

Welcome to idX's Box Help Guide

If you do not already have a Box account please contact the
helpdesk at **extension 4357**

User Guide instructions:

This is an interactive help guide, meaning that there are several parts of this PDF that can be clicked on, this guide is not meant to be read in order or a linear fashion but rather by using its interactivity.

Any item that is inside of a red box is interactive and can be clicked on for further explanation. There is also a home button in the lower left of every page that will take you back to the default web view.

In the lower right of each page there is also an arrow that will take to you the next available instruction.

Click here!



Click here!



idX Corporation created a new Box account for you

noreply@box.com

 If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Mon 8/18/2014 2:35 PM

To: Andy Cox



idX Corporation created a new Box account for you

You should receive an email that looks similar to this, from here you will click the create password link where you will be prompted to create a login password. From there you will be taken to the website login screen, click the link below.

Please create a secure password by clicking on the button below.

Create Password

Once created, you can access your account at <https://idxcloud.app.box.com/> using your email address and password.

To go to the actual website
and login click here.



Welcome back, please log in

👤 Andy.Cox@idxseattle.com

🔑 Password

Log In

Single Sign On

Reset Password

Create Account



Get the new Box for Android app

The best content experience on mobile – so you can be productive from anywhere. **Get the app.**





Click for more information on finding files



Andy Cox



Upload Files or Folders

Create new documents

Create Box Note

Upload

New...



This is the current default view.

Manage collaborators

The Cloud icon shows you the many apps that are available with Box.

Click here for mobile install instructions

Click here to skip mobile install.

Get Box for Mobile

Install Box on your computer



Andy Cox - Co-Owner

Created today by L'Carla Ewen 0 1

Share



idX China Sourcing

Updated yesterday by Ketty Zhang 158580 6 6

Share



Click for additional options



Uploads

Updated Jul 3, 2014 by Mike Burton 97 8 2

Share



idX Global Public Files

Updated Mar 26, 2014 by John Hufford 3 11 1

Share



Account

Enterprise Account

Storage: 0B of 250.0GB

Resources

This tells you how much space is currently used.

