

UNIVERSITY of CALIFORNIA cal fresh Nutrition Education

How to Set-up your Box Account

Step 1: Access Box Online

Box link: <https://ucdavis.app.box.com/>

Select **Continue** and enter your UC Davis username and passphrase.

The screenshot displays the UC Davis Box login interface. On the left, a dialog box titled "Part of UC Davis?" asks the user to continue to login to Box through their network, with a prominent "CONTINUE" button. On the right, the UC Davis Central Authentication Service (CAS) login form is shown, featuring input fields for "Username:" and "Passphrase:", and a "LOGIN" button. Red arrows indicate the flow from the "CONTINUE" button to the "Username:" field and from the "LOGIN" button to the "Passphrase:" field.

Step 2: Upload files or Create New Files

You can upload your own work files by clicking the **upload** button and selecting the file or folder to upload. You can also create new files, notes, folders, etc. using the **new** button – *see below*. Box is a great place to hold your work documents. It acts as a safeguard against potential mishaps, like computer failures/crashes.

The screenshot shows the UC Davis Box dashboard. At the top, there is a search bar and the user's name "Consuelo Cid". Below the search bar, the "All Files" section is visible. A red box highlights the "Upload" and "New" buttons. The dashboard lists several files and folders, including "2015 Obesity Conference Poster" and "Blogs 2015-2016".

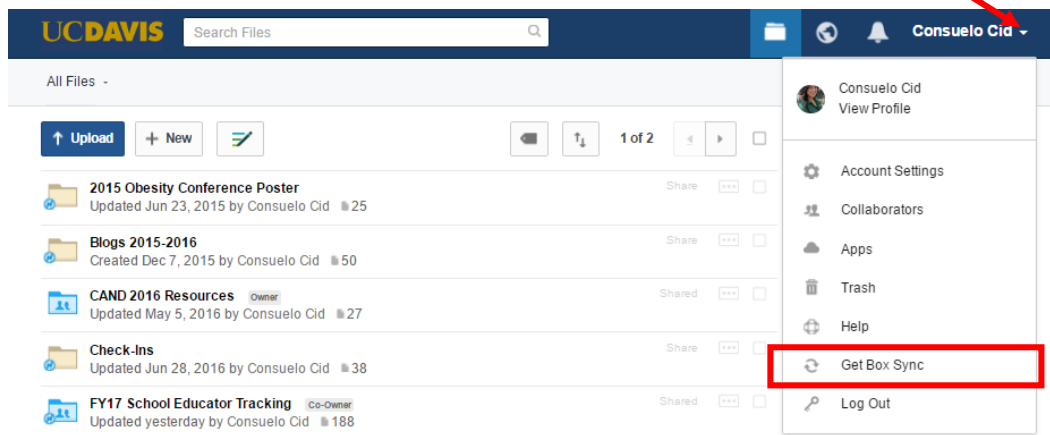
Any shared folders will appear on this dashboard. They are denoted and can be identified by their blue file icon color.

The screenshot shows a shared folder in Box. The folder is titled "FY17 School Educator Tracking" and is marked as "Co-Owner". It was updated today by Consuelo Cid and contains 188 files.

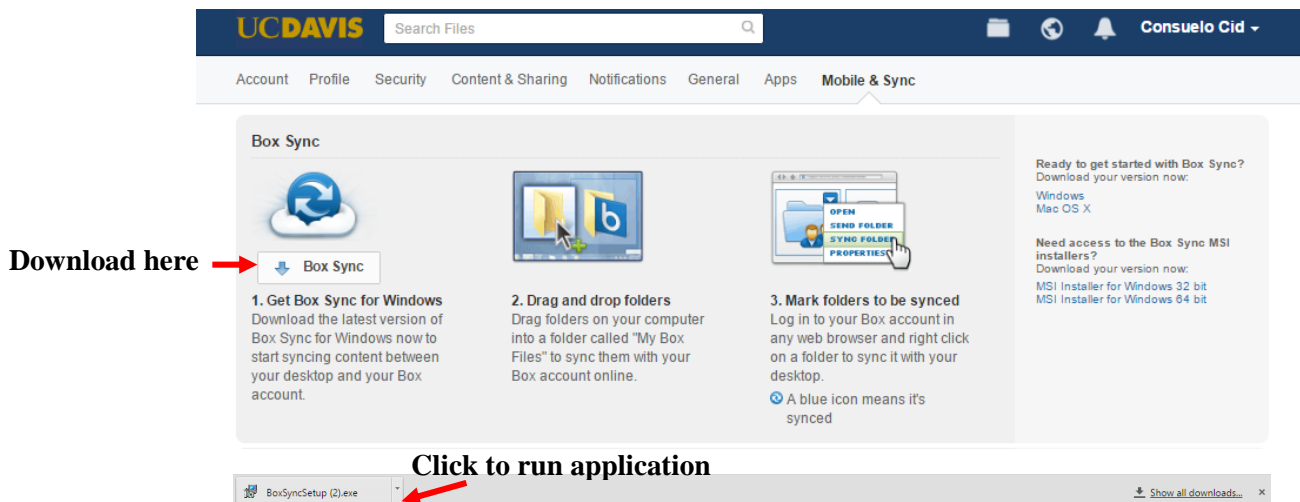
Step 3: Download Box Sync

It is highly encouraged that you use Box Sync. You can continue to access your files online or you can download all or select files to your computer using Box Sync. These files can be accessed from your computer files (in File Explorer) directly and are auto-updated to the Box's cloud.

