



BOX AT DEPAUW USER GUIDE

In this guide, you will learn how to share, access, and manage your Box content.

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LOGGING IN TO YOUR BOX ACCOUNT

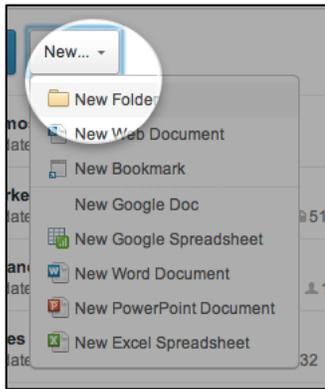
1. Go to box.depauw.edu
2. Click *Continue*
3. Enter your DePauw username and password
4. At this point, Duo security will display for first time users. Follow the on-screen instructions to complete the security protocols that enable you to proceed to Box.

CREATING A NEW FOLDER

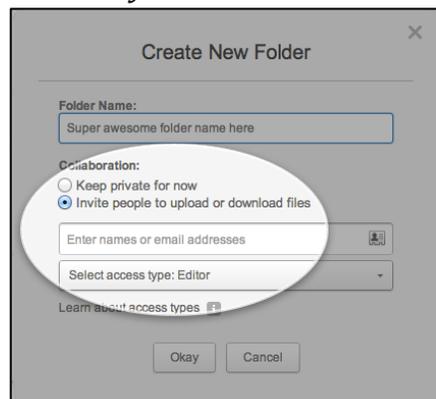
Once you are logged in, you will find your Personal Folder or p-username. You should also have your Department Folders set up. Your department's Box Manager coordinates these folders, so make sure you have a conversation with them before you start making changes.

The folder is your Box account's basic building block where you will group similar files together. Here is how they are created:

1. Click *New* → *New Folder*



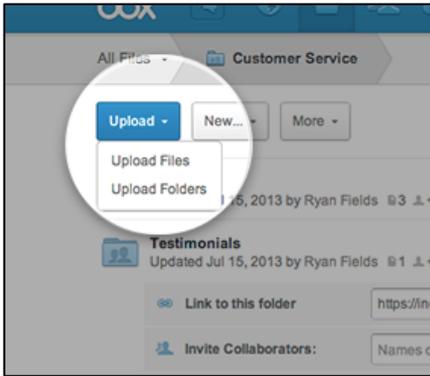
2. In the **Create New Folder** dialog box
 - a. Enter a **Folder Name**
 - b. Select your preference for **Collaboration** and any remaining fields
 - c. Click *Okay*



3. To create sub folders inside the first folder, click the folder to open it, and repeat the steps above.

UPLOADING FILES

1. In the folder you want to add the file(s) to, click *Upload*, and then select either *Upload Files* or *Upload Folders*



2. In the dialog box that displays, select your specific files or folders, and then click *OK*

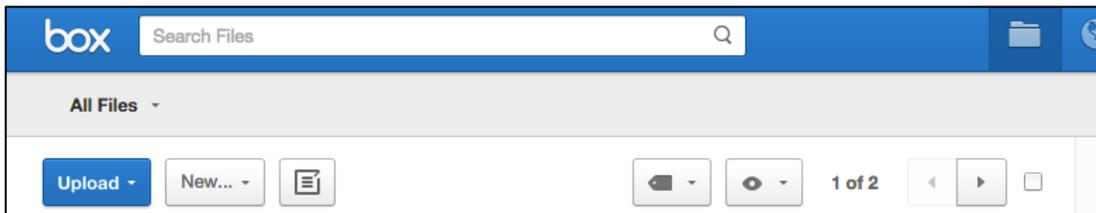
Notes

- Bulk upload runs best on the latest version of Java available at java.com/en/download/index.jsp.
- Use Chrome to drag-and-drop files or folders.
- Check out best-supported browsers for Box [here](#).