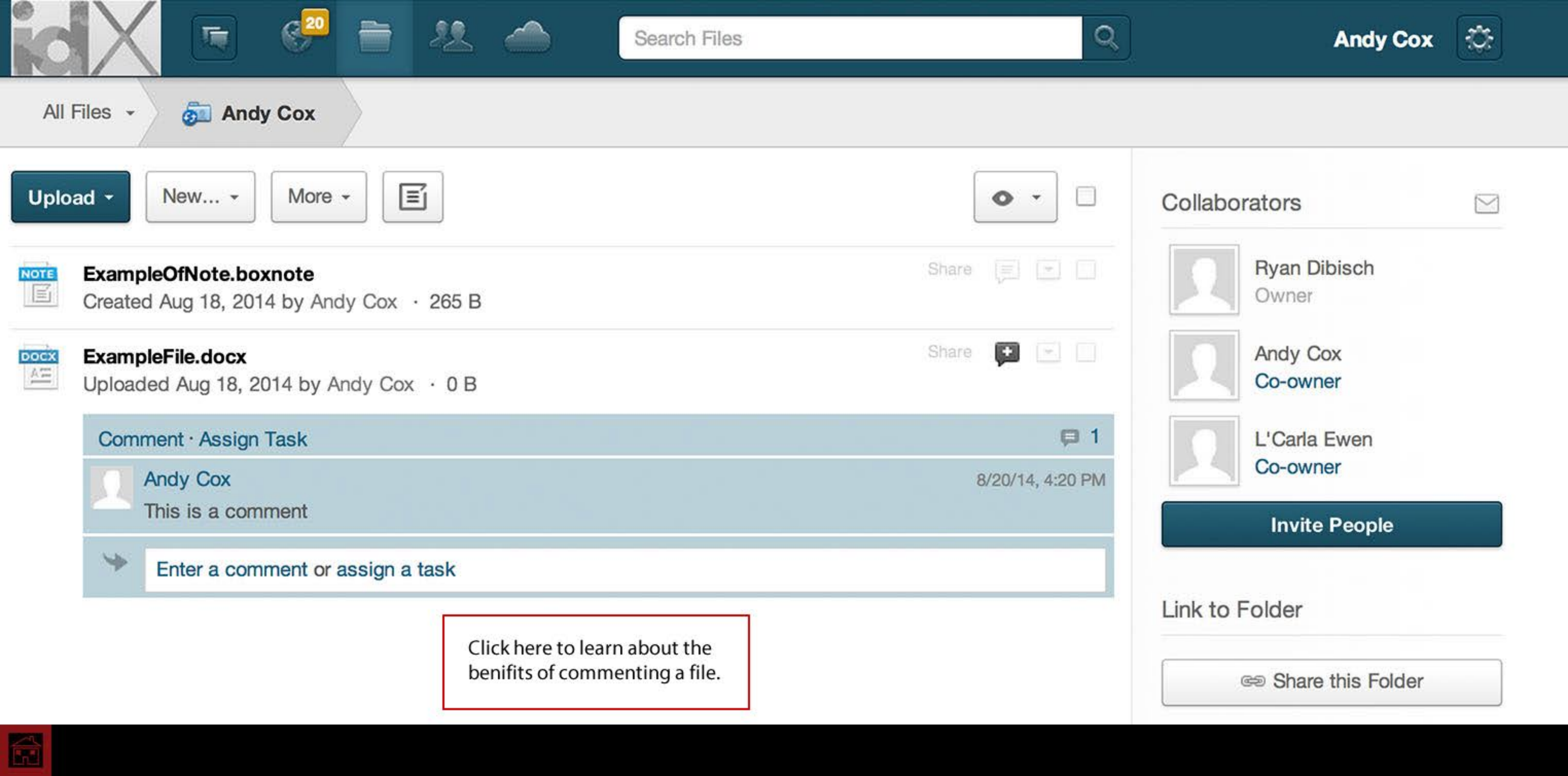
Trash

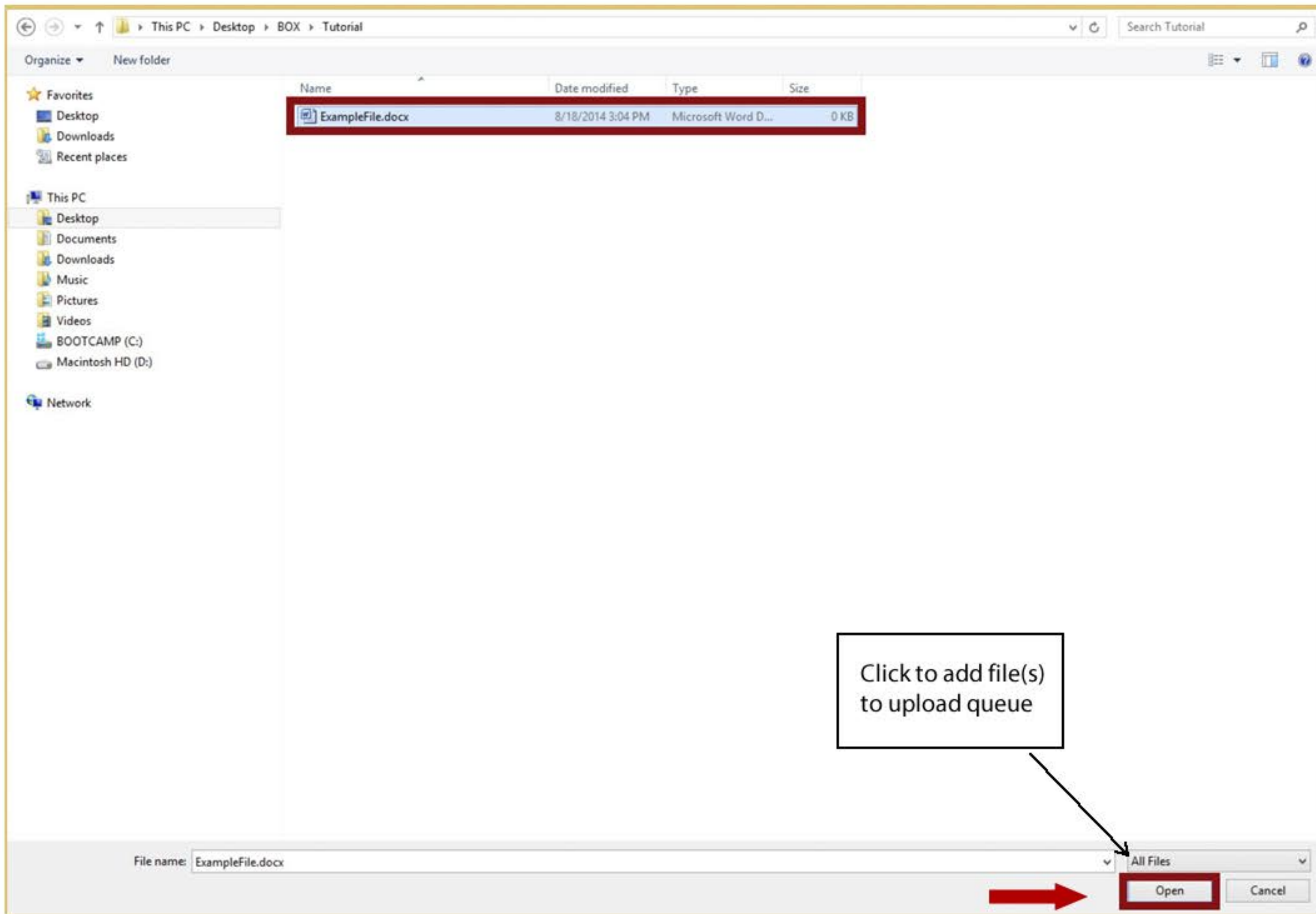
Help

Get Training

Box Community

Looking for a full list of videos? Click here!





Upload Files

Selected files:



ExampleFile.docx
[Add description](#)



[Add more files](#)

Select where the files are
uploaded if not in current
folder.

Upload to:

All Files



Upload

Cancel



Upload Files

Selected files:



ExampleFile.docx



[Add description](#)



[Add more files](#)

Upload to:

All Files



All Files

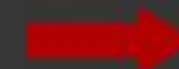
›  Andy Cox

›  idX China Sourcing

›  idX Global Public Files

›  Uploads

This is a list of your current folders.



This is the current status of your uploads.

Uploading 1 of 1 file(s) to Andy Cox

[Hide](#)





Search Files



Andy Cox



All Files

Andy Cox

Upload

New...

More



ExampleFile.docx

Uploaded today by Andy Cox · 0 B

Share



Collaborators



Ryan Dibisch
Owner



Andy Cox
Co-owner



L'Carla Ewen
Co-owner

Invite People

Link to Folder

Share this Folder

Share this folder with your colleagues



Upload ▾

New... ▾

More ▾



ExampleFile.docx

Uploaded today by Andy Cox · 0 B

Share



Collaborators



Ryan Dibisch
Owner



Andy Cox
Co-owner



L'Carla Ewen
Co-owner

Invite People

Link to Folder



<https://idxcloud.box.com/s/zn0721g>

Who can access:

People in your company ▾

Anyone with the link

People in your company

People in this folder

Remove Link

Click here to learn more about sharing links with collaborators.

Clicking the share folder button provides a link to your file. Allowing you to send a link to share and letting you control who has access to the folder too.

Alternatively you can remove the link to unshare the folder



This will permanently remove the shared link. If this item is embedded on other sites it will also become inaccessible. Any custom properties, settings and expirations will be removed as well. Do you want to continue?

