

Tech That Works For U

Box 101



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AGENDA

- **What is Box?**
- **Navigating the Box Website**
- **Box Drive**
- **Best Practices**
- **Next Steps**

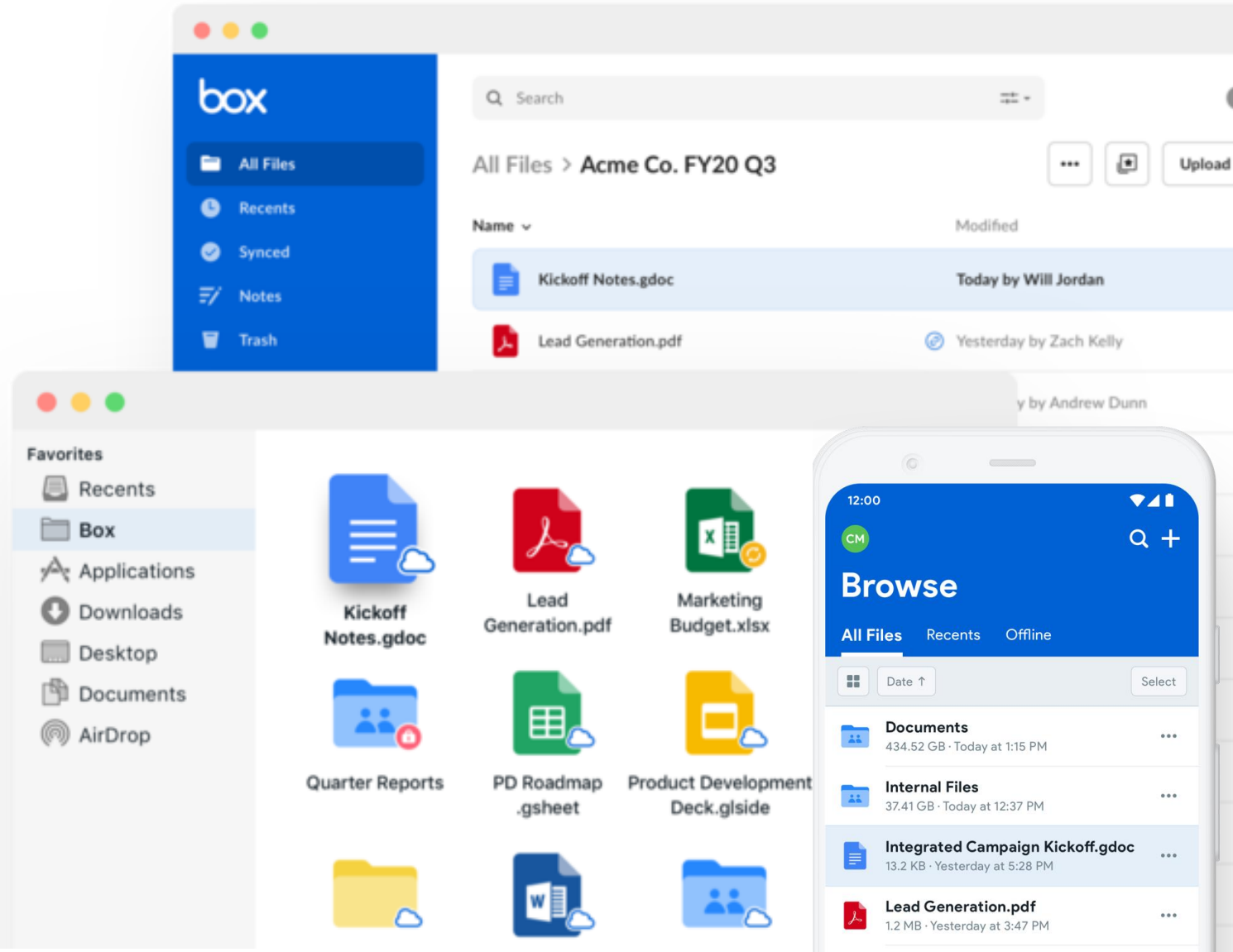
What is Box?

What is Box?

Box is an online file storage and collaboration service that allows you to securely access and share your files quickly and from any device.

Features and Benefits:

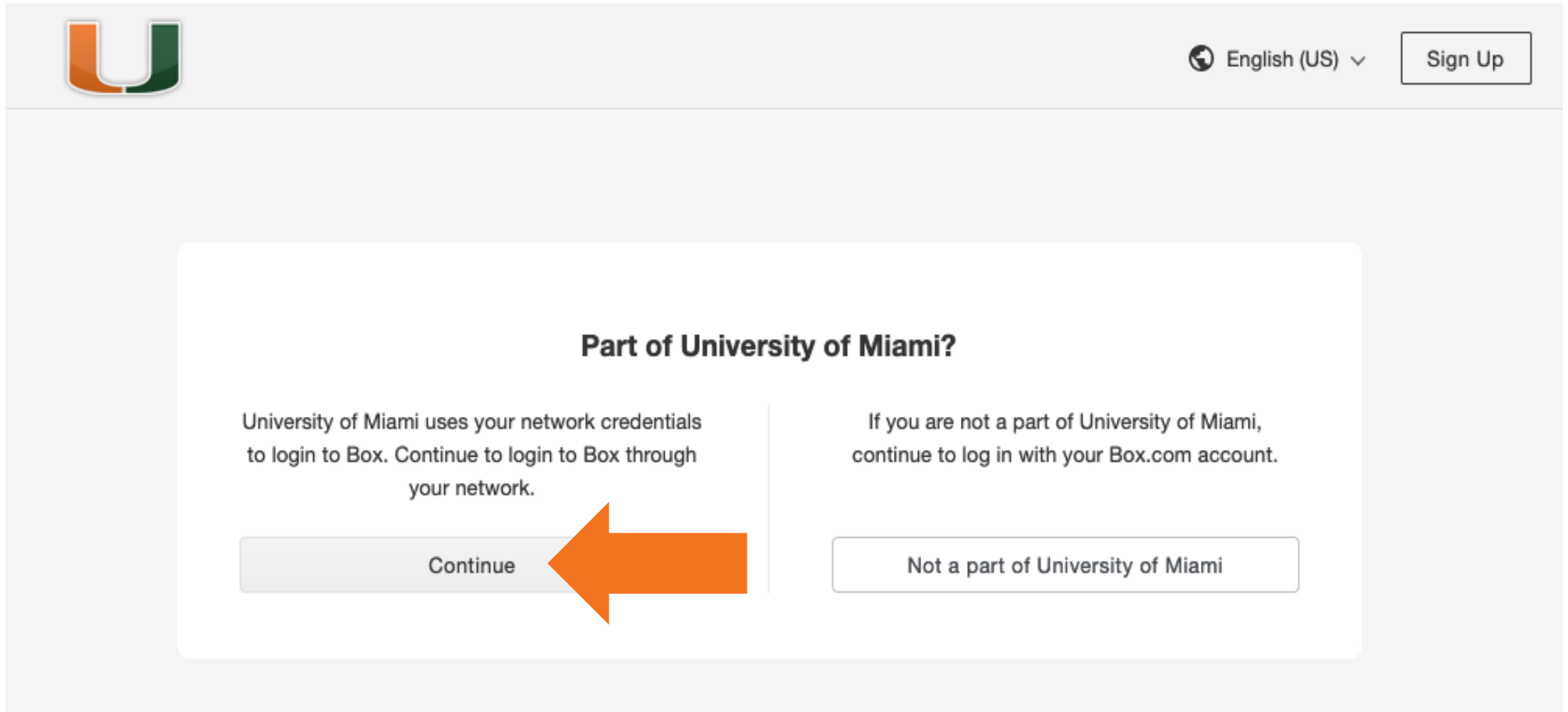
- 5TB of storage.
- Access from anywhere you have an internet connection.
- Large maximum file size of 50 GB.
- Ability to store any file type (docx, mp4, xlsx, etc.).
- Sharing and collaboration options.
- Ability to work offline with selected folders (Box Drive required).



