

# 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. 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



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



Click for additional options

Account

Enterprise Account

Storage: 0B of 250.0GB

Resources

This tells you how much space is currently used.

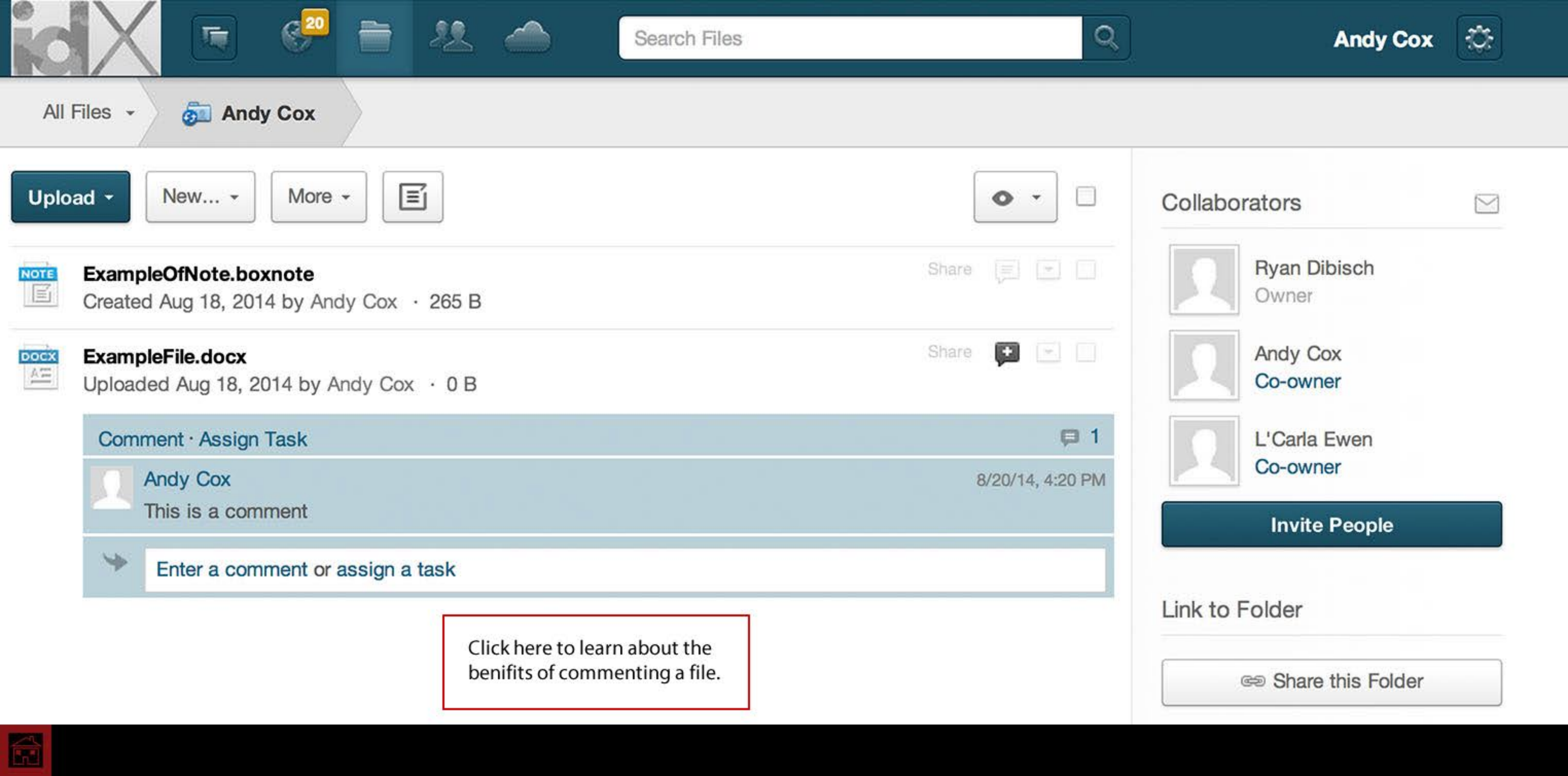
Trash

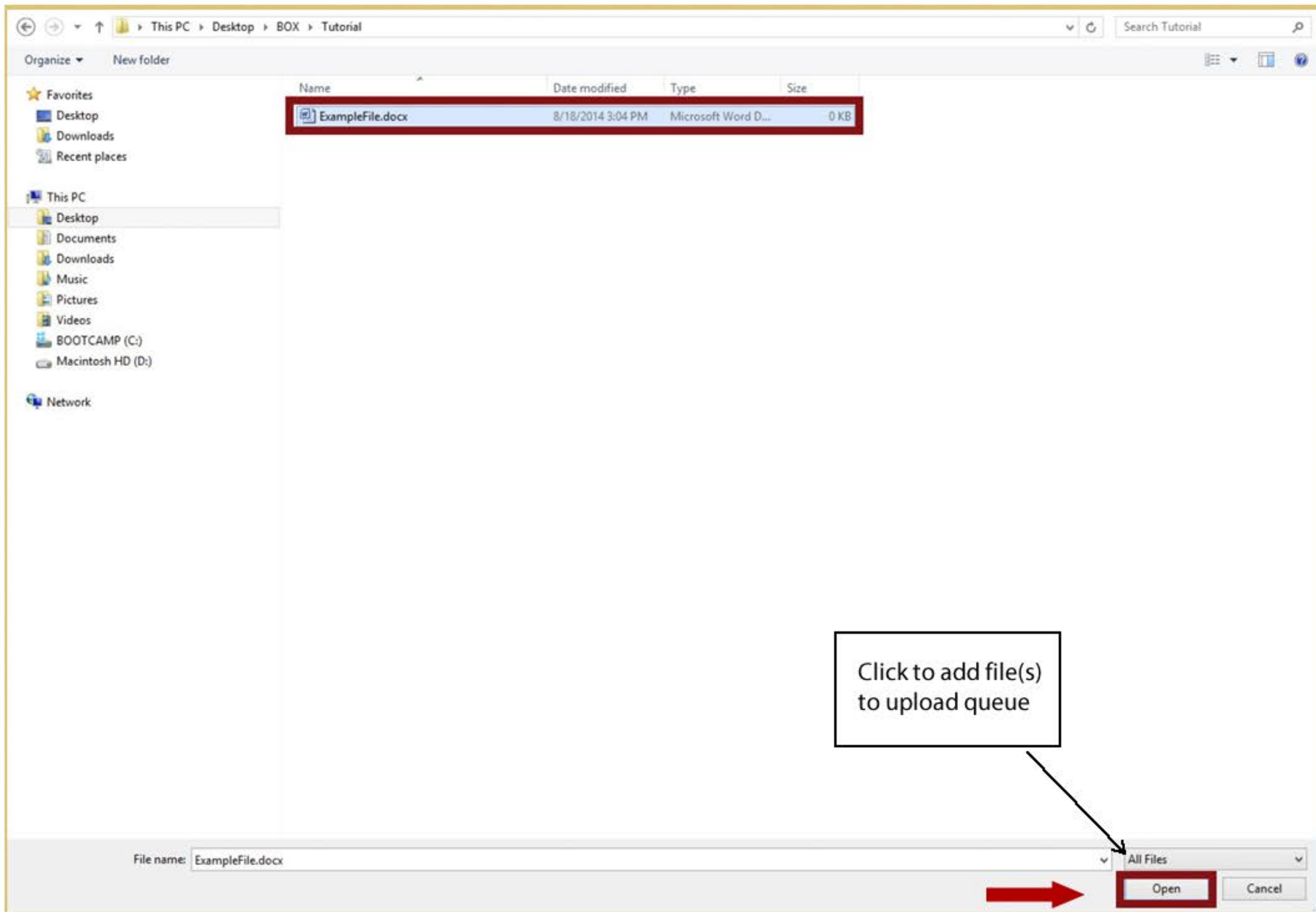
Help

Get Training

Box Community

Looking for a full list of videos? Click here!





To learn more about uploading 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

