

Box End User Guide

Table of Contents

- I. Logging into your Box Account
- II. Creating a New Folder
- III. Uploading Files
 - a. Adding Files via Upload Files
 - b. Adding Files via Bulk Upload

IV. Inviting Collaborators

- a. Access Type for Collaborators
- V. Share Links
- VI. Adding a Discussion to a Folder
- VII. Adding Comments to a File
- VIII. Creating Tasks for a Collaborator
- IX. Version Control and History
 - a. Download and Lock a File to Edit
 - b. Upload a New Version
- X. Advanced Folder Properties
- XI. User Email Notifications
- XII. Online Help Pages & Webinars

I. Logging into your Box Account

- 1. Go to <u>http://www.box.com/login</u>.
- 2. Enter in your email/username on the right hand side.
- 3. Enter in your password.
- 4. Click "Log In".

Please note and utilize the "Forgot password?" link if you happen to forget your password.

Improvements to Box's version history feature make it easier to keep track of current and past versions of a file: - Quickly see the version number of a file at a glance - View what comments apply to a particular file version Now it's even easier to keep everything straight when you collaborate.	to your account:
Improvements to Box's version history feature make it easier to keep track of current and past versions of a file: - Quickly see the version number of a file at a glance - View what comments apply to a particular file version Now it's even easier to keep everything straight when you collaborate.	ername:
	Remember this login information? Log in Forgot password? re an account?
From the Box blog	or a Box, or learn more with your Google account
Cloud Convert Story: Oid School to New School	
E Follow us f Fan us 👹 Watch us 🐻 What's new	

II. <u>Creating a New Folder</u>

- 1. Click the "New" button and select "New Folder".
- 2. Enter in the folder name and select "Keep private for now" and click "Okay".
- 3. To create sub-level folders simply click into the top-level folder and follow the above steps.

Å Admin Console 📃 My Account				Need help? Call 1-800-875-8230
box Updates 🔞 Files Cont	acts Apps	My Account ~	Tags ->	Search Files
Jump to folder All Files and Folders Files and Folders			◆ Upload ◆ New ・ ■ :: Sort y: ⊘ New Folder ● New Web Doc ■ New Web Doc	naltems
Blitz Project 2011 owner Updated Apr 22, 2011 by You - 20 Files - 2	8.9MB - Link Enabl	ed - 3 Collaborators		2 1 review pending: Box Jingle.mp3
Growth Project 2011 OWNER Updated Apr 15, 2011 by You - 21 Files - 1 Private Workspace Updated Apr 18, 2011 by You - 21 Files - 2		d - 3 Collaborators		Account Enterprise Account ADMIN Storage: 2.1GB of 600.0GB
Sync Folder Updated Mar 29, 2011 by You - 20 Files - 1				Recently Updated Folders
Box Overview.pdf Created Apr 6, 2011 by You - 1.1MB - Link I	Enabled, 2 Views			Collateral
boxcloud.jpg Created Apr 19, 2011 by You - 8.0KB -				 Big Folder Sync Folder
Admin Console My Account	acts Apps	My Account *	Tags	Need help? Call 1-800-875-8230
Updates Files Cont Jump to folder All Files and Folders Files and Folders		New Folder	The Upload The New The Part of the Par	Box.net Help - Log out
Blitz Project 2011 OWNER Updated Apr 22, 2011 by You - 20 Files - 2	Folder Name:			Pending Items 1 review pending: Box Jingle.mp3
Growth Project 2011 OWNER Updated Apr 15, 2011 by You - 21 Files - 1	Keep private	e for now e to upload or downloa	d files	Account
Private Workspace Updated Apr 18, 2011 by You - 21 Files - 2			ancel	Enterprise Account ADMIN Storage: 2.1GB of 600.0GB Recently Updated Folders
Sync Folder Updated Mar 29, 2011 by You - 20 File	.0GB -			 Private Workspace Collateral
Created Apr 6, 2011 by You - 1.1MB - Link I	Enabled, 2 Views			Client 101 Big Folder
Created Apr 19, 2011 by You - 8.0KB -				🚍 Sync Folder

III. Uploading Files

a. Adding Files via Upload Files

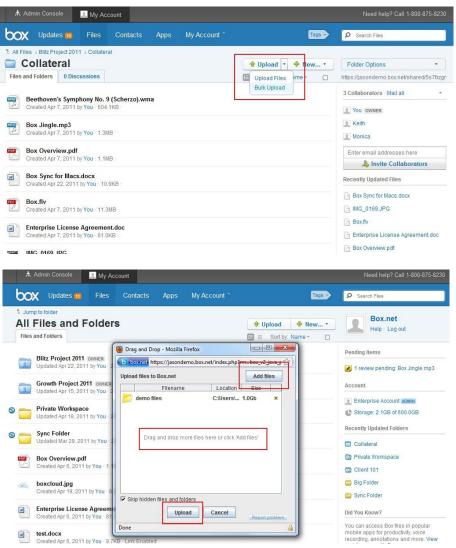
- 1. Ensure that you are in the actual folder where you want to upload content.
- 2. Click the "Upload" button and select "Upload Files".
- 3. A pop-up window will appear allowing you to select the specific file(s) you want to upload.
- 4. Select the specific file(s) and click the "Open" button.

