BOX @ IU

“The IU Box service provides a simple, secure way to share and store files and folders online. Box consolidates your content in a single location, easily accessible from anywhere, on any device. You can create files and folders, share them using a direct link, invite others to collaborate, and continue to revise and review your content. Though similar in appearance to other consumer services such as Dropbox, Box can directly integrate with existing IU systems (e.g., accounts, CAS for single sign-on with your Network ID) and security. Your Box account quota is 50 GB.”

- KB Article - http://kb.iu.edu/data/bbox.html

IF YOU HAVEN’T SET UP YOUR BOX ACCOUNT GO HERE: https://kb.iu.edu/data/bbqt.html
BEST PRACTICES WITH BOX: https://kb.iu.edu/data/bdsv.html
LOGIN TO BOX HERE: https://box.iu.edu/

- You will be prompted for you IU username and password after clicking the “Login” button

The first time you login to Box you will be shown a brief tutorial. It will give you information on what all the different sections of the site allow you to do.

Along the top of the page you will see these items:

- Clicking the IU logo will take you to the IU Box homepage
- The Message bubbles allow you to see tasks you’ve been assigned, tasks you’ve assigned to others, and any messages you have
- Clicking the Globe icon will show you recent updates that you’ve made
- Clicking the File folder will show you the files/folders you have in Box
- The People icon will show who you’re currently collaborating with on Box

- The Cloud icon shows you the different Apps available on Box (Box Sync, Box Edit)
- Clicking the triangle next to All Files allows you to quickly search all your Box items, as well as expand folders and see any items you’ve sent to trash
- The Upload button allows you to quickly upload files, or folders to your Box account
The **New** button allows you to create new files, and folders within Box
- You can choose from **New Folder**, **New Box Note**, **New Bookmark**
- You can also create a **Word**, **Excel**, or **PowerPoint** document from within Box

The **New Box Note** button allows you to create a new Box Note, which is a lightweight document creation tool native to Box
- Web based documents that do not require any other software
- Quickly take notes and collaborate with others in real-time

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### Create Folders

When you create a new folder you are able to name it, and if you want, add collaborators. Adding **collaborators** allows others to upload and download files to/from the folder, or even edit, preview, share and delete files depending on the access type you assign to them.

![Create New Folder](image)

After you create a new Folder it will appear on your main page

- You can quickly tell the difference between a **shared** folder and a **private** folder

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