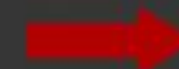


idX Global Public Files



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



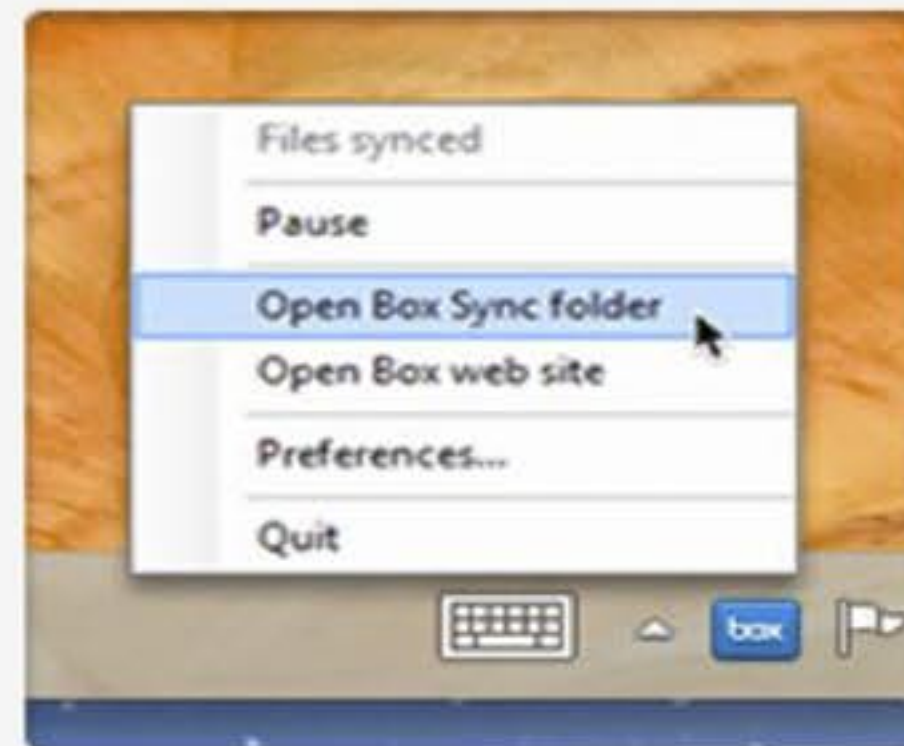
### Open Box Sync Installer

After downloading, open the installer file



