



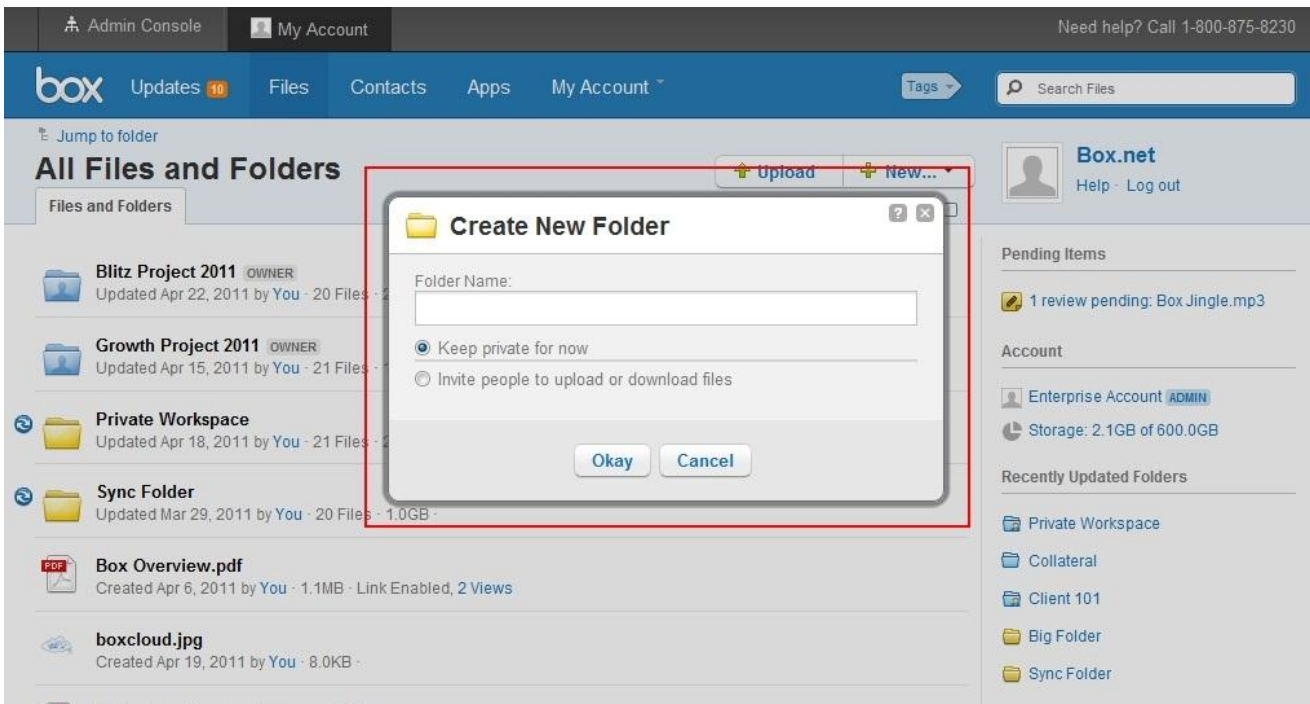
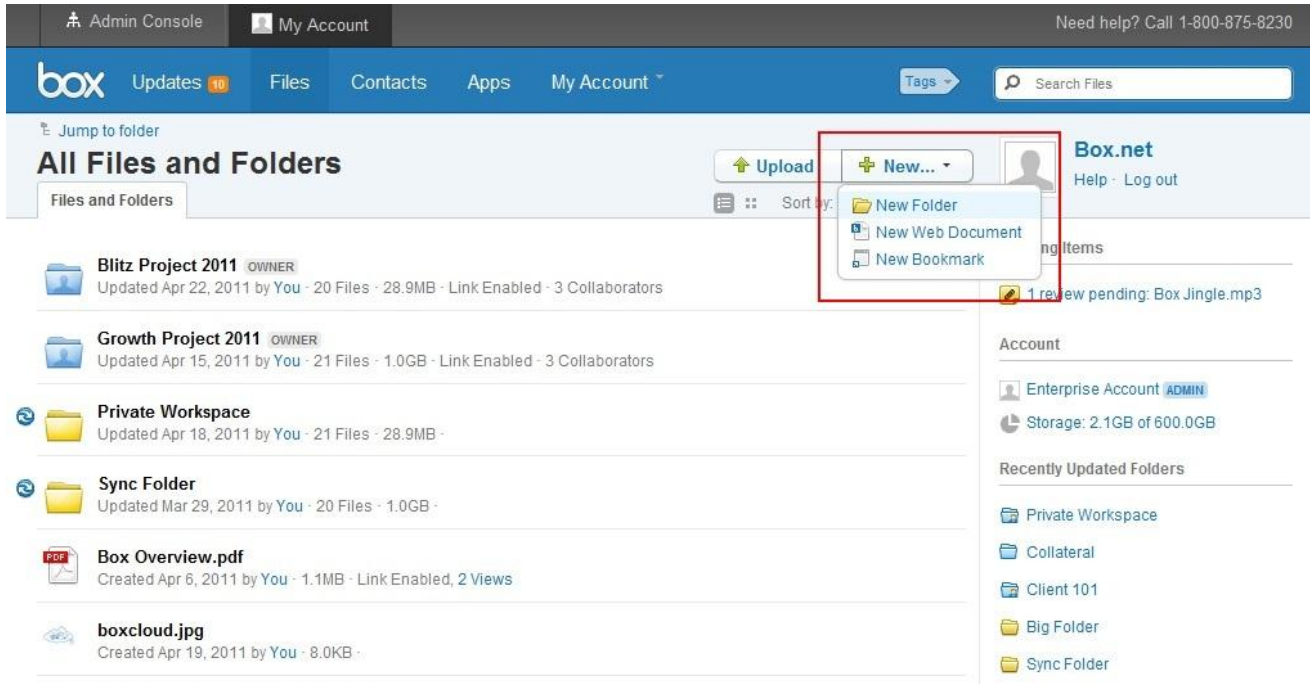
Box End User Quick Start Guide

