



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

Trash

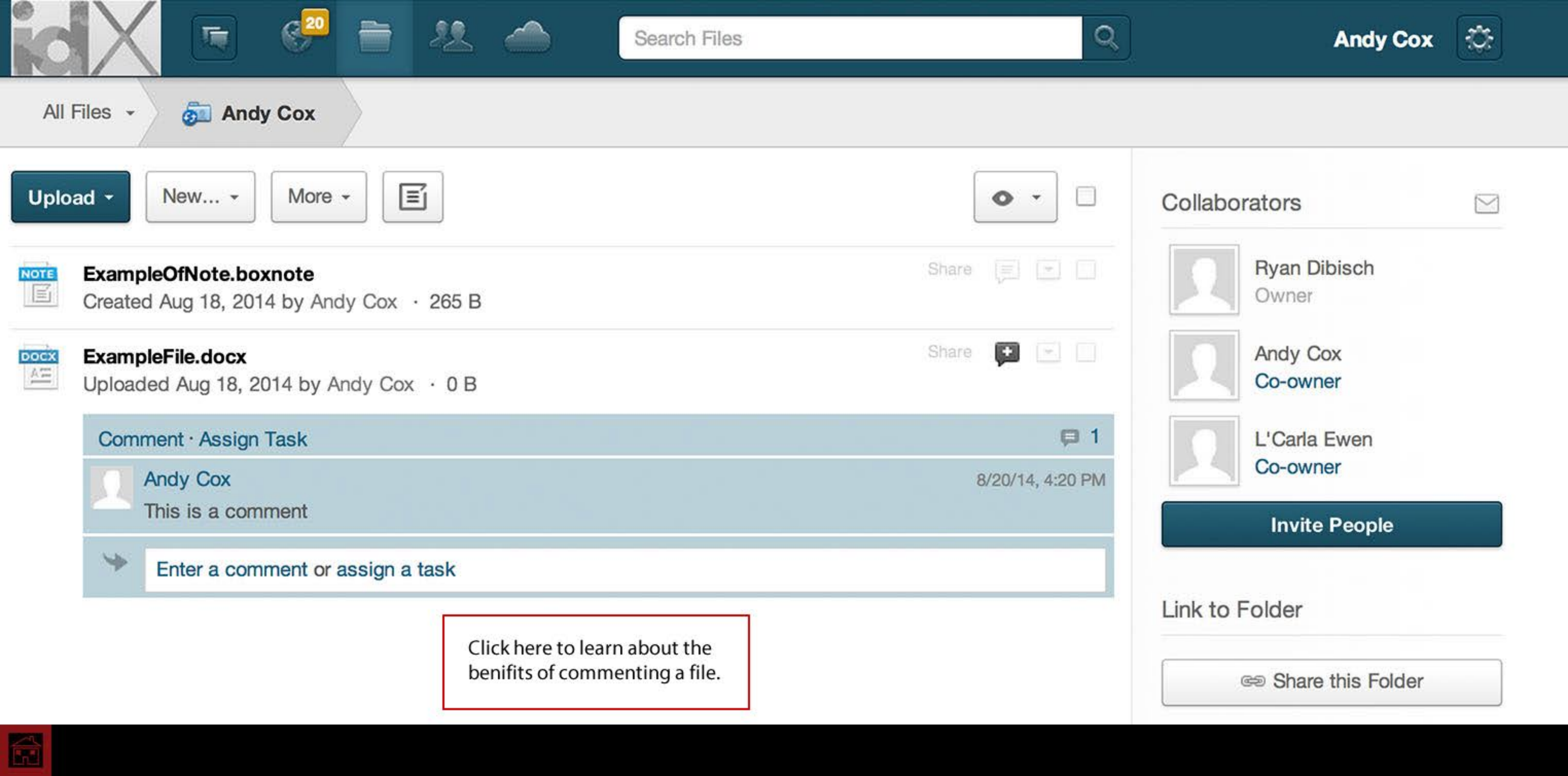
Help

Get Training

Box Community

This tells you how much space is currently used.

Looking for a full list of videos? Click here!



Search Files

Andy Cox

All Files Andy Cox

Upload

New...

More



ExampleOfNote.boxnote

Created Aug 18, 2014 by Andy Cox · 265 B

Share



ExampleFile.docx

Uploaded Aug 18, 2014 by Andy Cox · 0 B

Share



Comment · Assign Task

1



Andy Cox

8/20/14, 4:20 PM

This is a comment



Enter a comment or assign a task

Click here to learn about the benefits of commenting a file.