Continue

Cancel



You've Downloaded Sync



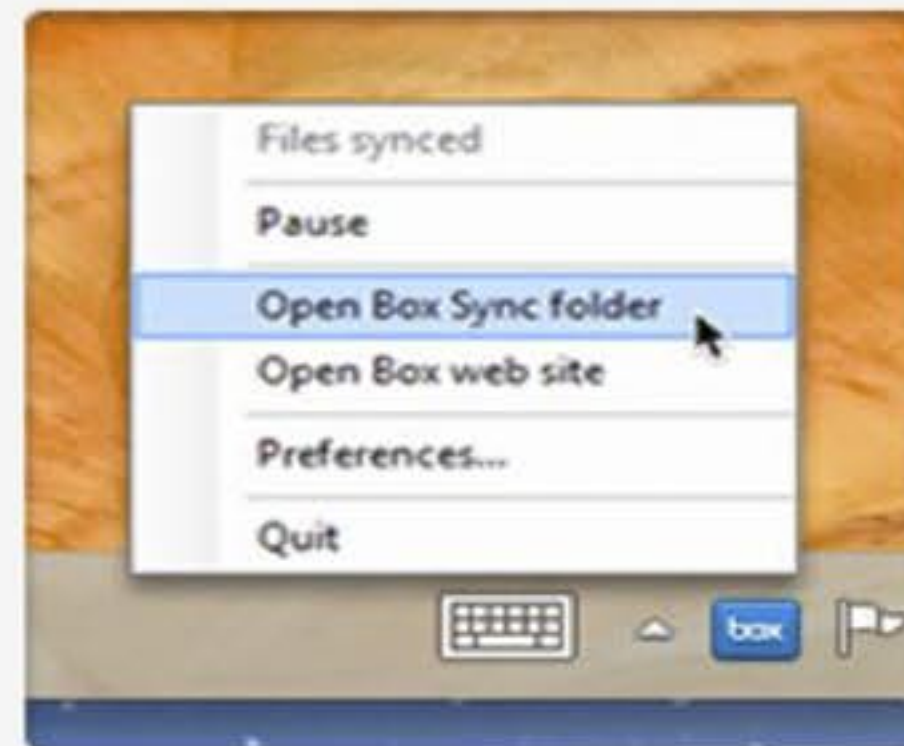
Open Box Sync Installer

After downloading, open the installer file



Install Box Sync

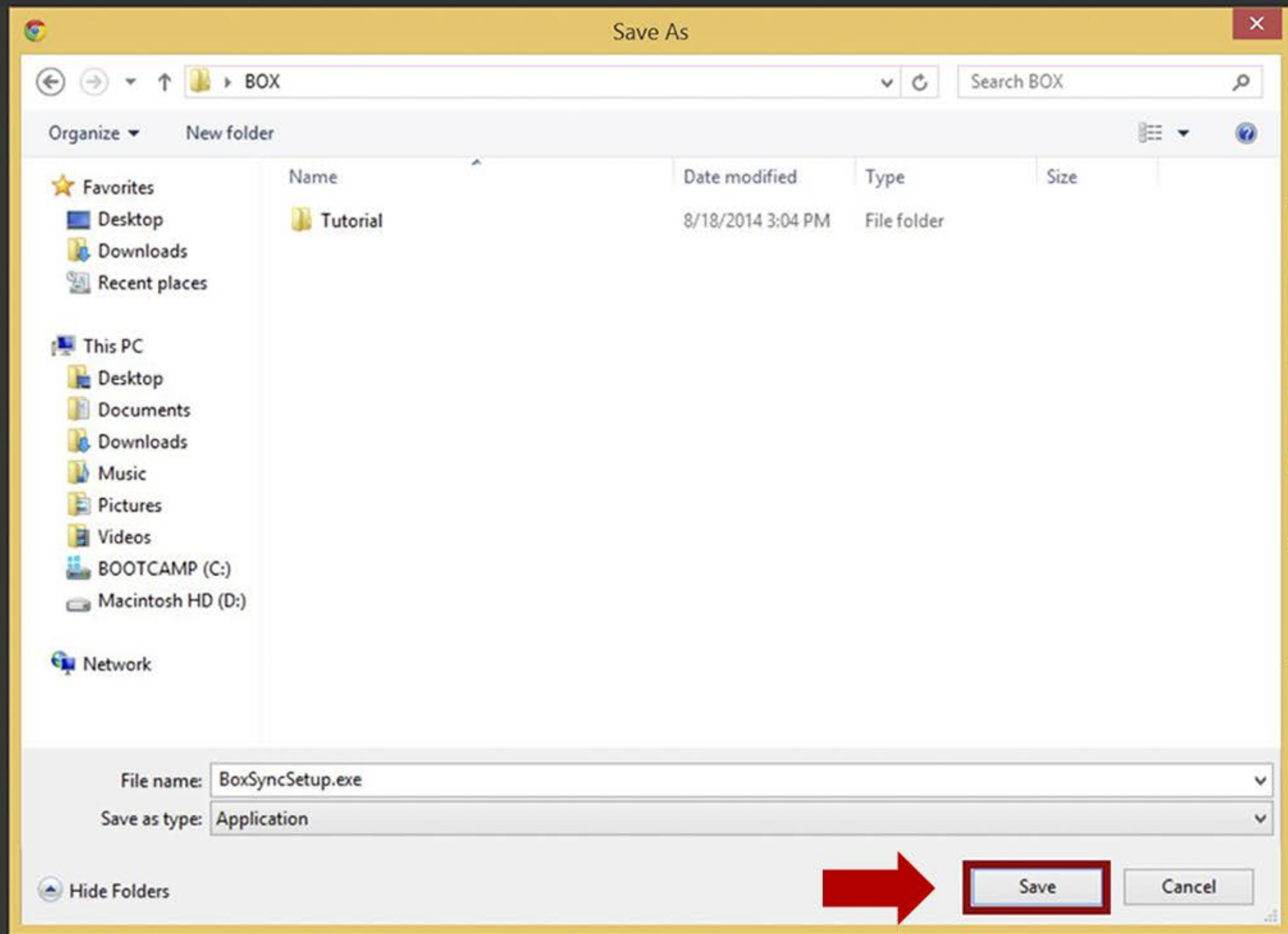
Follow the installation instructions and then log in to Box Sync



Start Using Box!

Click on the tray icon to open your Box Sync folder







Email Address

✉ Your Email here

Password

🔒

Fill in your
credentials as if
you were logging
into the website.