NAVIGATING YOUR FILES

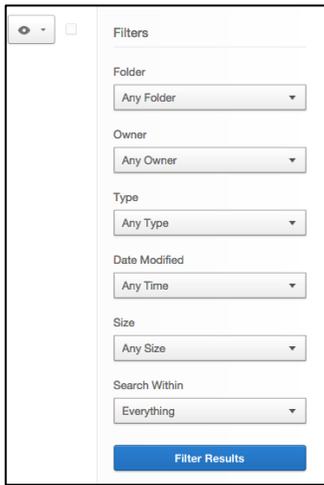
Search

Box will search the titles of your files and folders as well as the body of your documents. (**Tip:** The folder in the upper right corner of the following image or **File Icon** will take you back to your Box home page.)



Filters

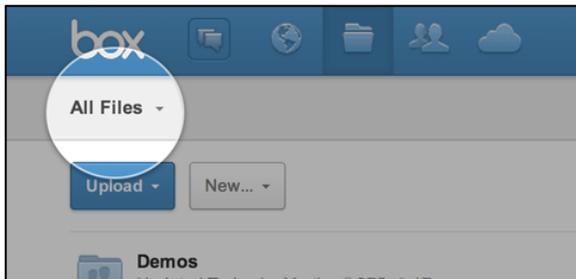
You can also apply filters to sort by folder, file type, date, content type, and owner.



Jump to Folder

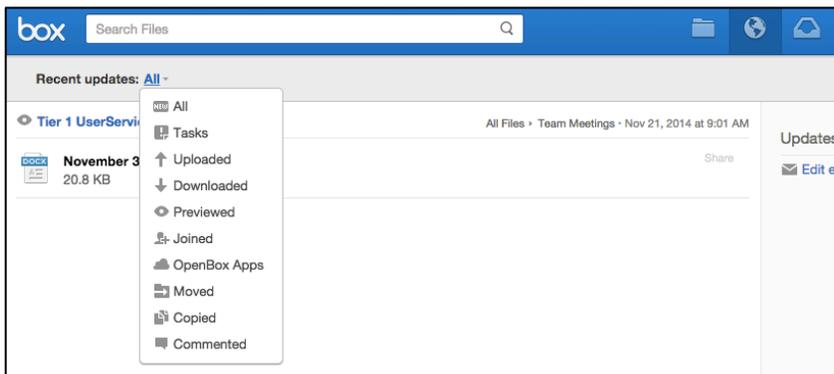
If you want to get to a folder quickly, use the **Jump to Folder** tool.

1. Click *All Files*
2. Select the folder you want to open



UPDATES

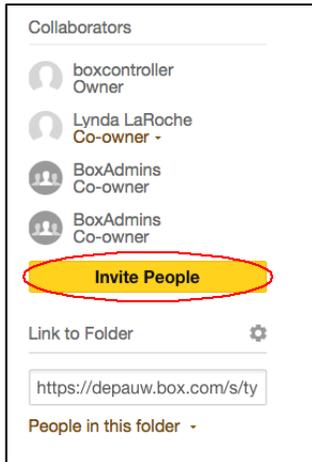
To view what recent files and folder have been updated in your Box account, click the **Globe Icon** at the top right of your screen. Additionally, you can filter the results by clicking the **All** dropdown arrow and selecting the filter you want to apply.



INVITING COLLABORATORS

Box's collaboration system works at the folder level – contacts will be invited to join one or more folders as collaborators at the permission level granted to them.

1. Open the folder that you want to invite collaborators to
2. Go to the **Collaborators** section on the right side of your screen, click *Invite People*



3. At the **Invite to...** dialog box
 - a. For **Invite**, enter who you want to collaborate with
 - b. For **Invited Permission**, enter the level of access that you want them to have (**Note:** Box follows a waterfall design with folder permissions. Individuals will have access to the folder they are invited to and to all sub folders beneath it.)
 - c. If you want to change the **Personal Message**, enter your changes
 - d. Click *Send Invites*

SHARED LINKS

A shared link is a URL that will take any recipient right to the folder or file they need without giving access to any other part of the folder it resides in. Contacts with a shared link have read-only access.

1. Click *Share(d)* for the file you want to share



2. In the **Shared Link...** dialog box
 - a. Click *Advanced Settings* (gear icon) if you wish to create a custom URL or would like to disable the shared link on a specific date
 - b. Otherwise, complete the fields
 - c. Click *Send*

ADDING COMMENTS TO A FILE

You can keep your comments and notes directly in Box attached to your files.