Navigating the Box Website

Signing into Box

To sign into Box, visit <https://box.miami.edu> using your CaneID and password.



 English (US)  [Sign Up](#)

Part of University of Miami?

University of Miami uses your network credentials to login to Box. Continue to login to Box through your network.

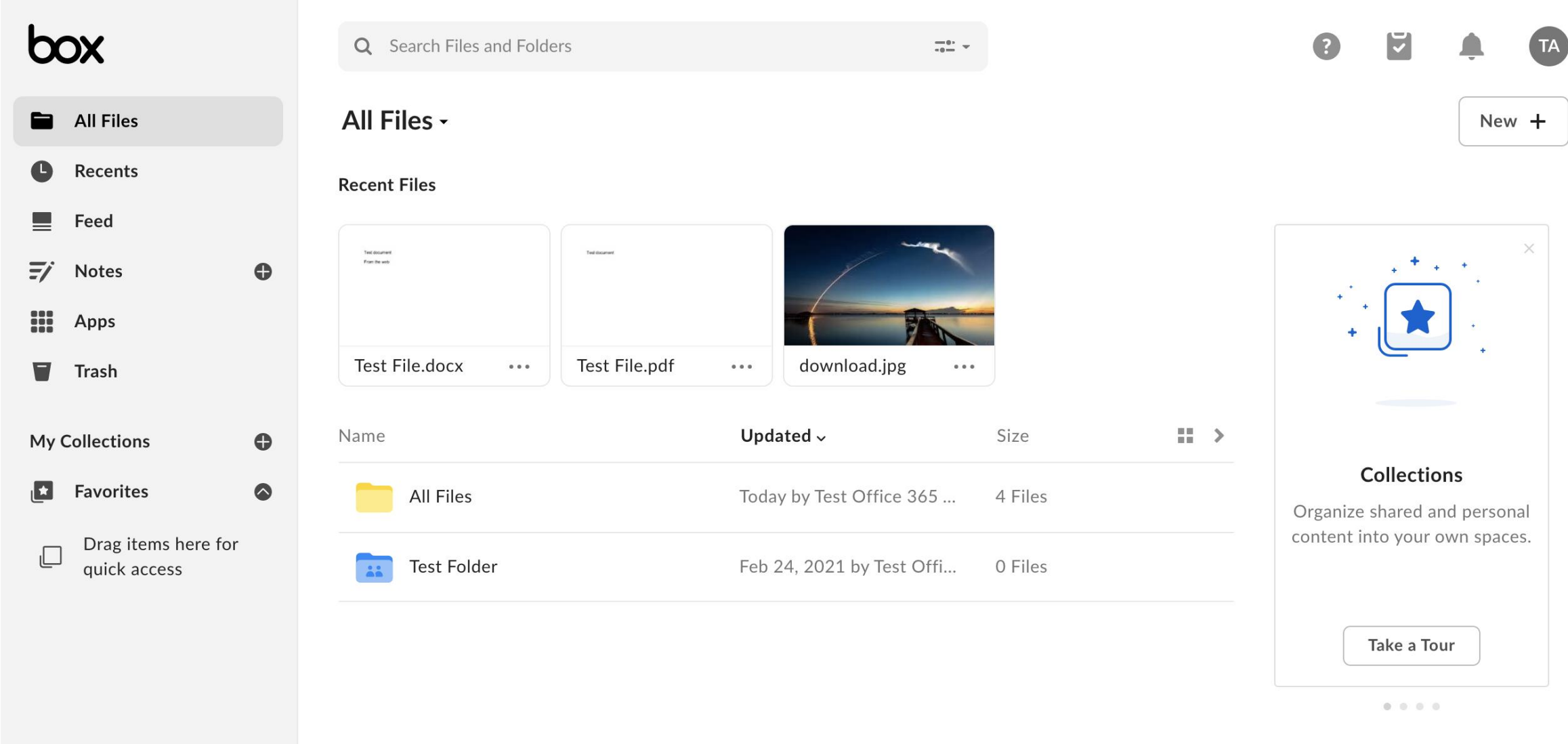
[Continue](#)

If you are not a part of University of Miami, continue to log in with your Box.com account.

[Not a part of University of Miami](#)

Box Home Screen

When you've signed into Box you will see the Box Home screen.



Sort Folders

Click a column heading to sort Box folders by Name, Updated Date or Size.

+

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for

Test File.docx ...

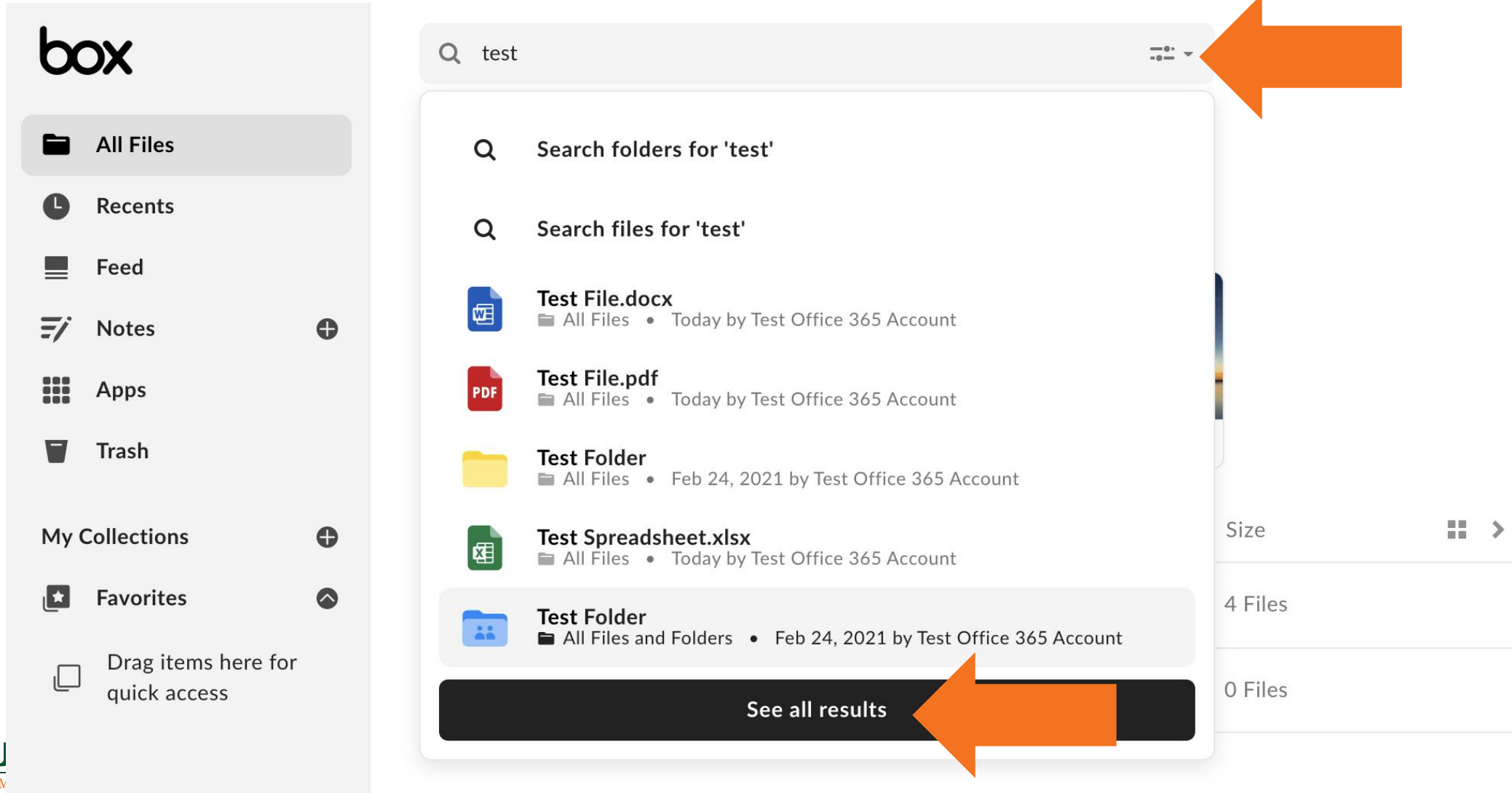
Test File.pdf ...

download.jpg ...