Log In

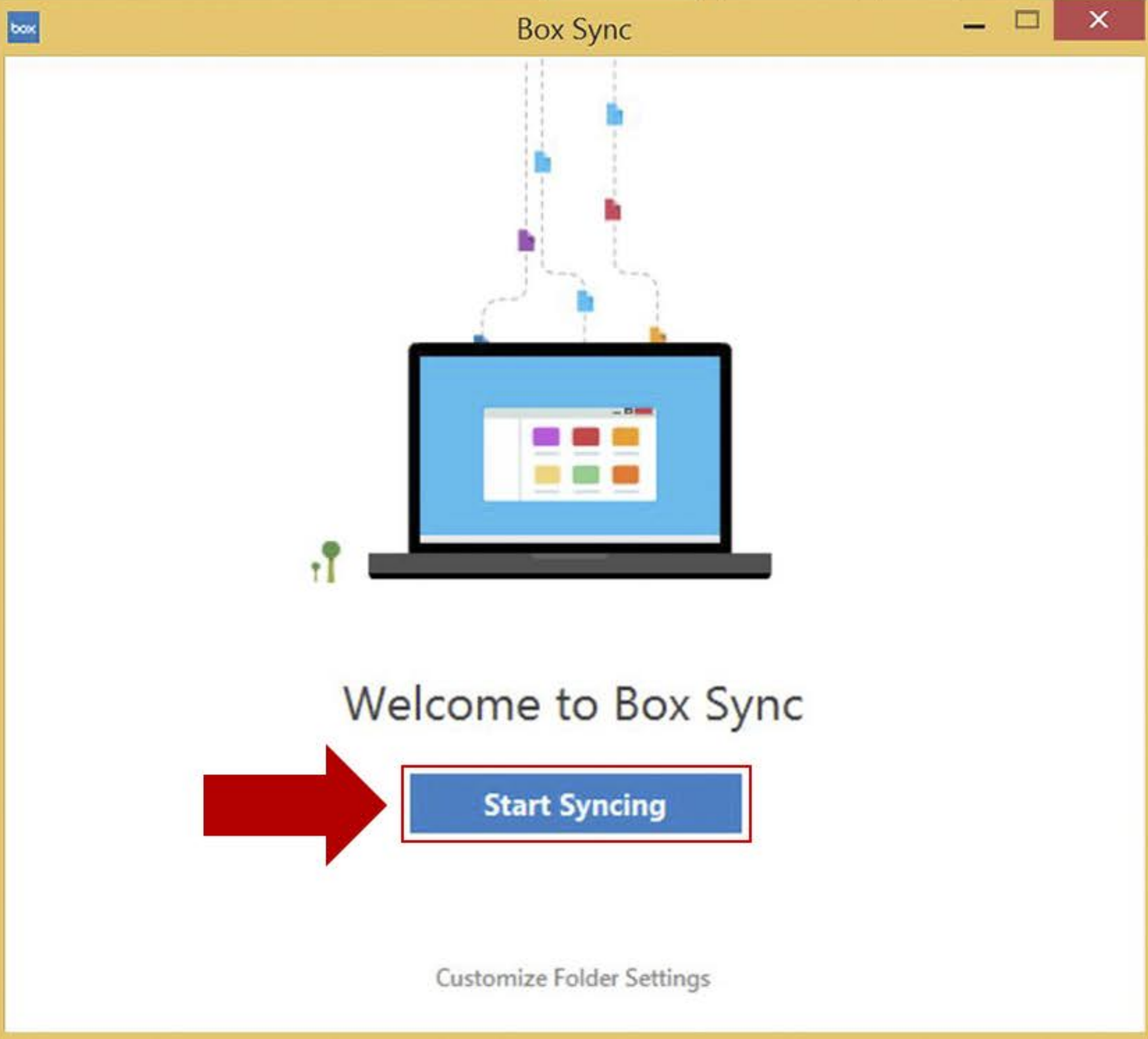
🔑 Use Company credentials

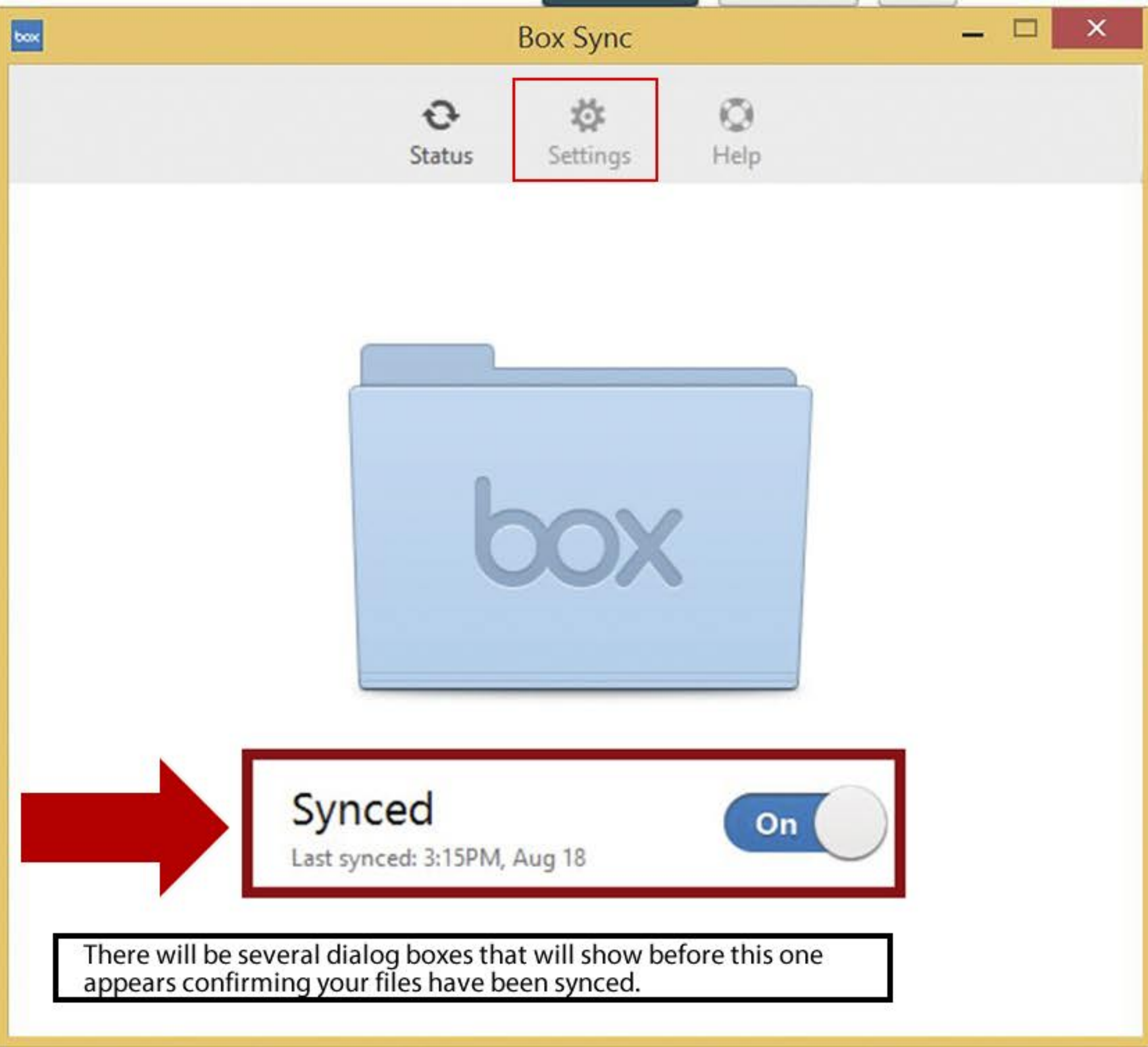
🌐 Can't access your account?

