

Box from O₂

Administrator's set up guide

Welcome to Box

Collaborate and share.
Simply and securely.

Box is a unique way to bring all your important content together online. It's simple to set up, easy to use, with enterprise-grade security. So it's very secure.

And through its admin console you can see and control all your documents. All the time.

Built for business, Box makes sharing and collaborating easy, from inside and outside the company. With the Box app on all your smartphones, tablets, and PCs, your important work can be accessed virtually anywhere.

This step-by-step guide will take you through how to set up the administrator account and distribute Box to your users. There's also a guide for end users, explaining how to enroll the licences on their devices.

Need help?

If you need a hand, you can call one of our O₂ Gurus on **0800 977 7337**

So let's get started setting up the administrator account and giving Box to everyone who needs it.

Step 1

After buying Box you'll get two emails.

- A welcome email from us, with your username, password and set up instructions
- A separate email from Box.

It's worth making a note of your username and password.

If you can't find the email, please check your junk and spam mailboxes.

Step 2

Click the link in the email or open your browser and type:

o2.co.uk/mybusinessapps

It'll take you to your O₂ Business Apps login page.

Type in your username and password and click **Login**.

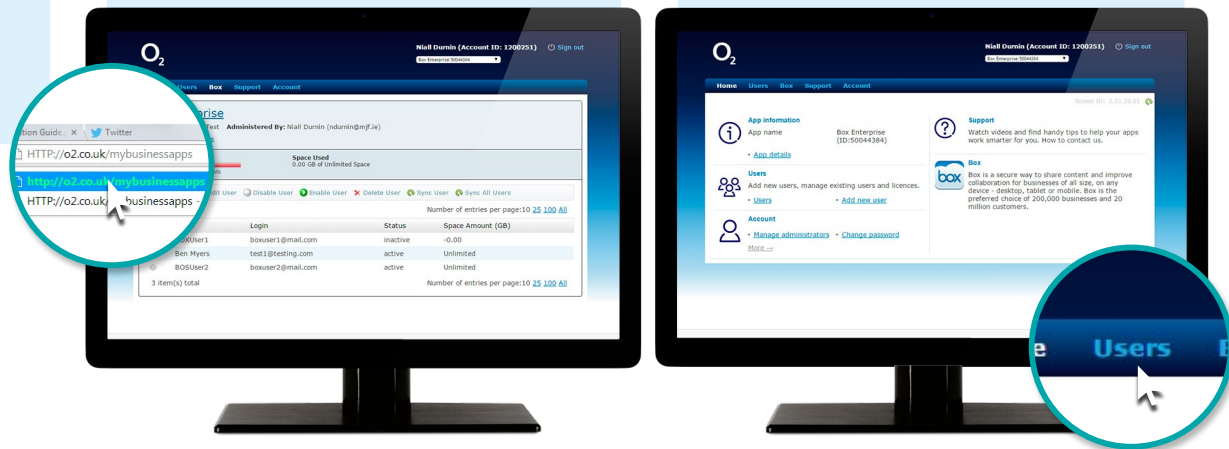
Step 3

Adding new users to Box

Once you're in, you'll see your O₂ Business Apps home screen.

Make sure you're on the right subscription using the drop down.

Click on the **Users** tab to get going.

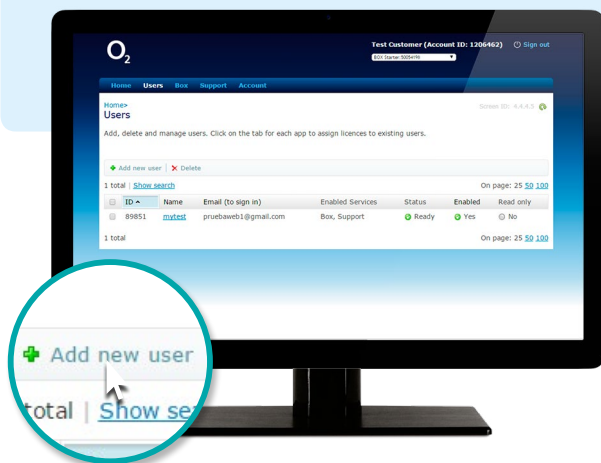


Step 4

Now you're on the 'Users' page.

You can add and delete users as you need to.

Click **Add new user** to get started.

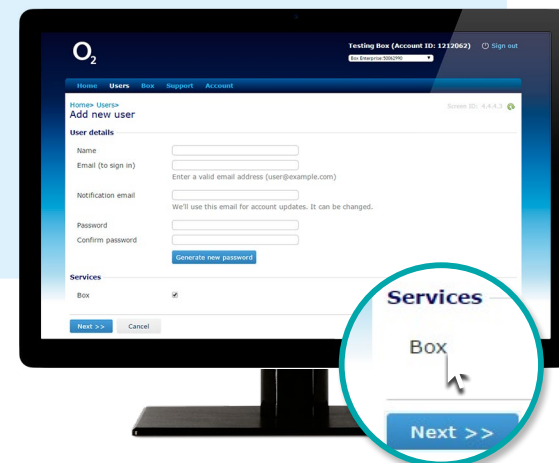


Step 5

To start adding users, key in a little info on each of them.

