

# Content Management and Collaboration

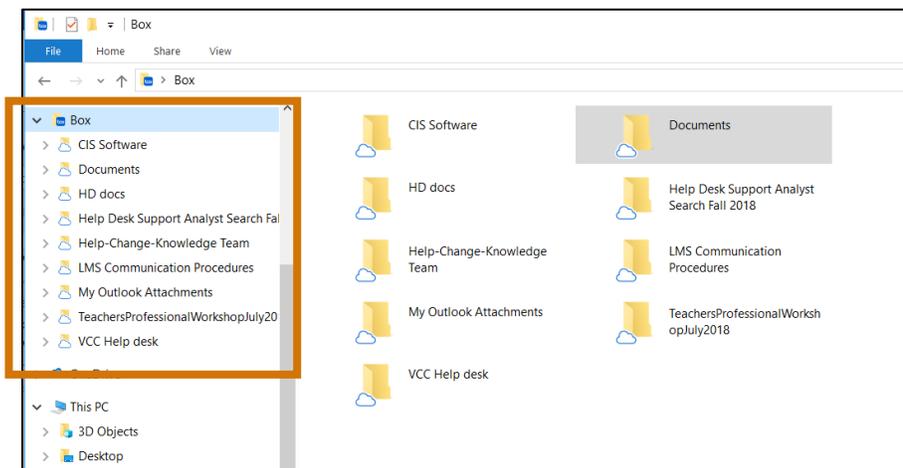
## Using Box Drive

### Benefits of Box Drive

- ✓ Simple way to work with all your files right from your desktop
- ✓ Open File Explorer to find your files stored on Box, edit documents like you would any local or network file and it saves automatically to the cloud. No need to use Box Sync.
- ✓ Files stored in the Cloud are always accessible using an internet connection.
- ✓ Box is a secure cloud storage provider. As always, use your own judgement when sharing sensitive information such as financial and Health information as well as Personal Identifiable information like SSN. **\*\*REVIEW\*\* Data Classification Policy for RPI - [http://policy.rpi.edu/policy/Information\\_Classification\\_Policy](http://policy.rpi.edu/policy/Information_Classification_Policy)**

### □ Working in File Explorer

1. After Box Drive is installed, click file explorer  from the taskbar
2. On left side click the dropped down arrow to the left of Box 
  - a. Review Box Drive icons ( , , ,  ) (Page 30 of Box manual)
3. Quick way to Access Box Functions
  - a. Right click and review options



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### □ Creating a New Folder

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1. Right click on an existing folder, choose **New** → **Folder**

### □ Moving Files and Folders

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1. Click and drag file/folder to new location

### □ Copying or Emailing a Shared Link

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1. Right click on a file or folder and choose **“Share”**
2. Choose **copy** (paste in to an email or document) or **email** (new email open with link) shared link. **NOTE:** If a person does not have a Box account, they cannot open the folder/file. It may be best to include in your email the following:
  - For **internal staff** add this link to the article “Requesting a Box @RPI Account” located in the ITSSC <https://itssc.rpi.edu/hc/en-us/articles/360004829931-Requesting-a-Box-RPI-Account>
  - For **external to RPI** you can let them know they can request a free box account at [box.com](https://box.com)

### □ Managing Collaborators

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1. Right click on a file or folder and choose **“Share”**
2. Choose **Give access to** → **Specific people....**
3. Begin typing a persons RCS username and then click **“Add”** their name should appear below. **NOTE:** You will receive the “Windows was unable to find...” if this is not correct, click the word “Find”
4. Type the persons RCS username again and then click **“Check Names”**
5. Locate their RCS username and choose them from the list and then click **OK** twice.
6. Click **Share**

### □ Working in Finder (for Mac)

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1. While in **Finder** on your Mac, navigate to **Devices**→**Favorites**→**Box**.
2. Folder displays all of your files and you can go to any folder and open as if it were a local file.