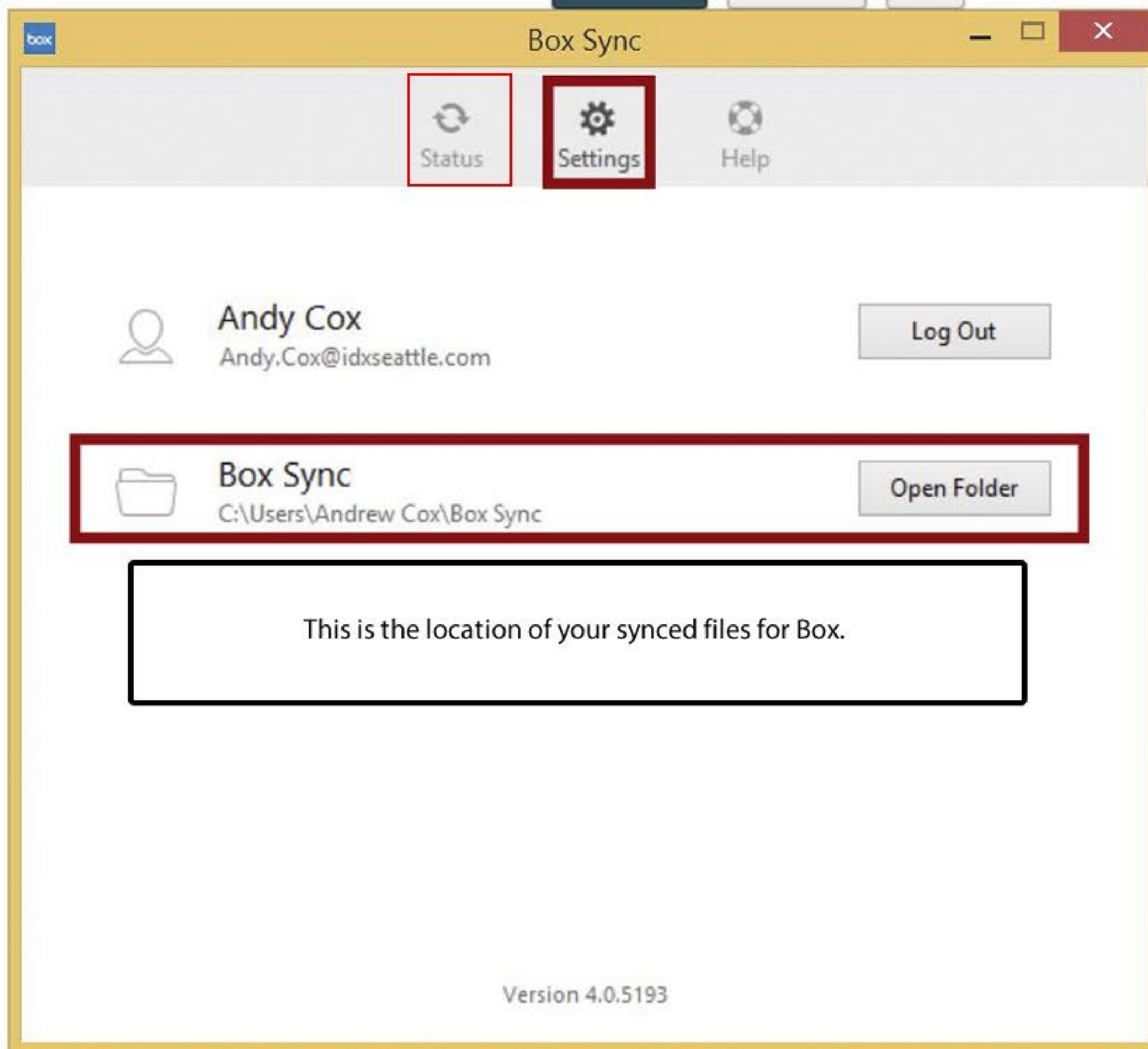
✍ Sign up for a Box account

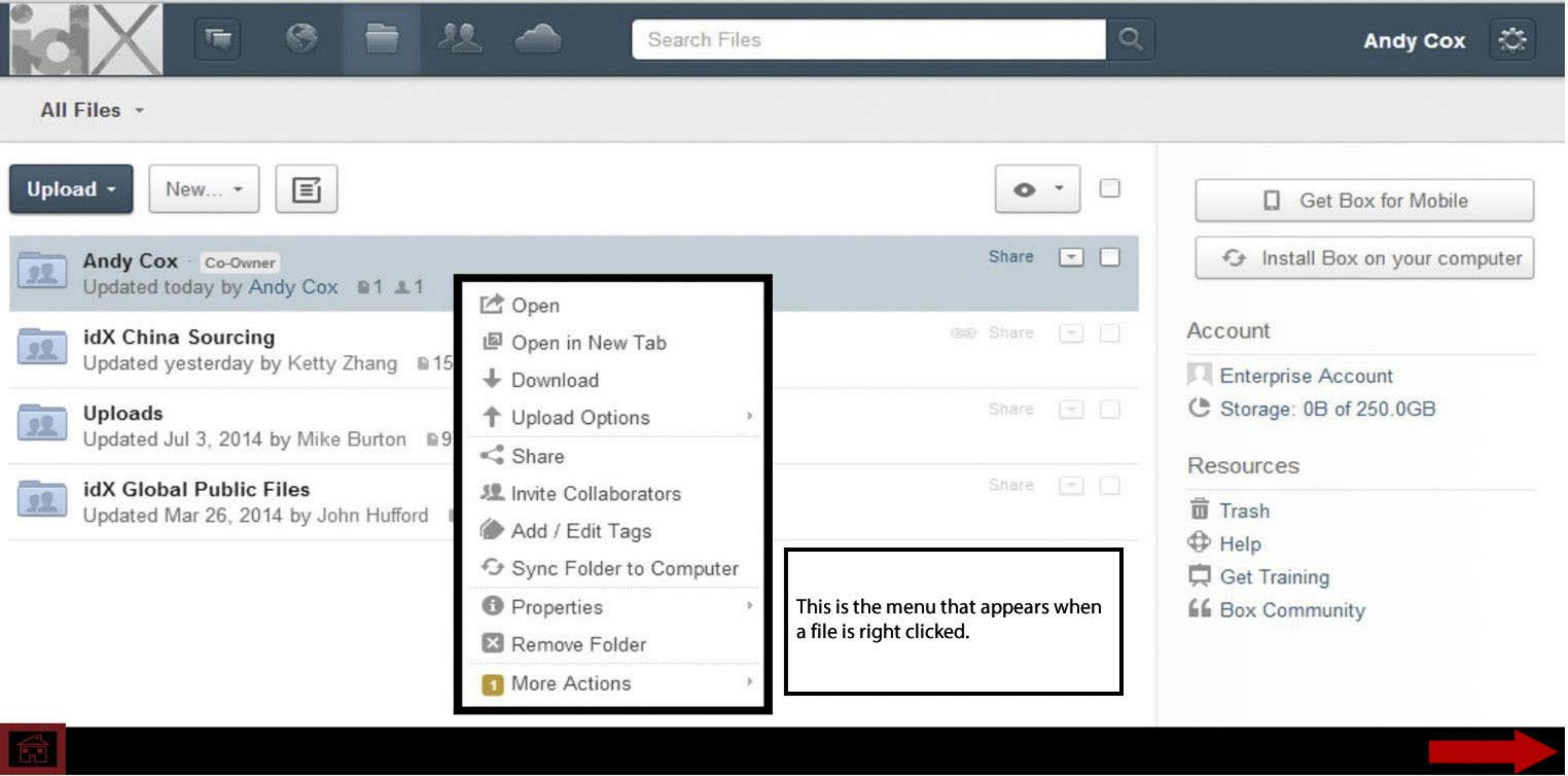
e











Search Files

Andy Cox

All Files

Upload

New...