- Their full name
- Email address (also their username)
- Notification email - to let them know of any account changes
- Their password so they can login
- In the **Services** dropdown, select **Box**.

When you're happy, click **Next**.

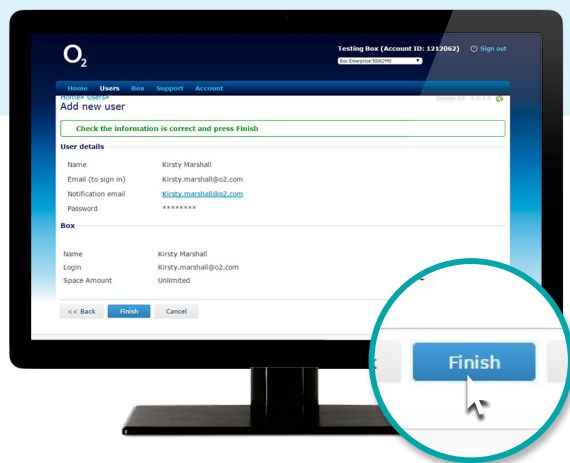


Step 6

Now you'll need to confirm that you're happy to add a Box licence to that user by clicking **Next**.

You'll see a summary page for each user.

Check the information's correct and click **Finish**.



Step 7

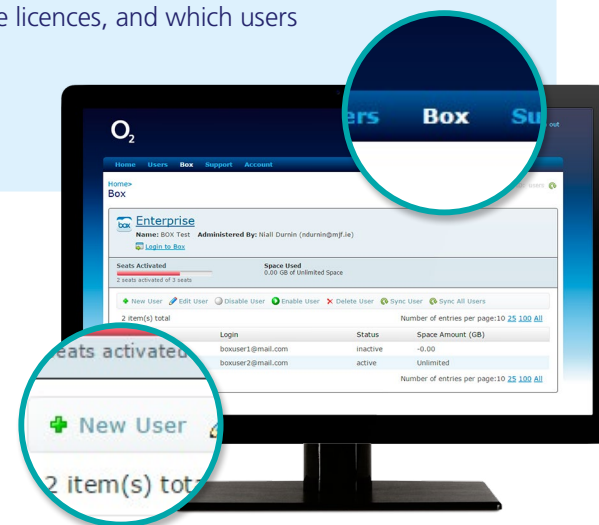
Allocating Box to existing users

Giving Box to one of your existing users is quick and easy.

Click on the **Box** tab.

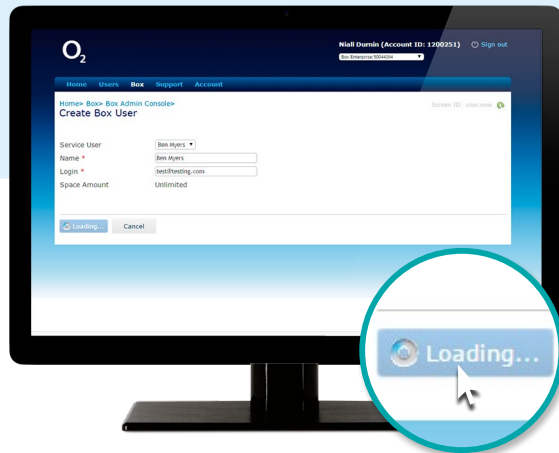
This will show if you have free licences, and which users already have one.

If there are licences left, select **New User**.



Step 8

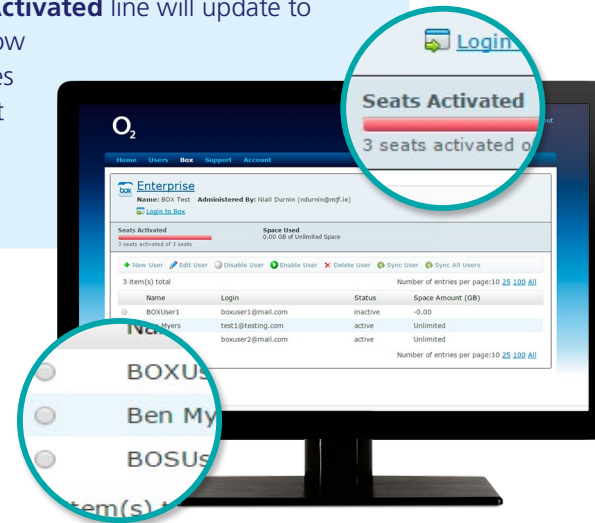
Choose the user you want to have Box and click **Create**.



Step 9

The screen will refresh and you'll see the new user in the list.

The **Seats Activated** line will update to show you how many licences you have left



That's it

You're all set up in your Box Administration role. Simply let your team know their usernames and passwords.

We have an 'End User set up guide' to help your team get up and running with their Box account. And our FAQs will answer many of your questions. Or you can always chat to a Guru and get all the support you need [here](#).