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I. Creating a New Folder

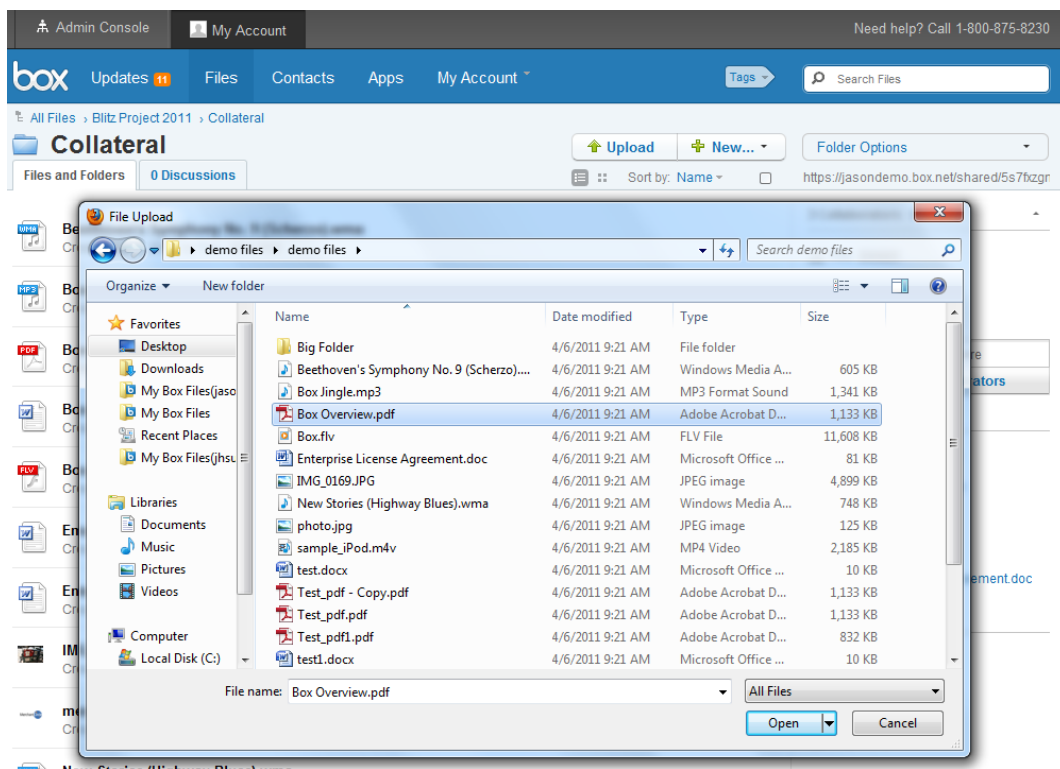
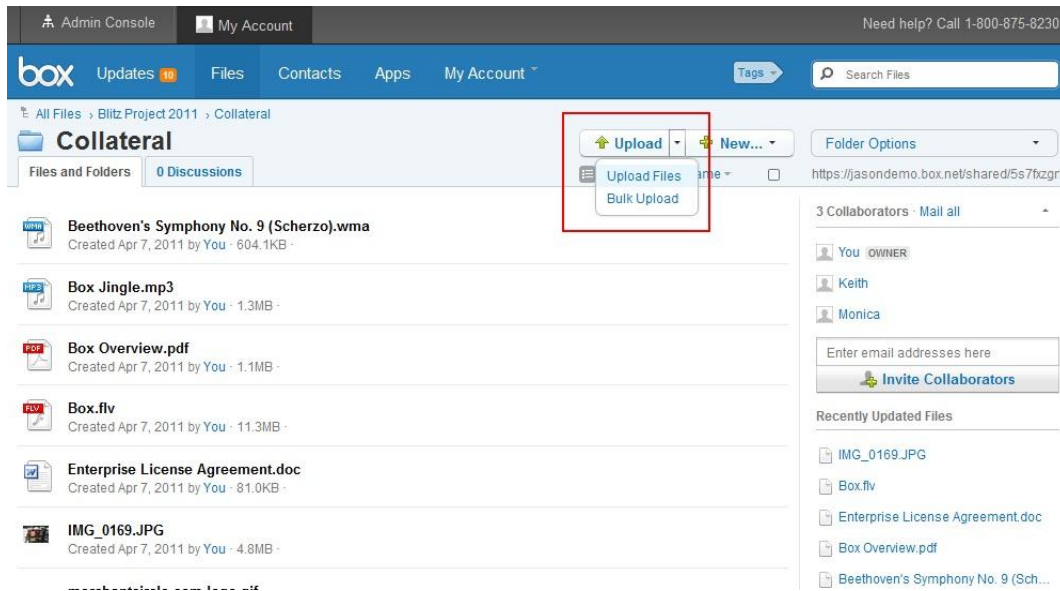
1. Click the “New” button and select “New Folder”.
2. Enter in the folder name and select “Keep private for now” and click “Okay”.
3. To create sub-level folders simply click into the top-level folder and follow the above steps.