Collaborators



Ryan Dibisch
Owner



Andy Cox
Co-owner

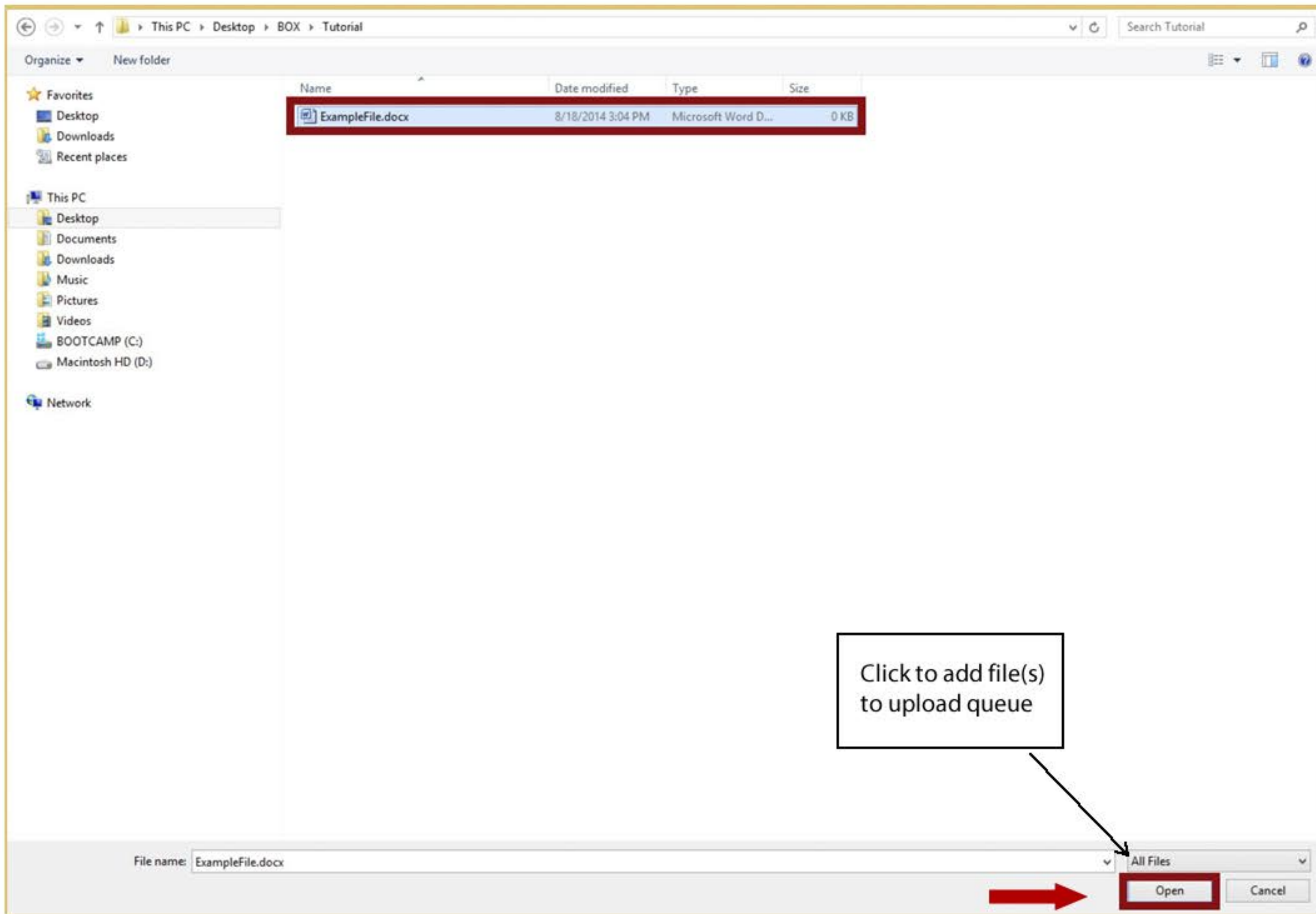


L'Carla Ewen
Co-owner

Invite People

Link to Folder

Share this Folder



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

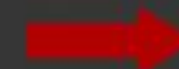


idX Global Public Files



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