Name	Updated	Size
 All Files	Today by Test Office 365 ...	4 Files
 Test Folder	Feb 24, 2021 by Test Offi...	0 Files

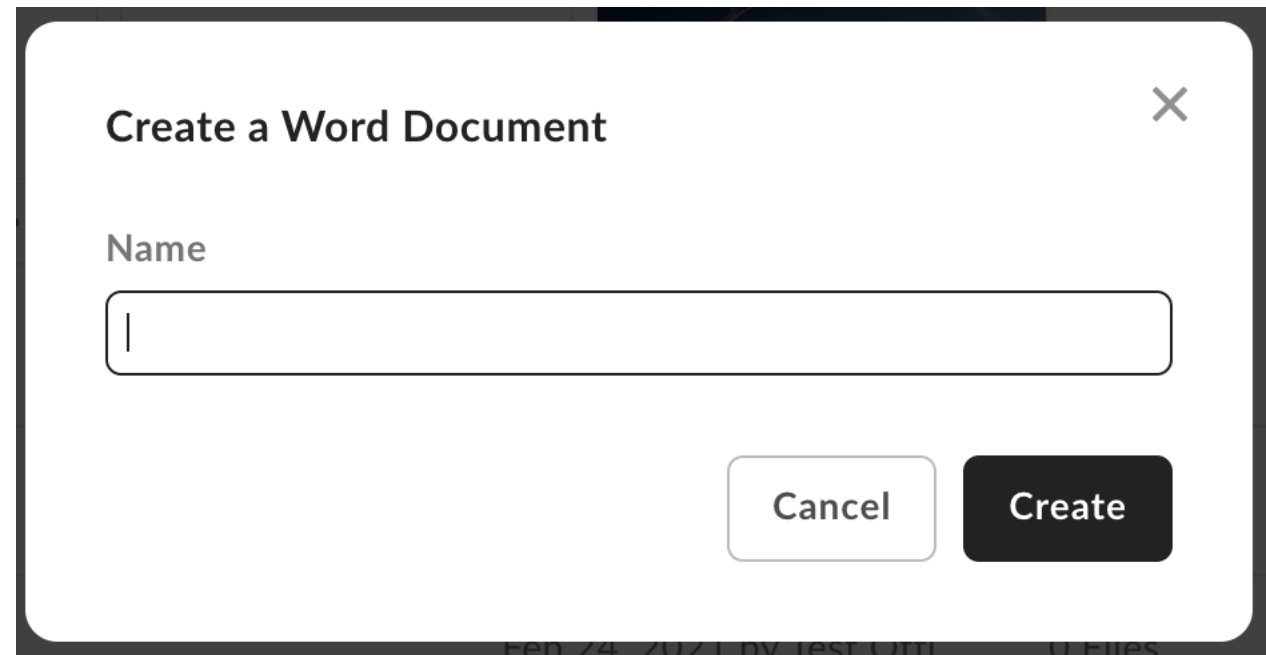
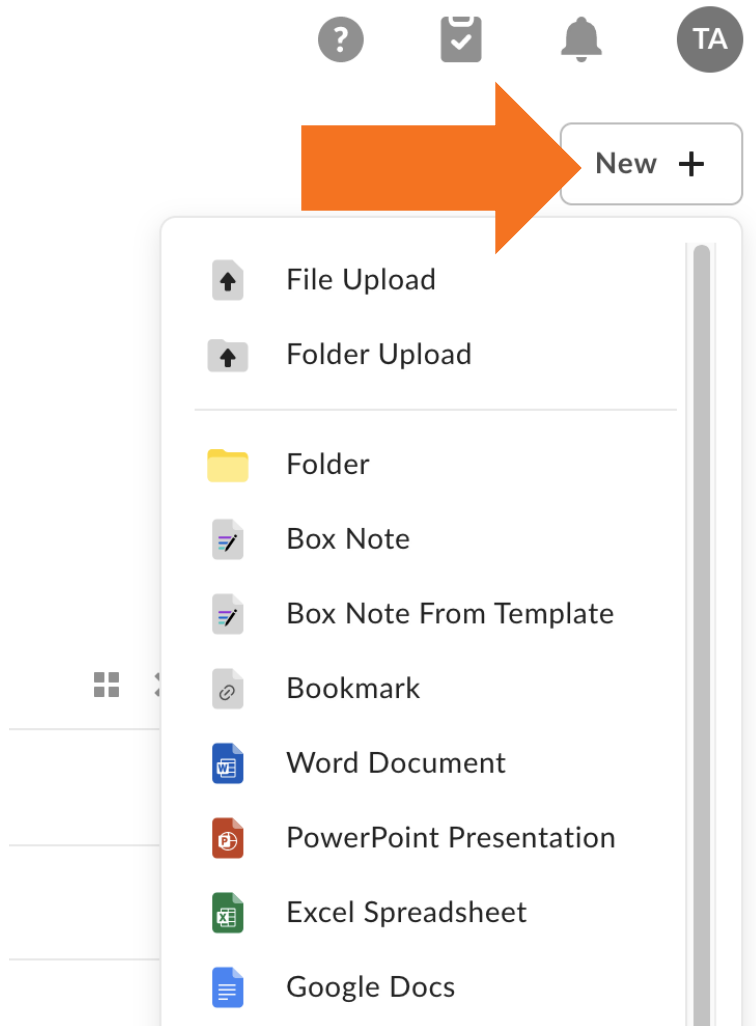
Search For Items

Search for files or folders using the Search field at the top of the screen.



Create New Files or Folders

Click **New +** to create new files or folders.

A screenshot of a dialog box titled 'Create a Word Document'. The dialog box has a close button (X) in the top right corner. Below the title, there is a label 'Name' followed by a text input field. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Create'.

Download Files or Folders

Downloading items will break the connection between the items and the Box website. You can download a single item or multiple items at once.

×

Test Spreadsheet.xlsx is selected

⋮

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🔖

🔗

Share ➔

Name	Updated ▾	Size
 Test Folder	Feb 24, 2021 by Test Offi...	1 File
 Test Spreadsheet.xlsx	Today by Test Office 365 ...	10 KB