Admin Console		Need help? Call 1-800-875-8230
Updates 👩 Files Contacts Apps My Account	Tags	Ø Search Files
* All Files Biltz Project 2011 Collateral Collateral	👚 Upload 🔻 🏶 New 🔻	Folder Options -
Files and Folders 0 Discussions	Upload Files ame → □ Bulk Upload	https://jasondemo.box.net/shared/5s7fxzgr
Beethoven's Symphony No. 9 (Scherzo).wma	Buik Opload	3 Collaborators · Mail all
Created Apr 7, 2011 by You - 604.1KB -		You owner
Box Jingle.mp3 Created Apr 7, 2011 by You - 1.3MB -		L Keith
Created Apr 7, 2011 by You 11.3MB		1 Monica
Box Overview.pdf Created Apr 7, 2011 by You - 1.1MB -		Enter email addresses here
Cleated Apr 7, 2011 by 100 1.1MB		hvite Collaborators
Box.flv Created Apr 7, 2011 by You - 11.3MB -		Recently Updated Files
Enterprise License Agreement.doc		MG_0169.JPG
Created Apr 7, 2011 by You - 81.0KB -		Box.flv
IMG 0169.JPG		📄 Enterprise License Agreement.doc
Created Apr 7, 2011 by You - 4.8MB -		Box Overview.pdf
k		Beethoven's Symphony No. 9 (Sch
Admin Console		Need help? Call 1-800-875-8230
Updates G Files Contacts Apps My Account *	Tags ->	₽ Search Files
[®] All Files → Blitz Project 2011 → Collateral		
	🔒 Upload 🛛 🕆 New 🔹	Folder Options •
Files and Folders 0 Discussions	🗐 📰 Sort by: Name 👻 🔲	https://jasondemo.box.net/shared/5s7fxzgn
File Upload		·
Be	← 4→ Search	demo files 🔎
Bo Organize New folder		:= ▼ [] @
Cr Favorites Name	Date modified Type	Size
Bg Desktop		
Cr Downloads Deethoven's Symphony No. 9 (Scherzo)	4/6/2011 9:21 AM File folder	
NA Day File Gard	4/6/2011 9:21 AM Windows Media A	605 KB
Box Jingle.mp3	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound	1,341 KB
Bo Dy Box Files Box Overview.pdf	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D	1,341 KB 1,133 KB 11 608 KP
Bc D My Box Files D Box Overview.pdf Cri Image: Recent Places Image: Box.flv Image: My Box Files(lbs. E Image: Places Agreement.doc	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM FLV File	1,341 KB 1,133 KB 11,608 KB E
Bc IMy Box Files Cr Recent Places My Box Files(jiss) Interprise License Agreement.doc Bc My Box Files(jiss)	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D	1,341 KB 1,133 KB 11 608 KP
Bc D My Box Files Cr Image: Recent Places My Box Files(ihst, Image: Places) Image: Places My Box Files(ihst, Image: Places) Image: Places My Box Files(ihst, Image: Places) Image: Places Image: Places<	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM FLV File 4/6/2011 9:21 AM Microsoft Office	1,341 КВ 1,133 КВ 11,608 КВ ≡ 81 КВ ≡
Bc ID My Box Files Cr ID Recent Places ID My Box Files(ihst. ID My Box Files(ihst. ID My Box Files(ihst. ID ID ID Ny Box Files(ihst. ID My Box Files(ihst. ID ID ID Ny Box Files(ihst. ID ID ID No ID No ID No	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM FLV File 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM JPEG image	1,341 KB 1,133 KB 11,608 KB 81 KB 4,899 KB
Bc Ib My Box Files Image: Box Overview.pdf Cr Image: Box Recent Places Image: Box Box file Image: Bc Image: Box My Box Files(jhst. Image: Box Box file Image: Box Box file Image: Bc Image: Box My Box Files(jhst. Image: Box Box file Image: Box Box file Image: Bc Image: Box Files(jhst. Image: Box Box file Image: Box Files(jhst. Image: Box Box file Image: Bc Image: Bc Image: Box Files(jhst. Image: Box Box file Image: Bc Image: Box Files(jhst. Image: Box Box file Image: Box Files(jhst. Image: Box Box file Image: Bc Image: Box Files(jhst. Image: Box Box file Image: Box Box file Image: Bc Image: Box Files(jhst. Image: Box Box file Image: Box Box file Image: Box Box file Image: Box Box file Image: Box Box file Image: Bc Image: Box Box file Image: Box Box file Image: Bc Image: Box Box file Image: Box Box file Image: Bc Image: Bc Image: Bc Image: Bc Image: Bc Image: Bc </th <th>4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM FLV File 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image</th> <th>1,341 KB 1,133 KB 11,608 KB 81 KB 4,899 KB 748 KB 125 KB 2,185 KB</th>	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM FLV File 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image	1,341 KB 1,133 KB 11,608 KB 81 KB 4,899 KB 748 KB 125 KB 2,185 KB
