Secure File Sharing Platform
User Guide

Getting Started

You will receive an email informing you that Sara West has invited you to collaborate on a folder. When you hit "Accept Invite," you will be taken to a sign-up page for Box.com.

Although you may receive several emails, you only need to click "Accept Invite" in one of the emails. You can delete the remaining emails. (Each email relates to a different folder in Box.)

Please note that the password requires two different digits. You may also use symbols in addition to the two digits. After you sign up, you will be taken through some introductory panels (you can click at the bottom to ignore these), then you will enter the main folder structure.

Folder Navigation

Box's folder structure is likely similar to others you have encountered. It allows for folders and sub-folders, as well as a wide array of document types.

Search

If you're looking for a certain file, enter your query into the Search tool at the top of the page. Box will search the titles of your files and folders as well as the body of your documents. If you receive too many results, you can filter by hitting this button: (on the right side of the search bar). You can filter by folder, file type, date, and content type.

Folder Tree

If you want to get to a folder quickly, use the Folder Tree tool. Click the dropdown menu next to "All Files" to access your entire folder structure. Clicking on "All Files" will also take you back to your home page.

Recents

When your screen is expanded, you will see a menu on the far left, which includes the header "Recents." On this page, you can see what files and folders have been recently updated.

View a Document

Simply click on the document name to view it online. To return to your folders after viewing a document in preview mode, either click the back arrow of your browser, or click on the folder name at the top left of your screen.

You can also open the document in Adobe Acrobat or Office Online. You may need to download Box Tools, which is a free utility.

Download a Document

Hover over the document or folder you wish to download. A button with three dots will appear. Click on it and select Download**.**