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

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

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



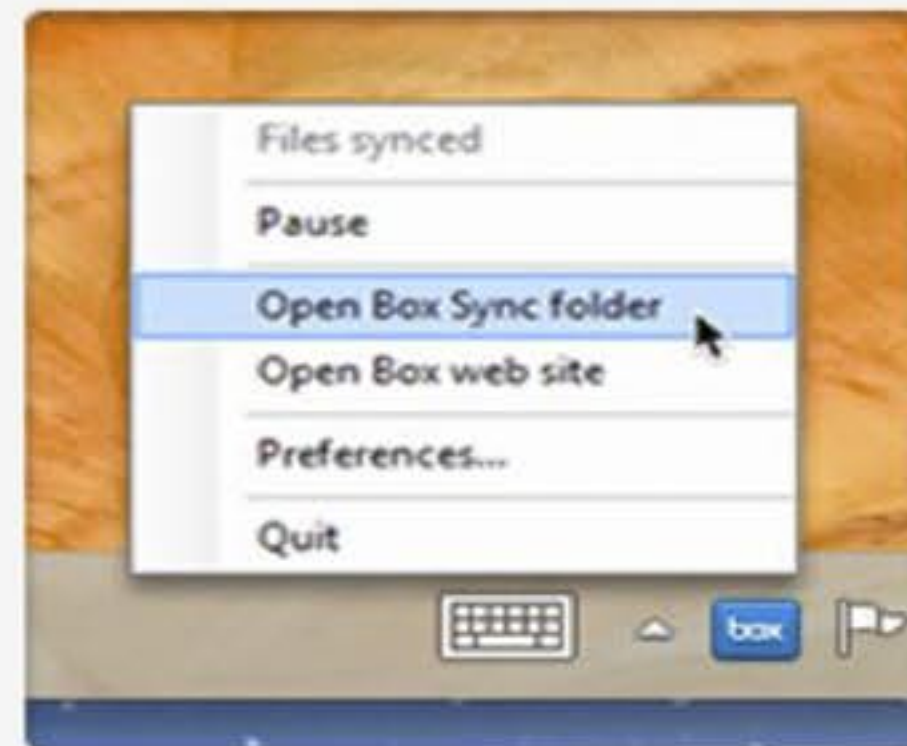
Open Box Sync Installer

After downloading, open the installer file



Install Box Sync

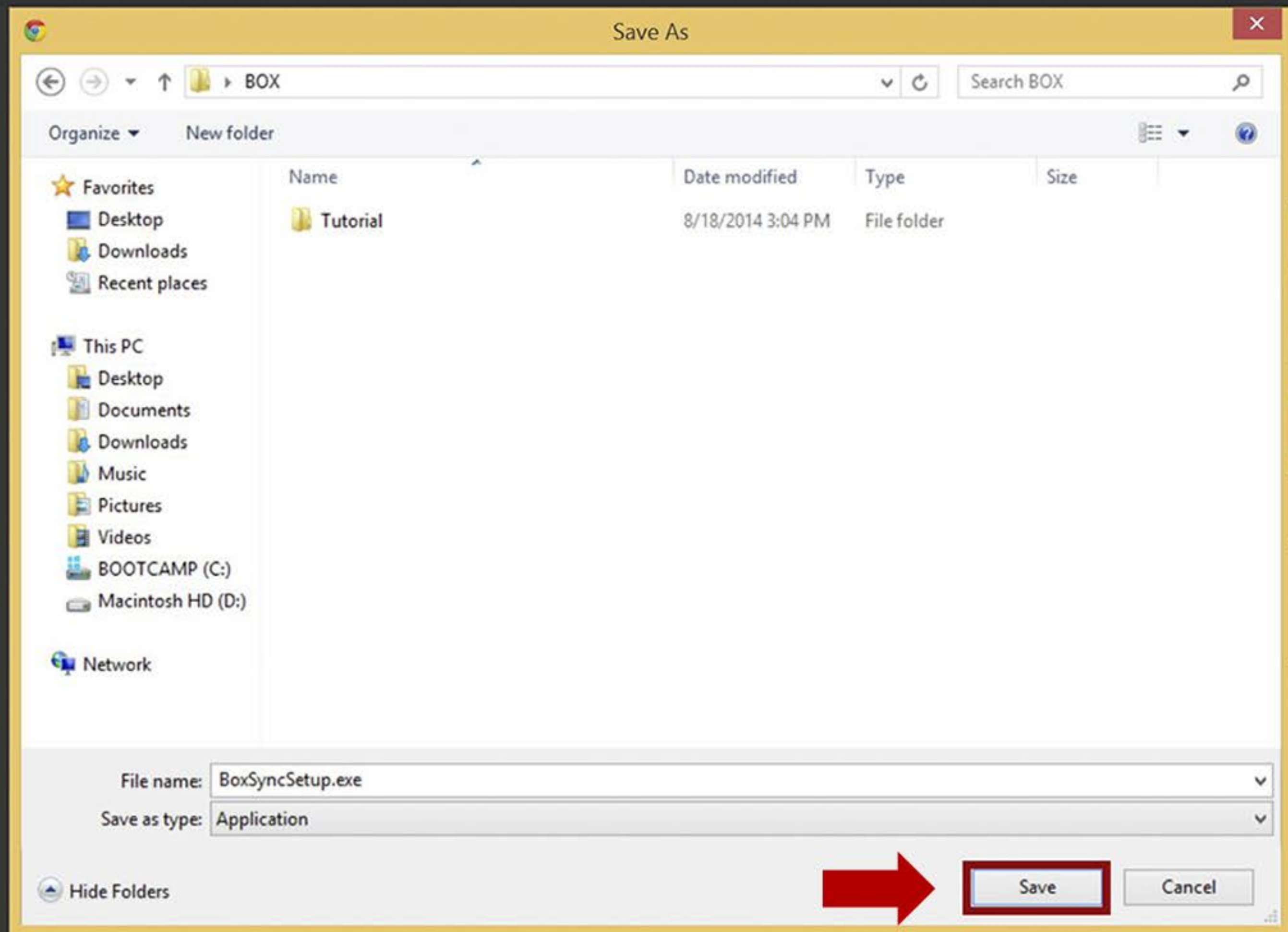
Follow the installation instructions and then log in to Box Sync