Bc IMy Box Files Cr Image: Cr Image: Cr Ima	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM FLV File 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM MP4 Video 4/6/2011 9:21 AM MP4 Video	1,341 KB 1,133 KB 11,608 KB 81 KB 4,899 KB 748 KB 125 KB 2,185 KB 10 KB Ement doc
Bc ID My Box Files Cr ID Recent Places ID My Box Files(jhst. E ID Enterprise License Agreement.doc Cr ID Libraries ID Documents ID Documents Cr ID Documents ID Documents ID and the state of the stat	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM FLV File 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM MP4 Video 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM Adobe Acrobat D	1,341 KB 1,133 KB 11,608 KB 81 KB 4,899 KB 748 KB 125 KB 2,185 KB 1,133 KB ■ abors ■ abors
Bc ID My Box Files Cr ID My Box Files ID My Box Files(inst. E ID Box.flv ID My Box Files(inst. E ID Enterprise License Agreement.doc ID Documents ID Documents ID Documents ID Botors ID Potorse Interprise License Agreement.doc ID Documents ID Documents ID Potorse ID target ID Fotorse Interprise License ID Corr IN Waic ID Fotorse Interprise License	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM FLV File 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM Adobe Acrobat D	1,341 KB 1,133 KB 11,608 KB 81 KB 4,899 KB 748 KB 125 KB 2,185 KB 10 KB 1,133 KB 1,133 KB
Bc ID My Box Files Cr ID Recent Places ID My Box Files(jhst. ID Bc ID My Box Files(jhst. ID Cr ID My Box Files(jhst. ID Cr ID Libraries ID Enterprise License Agreement.doc Cr ID Documents ID New Stories (Highway Blues).wma Cr ID Documents ID Sample_iPod.m4v Cr IV Videos ID Test.pdf.opf Cr IV Computer ID Test.pdf.pdf	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM FLV File 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM MP4 Video 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM Adobe Acrobat D	1,341 KB 1,133 KB 11,608 KB 81 KB 4,809 KB 748 KB 125 KB 2,185 KB 10 KB 1,133 KB 1,133 KB 1,133 KB 832 KB
Bc Ib My Box Files Cr Recent Places Ib My Box Files(jhst. E Ib Box.flv Bc Ib My Box Files(jhst. E Ib My Box Files(jhst. E Ib Enterprise License Agreement.doc Ib My Box Files(jhst. E Ib Documents Ib Documents Ib photo.jpg Ib Nucic Ib anple.jPod.m4v Ib Pictures It set.docx If Cr Videos If Test.pdf Test.pdf.pdf If Computer Ib tocal Disk (C:) It set.docx	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM FLV File 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM MetGost office 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM Adobe Acrobat C 4/6/2011 9:21 AM Adobe Acrobat C 4/6/2011 9:21 AM Adobe Acrobat C	1,341 KB 1,133 KB 11,608 KB 81 KB 4,899 KB 748 KB 125 KB 2,185 KB 1,133 KB 1,133 KB 1,133 KB 832 KB 10 KB • ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Bc IMy Box Files Cr Recent Places My Box Files(inst. E Enterprise License Agreement.doc My Box Files(inst. E Interprise License Agreement.doc Image: Cr Documents Documents Image: Simple_iPod.m4v Image: Cr Interprise License Agreement.doc Image: Cr Image: Simple_iPod.m4v Image: Cr Image: Simple_i	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM FLV File 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM MP4 Video 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM Adobe Acrobat D	1,341 KB 1,133 KB 11,608 KB 81 KB 4,809 KB 748 KB 125 KB 2,185 KB 10 KB 1,133 KB 1,133 KB 1,133 KB 832 KB
Bc ID My Box Files Cr Recent Places ID My Box Files(jhst. E ID Box.flv ID My Box Files(jhst. E ID Interprise License Agreement.doc ID My Box Files(jhst. E ID Interprise License Agreement.doc ID Corr ID Documents ID Documents ID photo.jpg ID Pictures ID test.docx ID Cr Videos Cr INdecos ID Test.pdf ID Test.pdf.pdf ID Local Disk (C:) ID test.docx	4/6/2011 9:21 AM Windows Media A 4/6/2011 9:21 AM MP3 Format Sound 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM FLV File 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM JPEG image 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM MetGost office 4/6/2011 9:21 AM Microsoft Office 4/6/2011 9:21 AM Adobe Acrobat D 4/6/2011 9:21 AM Adobe Acrobat C 4/6/2011 9:21 AM Adobe Acrobat C 4/6/2011 9:21 AM Adobe Acrobat C	1,341 KB 1,133 KB 11,608 KB 81 KB 4,899 KB 748 KB 125 KB 2,185 KB 1,133 KB 1,133 KB 1,133 KB 832 KB 10 KB • ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