### Install Box Sync

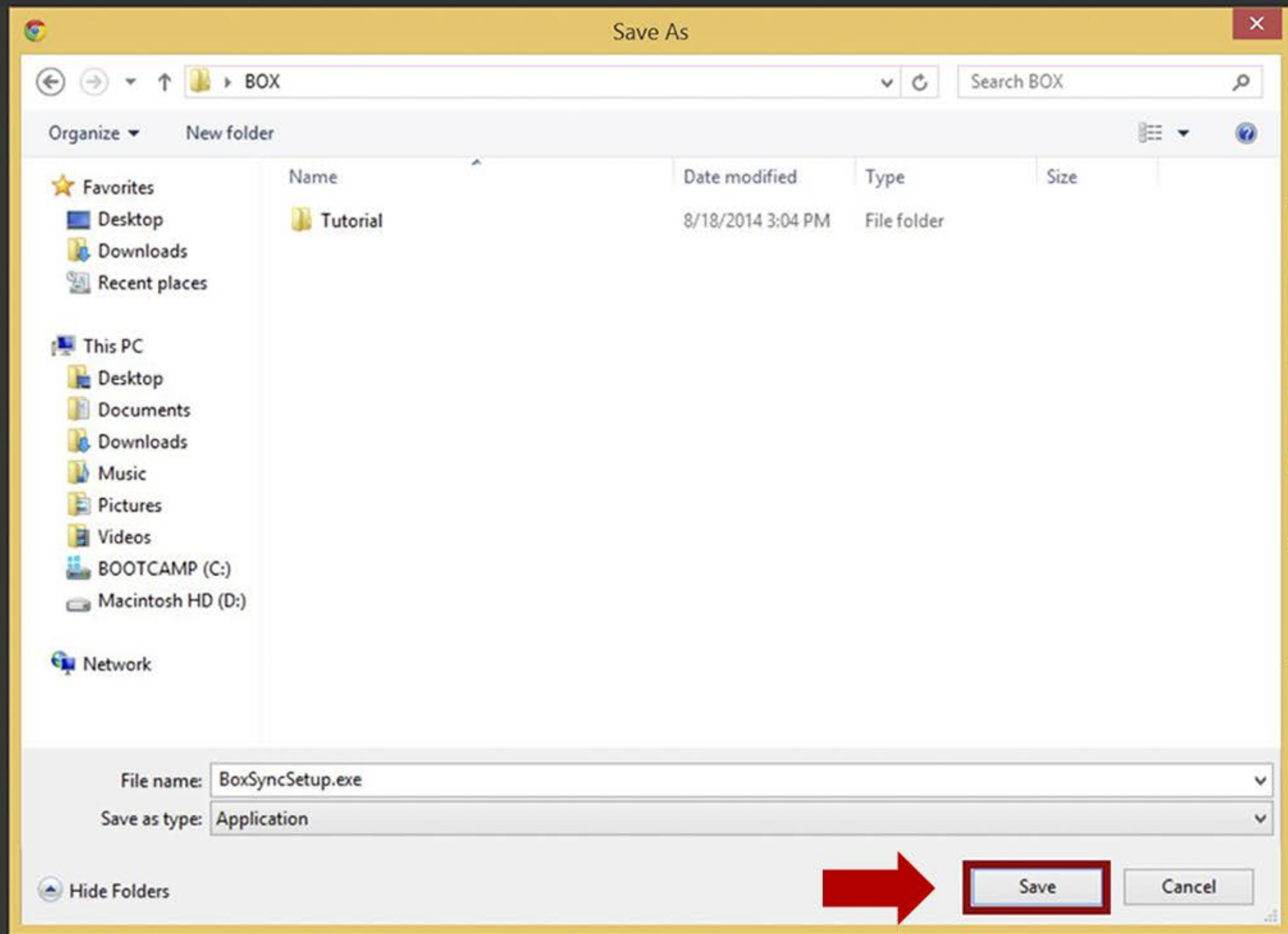
Follow the installation instructions and then log in to Box Sync



### 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

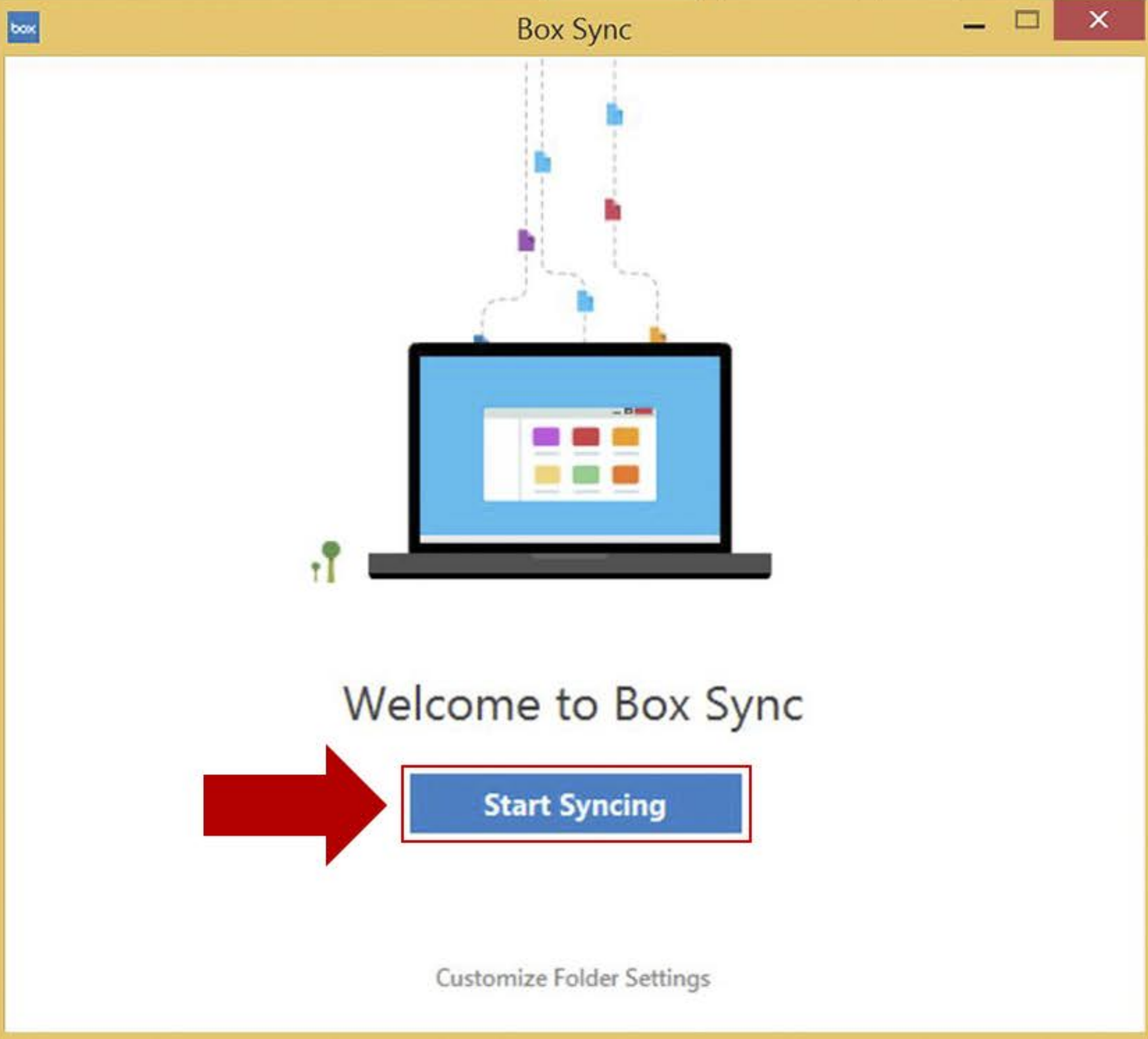
🔑 Use Company credentials

🌐 Can't access your account?