II. Uploading Files

a. Adding Files via Upload Files

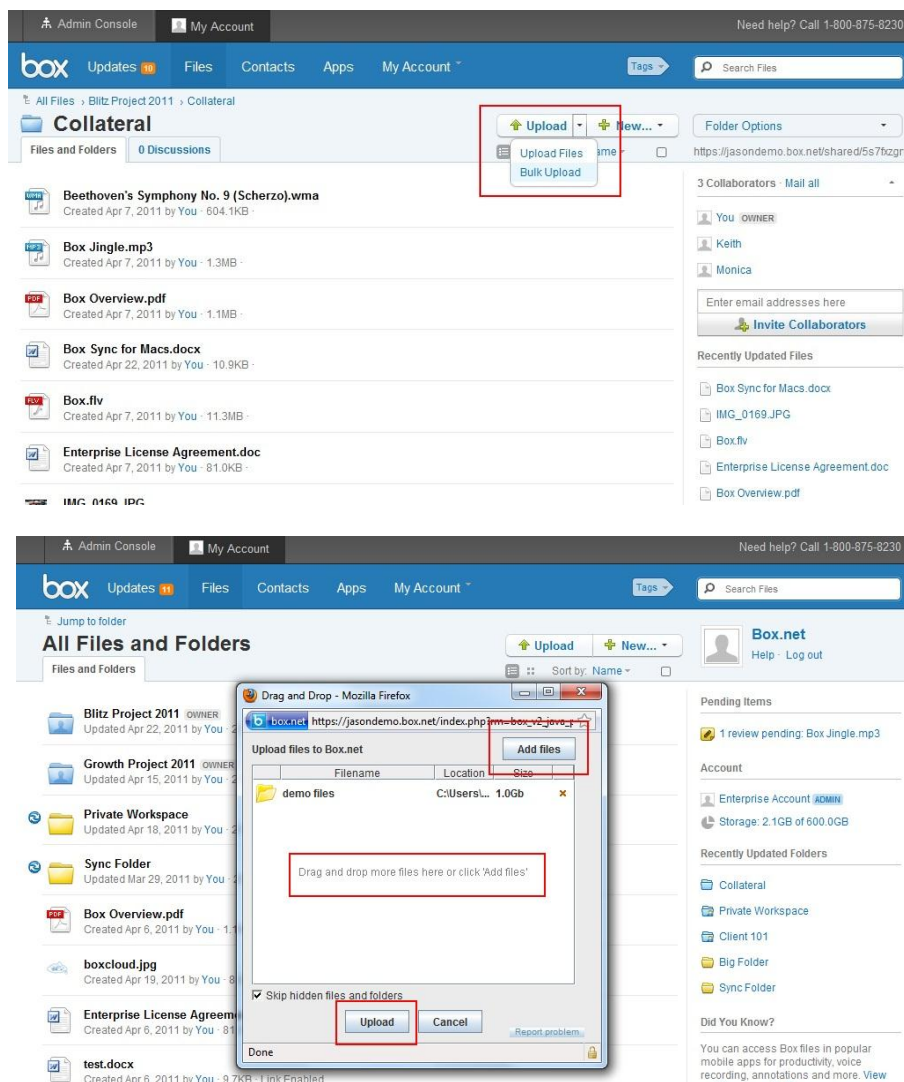
1. Ensure that you are in the actual folder where you want to upload content.
2. Click the “Upload” button and select “Upload Files”.
3. A pop-up window will appear allowing you to select the specific file(s) you want to upload.
4. Select the specific file(s) and click the “Open” button.