b. Adding Files via Bulk Upload (multiple files or folders at a time)

- 1. Ensure that you are in the actual folder where you want to upload content.
- 2. Click the "Upload" button and select "Bulk Upload".
- 3. A pop-up window will appear allowing you to "Drag and drop" or to "Add Files".
- 4. To use "Drag and drop" simply select, drag, and drop the files or folders into the pop-up window.
- 5. To use "Add files" simply click the "Add files" button and select the files or folders you want to upload. Once selected, click the "Open" button.
- 6. Once you have added the files or folders via "Drag and drop" or "Add files", click the "Upload" button and your files or folders will be uploaded.

Note: Bulk Upload will not work properly without the latest version of Java. Use the following link to download or update: http://java.com/en/download/index.jsp



IV. Inviting Collaborators

Note: You can invite any person as a collaborator as long as he/she has a Box account.

1. Mouse over the desired folder and click the drop down arrow/menu. Select "Share" and click "Invite Collaborators".

2. A pop-up window will appear allowing you to type in the email addresses of the collaborators you want to invite into the folder.

3. Select the "Access type" and click "Invite". An email will be sent to your collaborators for confirmation.

🛧 Admin Console 📃 My Account			Need help? Call 1-800-875-8230
box Updates 🗰 Files Conta	cts Apps My Account *	Tags -	P Search Files
* Jump to folder All Files and Folders Files and Folders		◆ Upload ◆ New ◆ Image: Sort by: Name ▼ □	Box.net Help · Log out
Blitz Project 2011 owwer Updated Apr 22, 2011 by You · 22 Files · 28	9MB - Link Enabled - 3 Collaborators		ad to this Folder 🔸
Updated Apr 15, 2011 by You - 21 Files - 1.0 Private Workspace Updated Apr 18, 2011 by You - 21 Files - 28		Shar Sync Fold	re Invite Collaborators c folder to Desktop ler Properties e or Copy c folder to Collaborators Get Link to Folder Send Link to Folder Embed Folder in Your Site
Sync Folder Updated Mar 29, 2011 by You · 20 Files · 1.	OGB -	Dele	Ethoeu Folger III Tour Site
Box Overview.pdf Created Apr 6, 2011 by You - 1.1MB - Link E boxcloud.jpg	nabled, 2 Views		 Private Workspace Client 101 Big Folder
Created Apr 19, 2011 by You - 8 0KB - Admin Console My Account			Need help? Call 1-800-875-8230
Updates 🔞 Files Conta	cts Apps My Account *	Tags	Search Files
* Jump to folder All Files and Folders Files and Folders		🕈 Upload 👎 New •	Box.net Help - Log out
Blitz Project 2011 OWNER Updated Apr 22, 2011 by You - 22 Files - 2	b Invite Collaborators Email Invite Share Invite Link		Pending Items
Growth Project 2011 OWNER Updated Apr 15, 2011 by You - 21 Files	Invite people to collaborate in "Blitz Project 2011" Who can access this folder?		Account
Private Workspace Updated Apr 18, 2011 by You - 21 Files - 2	Type emails separated by commas he	ere 🔝	Enterprise Account ADMIN
Sync Folder Updated Mar 29, 2011 by You - 20 Files -	Include a message for the recipient: I'd like to share my files with you on Bo	ox.net	Recently Updated Folders
Box Overview.pdf Created Apr 6, 2011 by You - 1.1MB - Link		ancel	 Private Workspace Client 101
boxcloud.jpg Created Apr 19, 2011 by You - 8.0KB -			 Big Folder Sync Folder

a. Access Type for Collaborators

Note: A collaborator will have the same access type throughout a particular folder structure. For example, if a collaborator is an editor in a top-level folder he/she will be an editor in the associated sub-level folders as well.

- 1. Co-owner: Users will have the same permissions as the owner of the folder.
- 2. Editor: Users will be able to upload, download, preview, edit, delete, and share the files within this folder.
- 3. Viewer Uploader: Users will be able to upload, download, and preview the files within this folder.
- 4. Previewer Uploader: Users will be able to upload and preview the files within this folder.
- 5. Viewer: Users will be able to download and preview the files within this folder.
- 6. Previewer: Users will be able to preview the files within this folder.
- 7. Uploader: Users will be able to upload files into this folder.

Collaborating on Content

Select the roles/permissions you want to allow folder owners to choose from when collaborating on folders.

Available roles	Upload	Download	Preview	Edit	Delete	Share	Owner permissions
🔽 Co-owner:	~	~	4	\checkmark	~	V	×
📝 Editor: 🛐	1	×	1	~	~	4	
Viewer Uploader:	~	~	~				
Previewer Uploader:	× .		× .				
📝 Viewer: 🖪		v	~				
Previewer:			~				
Uploader:	×						

V. Share Links

Note: Share links can be used to quickly share content with people who do not have a Box account. A person can only preview and/or download the contents of a share link (i.e. no collaboration features). Please note that there is very limited tracking and reporting on share links.

