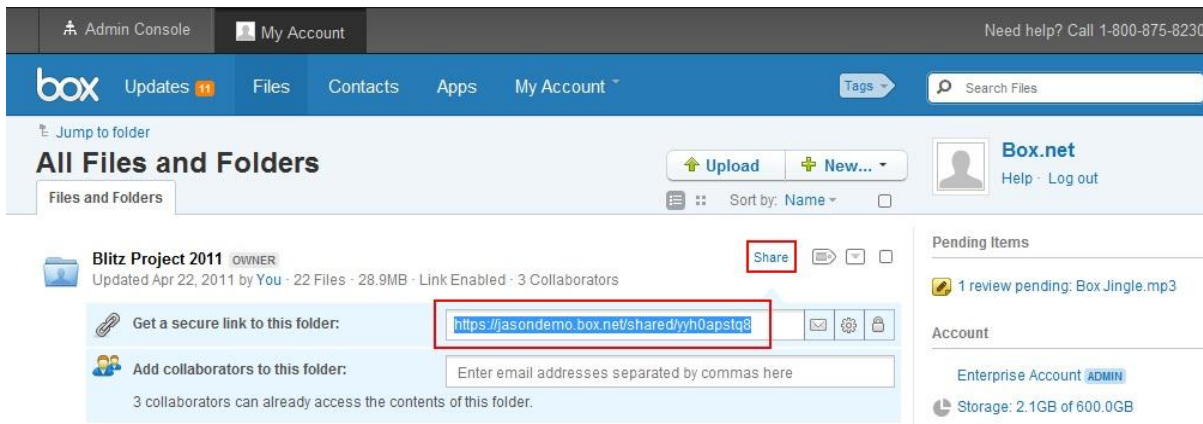
1. Co-owner: Users will have the same permissions as the owner of the folder.

2. Editor: Users will be able to upload, download, preview, edit, delete, and share the files within this folder.

3. Viewer Uploader: Users will be able to upload, download, and preview the files within this folder.

4. Previewer Uploader: Users will be able to upload and preview the files within this folder.

5. Viewer: Users will be able to download and preview the files within this folder.

6. Previewer: Users will be able to preview the files within this folder.

7. Uploader: Users will be able to upload files into this folder.

Collaborating on Content

Select the roles/permissions you want to allow folder owners to choose from when collaborating on folders.

Available roles	Upload	Download	Preview	Edit	Delete	Share	Owner permissions
☑ Co-owner:	✔	✔	✔	✔	✔	✔	✔
☑ Editor: ℹ	✔	✔	✔	✔	✔	✔	
☑ Viewer Uploader:	✔	✔	✔				
☑ Previewer Uploader:	✔		✔				
☑ Viewer: ℹ		✔	✔				
☑ Previewer:			✔				
☑ Uploader:	✔						

IV.   Share Links

Note: Share links can be used to quickly share content with people who do not have a Box account. A person can only preview and/or download the contents of a share link (i.e. no collaboration features). Please note that there is very limited tracking and reporting on share links.

1. Mouse over the desired folder or file and click "Share".

2. A new drop down window will appear below the selected folder or file revealing a secure link to that folder or file.

3. To share, you can copy and paste the secure link into an email or you can click the envelope icon next to the share link and type in the email addresses of the recipients you want to share with.

4. To set expirations for the share link click the cog/wheel icon and select "Set expirations". Select a date through the "Unshare on" field and click "Okay".

5. To set a password for the share link click the lock icon and select "Password protect this share link". Type in a password and click "Save".

V.   Online Help Pages & Webinars

Our online help pages & knowledge base can be found at the below address. It is a robust directory of help docs and answers to frequently asked questions.

http://support.box.net/

We offer weekly webinars that will walk you through all the features of your Box account for both Administrators and End Users. You can access the webinars through the below link along with the schedules.

https://www.box.net/webinars