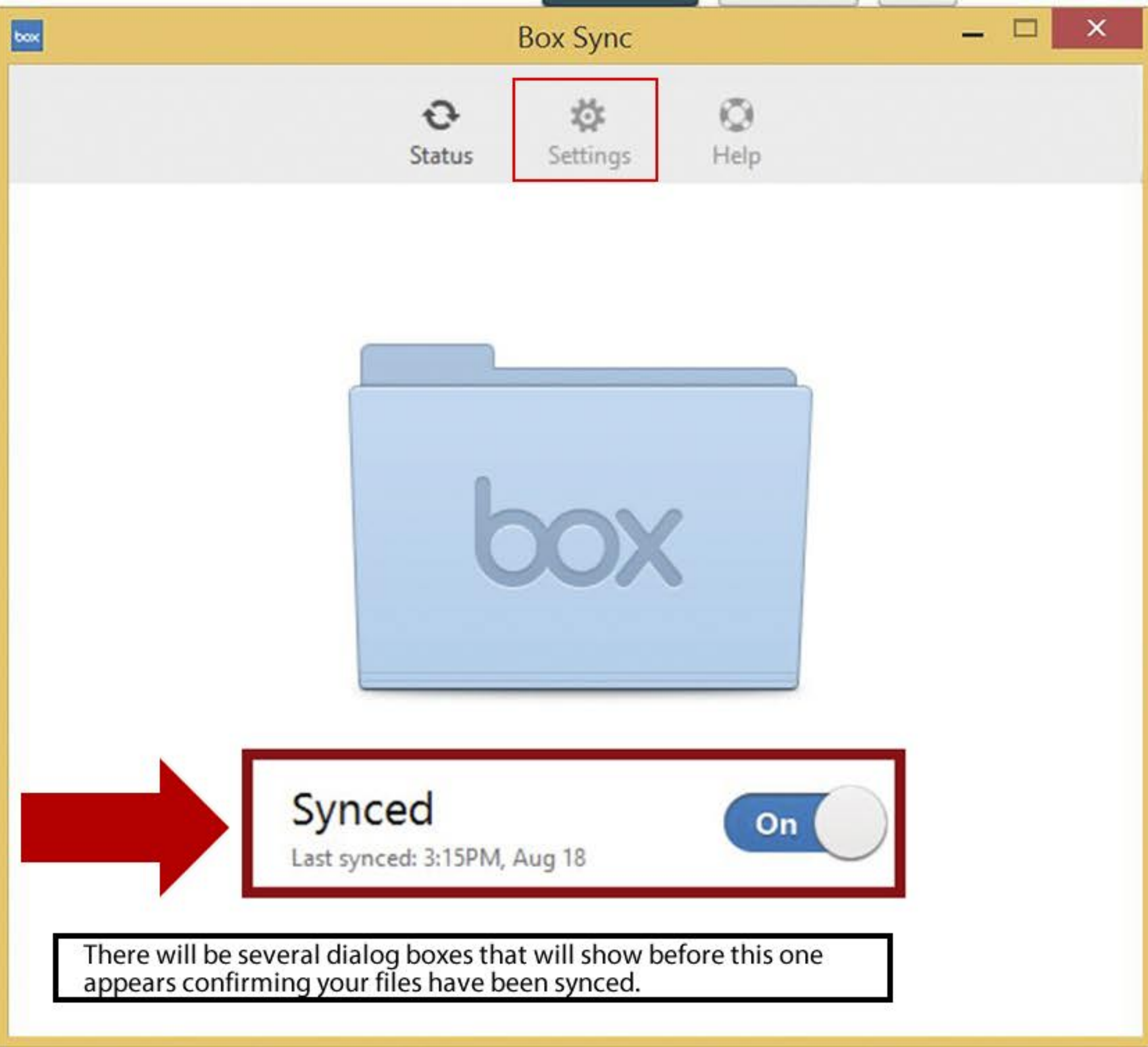
✍ Sign up for a Box account

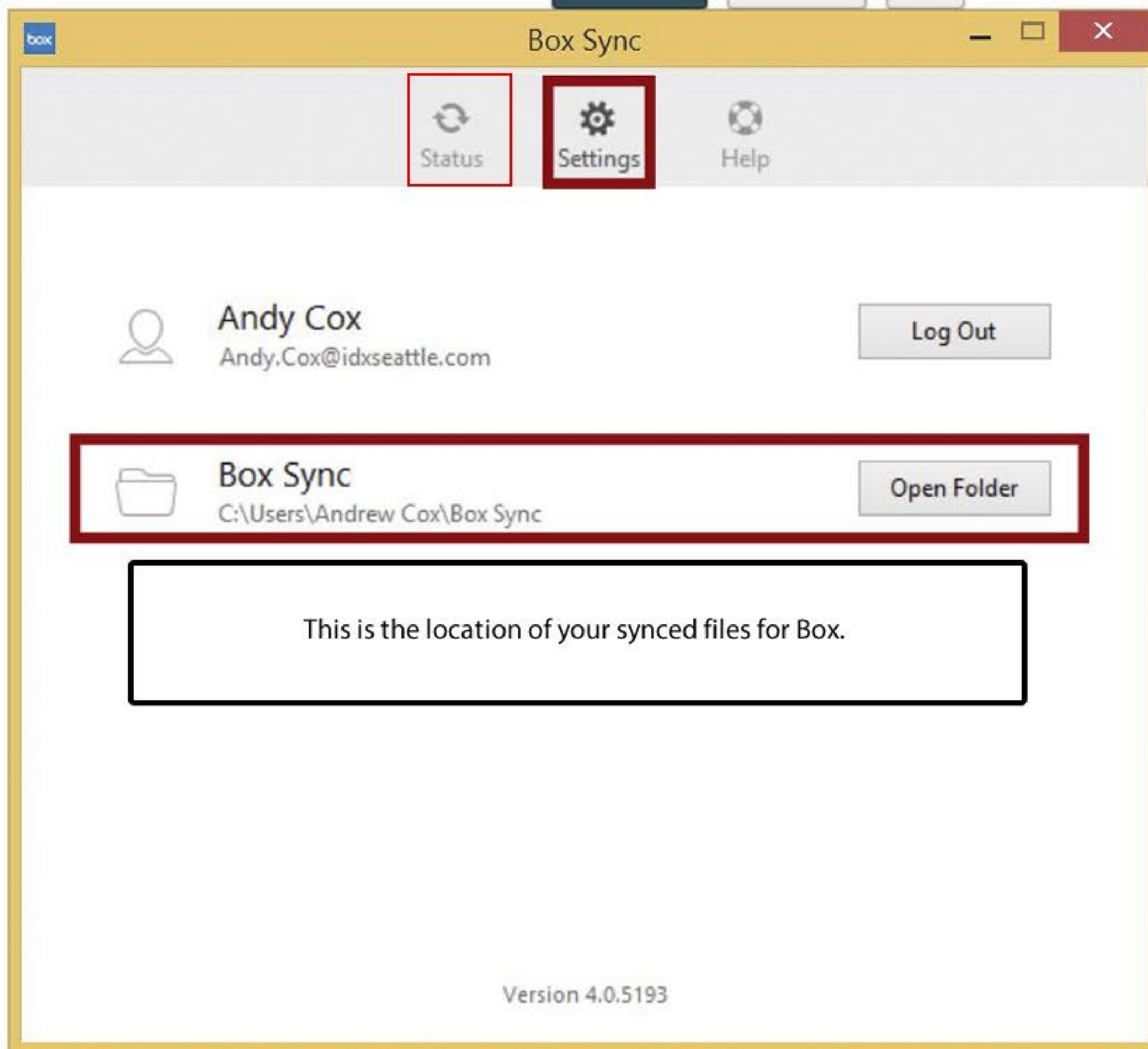
e

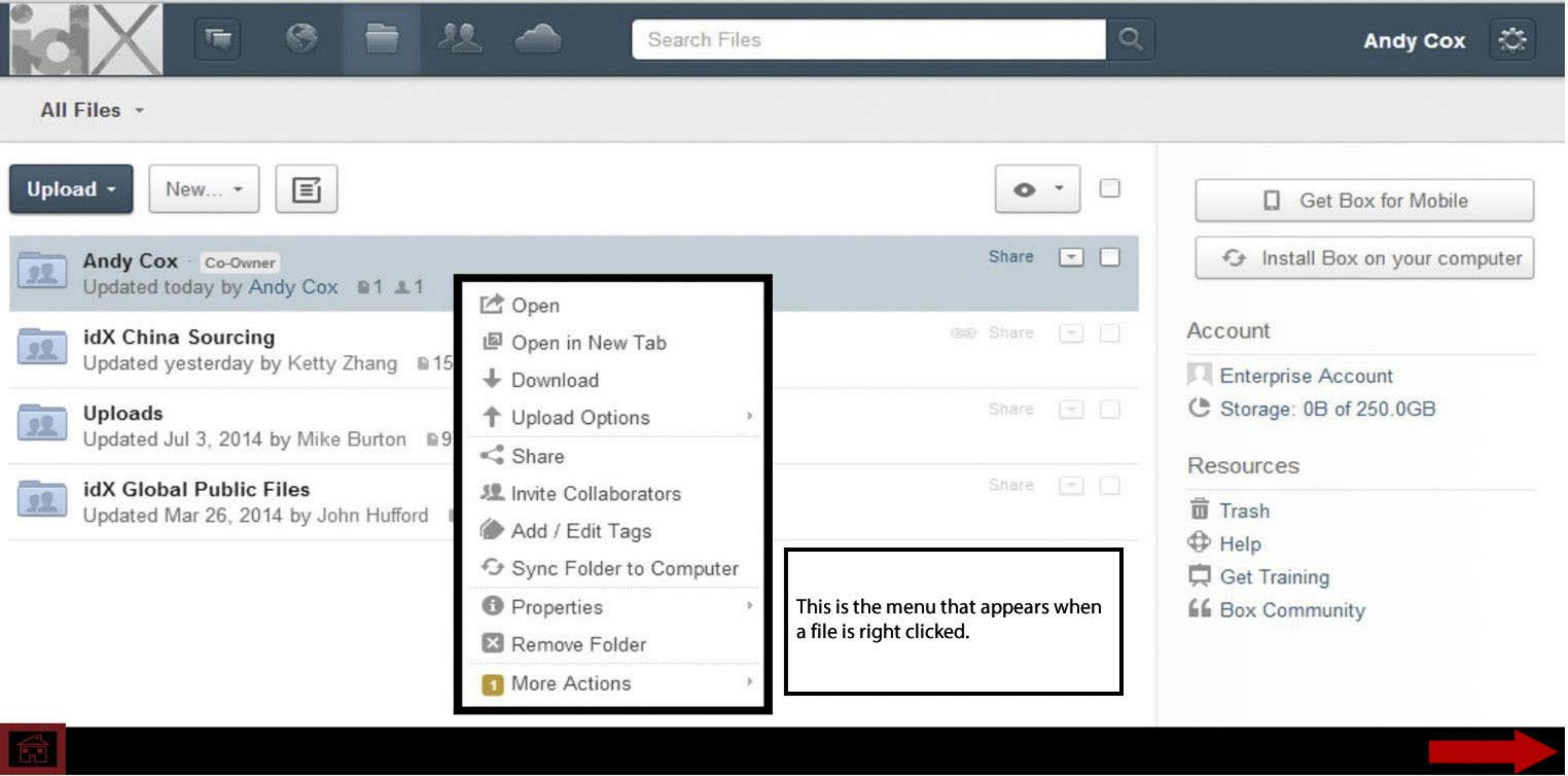












Search Files

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



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.