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

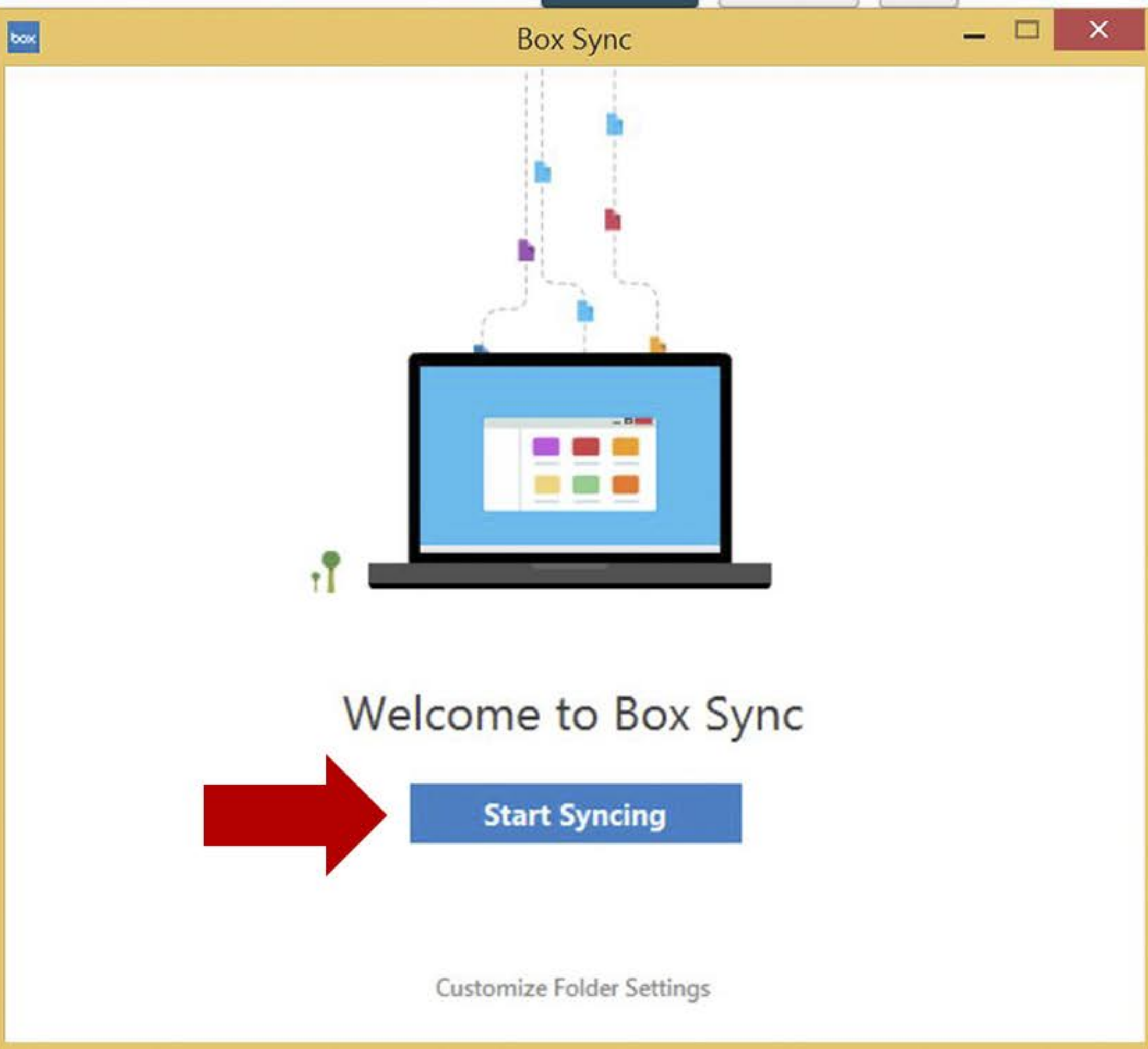
 Use Company credentials

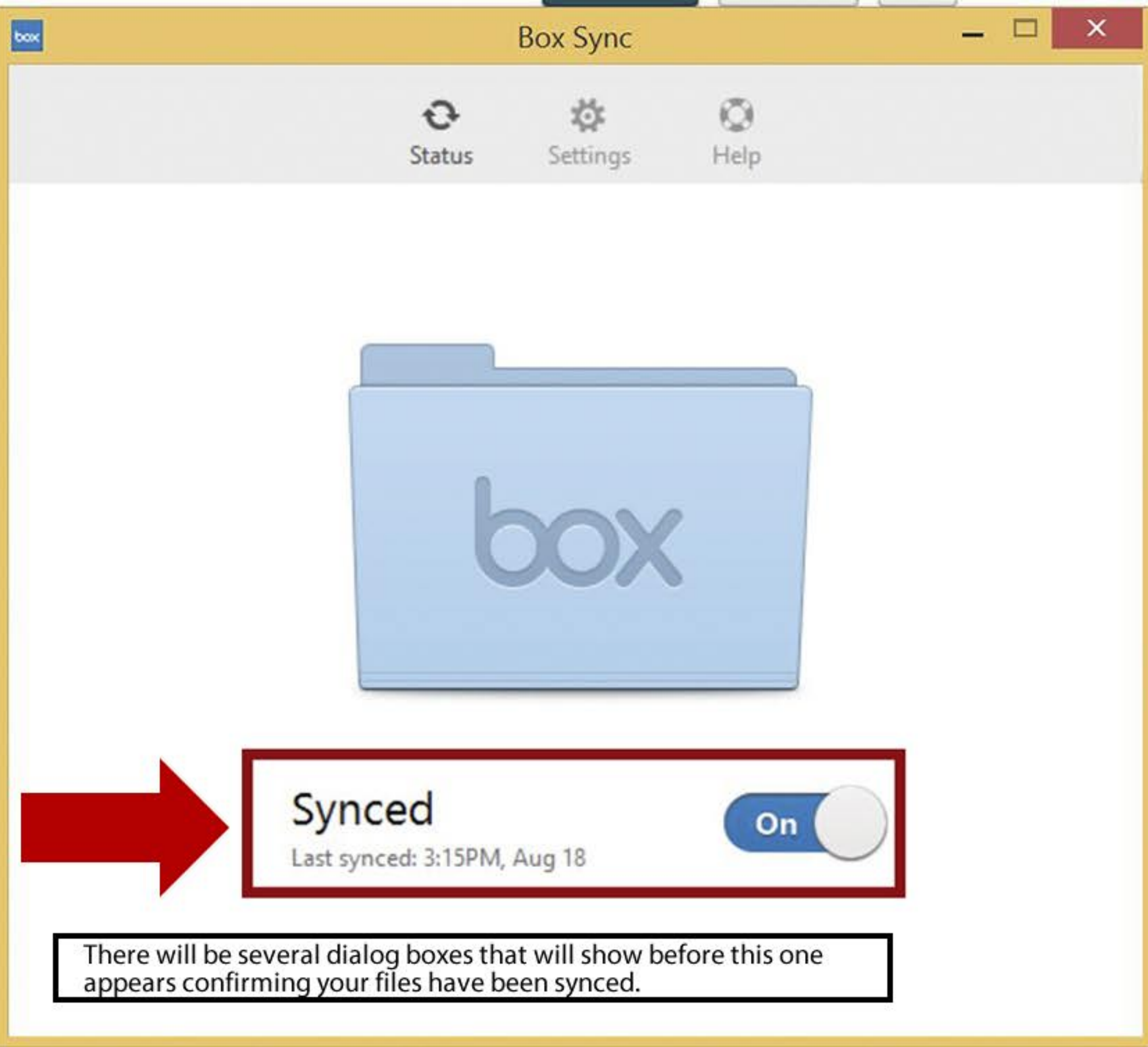
 Can't access your account?

