What is Box?

Box is a cloud file sharing services like Dropbox, Google Drive, or Microsoft OneDrive that provides you with the ability to access files with any Internet-capable device from almost any location. You can grant access allowing you to share files with co-workers.

Box Mobile for iPhones and Androids

Once you have installed the Box app on your mobile device you can:

- ✓ Share a Folder
- ✓ Upload pictures to a shared folder
- ✓ View these pictures at anytime

IMPORTANT: Before installing the Box application, you will need to request a Box account!

☐ **Step 1**: **Request for an RPI Box account**

1. Open a browser and go to https://support.rpi.edu

2. Click the [Get help -- Click to Enter ITSSC] button and type "**Requesting a Box @RPI Account**" in the search area and follow the instructions.

☐ **Step 2**: **Install and Locate the Box application on your device**

1. Search and download the **Box - Cloud Content Management** app from your devices store.

2. **Android** - Click "**Work**" at the bottom of the screen and locate the Box icon. **iOS (iPhone)** - go to the App Store, search and down load the "**Box**" application.

3. Open the **Box** application on your phone.

4. If prompted, tap **Log In** and then **type your RPI email address** and then click **Next**.

5. Type your **RCS username and password** at the RPI login page.

6. Tap **Login**.

7. Tap on **Enable Notifications** if you want to be notified when collaborators makes changes to the shared Box Folders/files.

8. Choose "**Allow**" to be notified of changes.

All Files/Folders in appear on the main screen of Box.

☐ **Step 3**: **Taking and Saving A Picture**

1. Click once on the folder Add the name…. where you would like to save the picture.

2. Click the "**+**" located in the upper right of the screen

3. Tap "**Take Photo or Video**" (iPhone) or "**Capture Media**" (Andriod)

4. You may be prompted on Androids to "**Allow or Deny**" Box to access certain files on your phone, please select "**Allow**"

5. Tap Picture or Video and then choose "**Use Photo**"

Renaming the image file:

1. Tap on the "…" to the right of the image

2. Tap "Rename this File"

3. Tap the backspace key to delete the default name.

4. Tap "**Save**" in the upper right corner of the screen and the file is renamed.