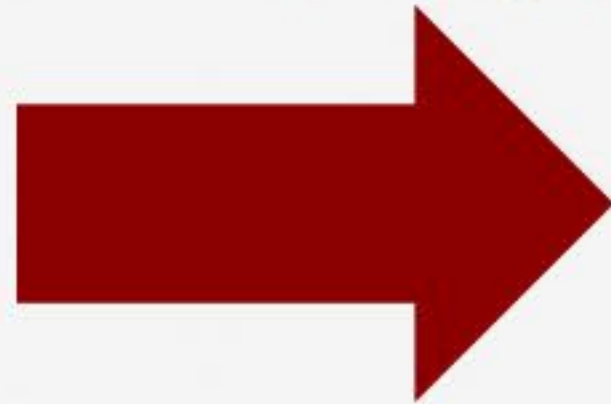
## Create a Box Note

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

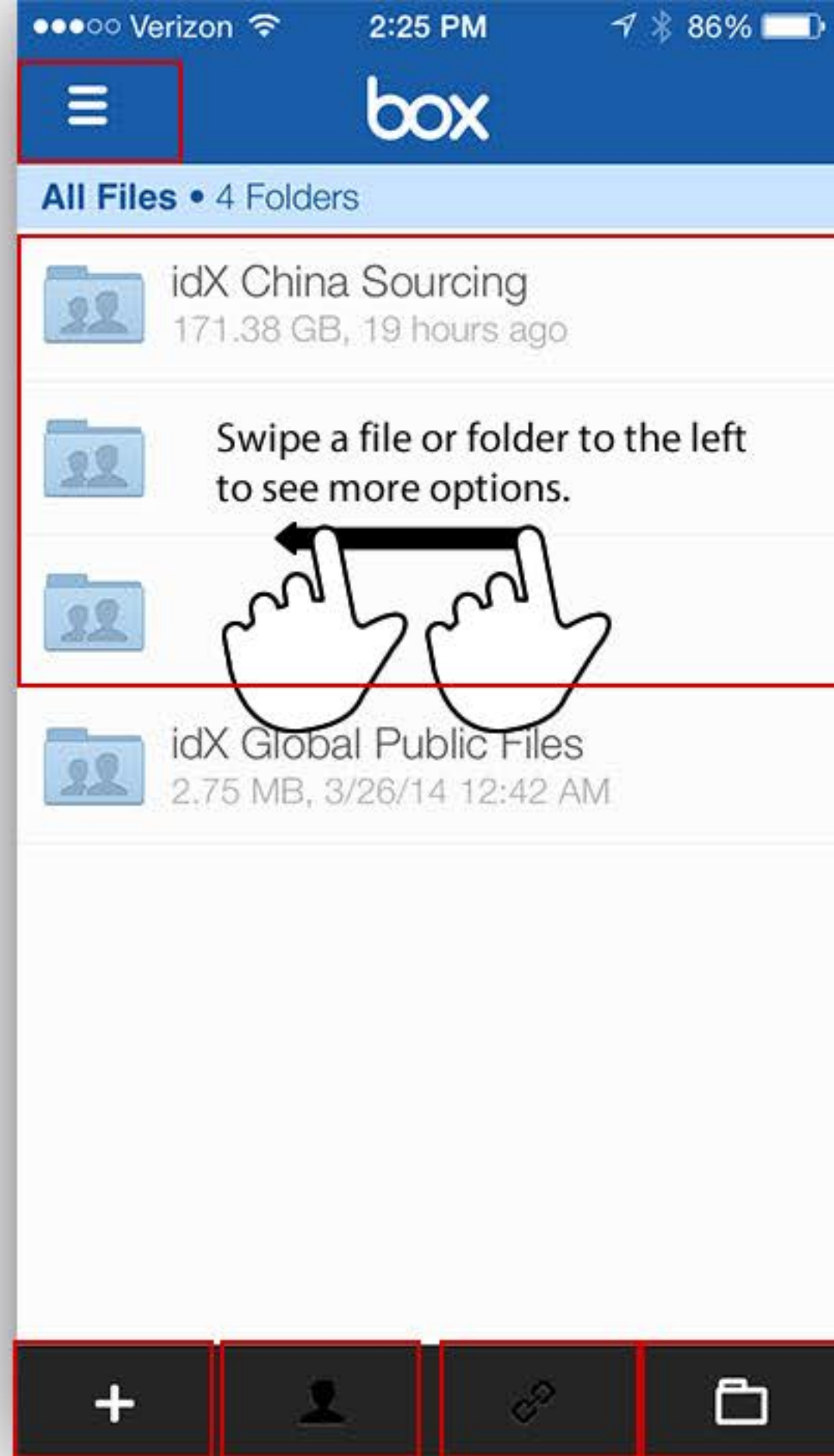