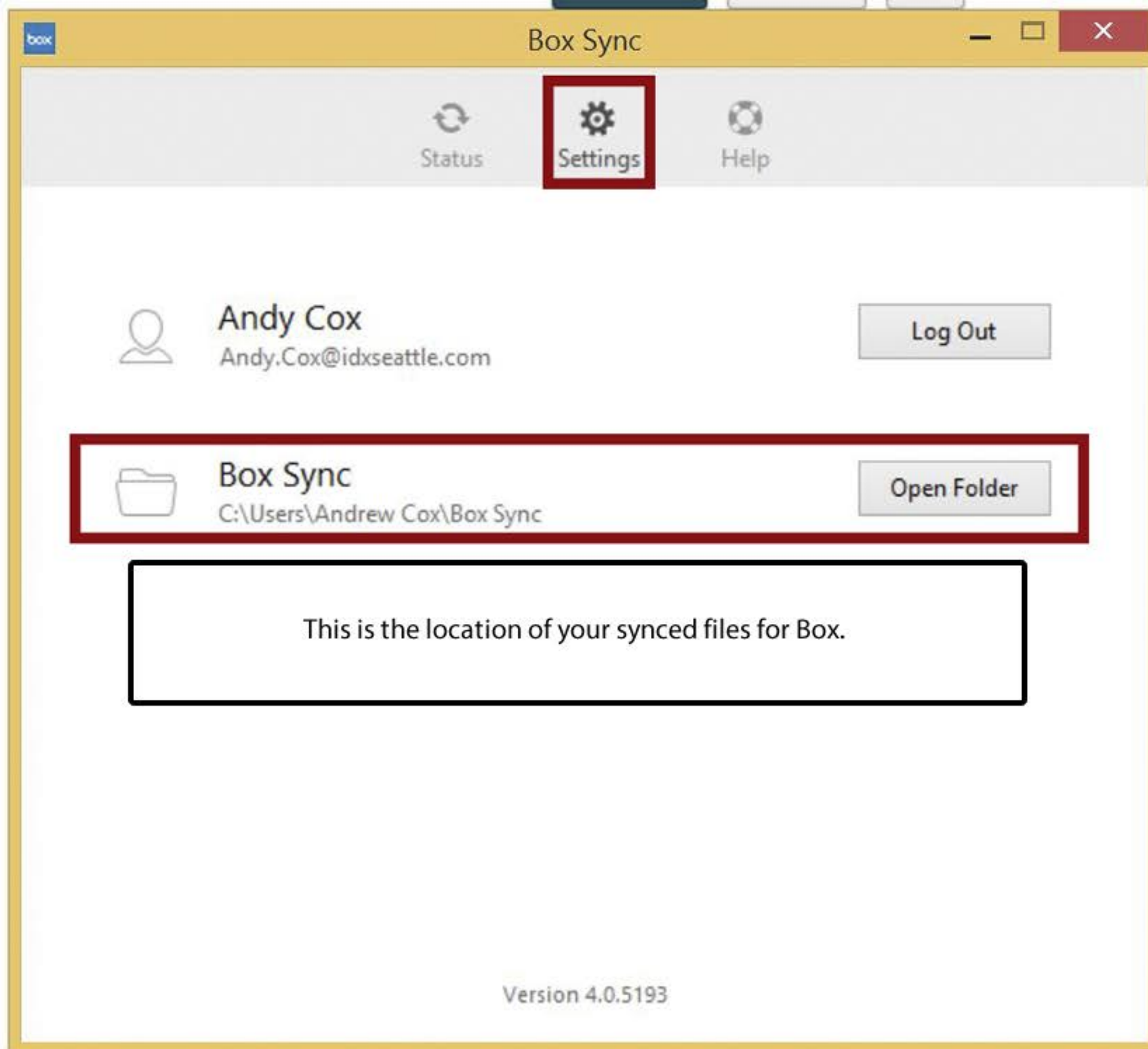
 Sign up for a Box account

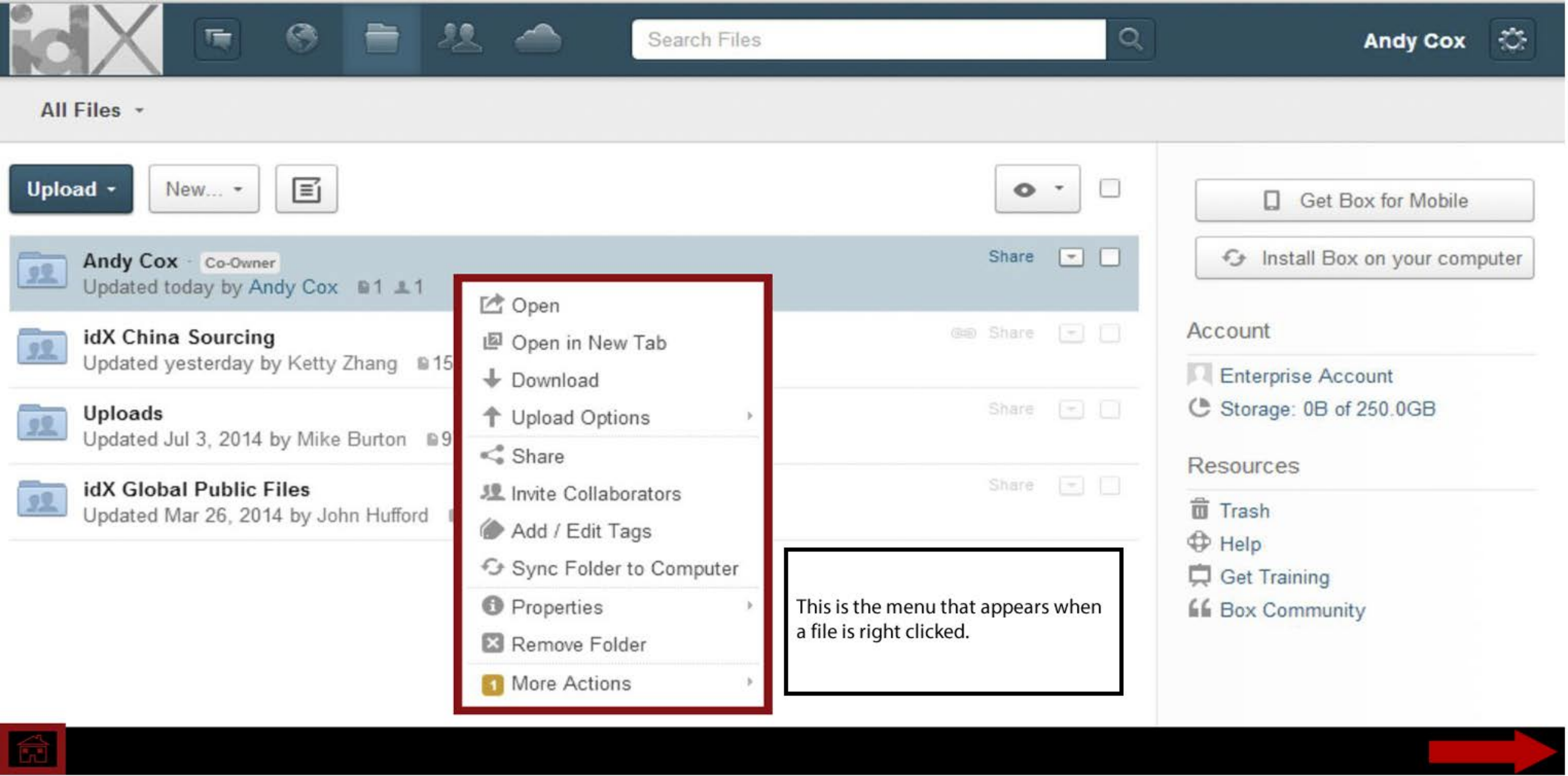
e











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



Open



Open in New Tab



Download



Upload Options



Share



