

Box at UCLA is a secured cloud-based file sharing and storage service. It is easily accessible from anywhere using the Box app or a browser on any desktop computer or mobile device (smartphone, tablet, PC or Mac). Box functionality includes the following:

- Share files and folders while securing with access control.
- Add comments to files.
- Create simple workflows using assigned tasks.
- Synchronize files.
- Federated logon with UCLA credentials.

Accessing Box from a browser includes the following categories:

- Account: Storage and quota usage; primary logon email address
- Profile: User profile information
- Security: Logon history and account access permission
- Content & Sharing: Content and share settings
- Notifications: Notify me via email when ...
- General: Page view settings; time zone/language; throughput test/reports
- Apps: Downloadable applications (e.g., Box FTP Server-- migrate files off of legacy storage into your Box account.)
- Mobile & Sync: Device sync applications and features.

### **Setup Box and Synchronizing Files**

If this is first time you are using UCLA Box, you will need to create your account by registering on [box.ucla.com](https://box.ucla.com)

Note: If there are problems registering or creating your account, contact support: <https://www.it.ucla.edu/services/email-calendaring-collaboration/box/box-support>

### **Installing the Box app**: <https://ucla.app.box.com/login>

- Logon via Shibboleth. On the browser menu bar, click on the right-arrow next to your name and select "Apps".
- Click on "Get Box Sync".
- Click on the icon for your particular platform (e.g., "Box Sync for Windows", "Box Sync for Mac"), then download and install the app.
- The installer will present a logon dialog. Select "SSO".
- After successful authentication, Box sync will install, add a "b" (Box Sync) icon on the menu bar, and create a Box Sync folder (e.g., Mac: /users/username/Box Sync)
- A dialog to sync is presented then synchronization will begin automatically.
- To add sync items, add the files to the user's sync folder. Note: a check mark on the file indicates that it will be synchronized.

### **Collaboration**

A collaborator is an individual who has been invited into a folder. Collaboration invites are a great way to share content for long-term projects. This will allow you to invite people to a folder and monitor updates over time. In order to access a folder as a collaborator, a person will need a Box account and the folder will be listed under *All Files* when they log in to their Box account. If you send a collaboration invitation to a person without a Box account, that person will be prompted to sign up with Box before being able to access the content.

### **Setup Collaboration**

Note: Members must have existing Box accounts to become collaborators.

- Login to your Box account and click on the main folder that will be used for collaboration.
- In the “Collaborators” section (right column), all existing collaborators will be listed.
- To add a collaborator, click on “Invite People.” A dialog box will be presented.
- In the “Invite” section, enter the email addresses of the people you want to join. In most cases, member’s “Invited Permission” will be “Editor”, but be sure this is the permission level you intend the collaborator to have.
- Send the invitation and wait for the collaborator to join.
- Once the new collaborators have joined, they will appear in your “Collaborators” list.