Get Box for Mobile

Install Box on your computer

Account

Enterprise Account

Storage: 0B of 250.0GB

Resources

Trash

Help

Get Training

Box Community









This is the menu that appears when a file is right clicked.

All Files ▾

Upload ▾

New... ▾



-  New Folder
-  New Box Note
-  New Bookmark
-  New Google Doc
-  New Google Spreadsheet
-  New Word Document
-  New PowerPoint Document
-  New Excel Spreadsheet

The "New" button allows you to create new files and folders right from the website.



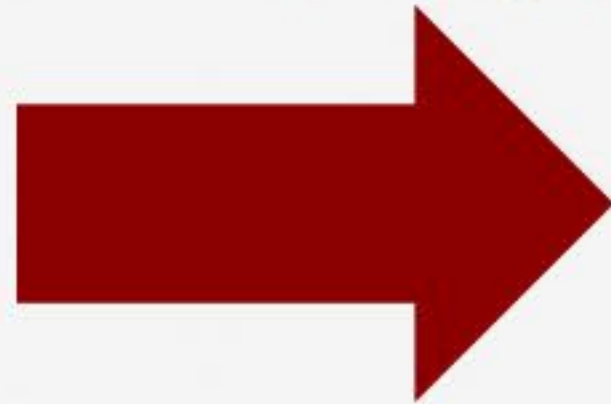
Create a Box Note

Create a new document online that can be saved and concurrently edited directly from Box without any software.

Name:

Examples: Project Document, Personal Tasks, Class Essay, etc.

Add Description



Okay

Cancel



ExampleOfNote

AC



Search Files

Andy Cox

Recent updates: All

↑ Andy Cox uploaded:

All Files > Andy Cox · Aug 18, 2014 at 3:19 PM

NOTE

ExampleOfNote.boxnote

265B

Share

↑ Andy Cox uploaded:

All Files > Andy Cox · Aug 18, 2014 at 3:07 PM

DOCX

ExampleFile.docx

0B

Share

Updates Options

✉ Edit email notification settings

You can even create email notifications based on folder specifactions.

This will show you the most recently updated files on your Box no matter what folder they are located in.

Collaborators

**Adam Jones**

adam.jones@idxtoronto.com · 416-200-4234 · Manager of Enterprise... · idX Corporation

Collaborating in: Uploads

**adam.jones@rogers.com**

adam.jones@rogers.com

Collaborating in: Uploads

**Alan Truong**

ATruong@pandora.net



The Collaborators page allows you to email other users as well as look up specific peoples uploads.

To learn more about collaborators click here.



Email Notifications

Tip: You can also configure email options for individual folders from a folder's Properties or Folder Options.

Notify me when someone:	in folders I own	in folders I've joined
Downloads	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uploads	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<input type="checkbox"/>	<input type="checkbox"/>
Previews	<input type="checkbox"/>	<input type="checkbox"/>
Deletes	<input checked="" type="checkbox"/>	<input type="checkbox"/>

General Emails

- Keep me updated with: ☐ Newsletter: Keep up to date with all things Box.
- ☐ Login Activity: When your account is accessed from a new device.

Real-time Notifications

Tip: Real-time notifications appear in the lower-right corner of your browser and increase productivity by detailing activity in your account as it happens.

Display: Most notifications ⓘ

Save

[Click here to learn more about email notifications](#)



Please choose from one of the options below.

Mobile Installation

Skip to the application

Return to Home Screen



Messages (650) 265-1115 Details

Text Message
Today 3:26 PM

Download the Box
Mobile App here: [https://
app.box.com/
get_box_app](https://app.box.com/get_box_app)