Details



×

3 items are selected

⋮

🚫

📄

🗑

↓

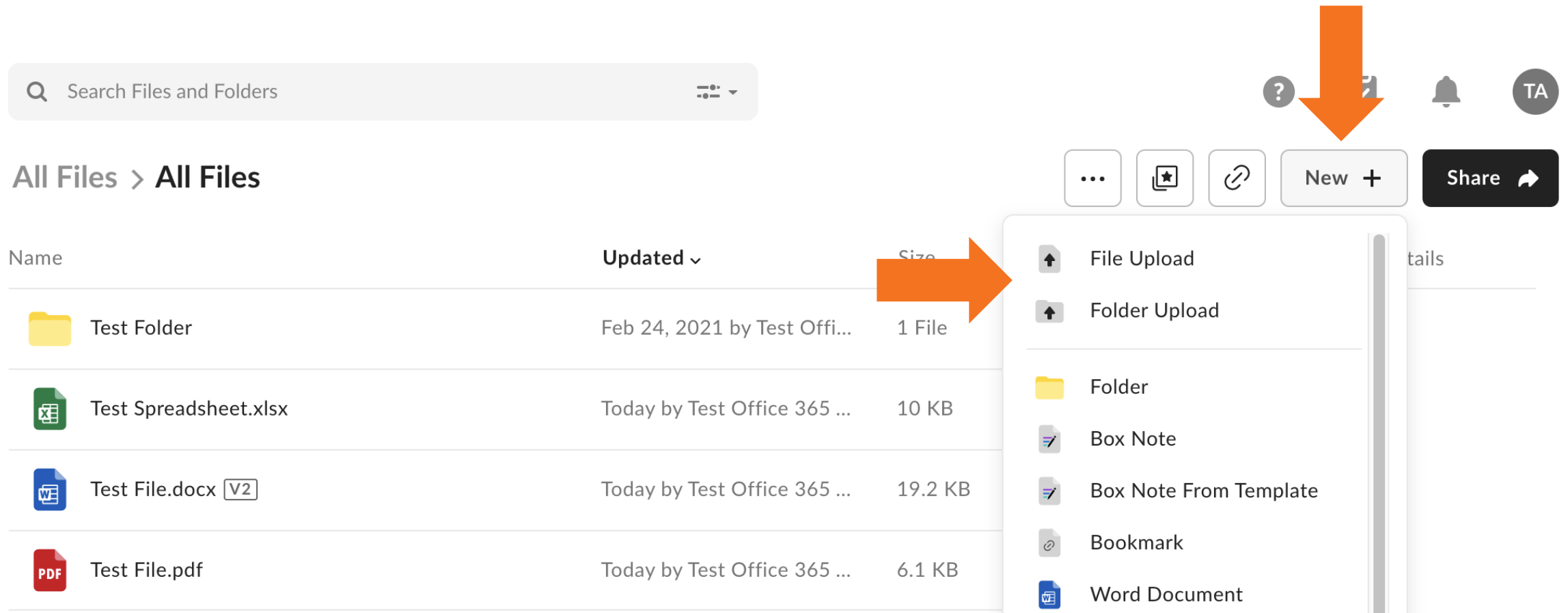
🔖

3 Selected



Upload Files or Folders

To upload a file or folder, click **New +** and select **File Upload** or **Folder Upload**.

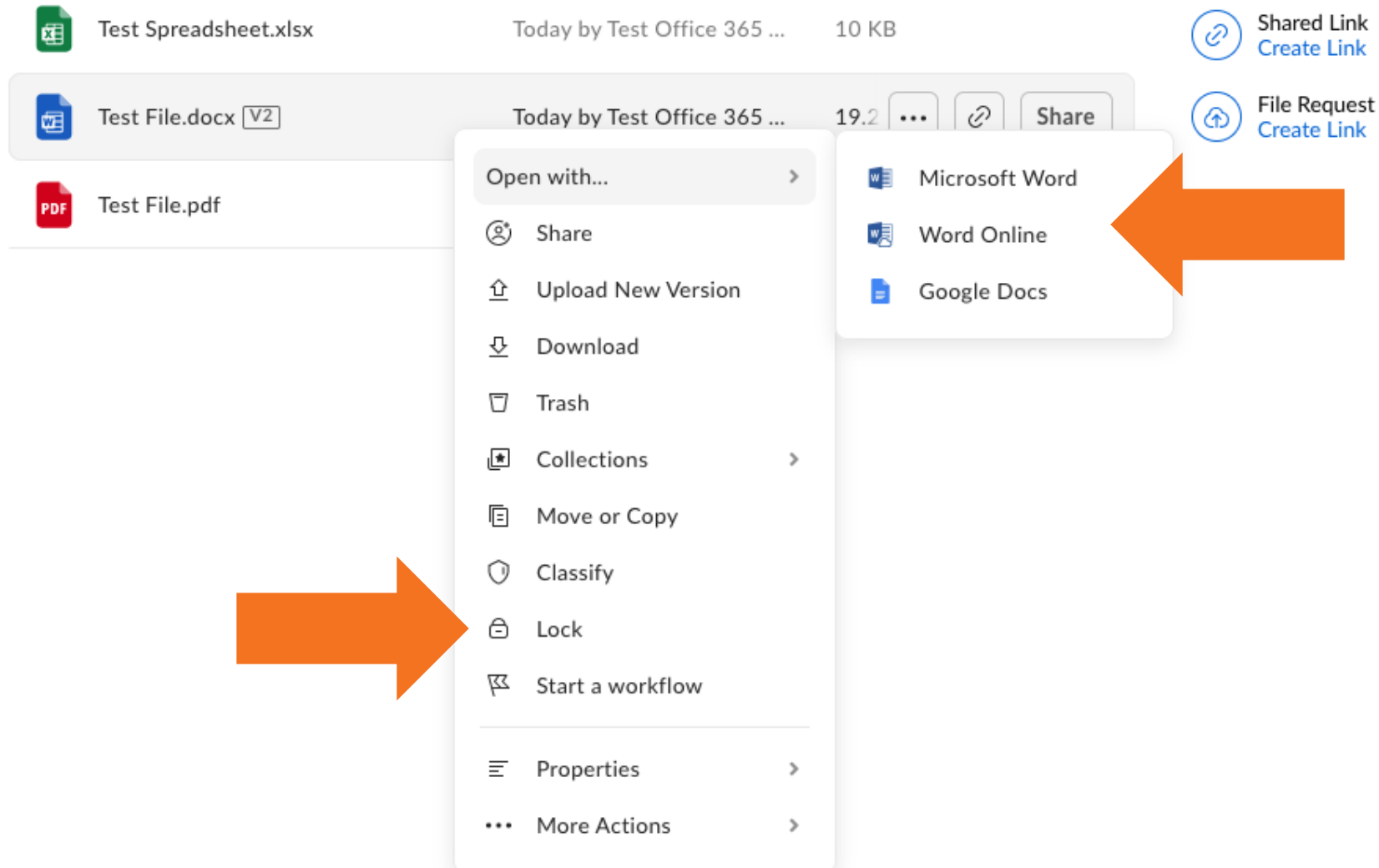


The screenshot displays a file management interface. At the top, there is a search bar labeled "Search Files and Folders" and a user profile icon labeled "TA". Below the search bar, the text "All Files > All Files" is visible. On the right side, there is a "New +" button with a plus sign, which is highlighted by a large orange arrow. To the right of the "New +" button is a "Share" button. Below the "New +" button, a dropdown menu is open, showing options for uploading files and folders. The dropdown menu includes the following options: "File Upload", "Folder Upload", "Folder", "Box Note", "Box Note From Template", "Bookmark", and "Word Document". An orange arrow points from the "Size" column header of the file list to the "File Upload" option in the dropdown menu.

Name	Updated ▾	Size
 Test Folder	Feb 24, 2021 by Test Offi...	1 File
 Test Spreadsheet.xlsx	Today by Test Office 365 ...	10 KB
 Test File.docx V2	Today by Test Office 365 ...	19.2 KB
 Test File.pdf	Today by Test Office 365 ...	6.1 KB

Edit Files or Folders

You can open and edit files in Box if you own the file or have edit permission to the file.



Sharing Files and Folders

Select or hover of the desired items and click **Share** to view Box's sharing options.

All Files > All Files

...

