Box from O₂

Your step-by-step guide to accessing and sharing your work.
Securely.

Contents

box

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 your Box account.

Need help?

If you need a hand, you can call one of our O$_2$ Gurus on **0800 977 7337**
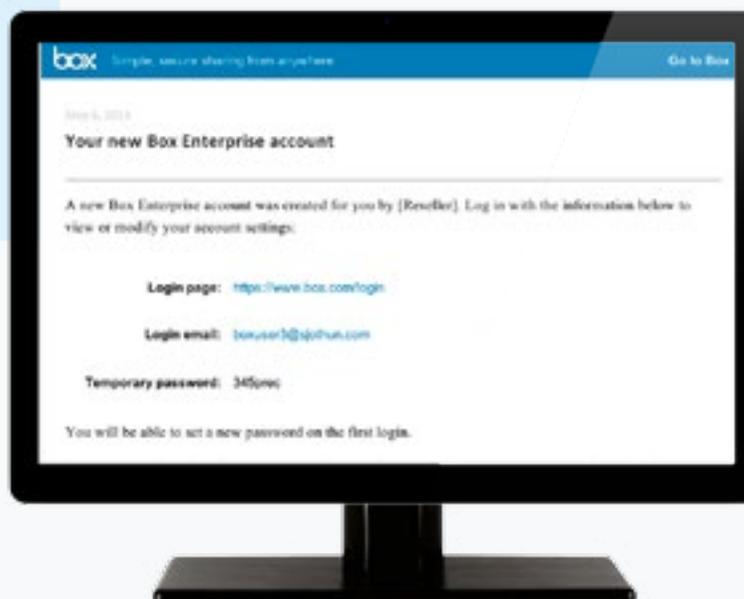
box

Setting up your Box account

Your account administrator will already have set up an account for you.

So you'll already have an email from Box with your login details.

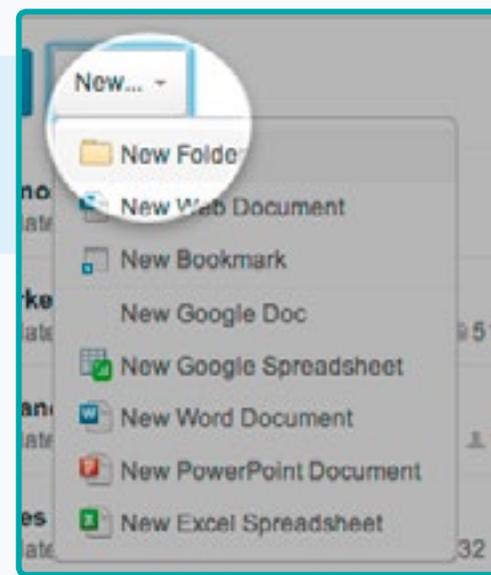Just follow the link and change your password to something more memorable.

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

box

Creating a folder

Step 1

Now you're set up, it's time to keep all your important files organised.
The best way is to set up folders. It's easy to do. Click on **New**, then select **New Folder**.
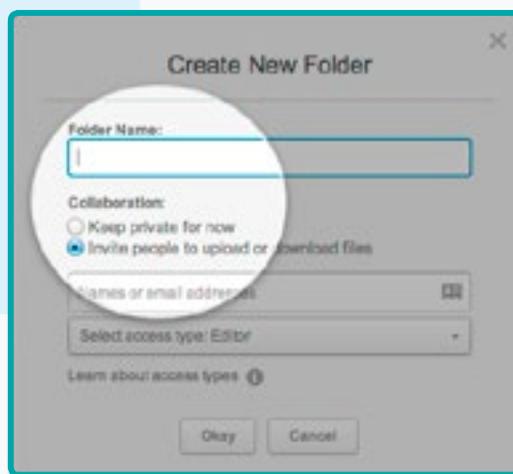
Step 2

A pop-up window will appear.

Give your folder a title, then you can decide who can use it.

If you want to keep it private, select **Keep private for now**.

Or if you want to create a folder where you can share and collaborate with others, choose **Invite people to upload or download files**.

Step 3

To create sub-level folders, just click the top-level folder to open it, and repeat the steps above.

Once you invite collaborators, the folder changes from manila to blue.

Blue folders are collaboration folders, manila ones are private.

box

Uploading files to your folder

There are a few ways you can get your files into Box.

- Standard Upload Files

- Upload Folders

- Drag and drop

- Email files to a folder.

For individual documents and folders you can simply click **Upload** at the top of the folder page, then **Upload Files**.

box
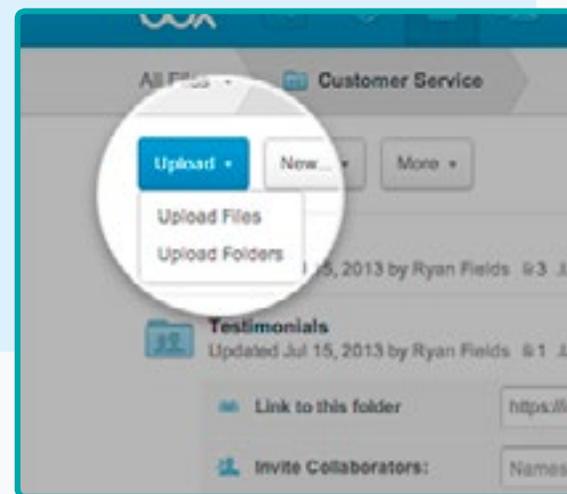
Start working with your contacts

Step 1

You can invite others to collaborate on your folders stored in Box.

You just need to invite them first. They can only access the folders you want them to. And you can set how much they can or can't do within your folders, with your chosen permission level.

To start sharing and collaborating, click the **Invite Collaborators** button on the right side of the page.