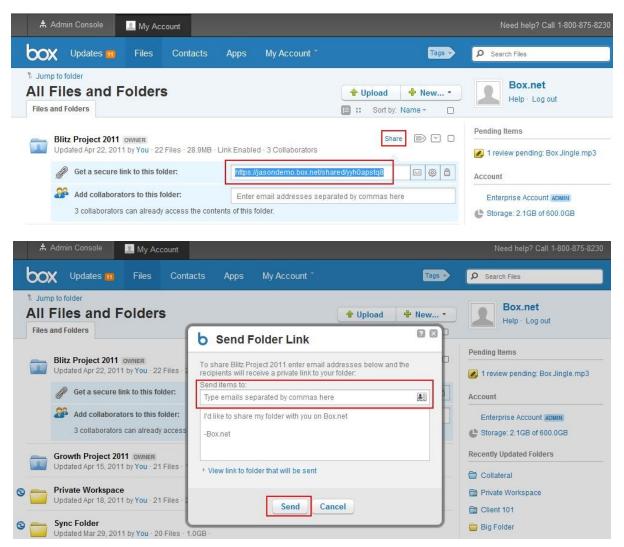
1. Mouse over the desired folder or file and click "Share".

2. A new drop down window will appear below the selected folder or file revealing a secure link to that folder or file.

3. To share, you can copy and paste the secure link into an email or you can click the envelope icon next to the share link and type in the email addresses of the recipients you want to share with.

4. To set expirations for the share link click the cog/wheel icon and select "Set expirations". Select a date through the "Unshare on" field and click "Okay".

5. To set a password for the share link click the lock icon and select "Password protect this share link". Type in a password and click "Save".



Admin Console 📃 My Account			Need help? Call 1-800-875-8230
Updates 📆 Files Contacts	Apps My Account *	Tags ->	Search Files
* Jump to folder All Files and Folders Files and Folders		← Upload ← New •	Box.net Help - Log out
Blitz Project 2011 OWNER Updated Apr 22, 2011 by You - 22 Files - 28.9MB	3 Collaborators	Share 🗈 💌 🗆	Pending Items 1 review pending: Box Jingle.mp3
Get a secure link to this folder:	https://jasondemo.box.net/sha		Account
Add collaborators to this folder:	Enter email addresses separ	rated by commas here Access R	Account ADMIN
3 collaborators can already access the conter	nts of this folder.		der in your site 1GB of 600.0GB
Growth Project 2011 OWNER		Set expira Unshare	ted Folders
Updated Apr 15, 2011 by You - 21 Files - 1.0GB - Lin	K Enabled - 3 Collaborators		
Admin Console II My Account			Need help? Call 1-800-875-8230
DOX Updates 11 Files Contacts	Apps My Account *	Tags ->	Ø Search Files
Files and Folders	automatically unshare er on a selected date. It nshared at 11:59PM on cted day.	Tupload The New •	Box.net Help - Log out
Blitz Project 2011 OWNER	centro Expiration		Pending Items
Updated Apr 22, 2011 by You - 22 Files - 2	e on 04/28/2011	× 🔳	1 review pending: Box Jingle.mp3
Get a secure link to this folder:	in		Account
Add collaborators to this folder:	Okay Ca	ncel	Enterprise Account ADMIN
3 collaborators can already access			Storage: 2.1GB of 600.0GB
- Growth Project 2011 Journey			Recently Updated Folders
🛧 Admin Console 📃 My Account			Need help? Call 1-800-875-8230
Updates in Files Contacts	Apps My Account *	Tags	D Search Files
* Jump to folder All Files and Folders Files and Folders			Box.net Help - Log out
Blitz Brojost 2011		Share 🗐 🔽 🗆	Pending Items
Blitz Project 2011 OWNER Updated Apr 22, 2011 by You - 22 Files - 28.9MB 3	Collaborators		🔗 1 review pending: Box Jingle.mp3
Get a secure link to this folder:	https://jasondemo.box.net/sha	red/yyh0apstq8 🖂 🛞 🖨	Account
Add collaborators to this folder:	Enter email addresses separa	ated by commas here	nable preview and download
3 collaborators can already access the contents	s of this folder.		urn download off
Growth Project 2011 OWNER Updated Apr 15, 2011 by You · 21 Files · 1.0GB · Link	Enabled - 3 Collaborators		tassword protect this shared link temp1234 Save

VI. Adding a Discussion to a Folder

Discussions can be used to cultivate, track, and store all conversations pertaining to a folder. For example, all conversations pertaining to a specific project can be housed under "Discussions" (instead of email threads).

- 1. Click into the desired folder.
- 2. Select the "Discussions" tab.
- 3. Type in a topic and click "Create Topic" to begin a discussion thread.
- 4. The "Discussions" tab will update with the number of discussions associated with the folder.