Invite Collaborators



Add / Edit Tags



Sync Folder to Computer



Properties



Remove Folder



More Actions

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

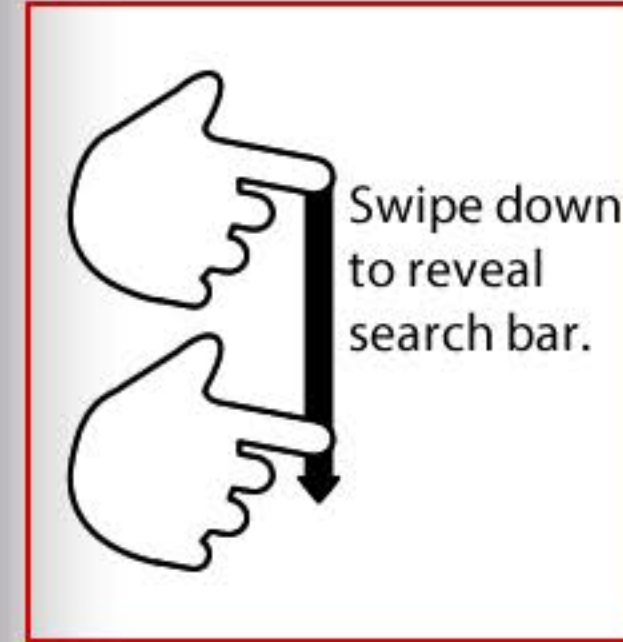
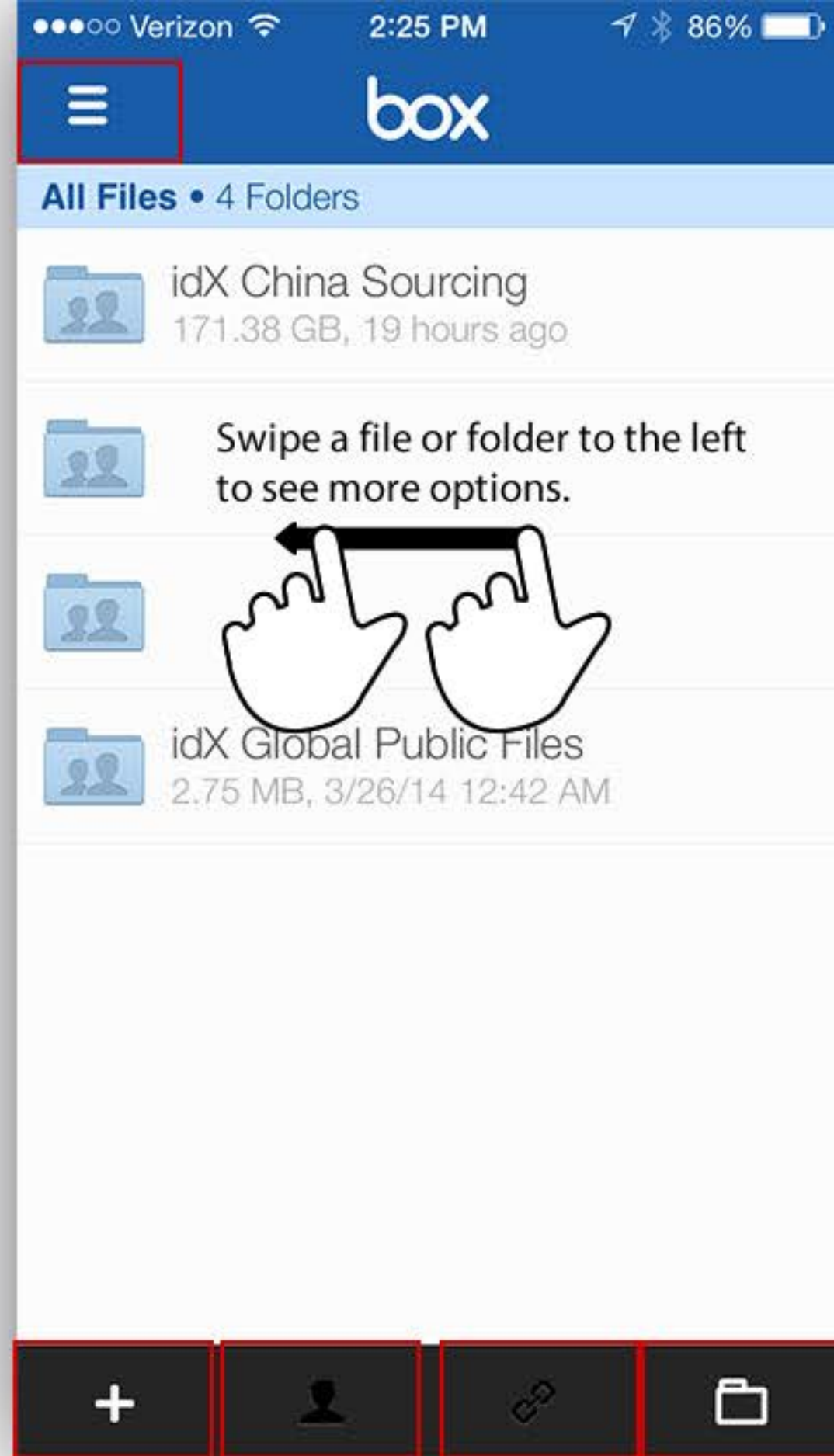
Password

