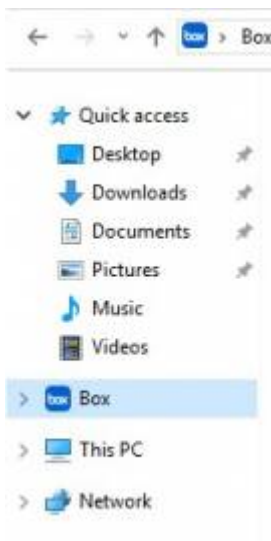


How to Use Box Cloud Storage

Box is Trinity's cloud storage platform - it enables our users to save documents to the cloud, which will allow those documents to be accessible from almost any device, once logged into your Box account. There are two primary ways for Trinity users to access their Box files: through the **Box web app** and through the **Box Drive desktop app**. Any files saved to Box through either option will sync automatically to the cloud. The Box web app can be accessed at <https://box.trnty.edu>, and the Box Drive app can be downloaded from box.com and integrates directly with the Windows File Explorer or with the Finder on Macs, so that you can save files to Box the same way as if you are saving locally to your computer or to a USB drive.

Logging into Box

1. To log into your Trinity Box account, go to box.trnty.edu or download and install the Box Drive app on a personal device from box.com.
2. Log in with your username in the format *username@trnty.edu* (e.g. AB12345@trnty.edu) and your Trinity password. *Note: If using the Box Drive app on a campus computer, it will likely log you in automatically without prompting for your password. If you are on a personal computer, it may ask you to enter your username **twice**, then your password once.
3. After logging into Box Drive, the Box icon will appear in the File Explorer as shown below (on a Windows computer). On a Mac, a link to Box will be added to your desktop. You may save files to Box the same way that you save files locally to your computer.



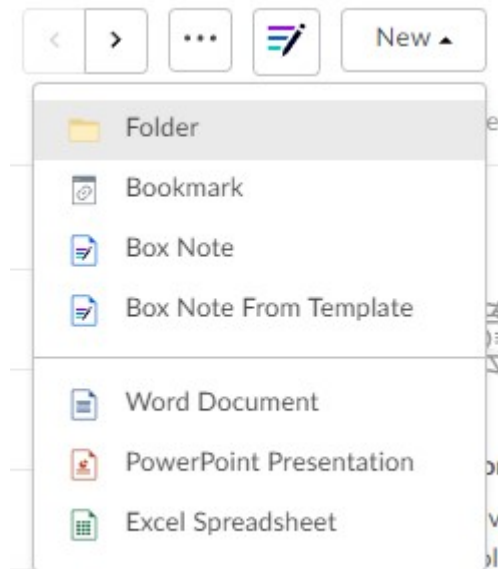
4. You may also install **Box Tools** and **Box for Office** on your personal devices, two add-ons that give additional functionality to your Box Drive. **Box Tools** allows you to edit files from within your web browser and can be downloaded from [box.com](https://www.box.com). **Box for Office** integrates Box Drive with your Office products and can be downloaded [here](#).

Sharing Files and Folders in Box

1. Box files and folders can be shared from the Box web app at box.trnty.edu. You may also access sharing options by right-clicking the file or folder in Box Drive, then hovering over **Share**.

2. Files and folders can be shared in the following ways:

- **For a new folder:** You may invite people to collaborate on a new folder when you create it in the Box web app.
 - Create a new folder by choosing **New** in the upper right corner, then **Folder**.



- In the dialog box that opens, give your folder a name. Start typing the names or usernames of the people you wish to invite in the **Invite Additional People** field to search for them, then click on their name in the drop-down that appears.

Create a New Folder

Folder Name

Sharing Example

Invite Additional People

Doug.VanWyngarden x tim.germain

Tim.Germain
tgermain@trnty.edu

Cancel Create

- Choose the permission level you would like the invited people to have (click **Learn More** to see what each permission level has access to). Click **Create**.

