

Box User's Guide

What is Box?

Box is an online storage solution with an emphasis on sharing and collaboration.

Note: In order to use Box, you must be using Duo 2-factor authentication. If you have not yet set up a Duo account, please do so [here](#).

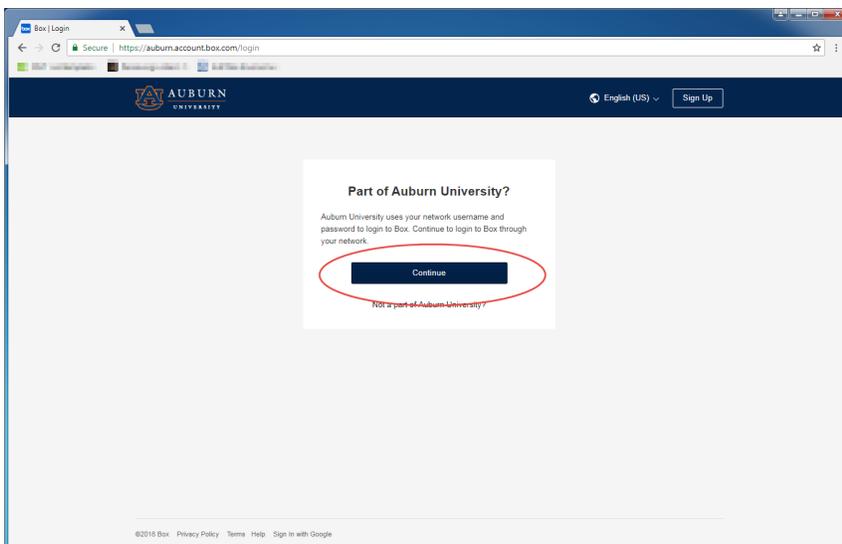
Disclaimer:

You may not use your Auburn Box Account to store institutional data classified as confidential (except for non-financial FERPA and approved personal health information (PHI)). This includes, but is not limited to:

- Social Security, Passport, and driver's license numbers (even if considered PHI)
- PINs and credit/payment card information (even if considered PHI)
- Banking and student loan information
- Student academic transcripts that contain student Social Security numbers
- Passwords and passphrases
- Financial account information
- Information regulated by Export Control Laws, such as certain types of research or information about restricted items, technology, or software.

If you have questions about the classifications of institutional data, contact the Chief Information Security Officer. If you have a use case for storing institutional data classified at a higher level in Box email bill.miaoulis@auburn.edu for consideration.

Windows/macOS



Logging In

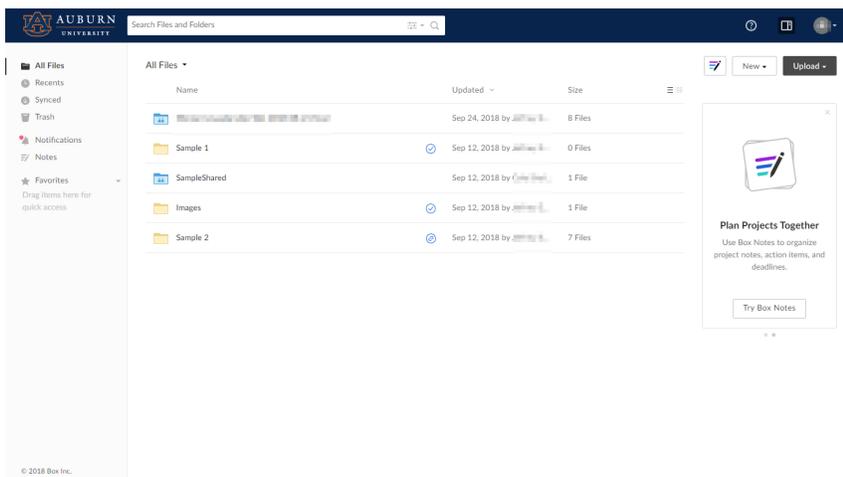
1. Navigate your browser to auburn.box.com.
2. Click [Continue](#) to begin setting up your account. You will be redirected to the [AUthenticate](#) page.
3. Sign in with your university ID and password.
4. Once authenticated, you will again be redirected, now to your primary directory inside [Box](#). The first time you log in it will present you with a marketing survey.
5. You may fill out the survey or simply click [Skip this and go straight to Box.](#)

You are now ready to start using your [Box](#).