To get started, locate your name in the upper right hand corner and use the drop down arrow to get Box Sync.



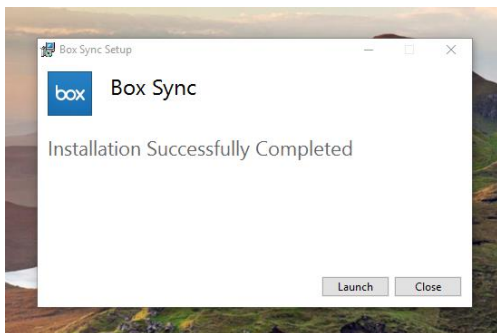
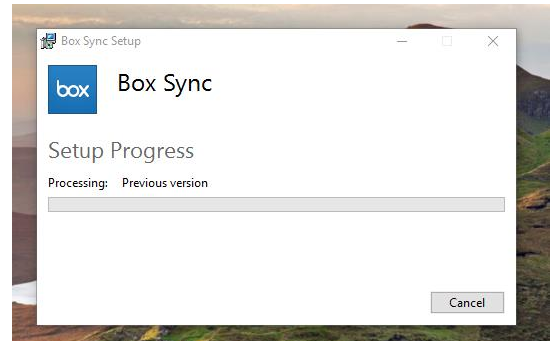
Select the **Box Sync** icon to download. Once downloaded, run the Box Sync Setup application.





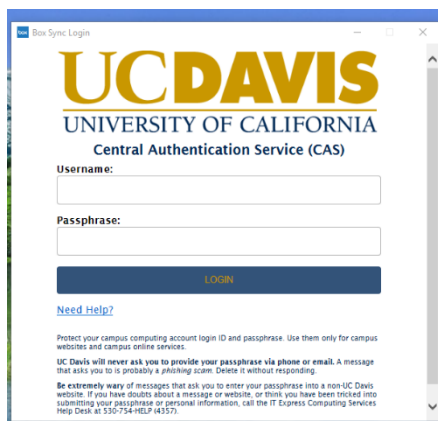
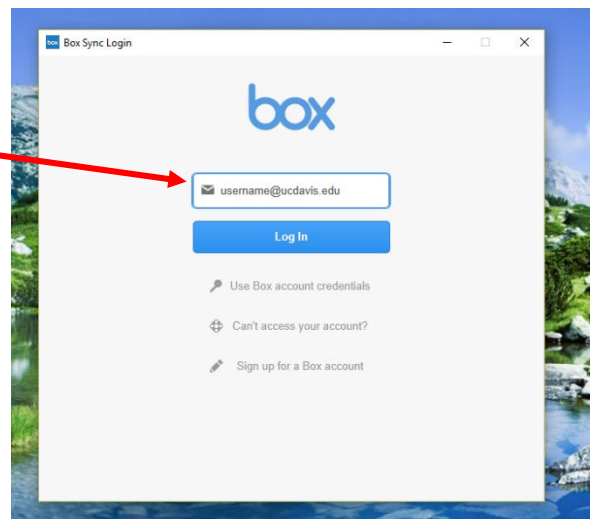
Agree to the license terms and conditions and hit the **Install** button.

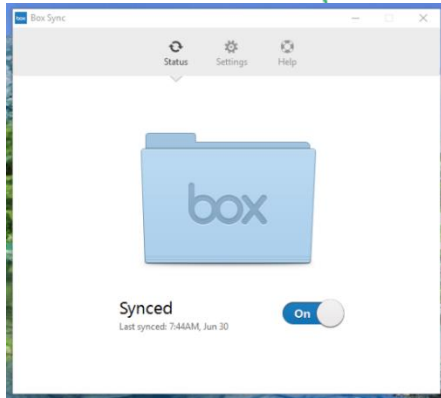
Box wants to make changes to your PC; agree when prompted. Setup process will take a few minutes to complete.



Once completed, hit the launch button.

Sign in to Box using you **UC Davis** email address. When prompted, sign in through the Central Authentication Service (CAS) – see below.