Text Message

Send





Cancel



Email Address

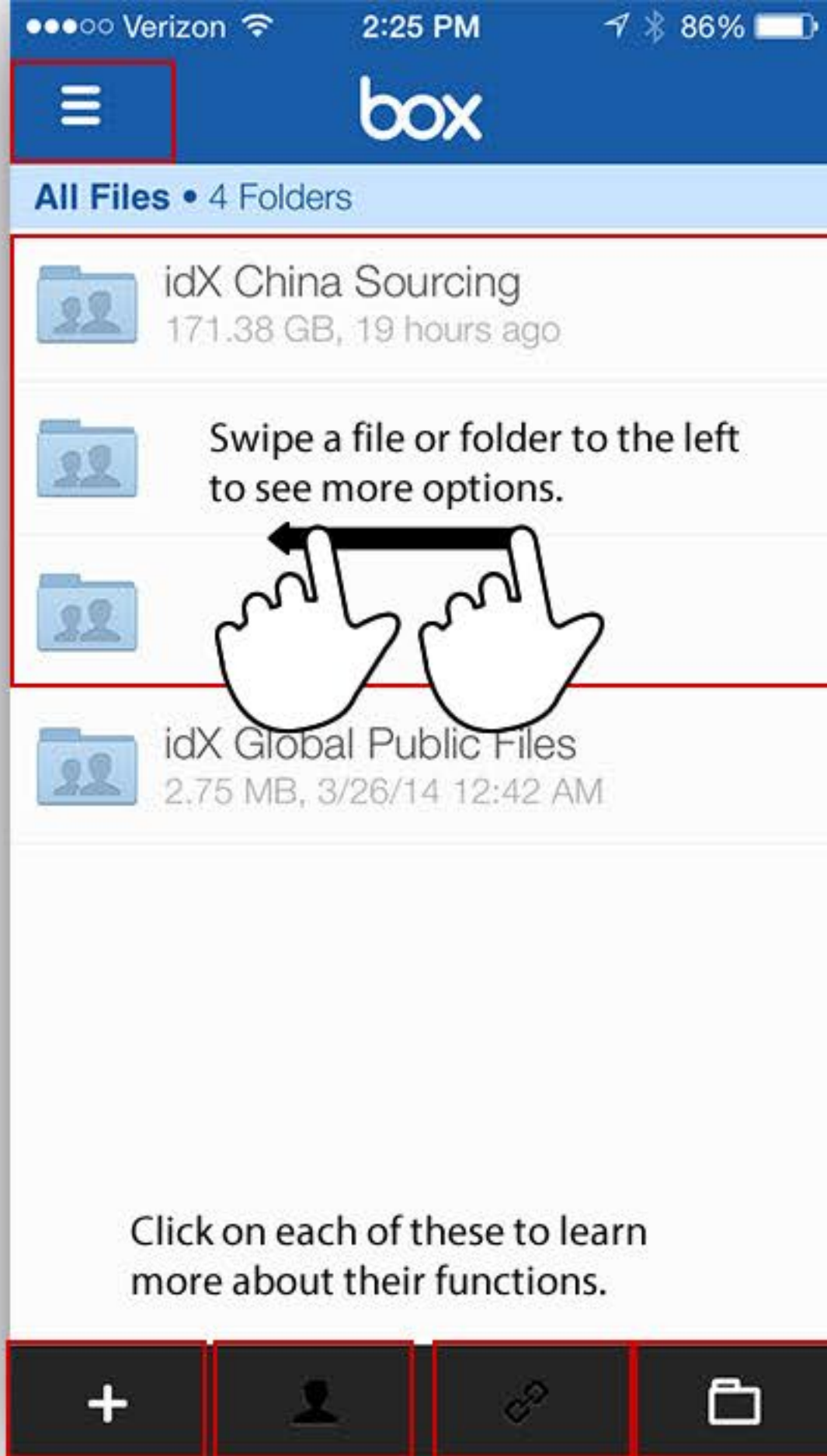
Password

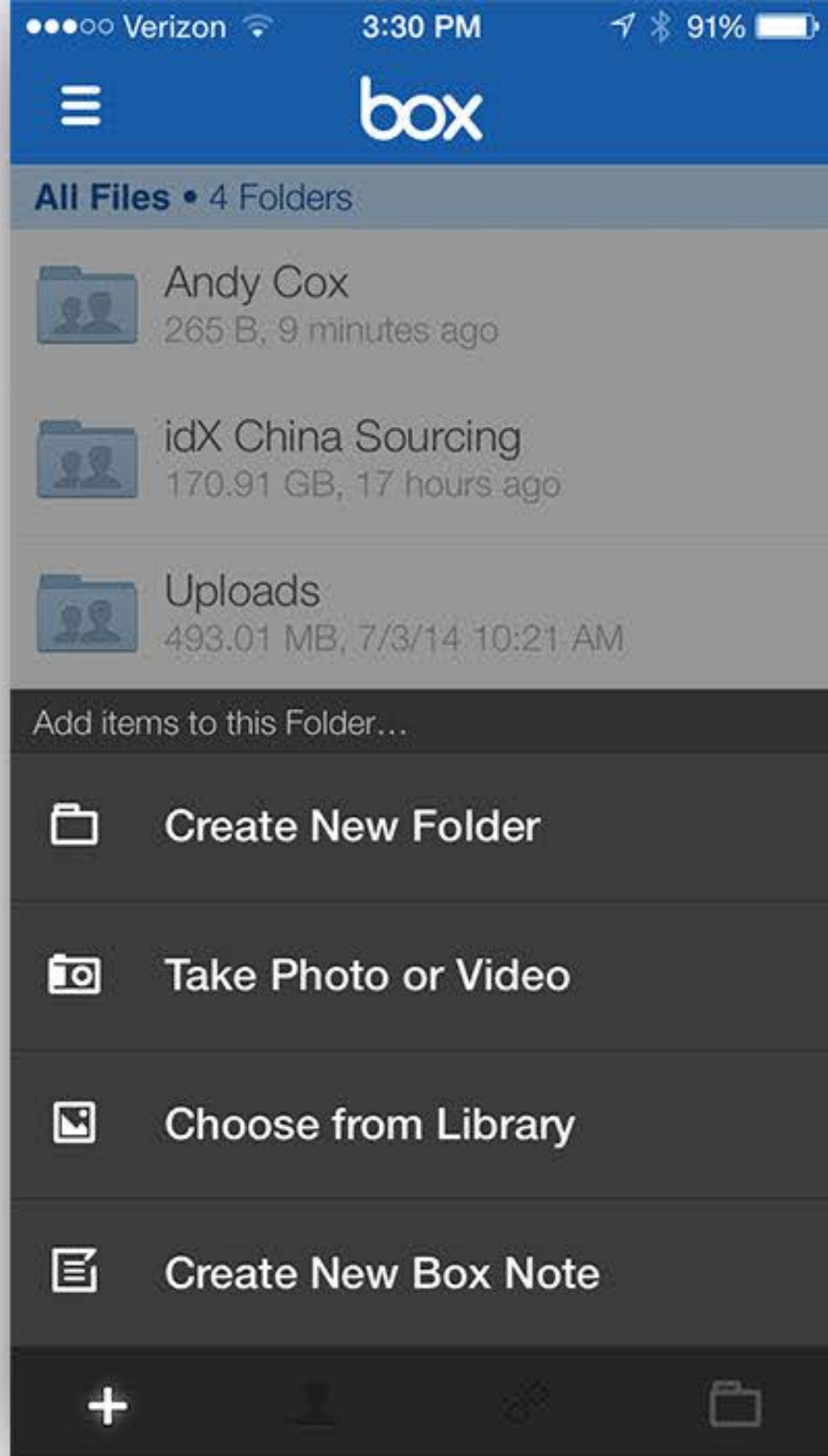
Log In

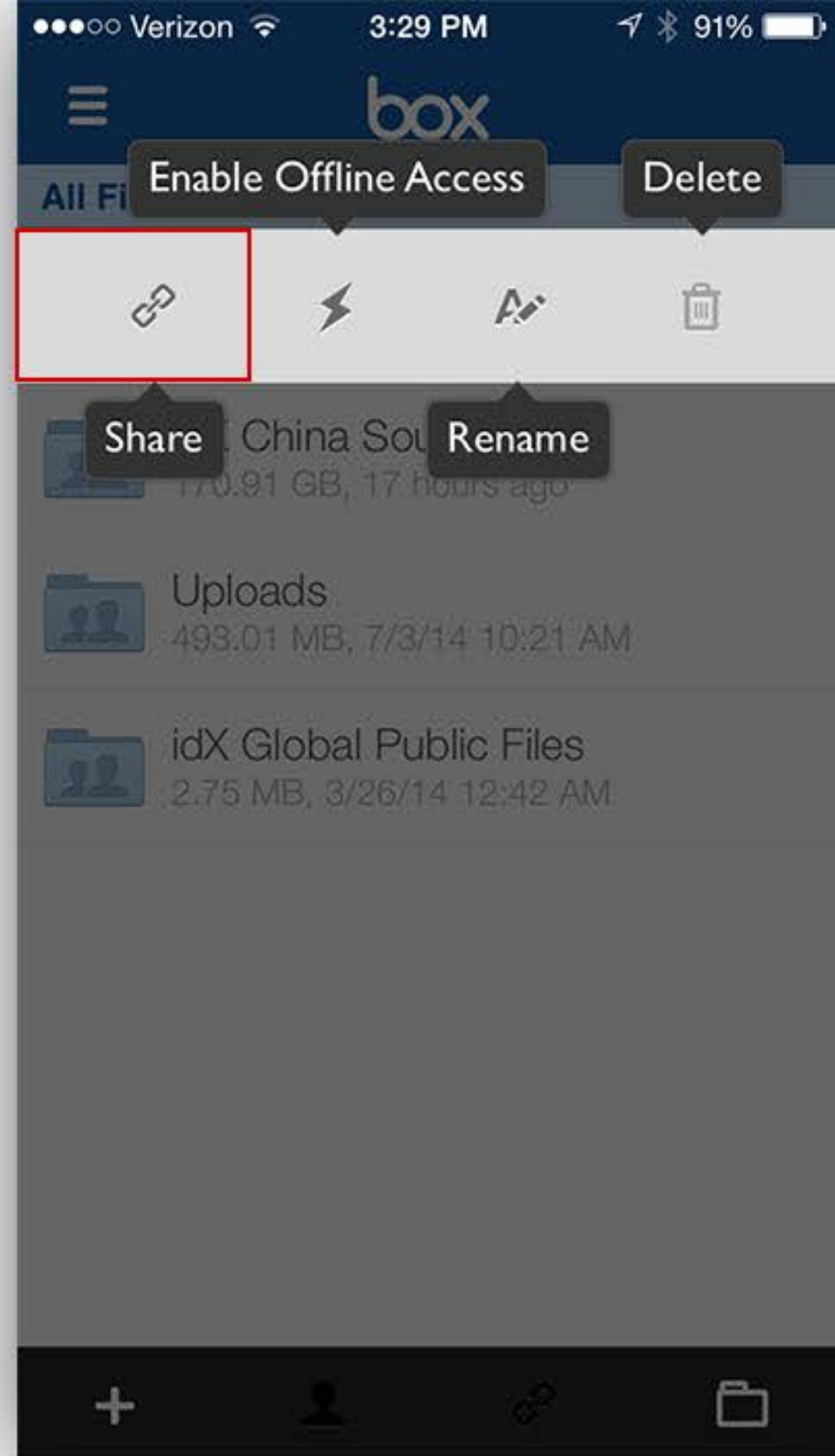
Use Company credentials