General Use (Desktop)

You can use [Box](#) to store your files in a single online location, accessible from any device with an internet connection. You may also download the files for offline use.

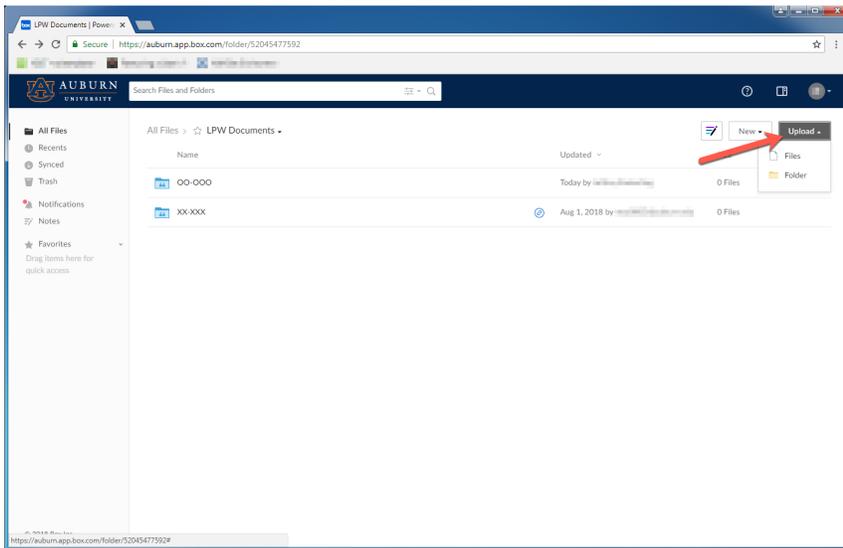
Storage is unlimited, but there is a **15GB** limit for a single file.



Home Screen

Once on the main screen, you may upload or create files and folders in various ways.

- You may add files or folders by dragging and dropping from your desktop into the main area on the webpage.
- At the top right corner of the page, there are buttons to add a note, create a new file or folder, or to upload from the file explorer on your desktop.

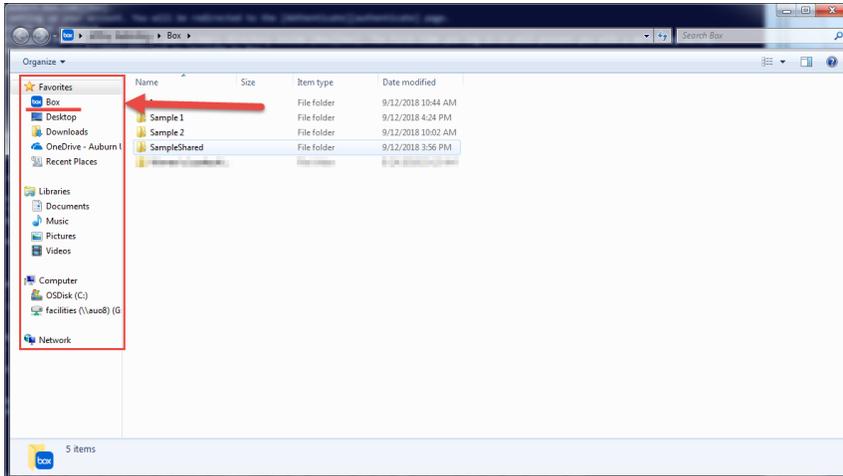


Uploading Files and Folders

Folders are color-coded. Private folders are yellow. Collaborative folders, shared by you or with you, are blue.

Desktop Access and Microsoft Office Integration

[Box Drive](#) allows you to access your Box folder directly from your desktop. The files are not stored on your local hard drive, and you must have an internet connection to access your Box folder.