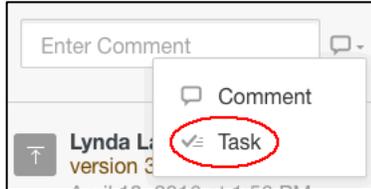
1. Click on your file
2. Go to the **Activity** section on the right side of your screen
 - a. For **Enter Comment**, add your comments or notes

- b. Click *Post*

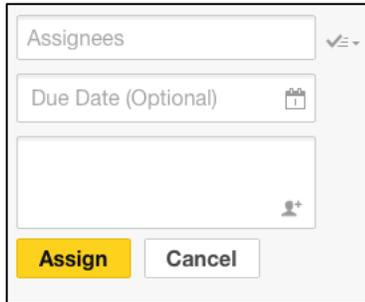
CREATING TASKS FOR A COLLABORATOR

Instead of using email to request feedback on a file, consider creating a task to keep the whole process right in one centralized location.

1. Click on your file
2. Go to the **Activity** section on the right side of your screen
 - a. Click the dropdown arrow for *Add a comment or a task* ()
 - b. Select *Task*

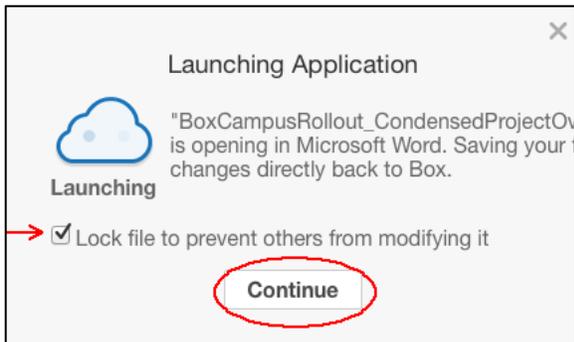


- c. Complete the **Assignees** and **Due Date (Optional)**, enter the task in the provided box, and then click *Assign*

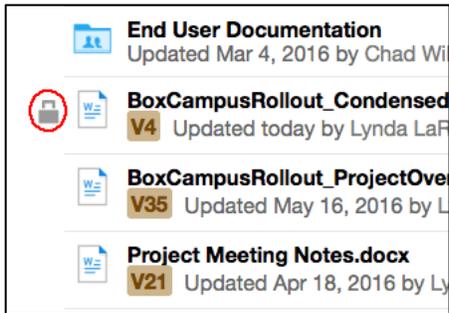


FILE LOCKING AND VERSION CONTROL

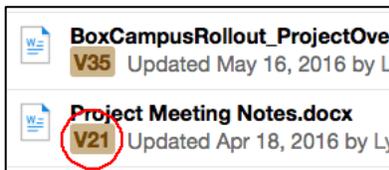
File locking prevents other users from editing a shared file while you are working on it. When you open a file, a dialog box displays. This is where you can select **Lock this file to prevent others from modifying it.**



When you are done modifying the file, click the **Lock Icon** preceding the filename to unlock the file.



If you forget to lock a file and edit it at the same time as someone else, click on the version number to open **Version History** and choose the correct copy of the file you want displayed as the current copy.



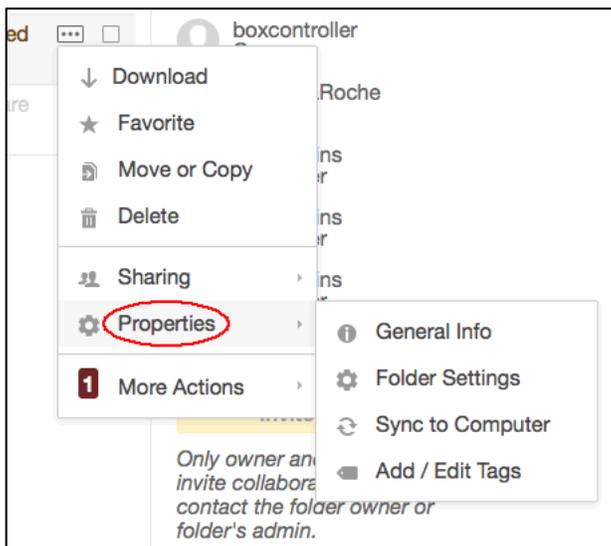
FOLDER PROPERTIES

You can modify folder settings by accessing **Properties**.

