

## Using Box at Penn State

### About Box at Penn State

Box is a secure, cloud-based, commercial file storage, sharing, and collaboration service provided by Penn State for all faculty, staff, and students. Files stored on Box are stored in Box's own data centers, rather than on one of Penn State's campus locations. Cloud services, such as Box, provide high-quality support, enterprise-level management, and security, as well as 24/7 service and round-the-clock monitoring, all at modest cost to Penn State. Files are stored in massive data centers featuring redundant storage, cooling, and electrical supply.

### Sign Up for a Box Account

To sign up for a Box account, go to <http://box.psu.edu> and click on the **Login** button. The website will then walk you through the easy account creation process.

### Types of Data You Can Store on Box

Most commonly used file types are compatible with Box. This includes Microsoft Office files and many image, video, and audio formats. A complete list can be found on [Box's support site](#).

### Create a Folder

A folder is the basic building block of a Box account, in which you can group similar files together. Use the following steps to create a folder:

1. Go to <http://box.psu.edu> and log in to your account. You are now on the **All Files and Folders** page.
2. Click the New button in the upper left corner of the screen and select New Folder.

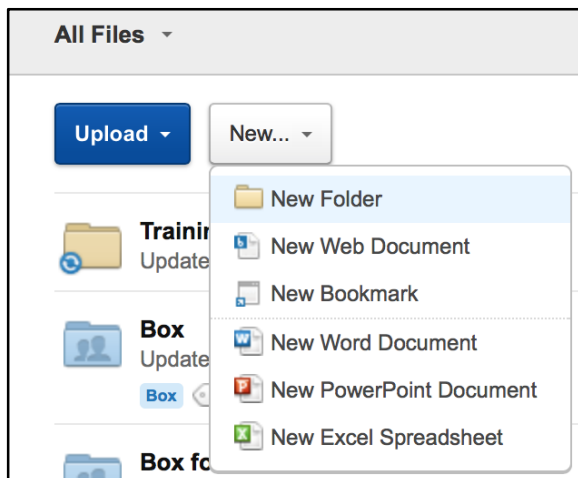


Figure 1: Create a New Folder

3. In the window that appears, enter the folder name. If you'd prefer a Private Folder, select **Keep Private For Now**. To create a folder in which you'll collaborate with others, select **Invite People to Upload or Download Files**.

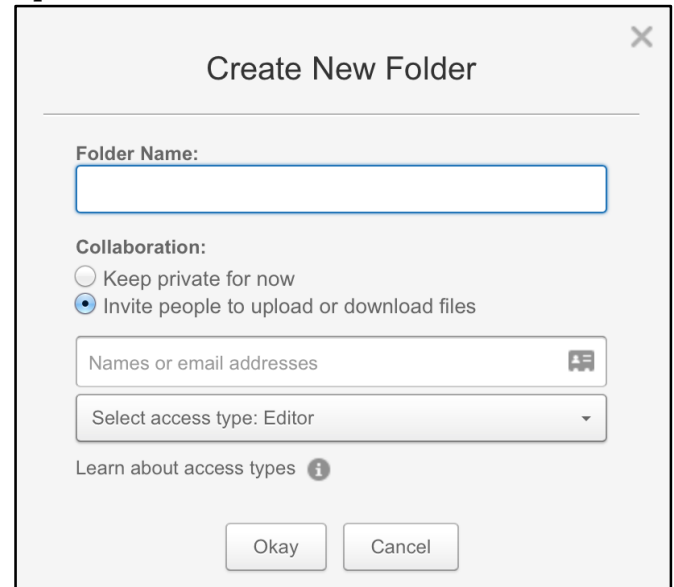


Figure 2: Create New Folder window

4. Add collaborator names or email addresses if desired and click the Okay button.
5. To create a sub-level folder, click the top-level folder on your main All Files and Folders page to open it, and repeat the steps above.

**NOTE:** Once you invite collaborators, you'll notice that the folder changes from manila to blue – blue folders are collaboration folders, while manila ones are private.