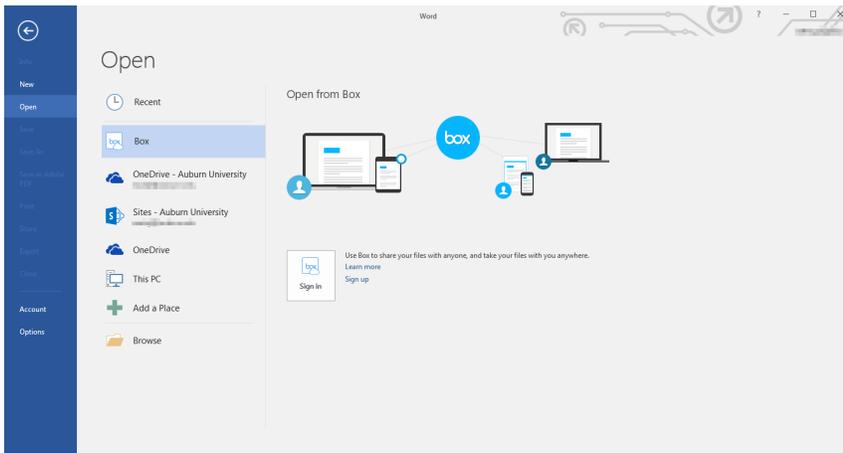


The Box Drive folder will be accessible from the sidebar.

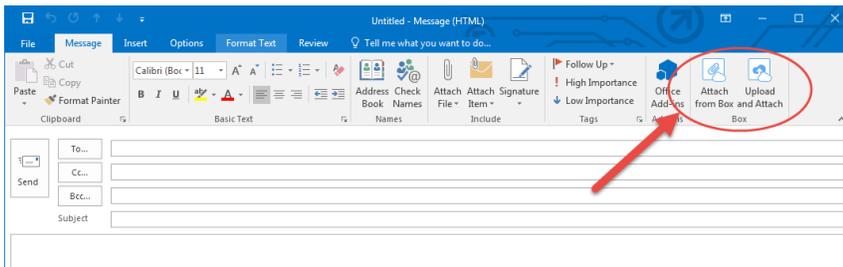
Once installed, your folder will appear both in the file explorer sidebar and as a desktop shortcut.

If your computer is managed by Auburn University Facilities IT, [Box Drive](#) must be installed by an IT Administrator. Please [contact Facilities IT](#) if you would like it installed on your PC.

[Box for Office](#) (*Windows Only*) integrates [Box](#) directly with Microsoft Office. You can save and access files directly from any of the Office 365 suite of apps.



Box will be added to the options for opening and sharing files in Word, Excel, and Powerpoint



You can attach files directly from Box when you compose a new email in Outlook.

If your computer is managed by Auburn University Facilities IT, [Box for Office](#) must be installed by an IT Administrator. Please [contact Facilities IT](#) if you would like it installed on your PC.

iOS

Note: If your iOS device is managed by Auburn University Facilities Management, you may download the Box app directly from the Self Service app.

1. On your iOS device, open the App Store and tap the magnifying glass to start a search.
2. Type `box` into the search field and tap the `Search` button.
3. From the results, find the app called **Box for iPhone and iPad** and tap the button to download it.
4. Open the app. It will give you the choice to `Sign Up` or `Log In`.
5. Tap `Log In`, and on the next screen enter your Auburn University email address and password. You will be redirected to the [AUthenticate](#) page.
6. Sign in with your university ID and password.



All of your files are secure in Box

From spreadsheets to high resolution images, keep your files organized in one safe place

Swipe to learn more

Sign Up

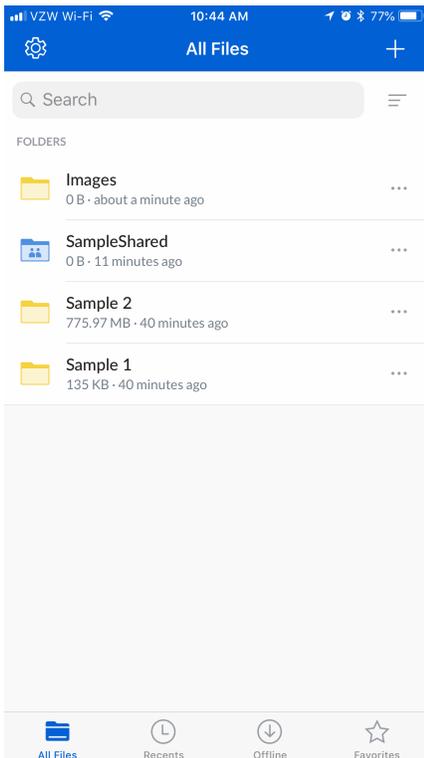
Log In



iOS Login Screen

You are now ready to start using your [Box](#).