Password

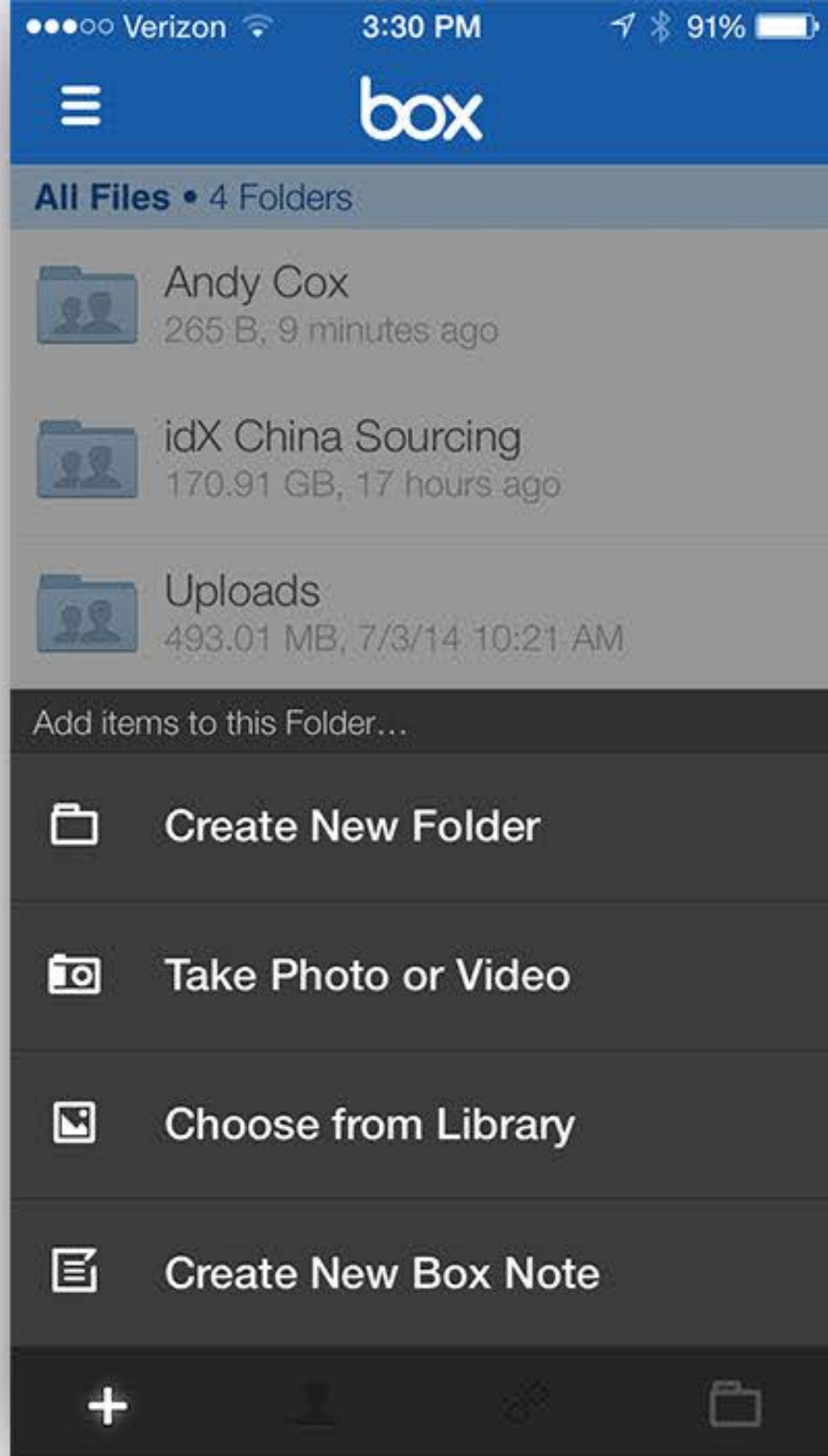
Log In

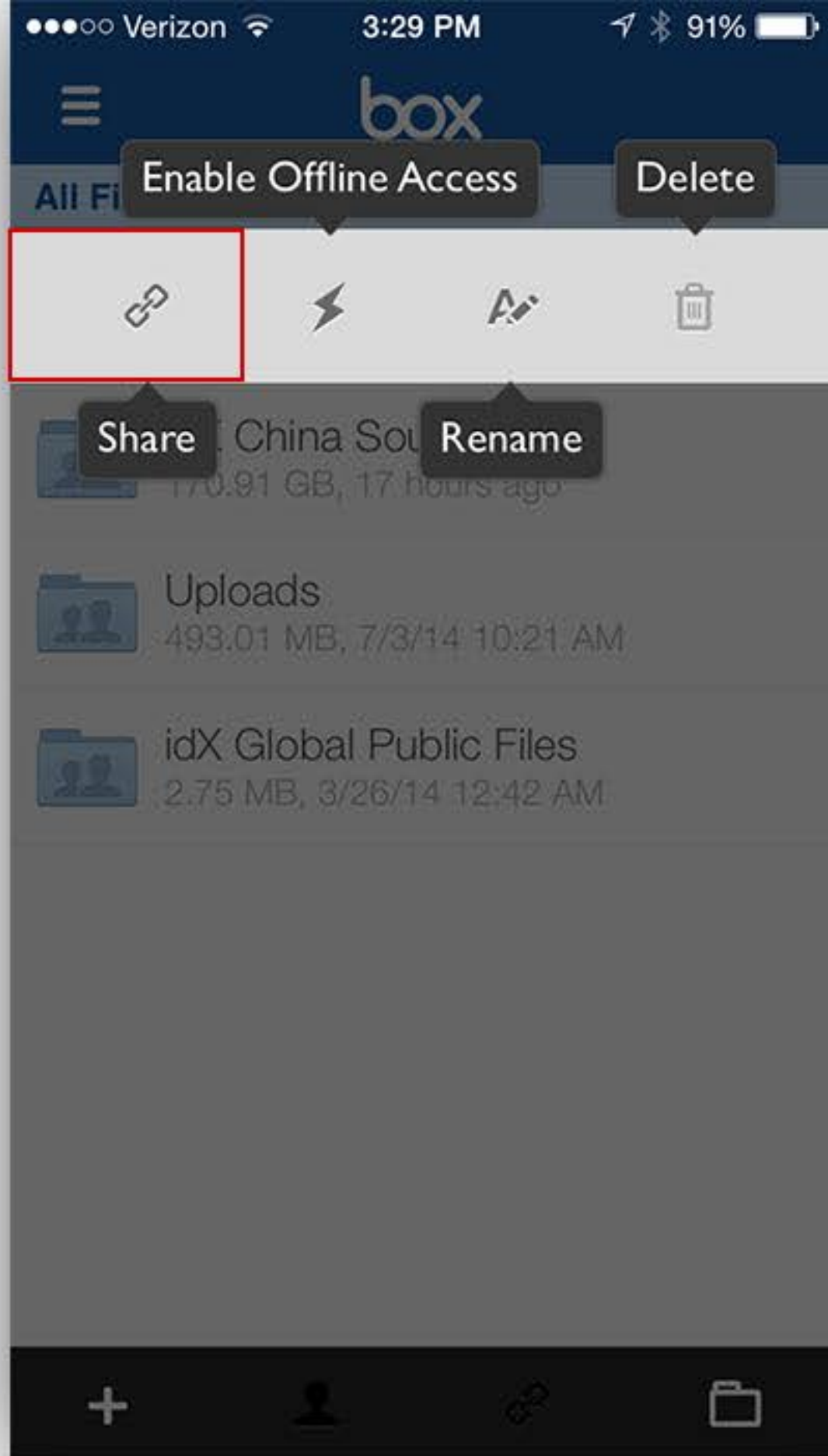
Use Company credentials

