



WELCOME TO BOX!

Whether you are in school or in the working world, being able to share documents virtually is more important now than ever. One-way DPR does this is through Box. Box is a cloud platform that is used on every DPR project to share information internally as well as externally. For those of you who are unfamiliar with the program hopefully this guide will help you learn the basics of using Box.

Accessing Box

You will be receiving an invitation to your ASC email you created to access two separate folders. The first folder is "ASC 2021 PM Problem Statement." This folder will contain all of the introduction documents, program tutorials like this, contract drawings and specs as well as the actual problem statement. Please note all teams will have access to this folder; **DO NOT upload your solutions/deliverables to this folder.** The next folder you will receive access to is your deliverable folder. This folder is unique to your school and where you will be turning in your deliverables throughout the day. This invite will look something like the image below. Follow the link to gain access to the folders.

Brittney Lerdahl has invited you to work together in "ASC Regions 6 & 7 2021 Project Management Competition" folder on Box

Brittney Lerdahl <noreply@box.com>
To: Mario Castro

Expires: 1/29/2032

You will receive an invite for "ASC 2021 PM Problem Statement" and your respective deliverable folder

Click "Go to Folder" to access the folder

Brittney Lerdahl wants to work with you on ASC Regions 6 & 7 2021 Project Management Competition

ASC Regions 6 & 7 2021 Project Management Compe...

"I'd like to share my files with you on Box."

Go to Folder

Adding Collaborators to Box

Now given that your whole team will be accessing and uploading documents to your deliverable folder throughout the day, you will need to add collaborators. In order to do this, you will need to click "Share this Folder" on the righthand side of the screen. A dialogue box will pop up asking for emails of those individuals you



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would like to add to the folder; I recommend adding everyone from your team. Right below this box there is a blue drop down where you can edit the permissions for the people you are adding. Mark all of your teammates as "Editor." This permission will allow everyone to upload and download documents.

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Click here to share the folder with the rest of the team

Make sure the email looks like this before sending (in a bubble)

Edit the permissions for your teammates to be "Editor." You can add more than one email at once.

This option will not appear for you, don't worry about it.

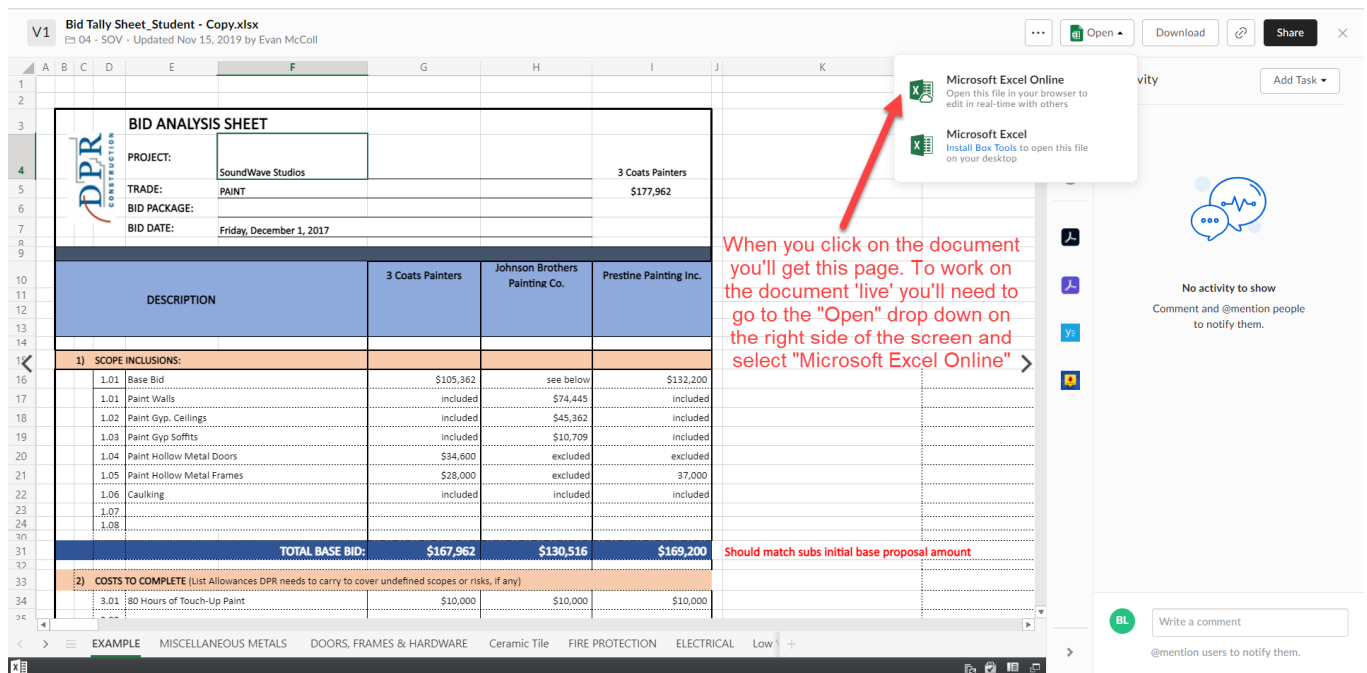
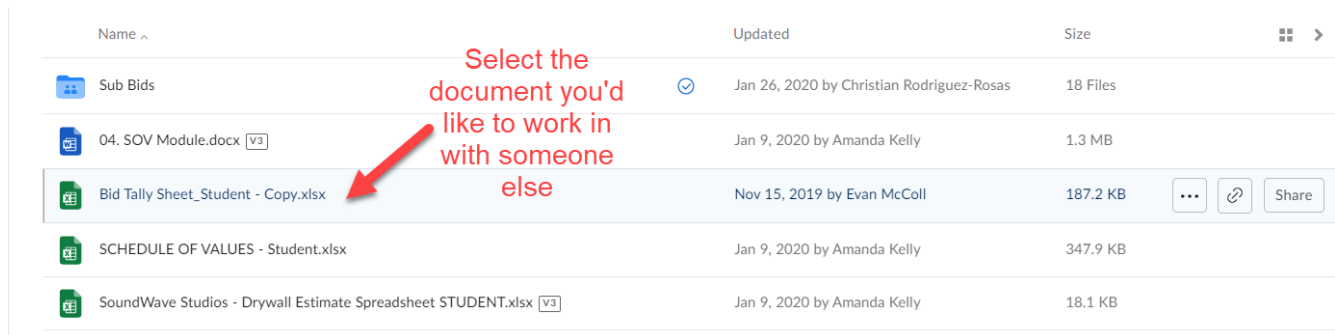


Creating New Folders

If you need to create a new folder for whatever reason, in the upper right-hand corner there is a “New” option. This will drop down with a series of options, “Folder” being one of them.

Working in Live Documents

One cool aspect of Box is that you can edit Word, Excel and PowerPoint Documents live. This is not a requirement, but a super helpful tool if multiple people need to be working in one document. In order to do this, follow the steps below:



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Uploading Documents

When you need to upload documents, in the upper right-hand corner there is an “Upload” option. This will drop down with options to upload whole files or folders.