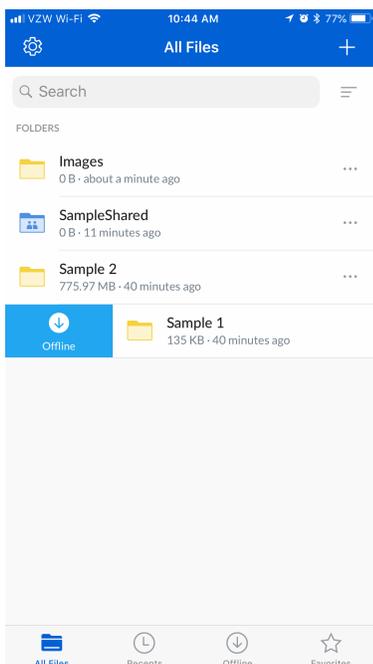
General Use (Mobile)



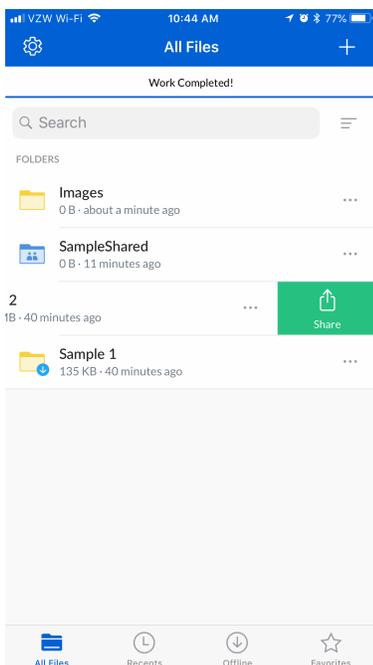
iOS Main Screen

Once you log in using the mobile app, your main screen will show the contents of your Box. From here you can:

- view folders/files
- rename, rearrange, and share folders/files
- create a new folder
- add or manage collaborators
- download folders/files for offline use
- add a note
- upload a photo from your camera roll
- drag the folder/file to the left or right to reveal more options



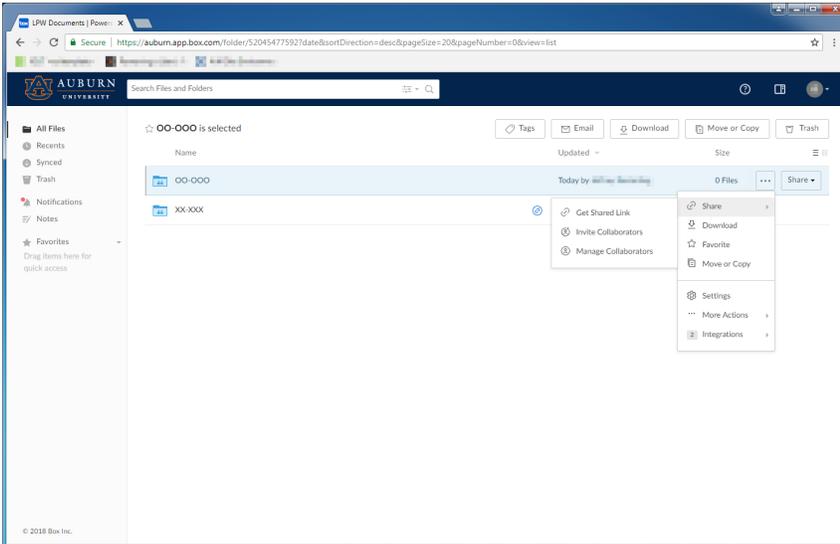
Swipe to the right to download a file to your device for offline use.



Swipe to the left to bring up the Box Share Sheet.

Collaboration

In Box, you can share your files and folders with others in various ways. You can quickly create a link and share it for others to download. You can invite others to collaborate on a single file or a whole folder. When you collaborate with others, you can control what they can do with the project you share. Uploading, downloading, previews, edits and sharing permissions can all be adjusted on a user-by-user basis. Box will track any edits and keep previous versions of the file in case you need to view them or compare versions.



There are various ways you can collaborate or share with others.

To begin a collaboration, click on the `share` button or the `...` button to the right of the file name.