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.

The first screenshot shows the Box.net 'All Files and Folders' page. A folder named 'Blitz Project 2011' is selected, and its context menu is open. The 'Share' option is highlighted, and the 'Invite Collaborators' sub-option is selected. The second screenshot shows the 'Invite Collaborators' pop-up window. The 'Email Invite' tab is active. The 'Who can access this folder?' section is highlighted, showing a text input field for email addresses and a dropdown menu for 'Access type' set to 'Editor'. The 'Include a message for the recipient' section contains the text 'I'd like to share my files with you on Box.net'. The 'Invite' button is highlighted.

a. Access Type for Collaborators

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.

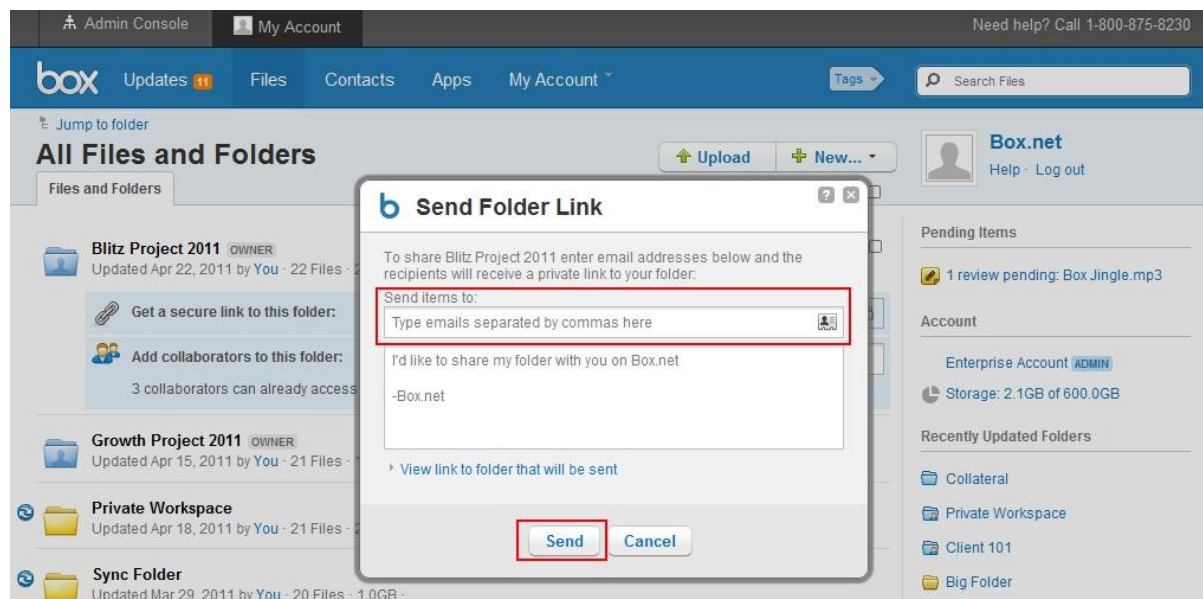
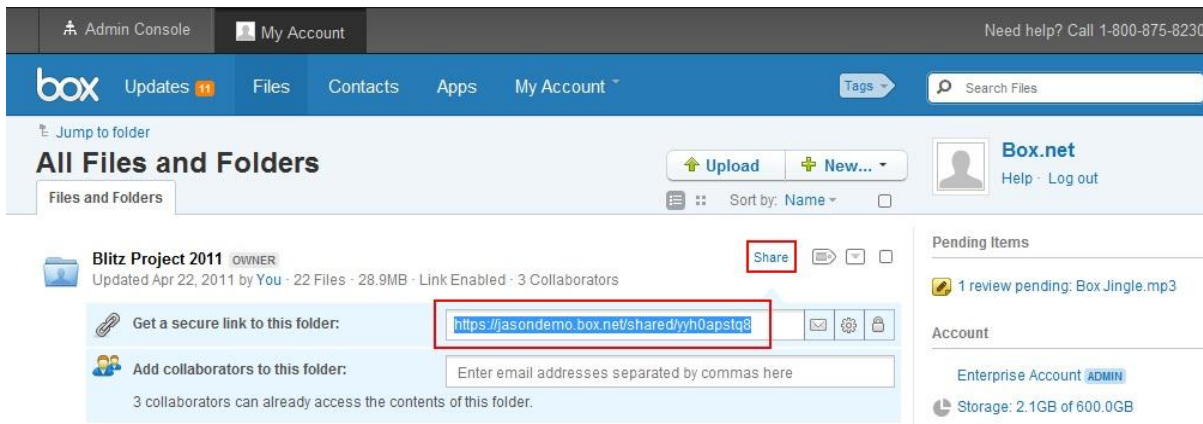
1. Co-owner: Users will have the same permissions as the owner of the folder.
2. Editor: Users will be able to upload, download, preview, edit, delete, and share the files within this folder.
3. Viewer Uploader: Users will be able to upload, download, and preview the files within this folder.
4. Previewer 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 i
<input checked="" type="checkbox"/> Co-owner:	✓	✓	✓	✓	✓	✓	✓
<input checked="" type="checkbox"/> Editor: i	✓	✓	✓	✓	✓	✓	
<input checked="" type="checkbox"/> Viewer Uploader:	✓	✓	✓				
<input checked="" type="checkbox"/> Previewer Uploader:	✓		✓				
<input checked="" type="checkbox"/> Viewer: i		✓	✓				
<input checked="" type="checkbox"/> Previewer:			✓				
<input checked="" type="checkbox"/> 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”.