New +

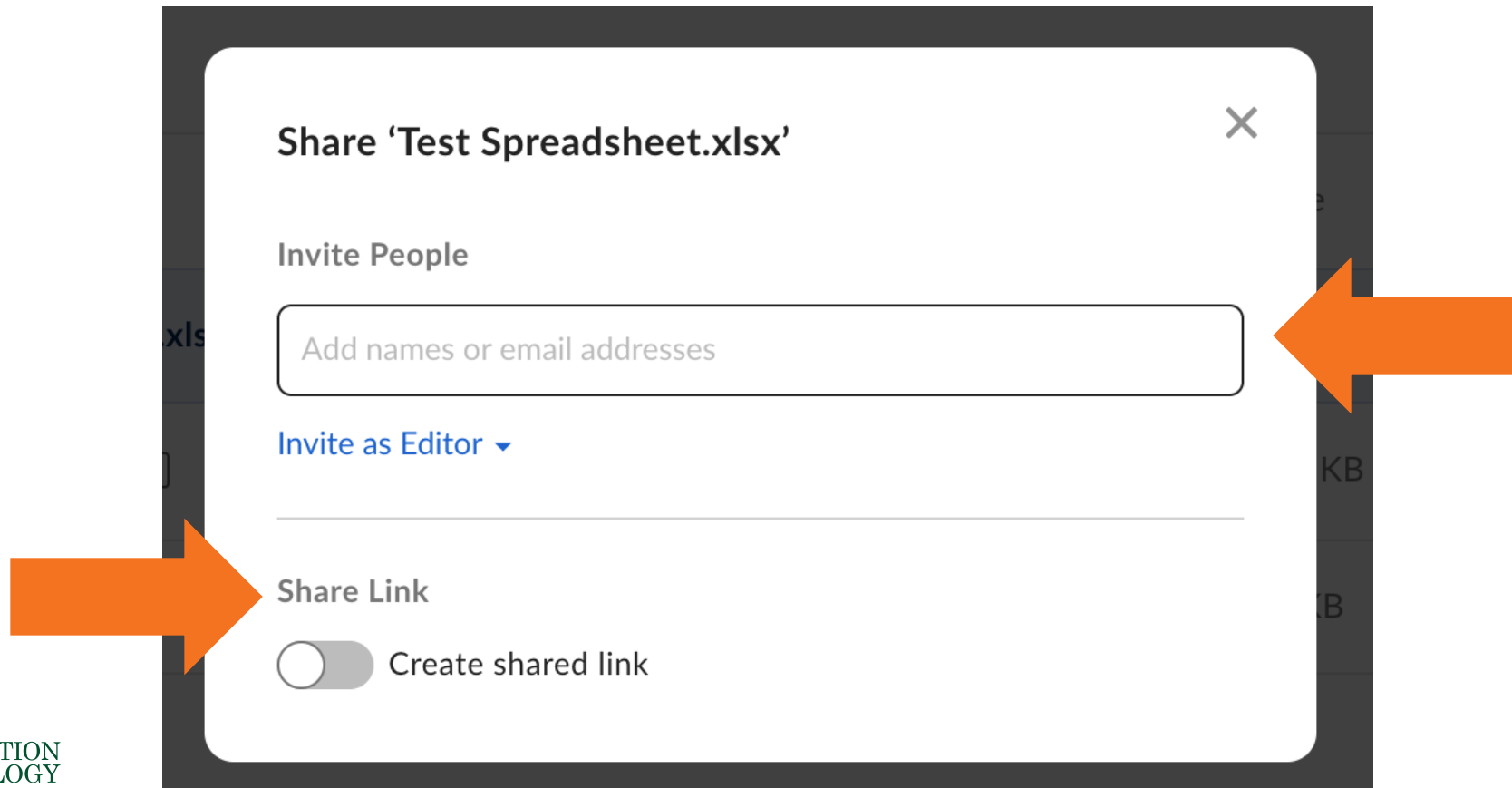
Share

Name	Updated ▾	Size	>	Sharing	Details
Test Folder	Feb 24, 2021 by Test Offi...	1 File			
Test Spreadsheet.xlsx	Today by Test Office 365 ...	10 K	... Share	Collaborators Invite People Shared Link Create Link File Request Create Link	
Test File.docx V2	Today by Test Office 365 ...	19.2 KB			
Test File.pdf	Today by Test Office 365 ...	6.1 KB			

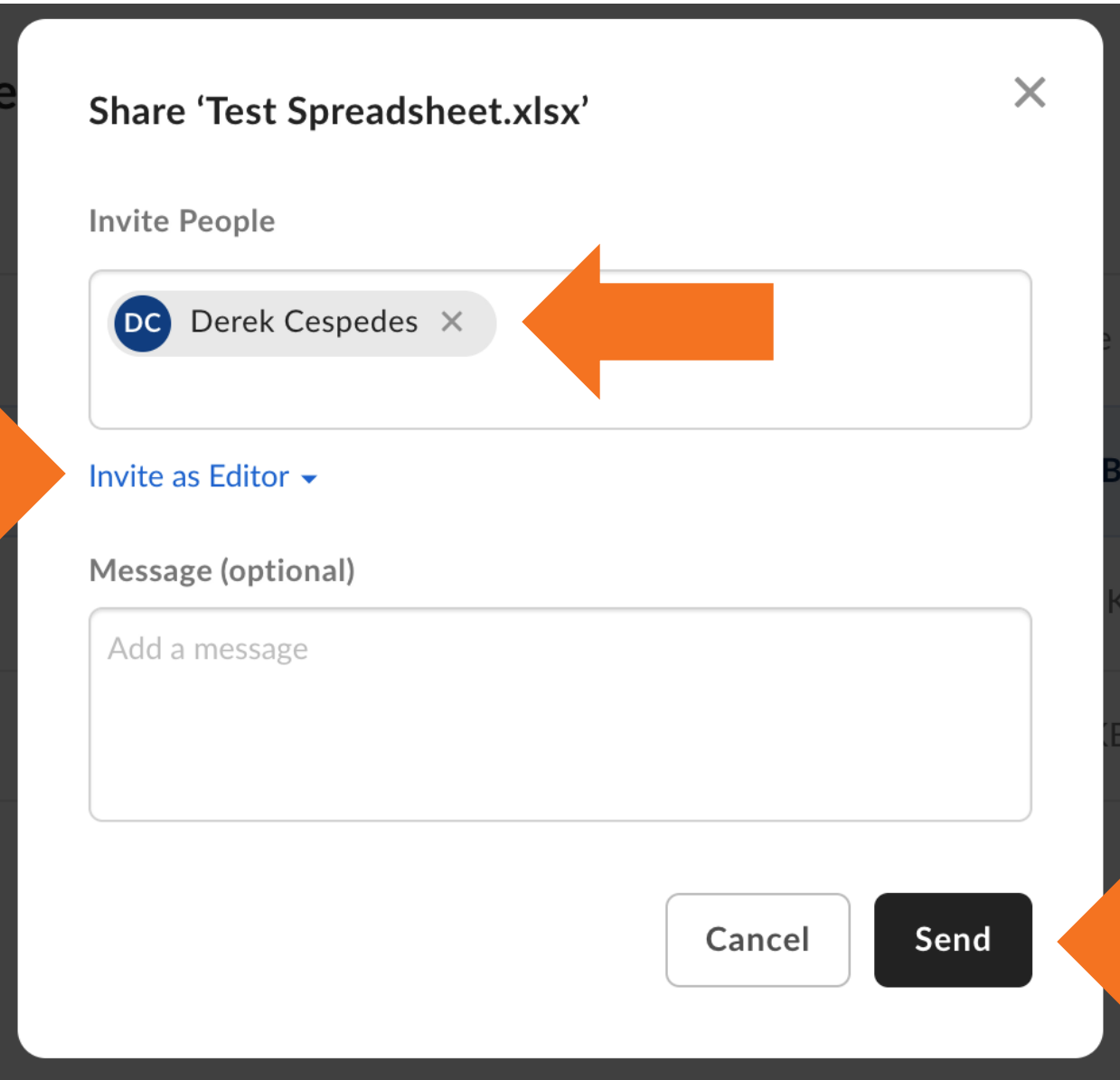
Sharing Files and Folders

Box offers two methods for sharing folders:

1. Invite each person individually
2. Create a shared link that can be shared with multiple people at once



Sharing Files and Folders – Invite An Individual



Share 'Test Spreadsheet.xlsx' ×

Invite People

DC Derek Cespedes × ←

← Invite as Editor ▼

Message (optional)

Add a message

Cancel Send ←

Sharing Files and Folders – Modifying Access

To view and modify access to shared items, select the desired item to launch the Sharing pane.

