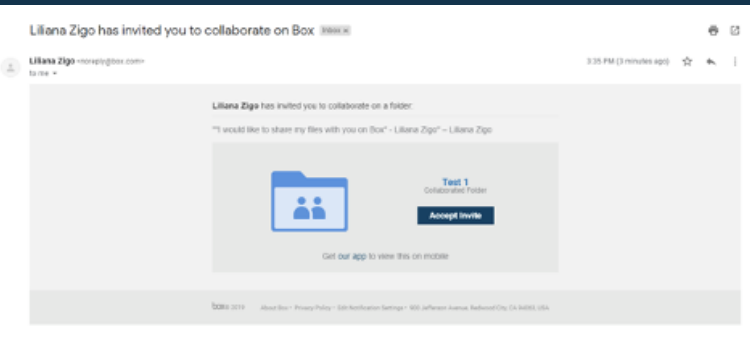
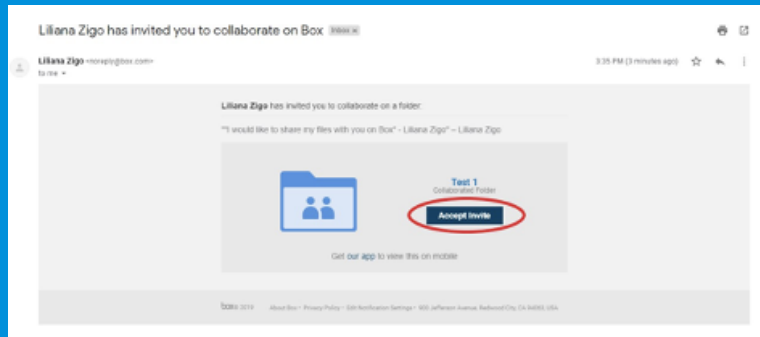


GW BOX INSTRUCTIONS

1 - CHECK YOUR INBOX FOR AN EMAIL INVITATION FROM GW BOX (NOREPLY@BOX.COM)



2 - CLICK ON THE BLUE "ACCEPT INVITE" BUTTON IN THE EMAIL



4 - CREATE YOUR ACCOUNT BY ENTERING YOUR FULL NAME, PASSWORD, AND THEN CLICK THE BLUE "SUBMIT" BUTTON

Create Your Account
Liliana Zigo has invited you to collaborate on "Test 1"

Signup for a Box account to accept invite

Full Name:

Email Address:

Password:

Confirm Password:

Phone Number (optional):

You're invited to collaborate on:

Test 1
Shared by Liliana Zigo

The George Washington University

3 - A NEW PAGE SHOULD OPEN AFTER YOU CLICK THE BUTTON

Create Your Account
Liliana Zigo has invited you to collaborate on "Test 1"

Signup for a Box account to accept invite

Full Name:

Email Address:

Password:

Confirm Password:

Phone Number (optional):

You're invited to collaborate on:

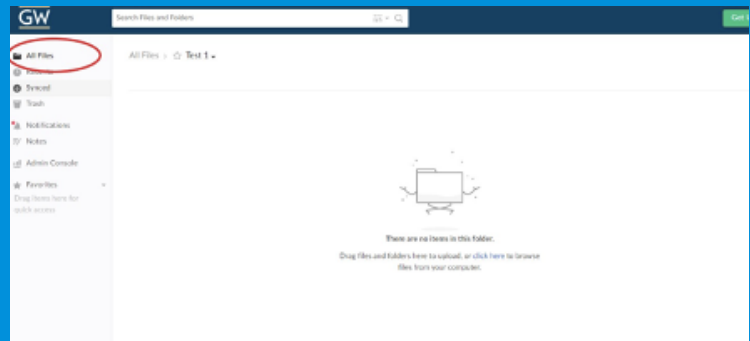
Test 1
Shared by Liliana Zigo

The George Washington University

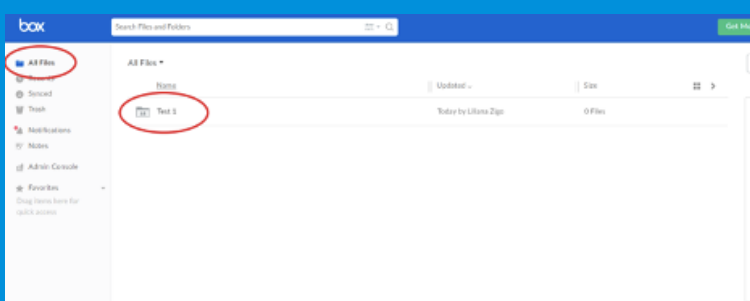
5 - YOU WILL THEN BE BROUGHT TO A PAGE THAT LOOKS SIMILAR TO THIS



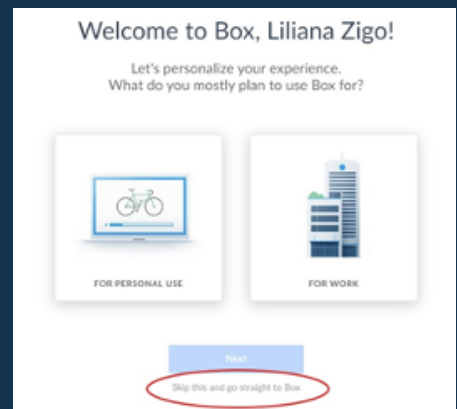
6 - TO GET TO THE SHARED FOLDER, CLICK "ALL FILES" (SHOWN IN RED CIRCLE)



8 - YOU SHOULD THEN SEE THE FOLDER(S) YOU HAVE BEEN INVITED TO. CLICK THE NAME TO OPEN.



7 - IF YOU SEE THIS POP-UP, CLICK THE SKIP OPTION (SHOWN IN RED CIRCLE)



SOME QUICK TIPS

To login into Box the next time visit:
<https://account.box.com/login>, and log in using the email and password from Step 4.

Please note that because of the specific box privileges assigned, team members will be unable to delete files from the shared Box folder. If you upload a second version, please be sure to have v2 clearly stated in the file name.

Box requires that you make a unique password consisting of at least 8 characters in length, 2 numbers, an upper and lower case number, and 1 symbol.
Example: Thispassword23!

Use the link below if you have any other questions.

<https://gwu-myit.onbmc.com/ux/myitapp/#/knowledge/AGGAA5VoFiIE6APFEQoKPEIF2H4GC1/rkm?isShared=true>