In order to allow others to edit or add to your folder or file, click on `Invite Collaborators`.

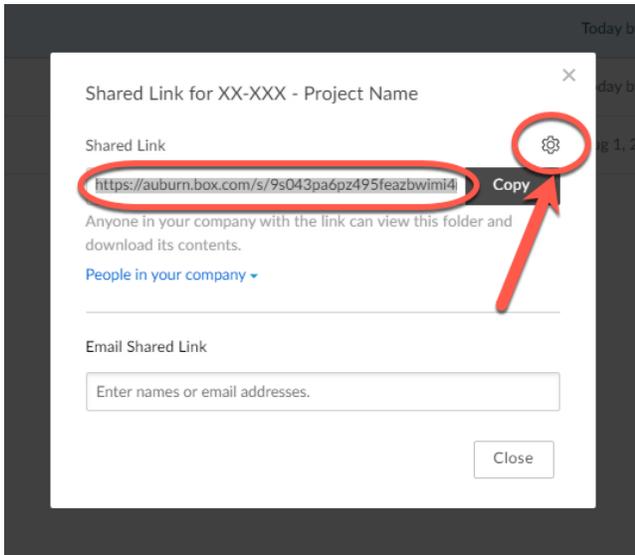
A box will pop up where you may invite and restrict the permissions of collaborators.

- In the box that appears, type the email addresses of those you wish to invite.
- Select the permissions for your collaborators from the dropdown menu. `Editor` is the default. It allows the collaborator the most permissions. If you need to restrict the permissions, click `Learn More` to see which

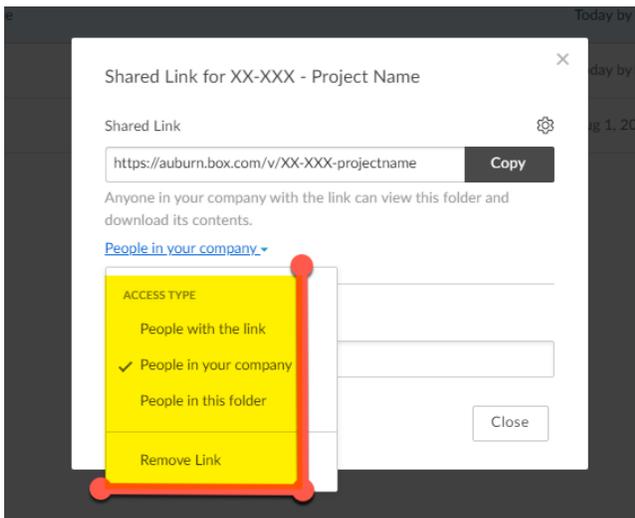
title is the most appropriate.

- There is a default message that will be mailed. Change it if you desire.
- Click `Send Invites` and it will send an email letting the collaborator know they have access to the folder/file.

To simply share a download link with someone, click on `Get Shared Link`.



As before, a box will pop up, allowing you to choose how and where you wish to share the link



The default permission is for people in your company. If you wish to share the link with someone without an Auburn University ID, make sure to change the permission to people with the link

- Click on the gear icon to edit the link. You can add a custom file path, choose an expiration date for the link, and choose whether the recipient can download or simply view the file.
- Click save when you have made your changes.
- At the top of the box you can copy the link to share.
- In the middle of the box, you can choose who can access the link.
- Finally, you can email the link.

When you highlight a folder or file, the sidebar to the right will show a list of the collaborators and their permissions, if a shared link is active, and has a shortcut to the Share options.

Auburn University Data Policies

- [Data Classification Policy](#)
- [Social Security Number Protection Policy](#)

Electronic files containing SSNs may not be stored on desktops, laptops, non-secure departmental servers, cloud services, portable media devices, or stored in email. Servers/systems, which meet the Confidential Data/Server Security Standards may host SSNs upon approval by the Office of the CIO.

- [Cardholder Data Environment Policies](#)

Only products (including hardware and software) approved by the Office of Cash Management and Office of the CIO for the transmission, processing and storage of cardholder data may be utilized in the cardholder data environment (CDE). Card holder data storage must be approved by the Office of Cash Management and may only be stored according to provisions set forth in the Payment Card Industry Data Security Standards (PCI DSS).