Step 2

Enter the email address of whoever you want to invite to share the folder.

Set how much they can do or see in the drop down, **Access Type** and click **Invite**.

Their name will show under **Collaborators** on the right hand side.

Invite Collaborators

| Invite Collaborators | Email Invite |

Invite collaborators to *Customer Service*

Names or email addresses

Message:

I'd like to share my files with you on Box

Access Type:

Editor

Learn about access types ⓘ

Invite   Cancel

box

# Sharing with people who don't have a Box account

Step 1

Sending shared links through Box is a simple and secure way to share files. Without clogging up your email.

If your account is set up for unlimited external collaborators, you can share work with other people who do not have a Box account.

Just click the **Share** link at the top right of the file or folder.

You'll see a secure link to the file that lets whoever receives it, view and download it.

Next to this is a gear wheel icon for **Settings** Click to choose advanced settings and restrictions.
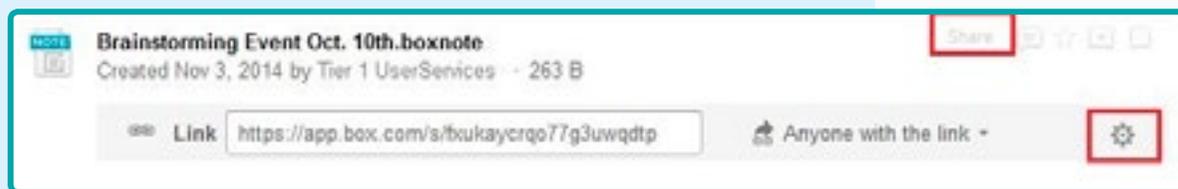
Step 2

You can copy and paste the link or send an email notification directly by clicking on the gear icon and selecting **email**.


box
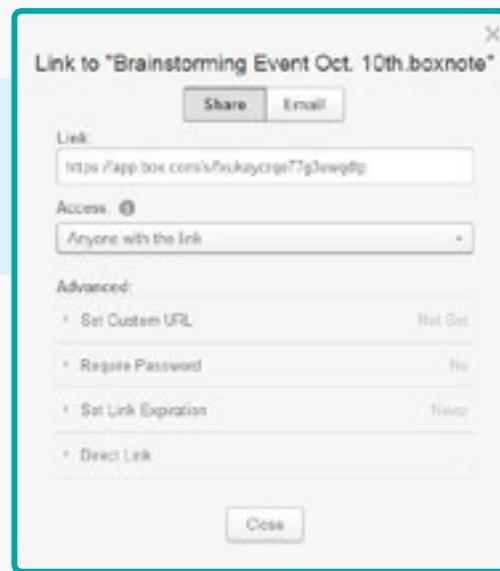
Using comments and tasks

Step 1

Once you've invited collaborators, you can work together through comments and tasks.

For example: instead of sending your team an email asking for feedback on a file, create a task for them. And monitor your project in Box.

It's easy to do and it's much tidier and easier to keep a track of than emailing backwards and forwards.
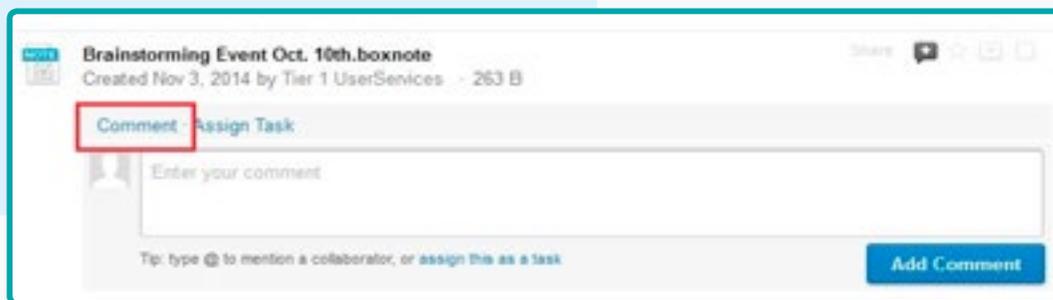
- Just click the speech bubble in the top right corner.
- Choose **Assign Task** and the name or email address of the person you're working with.
- You can add comments and even set a due date.
- Then click **Add**.
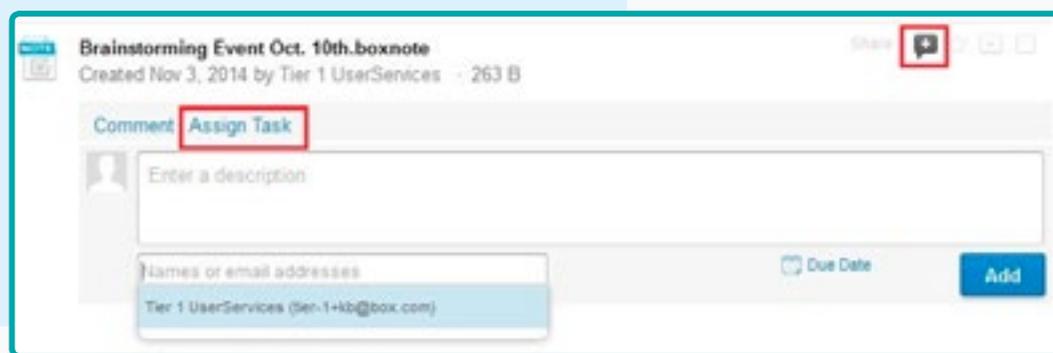
Step 2

You can add comments for your collaborators.

- Click the speech bubble and select **Comment**.
- When you're done, click **Add Comment**.

That's it. Now you've got the basics, you can start sharing and collaborating with Box.

If you need any help, take a look at our FAQs. Or you can always chat to a Guru and get all the support you need **here**.

box