Create a New Folder

Folder Name

Sharing Example

Invite Additional People

Doug.VanWyngarden x Tim.Germain x

Permission

Editor

Editor

Co-owner

Viewer Uploader

Previewer Uploader

Viewer

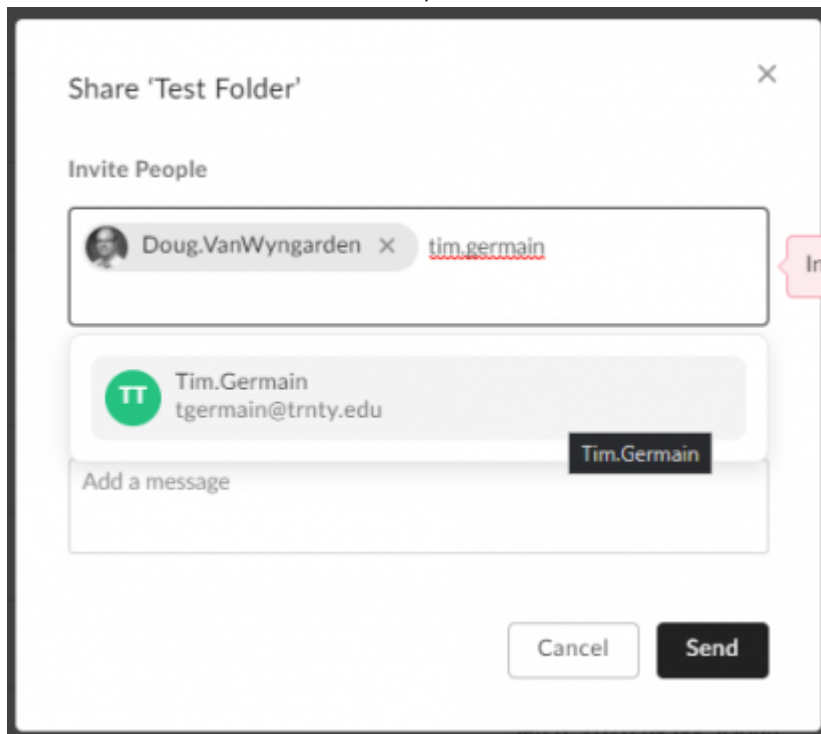
Previewer

Uploader

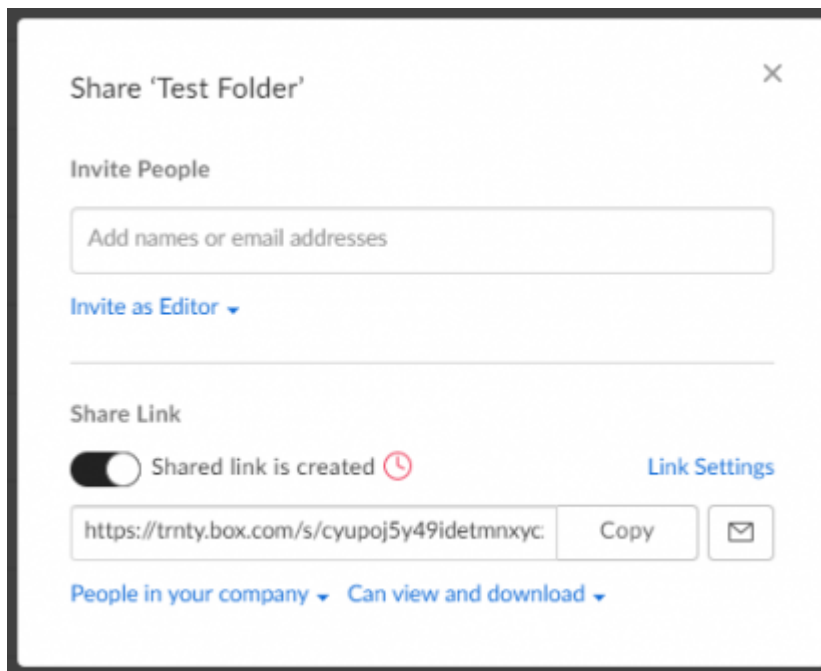
Learn More

Cancel Create

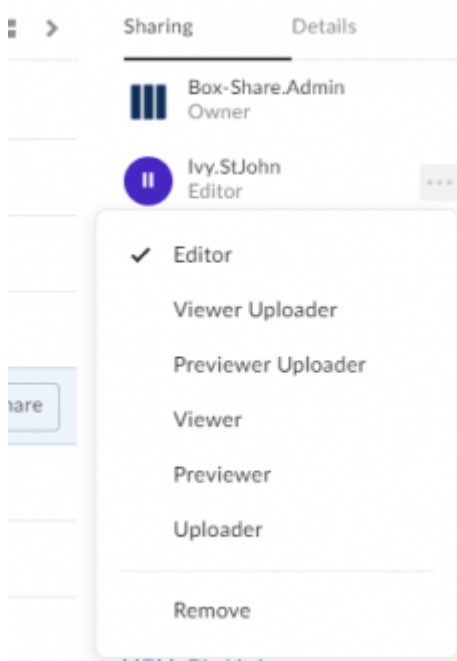
- **For an existing folder:** Hover over the folder to share and click **Share** on the right side. In the window that appears, you may choose to **Invite People** or **Share Link**.
 - **Invite People:** Inviting people to your Box files allows you to fine-tune the access that you grant them, and is the only way you can allow others to edit the files you share. In the dialog box that opens after you click Share, start typing the names of the people you wish to invite in the **Invite People** field to search for them, then click on their name in the drop-down that appears. Click the “Invite as Editor” button to change the permission level you would like the invited people to have (each permission level will describe what it has access to below its title). Add an optional **Message** that the users will receive with their invitation, then click **Send**.



- **Share Link:** Toggle the “Create shared link” button on. There are a few extra settings to look for here:
 - Click the “People in your company” and “Can view and download” buttons to edit the permission levels for the link.
 - By default, shared links will be disabled after 3 months. Click “Link settings” to disable the expiration date.
- Press **Copy** to copy the shared link and paste where desired to share. Or, click the envelope (Send) icon, enter email addresses under **Email Shared Link**, enter a **Message**, and press **Send** to send the link directly. *Note: Using the **Get Shared Link** option only allows people with the link to **view or download** the file or folder, not to edit it.



3. To **remove or change permissions** for a particular user, select the shared folder in the Box web app. On the right side, under Sharing, click the three horizontal dots next to the user's name and select the appropriate option. *Note: You may only change or remove permissions if you are the **owner** or **co-owner** of a file/folder (unless you are adjusting your own permissions).



4. If a folder has been shared with you, you will receive an email with a link to the folder or file. If you have been invited as a collaborator, the folder or file will appear in your own Box account after clicking the link.

A Guide to Box Icons



This icon on files in your Box Drive indicates that the file is currently being edited online and cannot be saved using the desktop version. However, you may still edit the file by using the Box web app.



This icon on files in your Box web app indicates that the file is currently being edited online. You may also edit the file (online only) and all changes will be saved.



This icon on files in your Box web app indicates that there is currently a shared link active. Other people with the link can view this file.



This icon on files in your Box web app indicates that the active shared link is set to expire after a certain date. Hover over the icon to see the expiration date.



This icon on files in your Box web app indicates that collaborators have been invited to this folder. Other people can access this file - click the icon to view specific users' permissions.



This icon on folders in your Box web app indicates that this folder is shared.



This icon on files in your Box web app indicates the version number (the number of times the file has been updated and saved).