ŧ	Admin Console	🔔 My Aco	count					Need help? Call 1-800-875-8230
ЬО	🗙 Updates 🔞	Files	Contacts	Apps	My Account *		Tags -	Search Files
°€ All F	Files -> Blitz Project 2011							
2	Blitz Projec	t 2011				🔶 Upload	🕆 New •	Folder Options •
Files	and Folders 2 Disc	ussions				🔳 📰 Sor	t by: Name -	https://jasondemo.box.net/shared/yyh0aps
R	Product Line						Create Topic	3 Collaborators - Mail all -
R	Ad Spend Created Apr 24, 2011	by You -						Keith
	 Enter your con 	nment						Enter email addresses here
8	Launch Dates							http://www.collaborators
NG.	Created Apr 24, 2011	by You -						Recently Updated Files
	Enter your con	nment						Ad Spend

VII. Adding Comments to a File

Comments can be used to cultivate, track, and store all conversations pertaining to a file. For example, all conversations pertaining to a specific document can be housed under "Comments" (instead of email threads).

1. Mouse over the desired file and click on the comments balloon icon.

- 2. Type in your comments and click "Add comment".
- 3. The comments balloon icon will update with the number of comments associated with the file.

🌲 Admin Console 📃 My Acco	unt			Need help? Call 1-800-875-8230
box Updates 🔢 Files	Contacts Apps My Account *		Tags -	Search Files
 All Files > Blitz Project 2011 > Collateral Collateral Files and Folders 0 Discussions 		🔒 Upload 🔤 M	lew •	Folder Options
Beethoven's Symphony No. 9 (Created Apr 7, 2011 by You - 604.1)		Sortaj. Name		3 Collaborators - Mail all
Box Jingle.mp3 Created Apr 7, 2011 by You - 1.3MB				 Keith Monica
Box Overview.pdf Created Apr 7, 2011 by You - 1.1MB		Share P		Enter email addresses here
Apr 24, 2011 at 05:41 PM You It's taking into account t Apr 24, 2011 at 05:42 PM	he marketing campaign in Q4.			Recently Updated Files
Okay, does it account for the	e delayed roll-out?			Email Templates.docx
		Add cor	mment	IMG_0169.JPG Box.flv

VIII. Creating Tasks for a Collaborator

Tasks can be created for any file and assigned to any collaborator.

1. Mouse over the desired file and click "Tasks".

2. A pop-up window will appear allowing you to select the collaborator you want to assign the task to, the task type, additional instructions, and a due date. Click "Okay" when you are finished and a notification email will be sent out to the assignee.

🛧 Admin Console 📃 My Account			Need help? Call 1-800-875-8230
Updates 🔞 Files Co	ontacts Apps My Account ~	Tags	Search Files
🖁 All Files 🤉 Blitz Project 2011 🤉 Collateral			
Collateral		🔶 Upload 🛛 🛉 New 🔹	Folder Options
Files and Folders 0 Discussions		🗐 📰 Sort by: Name - 🗌	https://jasondemo.box.net/shared/5s7fxzgr
Beethoven's Symphony No. 9 (Sci			3 Collaborators - Mail all
Created Apr 7, 2011 by You - 604.1KB			You owner
Box Jingle.mp3			Keith
Created Apr 7, 2011 by You - 1.3MB -			👤 Monica
Box Overview.pdf		Tasks Share 🚺 🗈 💌 🗆	Enter email addresses here
Created Apr 7, 2011 by You - 1.1MB -			hvite Collaborators
Admin Console My Account	acts Apps My Account *	Tags 🔊	Need help? Call 1-800-875-8230
	acts Apps iny Account	1000	Search Files
* All Files > Blitz Project 2011 > Collateral Collateral			(
		Upload P Now •	Folder Options •
Files and Folders 0 Discussions	Create New Task	2 ⊠ □	https://jasondemo.box.net/shared/5s7fxzgr
Beethoven's Symphony No. 9 (Sche Created Apr 7, 2011 by You · 604.11(B ·	Box Overview.pdf		3 Collaborators Mail all
Box Jingle.mp3			1 Keith
Box Jingle.mp3 Created Apr 7, 2011 by You - 1.3MB	Send to:		Monica
Box Overview.pdf	Type emails separated by commas h	here	Enter email addresses here
Created Apr 7, 2011 by You - 1.1MB	Users not collaborating in this folder	r will be invited to do so.	a Invite Collaborators
Box Sync for Macs.docx	Task type:		
Created Apr 22, 2011 by You - 10.9KB -	Review this file		Recently Updated Files
Box.flv	Enter your task instructions here		Box Overview.pdf
Created Apr 7, 2011 by You - 11.3MB -	Poto duo doto		Email Templates.docx
Email Templates.docx	Set a due date		Box Sync for Macs.docx
Created Apr 22, 2011 by You - 16.8KB -	01	Connel	MG_0169.JPG
Enterprise License Agreement doc	Okay	Cancel	Box.flv
Created Apr 7, 2011 by You - 81.0KB -			Resources