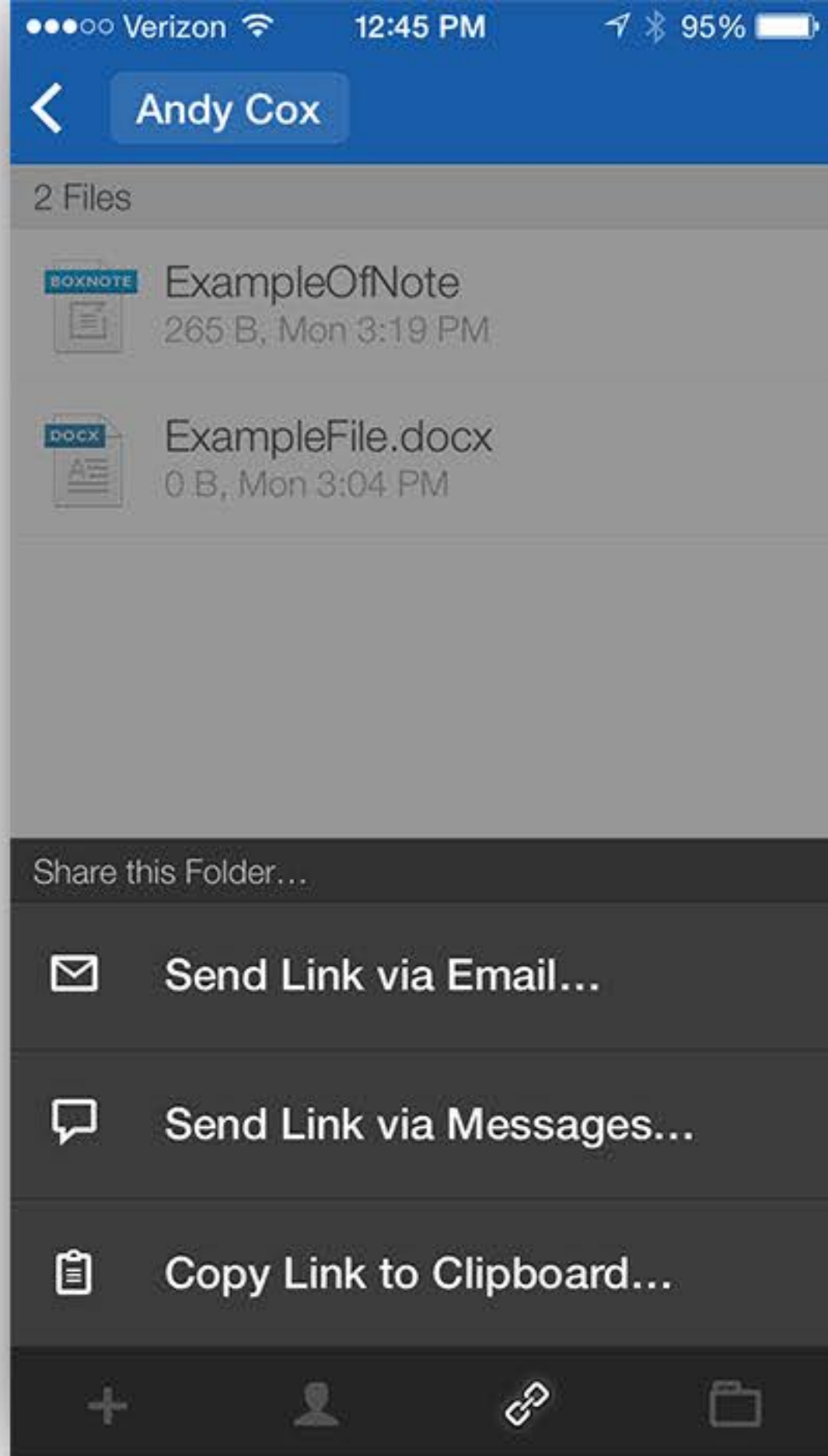
Can't access your account?

Sign up for a Box account









Here you can share with colleagues though email, text message or by copying a link for other forms of communication.