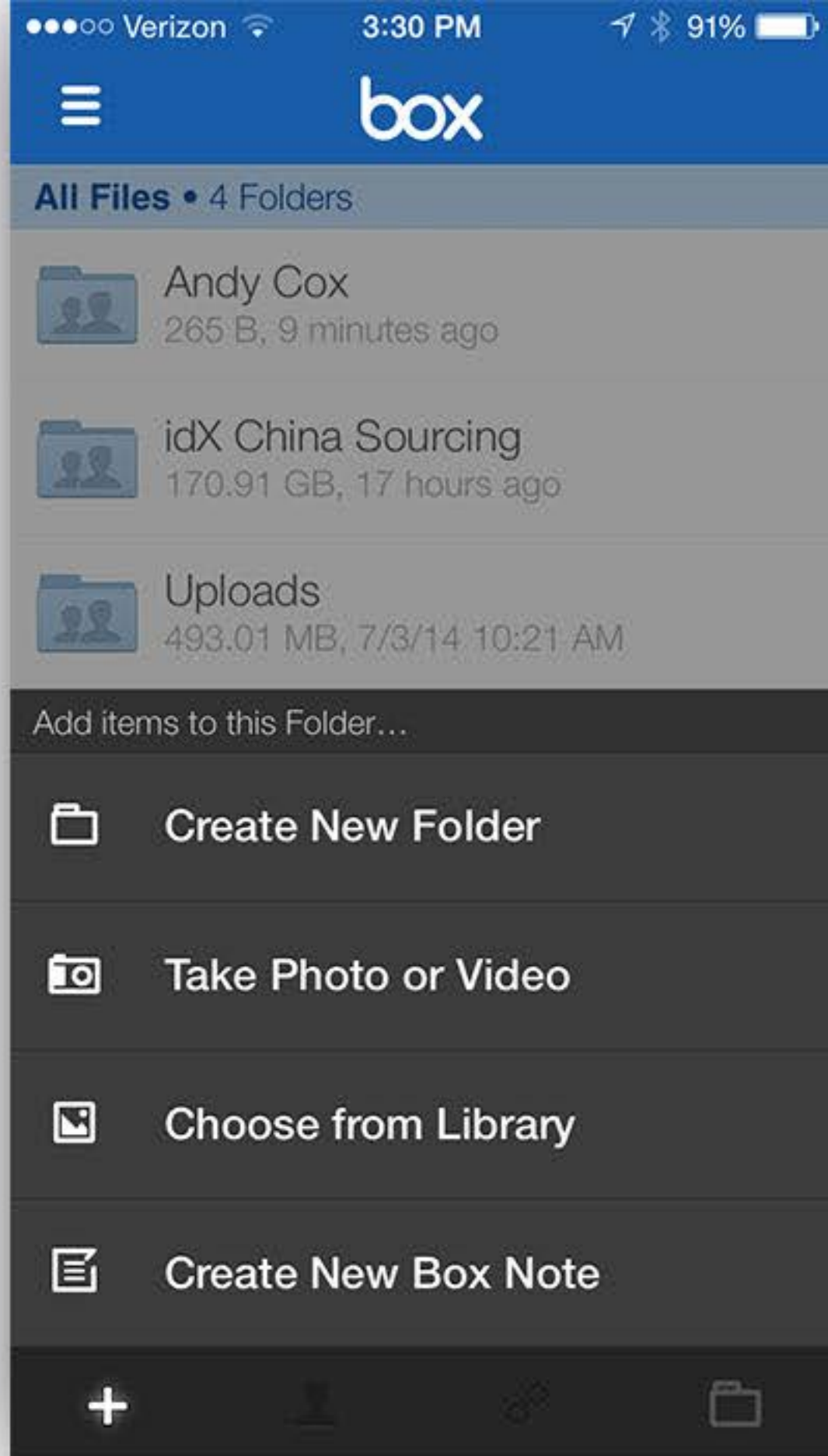
Log In

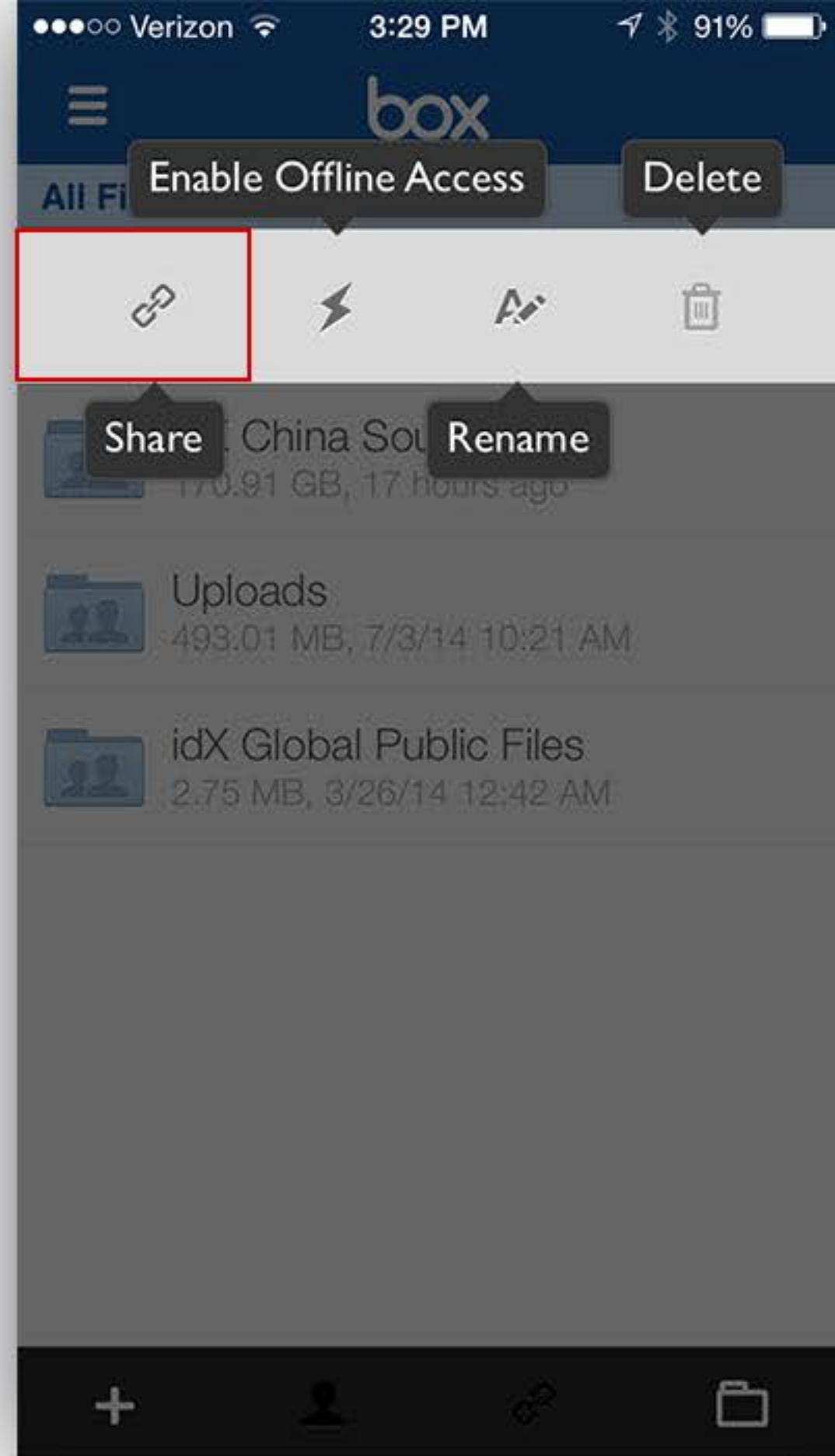
Use Company credentials

