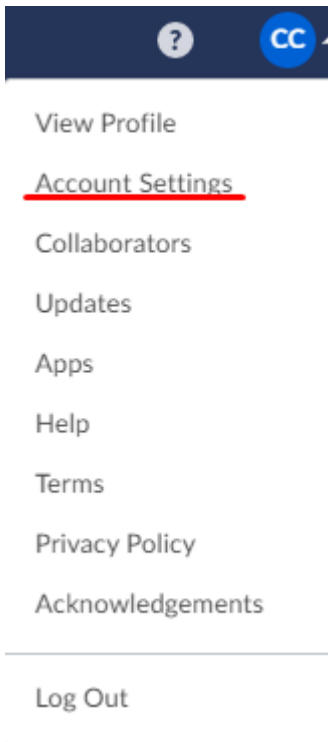


Adding Second Email Address

1. Go to box.trnty.edu and log into your account.
2. After logging into your box account, click on your account icon to the far right of the screen.



3. Once the Icon is clicked a drop down should appear, select **Account settings**.



4. Navigate to the “Login and Email Address” section located under “General Options”.

5. Click **Add Email**.

The screenshot shows the 'Account Settings' page with tabs for Account, Sharing, Security, Profile, Diagnostics, and Integrations. The 'Account' tab is selected. Under 'General Options', there are dropdown menus for 'Home Page' (set to 'All Files'), 'Files and Folders Per Page' (set to '20'), 'Time Zone' (set to 'GMT-05:00 America/Chicago CDT'), and 'Language' (set to 'English (US)'). A checkbox for 'Display Item Tags' is checked. Below this, the 'Login and Email Addresses' section contains a tip about the primary email address, a redacted 'Default Email Address' field, and a red 'Add Email' button. Another tip explains that linking additional emails allows for collaboration with users.

6. Type in your secondary or personal email address into the box and click on save.

7. An email from Box will then be sent to the email you entered. Navigate to the inbox of that email and open the email from Box.

8. Once the email is opened click on the **Verify Email** button provided.

- If you are still signed into Box on your browser you will automatically verify your email address.
- If you are using your phone to access your secondary email, or you have logged off of Box you will come to a page that prompts you to enter your password - enter your Trinity password here.

9. You will be prompted to sign into your Box account using your Trinity credentials, as you did the first time you signed in.

10. Once you verify your account and follow the prompts, your secondary or personal email will now be linked to your Box account.