### Add Files to a Folder

Now that the folder has been created, you can upload files to it. To upload a file, click **Upload**. You'll see there are two ways to upload your files to Box:

- Upload Files
- Upload Folders

For individual documents, click **Upload** at the top of the folder page and then click **Upload Files**. Alternatively, upload a folder and all of the files in it by clicking **Upload** and then **Upload Folders**.

## Share a Folder

Once you've added your content, you may share it with others by adding collaborators. Collaboration in Box works at both the document and the folder level. You may invite contacts to join one or more of your folders as collaborators, with the access level you see fit.

Use the following steps to share a folder:

1. Open the folder and click **Invite Collaborators** on the right side of page.
2. Enter your collaborators' email addresses and the access levels you want them to have, then click **Invite**. Their names will appear on the right side of the folder in the Collaborators list.

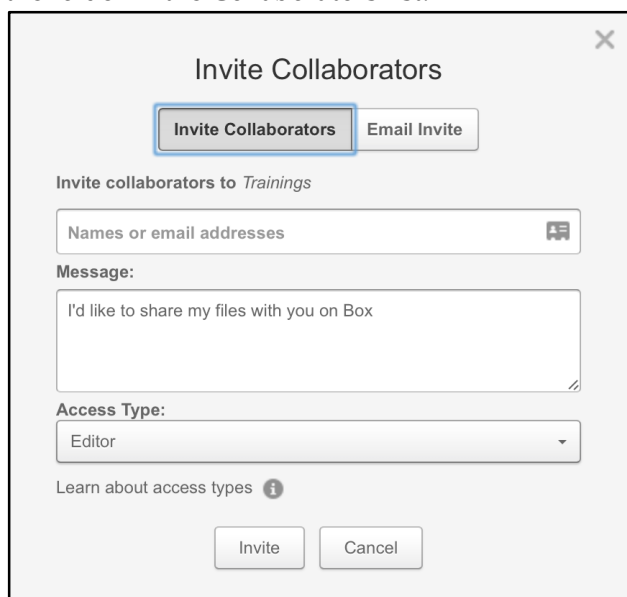


Figure 3: Invite Collaborators to a Folder

## Share One File

Use the following steps to share one file instead of an entire folder.

1. Click the **Share** link that appears to the right of the file that you would like to share. You will see a secure link to the file that lets the recipient view and download it.



Figure 4: Share a single file link

2. Copy and paste this link to share it however you would like. Examples include via email, instant message, calendar invitation, and/or Yammer post.

## Assign Tasks to Files

Assigning tasks to files is another unique feature of Box that enables you to organize and track your project. Use the following steps assign a task to a file.

1. Hover your mouse over the file name and then click the **talk bubble** to the right of the file name.
2. Click **Assign Task**.
3. Type a description of what needs to be accomplished into the text area and assign it to your collaborator.
4. If necessary, set a due date or add comments.
5. Click the **Add** button.

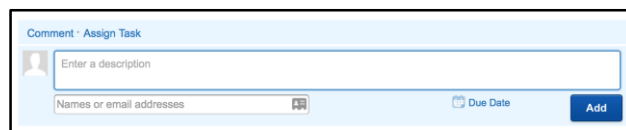


Figure 5: Assign a task to a file

## Assign Comments to Files

The Comments feature helps you allows you to have conversations about the file in such a way that the conversation is attached to the file. Use the following steps to add a comment.

1. Hover your mouse over the file and then click the **talk bubble** to the right of the file name.
2. Type your comment and click **Add**.

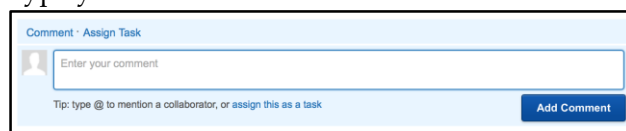


Figure 6: Assign a comment to a file

## Access Your Files From Multiple Devices Using Box Sync

Save files on your desktop or laptop and have them available in your Box account online by using Box Sync. Visit [Box Sync](#) to learn more and install Box Sync.

## Box Mobile Apps

Access your files while on the go from your mobile device. Box has apps for all major mobile devices. Click the link for your device below to learn more.

- [Box for iPhone](#)
- [Box for iPad](#)
- [Box for Android](#)
- [Box for Blackberry](#)