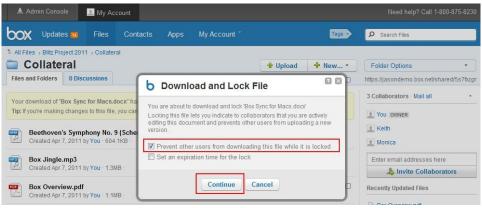
IX. Version Control and History

Version control and locking a file can be used to ensure that concurrent editing of a file does not occur. Your version history log will allow you to access and keep up to 10 versions of a particular file. Please note that all versions you store will count against your allotted storage.

a. Download and Lock a File to Edit

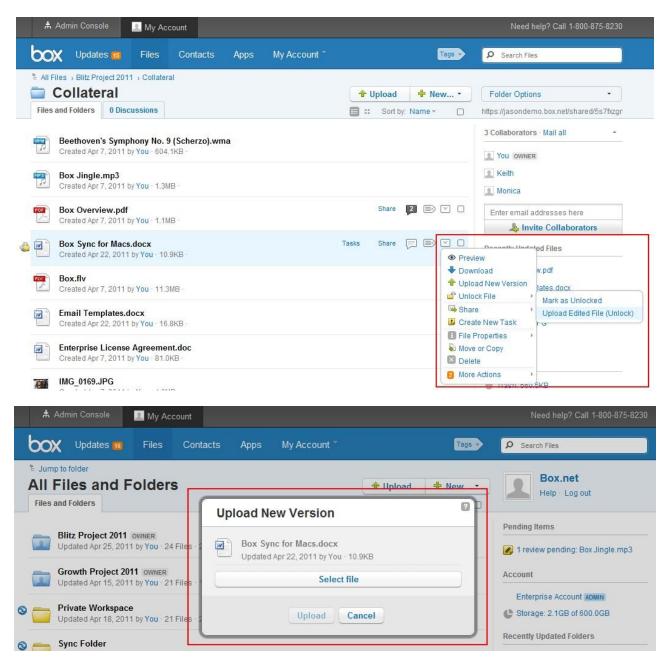
- 1. Mouse over the desired file and click the drop down arrow/menu. Select "Lock File" and click "Download & Lock (to edit)".
- 2. A pop-up window will appear allowing you to download the file. If you want to prevent others from downloading the file while you make your edits select "Prevent other users from downloading this file while it is locked" and click "Continue".
- 3. The file will open in the specified program (i.e. word, excel, etc.) you can make your edits.
- 4. After you have finished, save the file on your desktop. Ensure that you are saving the file with the exact same name.
- 5. To upload the new and edited version of the file, please refer to the next section titled <u>b.</u> <u>Upload a New Version.</u>

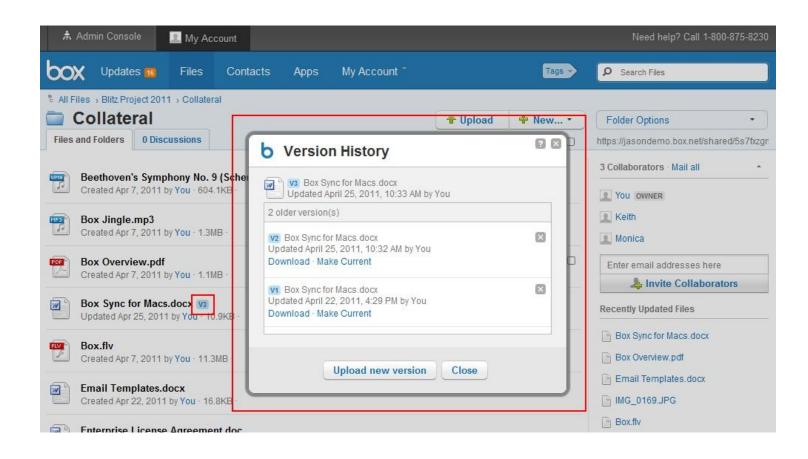
	Upload Image: New
Beethoven's Symphony No. 9 (Scherzo).wma Created Apr 7, 2011 by You - 604.1KB - Box Jingle.mp3 Created Apr 7, 2011 by You - 1.3MB - Created Apr 7, 2011 by You - 1.1MB - Box Sync for Macs.docx Created Apr 22, 2011 by You - 1.9KB - Tasks	3 Collaborators - Mail all - 2 You owners Ketth Monica Share To Contemporate Contemporate Enter email addresses here
Created Apr 7, 2011 by You - 604.1KB Box Jingle.mp3 Created Apr 7, 2011 by You - 1.3MB Box Overview.pdf Created Apr 7, 2011 by You - 1.1MB Box Sync for Macs.docx Created Apr 22, 2011 by You - 10.9KB Created Apr 20, 20	Vou owner Keith Monica Share
	Share 2 B Y C Enter email addresses here
Created Apr 22, 2011 by You - 1.1MB - Box Sync for Macs.docx Created Apr 22, 2011 by You - 10.9KB -	Liner entail addresses here
Created Apr 22, 2011 by You - 10.9KB -	
Day By	Share Deconstitution of Files
Created Apr 7, 2011 by You - 11.3MB -	Download Wpdf Upload New Version Lock File
Email Templates.docx Created Apr 22, 2011 by You - 16.8KB -	Bhare Create New Task Generation
Enterprise License Agreement.doc Created Apr 7, 2011 by You - 81.0KB -	File Properties Move or Copy Delete



b. Upload a New Version

- 1. Mouse over the locked file and click the drop down arrow/menu. Select "Unlock File" and click "Upload Edited File (Unlock)".
- 2. A pop-up window will appear allowing you to select the edited version. Click "Select File" and select the edited version of the file to upload and click "Open".
- 3. Click "Upload" to upload and unlock the file.
- 4. Once you have completed the upload you will see a version icon next to the file letting you know the number of versions associated with that file. If you click on that version icon you will be able to see, download, and make current an older version of the file.