×

Test Folder is selected

...

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🗑

📌

🔗

Share ➔

Recent Files

Test document
From the web

Test File.docx ...

Test document

Test File.pdf ...



download.jpg ...

Name

Updated ▾

Size

⌵ ➔

📁

All Files

Today by Test Office 365 ...

4 Files

👥

Test Folder 

Feb 24, 2021 by Test Offi...

0 Fil

...

🔗

Share

Sharing

Details

TA

Test Office 365 Account
Owner

DC

Derek Cespedes
Editor

...

🔗

Shared Link
[Create Link](#)

📁

File Request
[Create Link](#)

Deleting and Restoring Files or Folders

To delete items, select the desired item(s) and select **Trash**.

The screenshot displays a file management interface. At the top, there is a search bar labeled "Search Files and Folders" and a settings icon. Below the search bar, a notification states "download.jpg is selected". To the right of the notification, there is a toolbar with icons for more options (three dots), download, trash, and share. A large orange arrow points to the trash icon. Below the toolbar, a table lists files. The first file is "download.jpg", updated on "Feb 24, 2021 by Test Offi...", with a size of "5.2". A context menu is open for this file, showing options: "Open with Preview", "Share", "Upload New Version", "Download", "Trash", and "Collections". A large orange arrow points to the "Trash" option. To the right of the file list, there is a "Details" section showing a preview of the image and "Access Stats" for "Previews" (1).

Search Files and Folders

download.jpg is selected

Name Updated Size

download.jpg Feb 24, 2021 by Test Offi... 5.2

Open with Preview

Share

Upload New Version

Download

Trash

Collections

Details

Access Stats

Previews 1

Deleting and Restoring Files or Folders

You can manually restore or permanently delete any file or folder in your trash.

box

- All Files
- Recents
- Feed
- Notes
- Apps
- Trash**
- My Collections
- Favorites

Search Files and Folders

Trash

Items I Deleted ▾

Name	Updated ▾	Details
download.jpg	Deleted today by Test Office 365 Account	Will be permanently deleted Jun 2, 2022...
OneDrive_1_5-3-2022	Deleted today by Test Office	
Book.xlsx	Deleted today by Test Office	
My Signed Documents	Deleted today by Test Office	

Restore All **Delete All**

Trash

Items I Deleted ▾

Name	Updated ▾	Details
download.jpg	Deleted today by Test Office 365...	Will be permanently deleted Ju...
OneDrive_1_5-3-2022		Will be permanently deleted Ju...
Book.xlsx	Deleted today by Test Office 365...	Will be permanently deleted Ju...
My Signed Documents	Deleted today by Test Office 365...	Will be permanently deleted Ju...

Restore

Delete

Box Drive

Installing Box Drive

Installing Box Drive is simple.

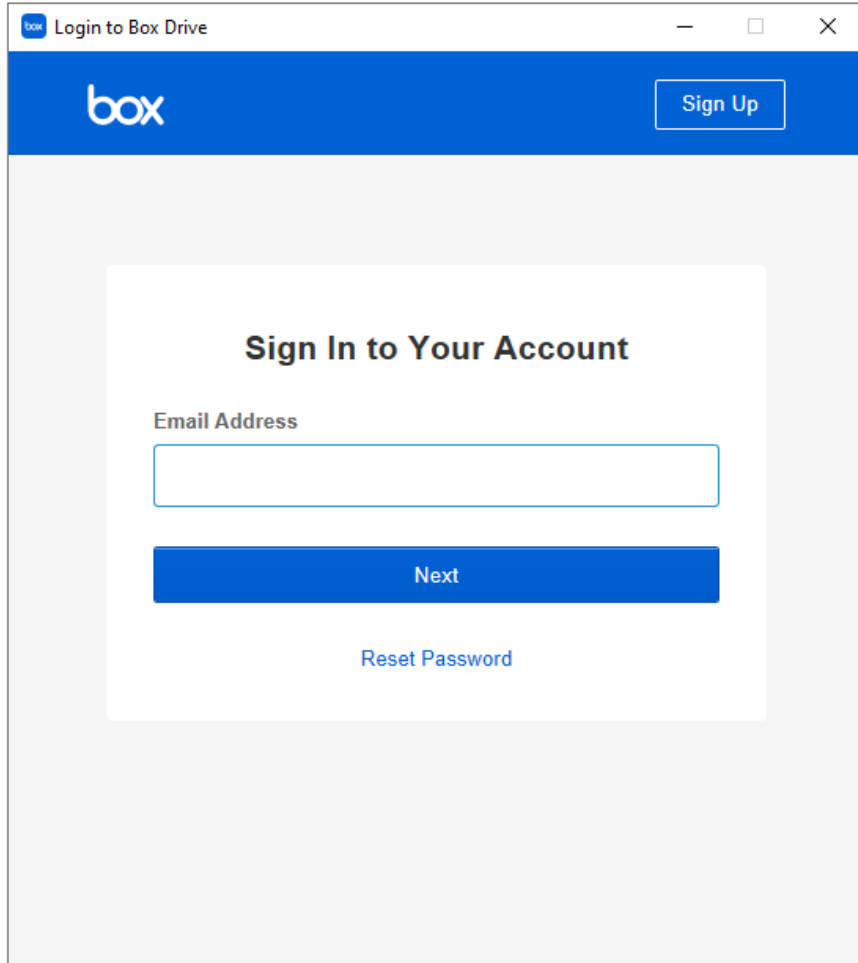
1. Simply click your initials in the upper right corner and click **App Center**.
2. Search for Box Drive.
3. Click **Add** and download the correct version for your computer.

The image illustrates the steps to install Box Drive through a series of four screenshots from the Box web interface:

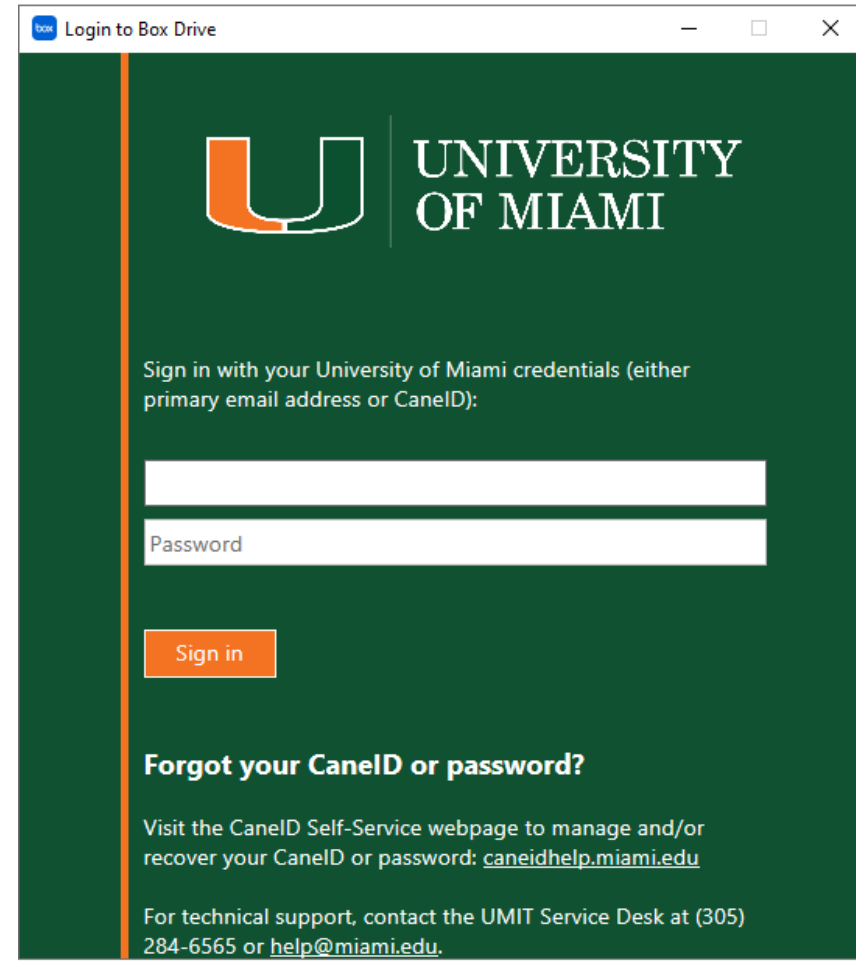
- Step 1:** The user is logged into the Box account. In the top right corner, the user's initials 'BT' are visible. A dropdown menu is open, and an orange arrow points to the **App Center** option.
- Step 2:** The user is in the **App Center**. A search bar at the top contains the text 'drive'. An orange arrow points to the **Box Drive** app in the search results.
- Step 3:** The user is on the **Box Drive** app page. An orange arrow points to the **Add** button in the top right corner.
- Step 4:** The user is on the **Box Downloads** page, which shows the option to **Download Box Drive for Mac**.