Can't access your account?

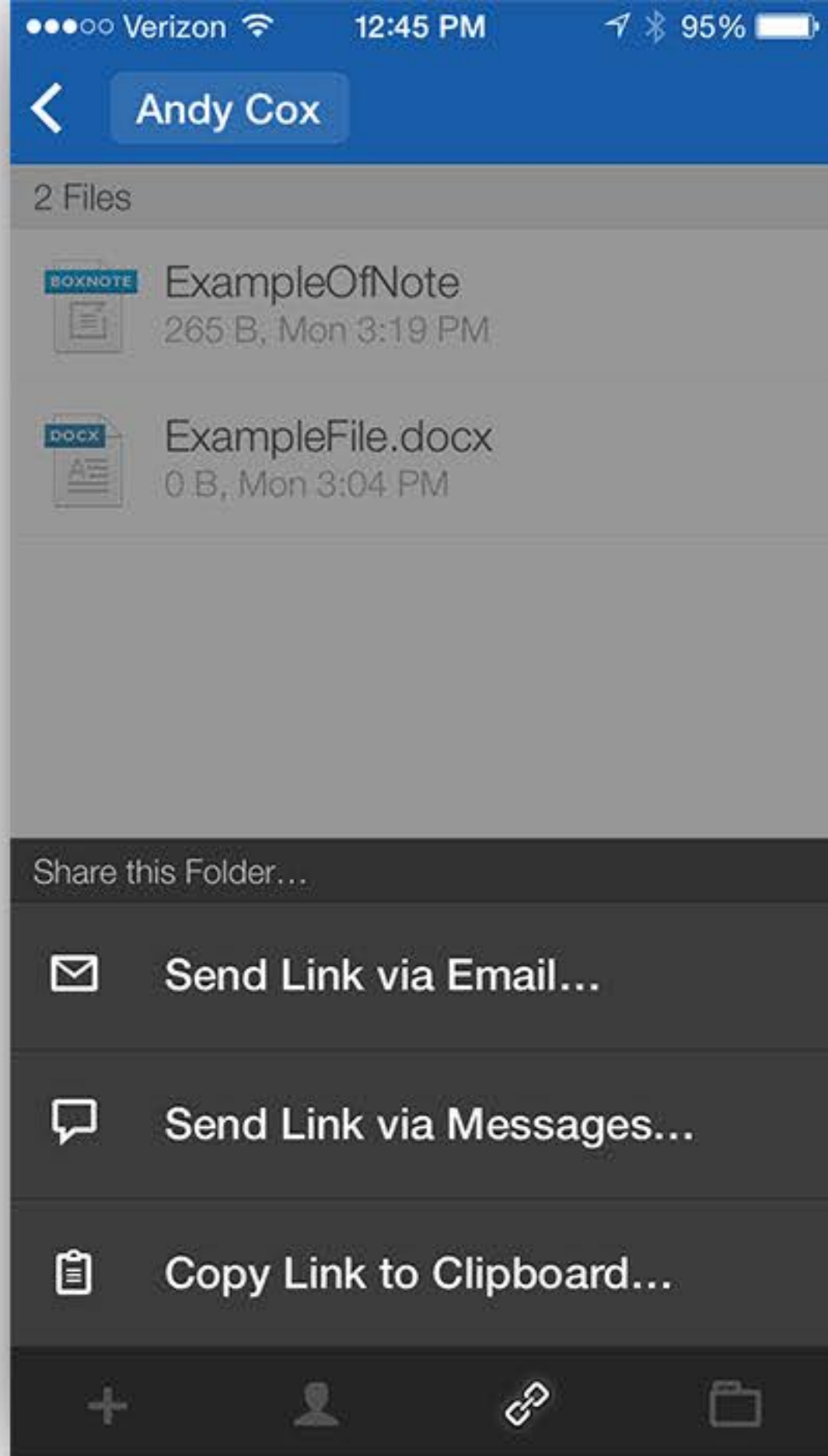
Sign up for a Box account











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