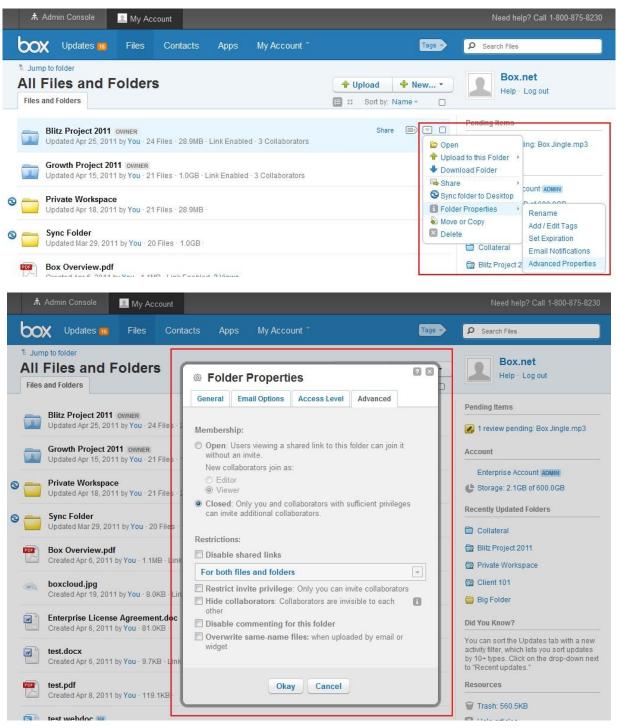


X. Advanced Folder Properties

Advanced folder properties are only accessible to the folder owner and co-owner (if there is one).

1. Mouse over the desired folder and click the drop down arrow/menu. Select "Folder Properties" and click "Advanced Properties".

2. A pop-up window will appear allowing you to adjust the properties and restrictions of that folder. For example, you can disable share links, restrict invite privileges, and disable commenting for that folder.



XI. User Email Notifications

1. Mouse over "My Account" at the top of your window and click "Account Settings".

2. Click the "User Settings" tab and from here you will be able to adjust your email notifications for your account under the "Email Notifications" section. Click "Save" once you have finished.

Please note that email notifications can be adjusted on an individual folder level as well. The setting is under "Folder Properties".

Admin Console		Need help? Call 1-800-875-8230
Updates 10 Files Contacts Ap	ps My Account *	Tags - D Search Files
* Jump to folder All Files and Folders Files and Folders	Jasondemo@boxde Edit / View profile Account Settings Help	w • Box.net Help · Log out
Blitz Project 2011 OWNER Updated Apr 25, 2011 by You · 24 Files · 28.9MB · Link E	Switch back to the old version	Pending Items Pending Items 1 review pending: Box Jingle.mp3
Growth Project 2011 OWNER Updated Apr 15, 2011 by You - 21 Files - 1.0GB - Link En	abled - 3 Collaborators	Account
Admin Console 📃 My Account		Need help? Call 1-800-875-8230
DOX Updates 🐻 Files Contacts App	s My Account *	Search Files
Account Settings		
Account Info User Profile Content & Collaboration Us	er Settings App Settings Mobile & Sync	
User View Settings		Tip: Displaying more item / page in All Files may increase the amount of time it
Starting page after login: Admin Console	•	takes to load a page.
Items per page on All Files: 100	•	Tip: File preview setting is for opening
Display and sorting: V Sort collaborated folders a	files in your account. If you want to set content preview for documents you share with others, you can adjust this in the Content & Collaboration settings.	
File preview: 🗷 Show a preview when ope	ning these files: 1 For all files	
Email Notifications		Tip: You can also configure email options for individual folders from a
Apply to all folders: Email settings below over	ride any individual folder settings	folder's Properties or Folder Options.
Send you emails when: Vew comments or discus Notify on every event	sions are added	
Your files are downloaded Notify on first event only		
Files are added to your constraints of the second secon		
Monthly newsletter: 🗹 Receive monthly newslett	er from Box.net	

XII. Online Help Pages & Webinars

Our online help pages & knowledge base can be found at the below address. It is a robust directory of help docs and answers to frequently asked questions.

http://support.box.net/

We offer weekly webinars that will walk you through all the features of your Box account for both Administrators and End Users. You can access the webinars through the below link along with the schedules.

https://www.box.com/webinars