Installing Box Drive

Once installed, sign in using your UM email and log in with SSO.



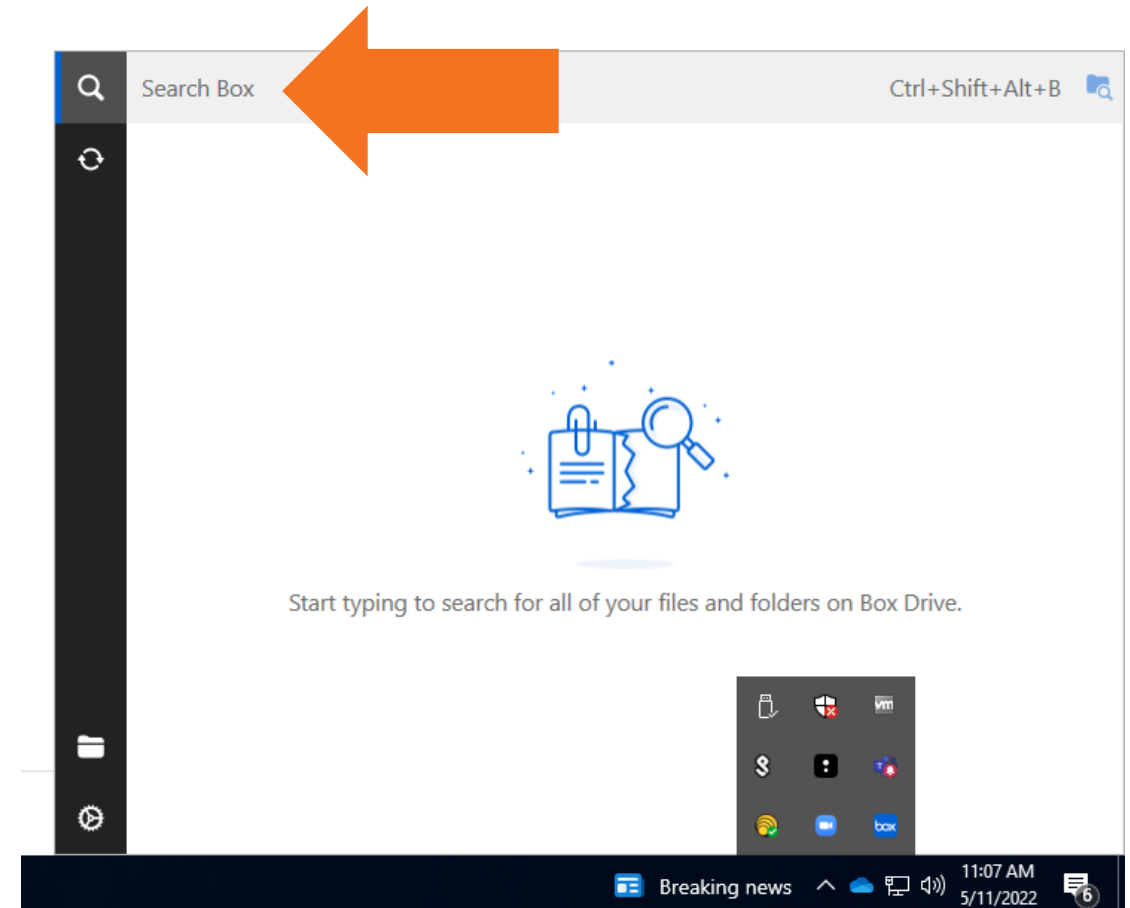
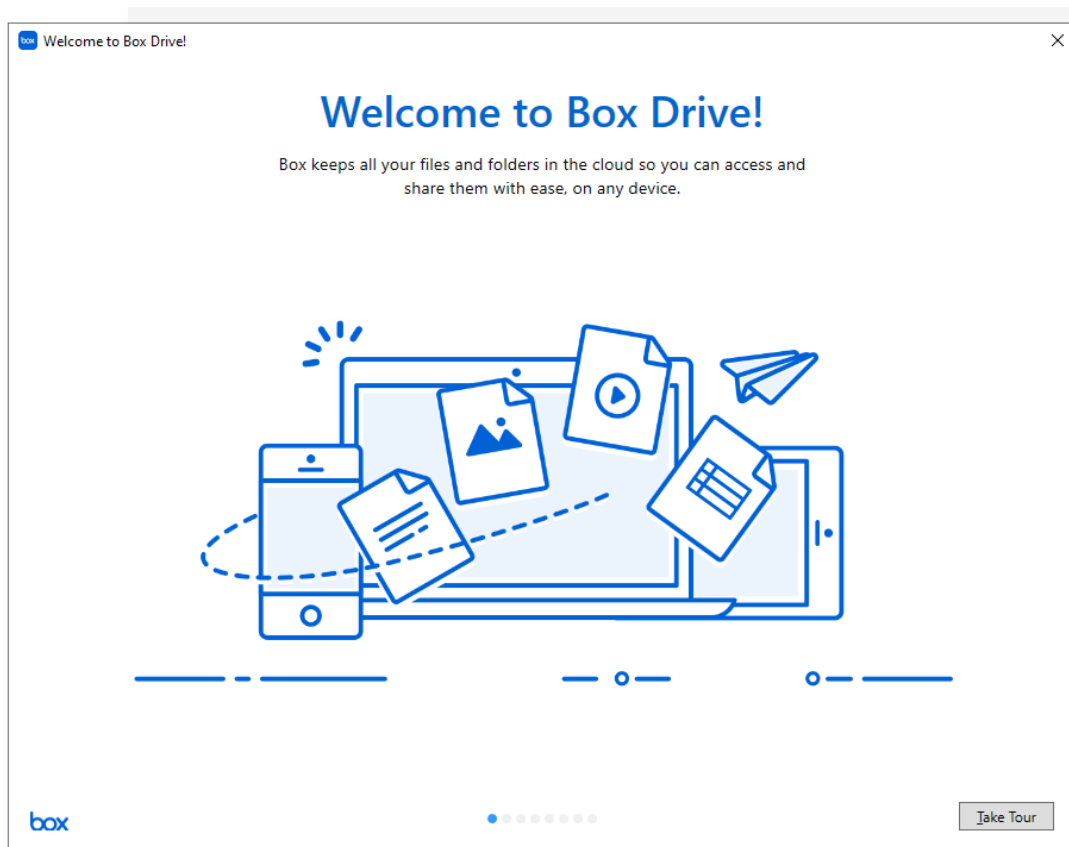
The image shows a web browser window titled "Login to Box Drive". The Box logo is in the top left, and a "Sign Up" button is in the top right. The main content area is titled "Sign In to Your Account". It features an "Email Address" label above a text input field. Below the input field is a blue "Next" button. At the bottom of the form is a "Reset Password" link.