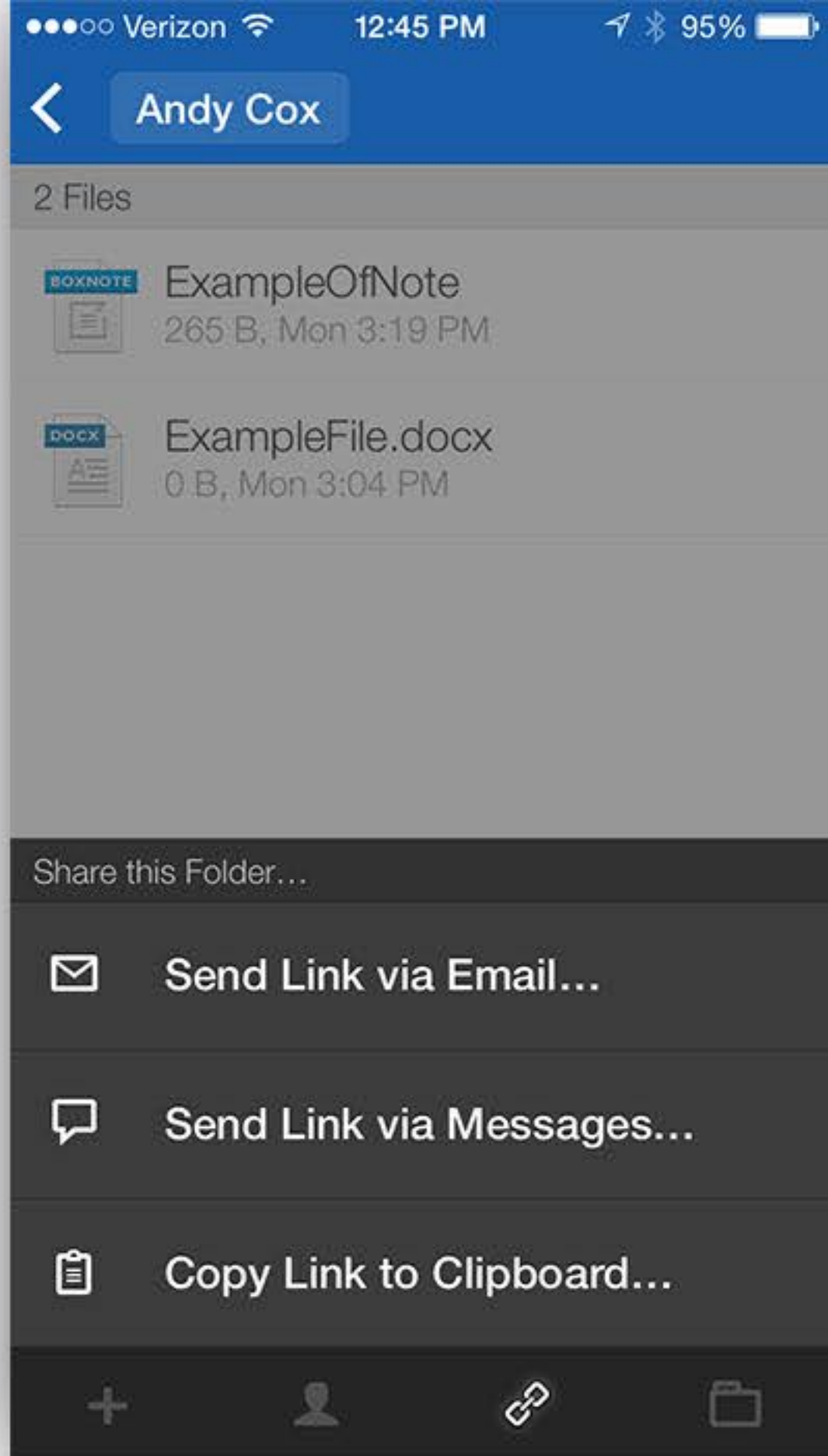
Can't access your account?

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.



