

## To Log in to Box

- Go to <http://box.pomona.edu>



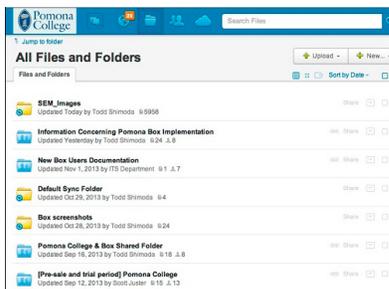
Part of POMONA COLLEGE?  
POMONA COLLEGE uses your network username and password to log in to Box. Continue to log in to Box through your network.



- Click on the 'Continue' button

- Enter your username and password (same as for email, the Portal, Sakai, etc.). Then, click 'LOGIN'.

You are now logged in. You should see information like that below.



## Uploading Files and Folders

### Upload files:

Drag files from your desktop to Box and drop them at the root level or in the folder of your choice, or upload them using the file browser. To upload files using the file browser:

- Click the **Upload** button in the top-left corner, then select **Upload Files** or **Upload Folders**.
- Select the file(s) or folder you'd like to upload (only one folder can be uploaded at a time via the file browser), then click **Open** or **Upload**.
- Note: to Upload Folders you will need the latest version of Java installed.

### Create new content:

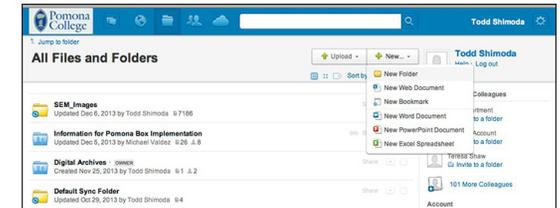
- Click on the **New** button.
- Select a type of document or bookmark.

### Delete a file or folder:

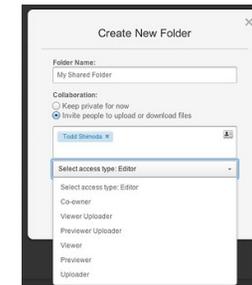
- You must be an Editor, Co-owner, or Owner of the content to delete
- Select **Delete** from the More Options drop down menu
- The file or folder will then be routed to your **Trash** bin where you are able to Recover or permanently Delete the content.

## Folder Sharing and Ownership

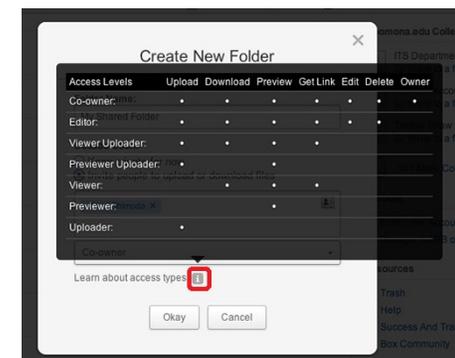
To start new folder to share, click New, then New Folder.



Name the folder, invite collaborators, and set each collaborator's access type. Collaborators with a Pomona Box account will autofill. Outside Pomona collaborators are identified and notified through their email addresses.



To see access permissions for collaborator type, click the "i" icon. You will receive an email when a collaborator has accepted your invitation.



## Types of collaborators

**Folder Owner:** For an individual account, a folder owner can share access with collaborators and set permissions, as well as upload, download, preview, share, edit, and delete files in the folder.

**Co-owner:** A Co-owner has same permissions as an owner, except the co-owner cannot change the access level of an owner.

**Editor:** An Editor can upload, download, preview, share, edit, and delete files in the folder.

**Viewer Uploader:** A Viewer Uploader can upload, download, preview, and share files.

**Preview Uploader:** A Previewer Uploader can upload and preview files.

**Viewer :**A Viewer can download, preview, and share files.

**Previewer:** A Previewer can preview files.

**Uploader:** An Uploader can upload files.

## Box Mobile

Your Box files are available on the major mobile devices. Check here for more details:

<https://www.box.com/personal/mobile-access/>

## Box Edit

Box Edit is an add-on feature that allows you to edit or create files directly on Box. Designed for all file types, browsers, and platforms, Box Edit uses the default application installed on your computer to edit or create simple and centralized content: docx files open in Microsoft Word, pptx files open in Microsoft PowerPoint, xlsx files open in Excel, and so forth.

### How do I download and install box edit?

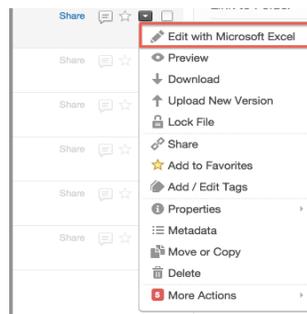
You can download Box Edit from this website: <https://www.box.com/box-for-devices/>

## Using Box Edit

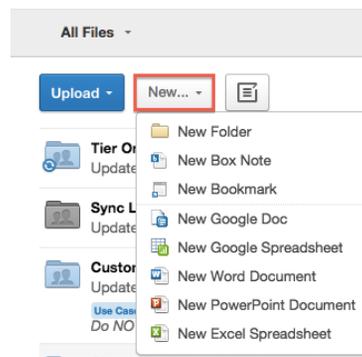
Once you have installed Box Edit, you can edit documents directly from Box. You can use Box Edit in one of two ways: to edit existing files on Box and to create new files on Box.

### Editing using Box Edit:

Click the **More Actions** dropdown next to the applicable file and select **Edit with Microsoft Word** or the application was used to create that file.



**Creating a new file using Box Edit:** Use Box Edit to create new Word, Excel, or PowerPoint files directly on Box. Click **New** and select the required application in which to create the file and store it on Box.



After creating or editing a file using Box Edit, simply save the changes from within your native application. All changes will be saved back to Box automatically. You will see a status display stating, *File is saved to Box. <Filename> has been successfully saved to Box.*

## Box Quick Reference



The Pomona College Box service provides a simple, secure way to store and share files and folders online. Box consolidates your content in a single location, easily accessible from anywhere, on any device. You can create files and folders, share them using a direct link, invite others to collaborate, and continue to revise and review your content. Though similar in appearance to other consumer services such as DropBox, Box can directly integrate with existing Pomona College systems and security, via single sign-on (*using the same account username/password one uses for the Portal, Sakai, email, etc.*).

- Box is not a replacement for Sakai, our teaching, learning, and assessment environment.
- Box is a secure replacement for any files you may have stored on Dropbox or locations such as file shares or local storage.
- Contact the ITS Service Desk for assistance by calling 1-8061, 1-909-621-8061 or emailing [servicedesk@pomona.edu](mailto:servicedesk@pomona.edu).