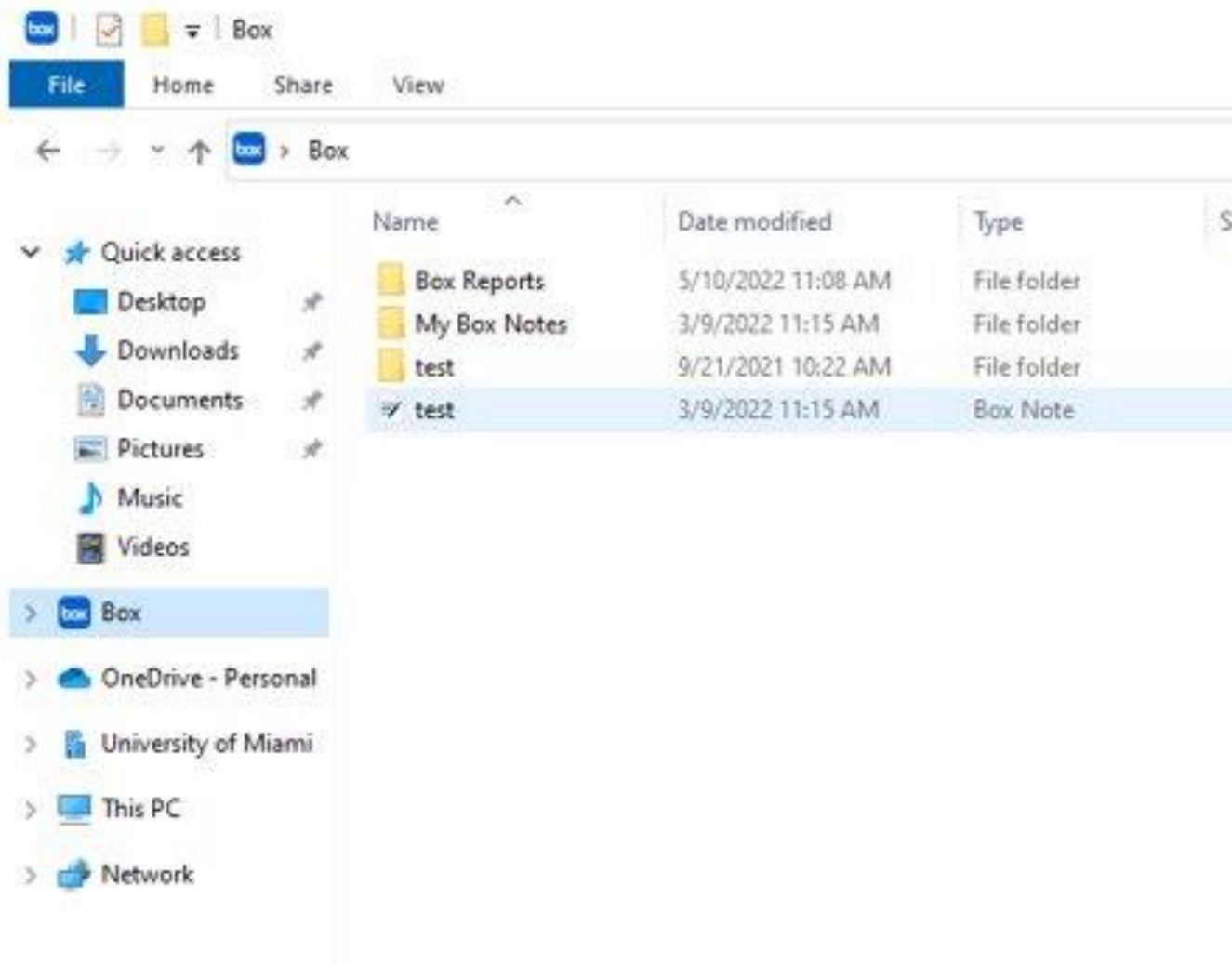
The image shows a web browser window titled "Login to Box Drive" with a dark green background. The University of Miami logo and name are at the top. The text "Sign in with your University of Miami credentials (either primary email address or CaneID):" is displayed above two input fields: a white one for the email address and a white one for the password. Below these fields is an orange "Sign in" button. At the bottom, there is a section titled "Forgot your CaneID or password?" with instructions to visit the CaneID Self-Service webpage and a link to caneidhelp.miami.edu. It also provides contact information for the UMIT Service Desk: (305) 284-6565 or help@miami.edu.

Search and Box Drive

The tour will explain most functions when using Box Drive. Clicking on the Box icon in the system tray will bring up the ability to search through your files in the cloud.



Box Drive and Windows Explorer



Box Drive will allow you to work natively in windows explorer like the files existed locally on your desktop.

Managing detailed sharing will still have to be done in the cloud at box.miami.edu.

Best Practices

Best Practices

Use a clear and easy-to-identify naming convention when creating folders

Only give access to the folders a person needs

Grant the lowest permissions necessary

Review sharing permissions periodically

Avoid downloading files or setting files for offline use

Consider using a Departmental Box Account for Department or Team files

Any Questions?

Support Resources

UM Box Login

<https://box.miami.edu>

UMIT's Box Service Page

<https://www.it.miami.edu/a-z-listing/box/>

Box FAQs

https://www.it.miami.edu/wda/it/FAQ_Box.pdf



Next Steps

Next Steps



Visit Our Tech Talk Page

You can see today's presentation and past Tech Talks at



it.miami.edu/techtalk

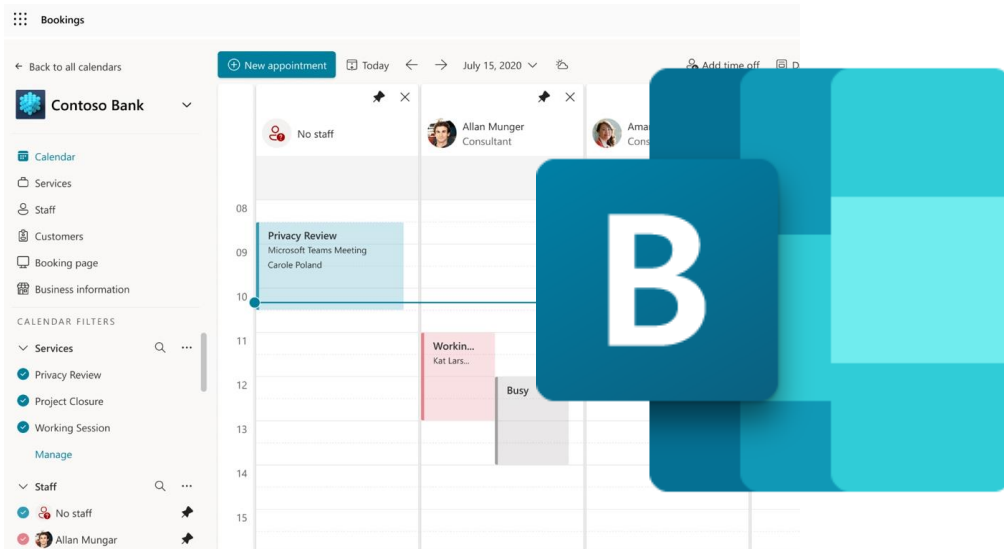
Our Next Tech Talk

Introduction to Microsoft Bookings

Thursday, June 23, 2022

Microsoft Teams Live Event

2 PM – 3 PM



Feedback Survey

Give Us Feedback

Fill out our survey and let us know how we're doing



Scan the QR code to the right using your phone's camera



<https://bit.ly/3Md9h3S>



Get In Touch With Us



Get In Touch With Us



it.miami.edu/techtalk



techtalk@miami.edu

Thank 