Admin Console My Account Need help? Call 1-800-875-8230

box Updates 11 Files Contacts Apps My Account Tags Search Files

Jump to folder

All Files and Folders

Files and Folders

Upload New...

Sort by: Name

Blitz Project 2011 OWNER
Updated Apr 22, 2011 by You · 22 Files · 28.9MB · 3 Collaborators

Get a secure link to this folder: <https://jasondemo.box.net/shared/yyh0apstq8>

Add collaborators to this folder:
Enter email addresses separated by commas here
3 collaborators can already access the contents of this folder.

Growth Project 2011 OWNER
Updated Apr 15, 2011 by You · 21 Files · 1.0GB · Link Enabled · 3 Collaborators

Pending Items
1 review pending: Box Jingle.mp3

Account
Preview shared link
Access RSS feed
Embed folder in your site
Set expirations
Unshare

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box Updates 11 Files Contacts Apps My Account Tags Search Files

Jump to folder

All Files and Folders

Files and Folders

Upload New...

Sort by: Name

Blitz Project 2011 OWNER
Updated Apr 22, 2011 by You · 22 Files · 28.9MB · 3 Collaborators

Get a secure link to this folder: <https://jasondemo.box.net/shared/yyh0apstq8>

Add collaborators to this folder:
Enter email addresses separated by commas here
3 collaborators can already access the contents of this folder.

Growth Project 2011 OWNER
Updated Apr 15, 2011 by You · 21 Files · 1.0GB · Link Enabled · 3 Collaborators

Pending Items
1 review pending: Box Jingle.mp3

Account
Enterprise Account ADMIN
Storage: 2.1GB of 600.0GB

Recently Updated Folders

You can automatically unshare this folder on a selected date. It will be unshared at 11:59PM on the selected day.

Set Auto-Expiration

Unshare on 04/28/2011

Delete on

Okay Cancel

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box Updates 11 Files Contacts Apps My Account Tags Search Files

Jump to folder

All Files and Folders

Files and Folders

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1 review pending: Box Jingle.mp3

Account
Enable preview and download
Turn preview off
Turn download off
Password protect this shared link
temp1234 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>