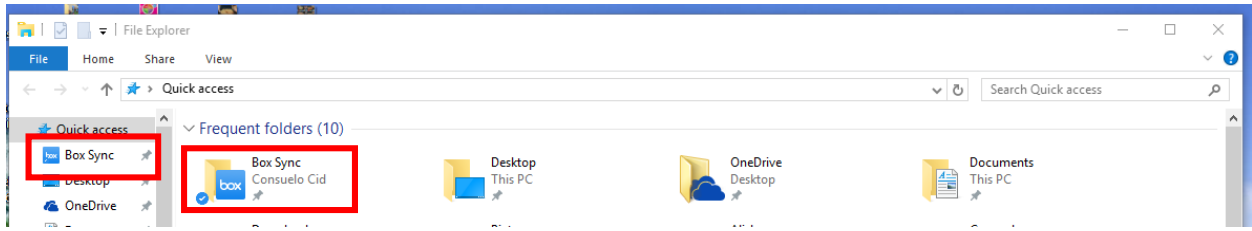




Box Sync will scan and then sync to your computer. Set up is complete once you see the Synced verification.

Step 4: Open File Explorer

A Box Sync folder is now available. This is where all Box files are housed, both shared and your own files.



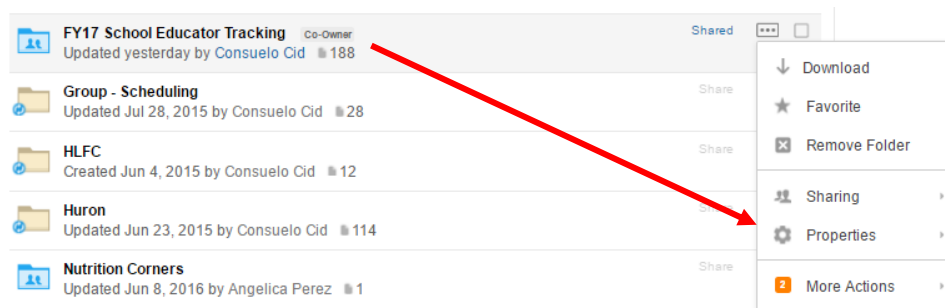
Click on either icon (*above*) to access files.

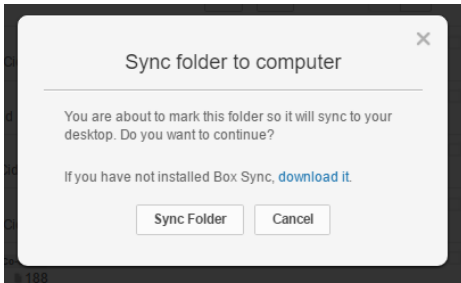
Don't see your files?

To download files to your computer, you need to sync them from Box online first (link to Box is found on page 1 of this document). Follow the steps below to download the shared FY17 Educator Tracking file, as an example.

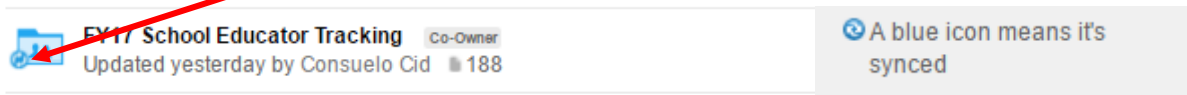
Step 5: Locate File to Sync

Once you locate the FY17 School Educator Tracking file, select the ellipsis icon and under **Properties** select **Sync to Computer**.

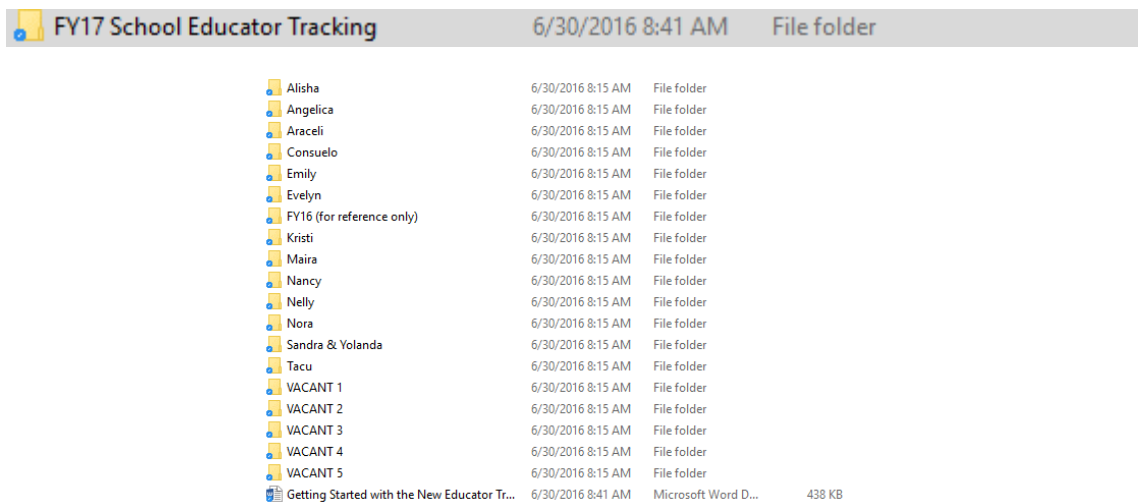




When prompted, select **Sync Folder**. If file is successfully synced you will see the sync icon in the lower left hand corner.



Return to File Explorer; you should now see the FY17 School Educator Tracking file with all contained folders and files.



You are now ready to access all files directly from your desktop.