1. Click the **Ellipses Icon**



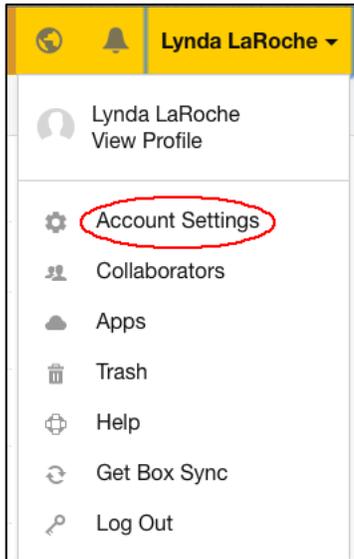
2. In the dropdown box that displays, click *Properties*, and then choose the option you want



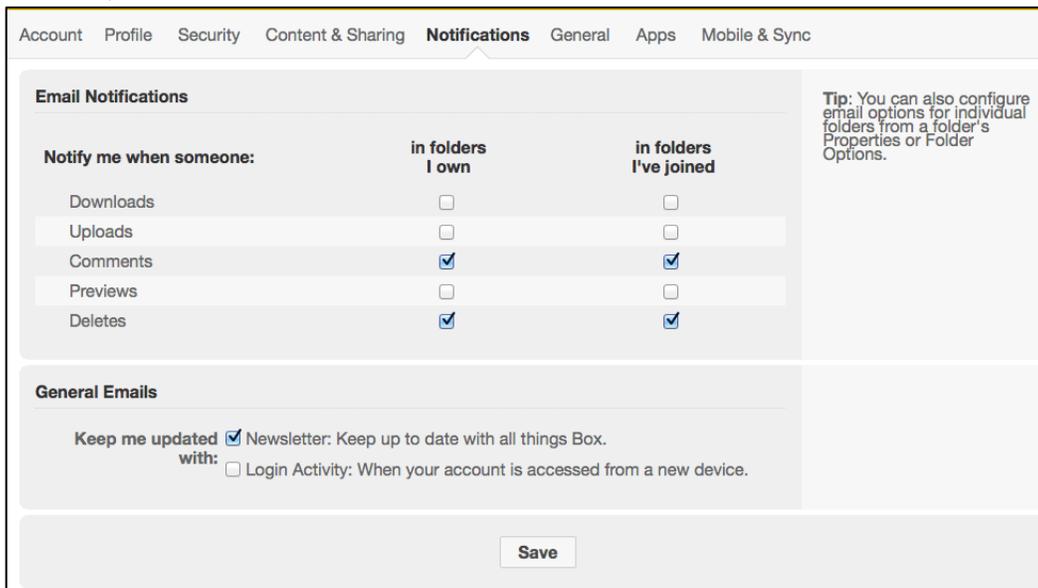
USER EMAIL NOTIFICATIONS

You can set up email notifications to let you know when your collaborators access or edit your files.

1. Click the dropdown arrow next to your name in the top right corner of your screen, then click *Account Settings*



2. Go to the **Notifications** tab, adjust the default email notification settings for your account, and click *Save*



BOX SYNC

Box Sync keeps files from your Box account in sync with your computer, laptop, or mobile device.

To use Box Sync, simply click *Install Box Sync* on the right side of your screen and follow the on-screen instructions. Any files you drag into this folder will be synced with your Box account. On Box.com, a blue symbol will be displayed next to all synced folders.

For any folders you have on Box already, you will need to select them to appear in Box Sync for work while you are offline. To do so, click the dropdown menu next to the folder and choose **Sync Folder to Computer**. (**Note:** You can only sync folders where you have Editor access or above.)



Once you are finished, you can always unsync a folder from the dropdown menu.

NEED HELP?

Contact the HelpDesk

1. Call us at (765) 658-4294
2. Email us at HelpDesk@depauw.edu
3. Visit us on the lower level of the Student Union Building during our regular office hours of Monday through Friday from 7:30 a.m. to 5 p.m.