



How to Access Box Shared Data Requests

Box is a secure web-based storage system to preview, download, and share content.

STEP 1 – LOG INTO BOX

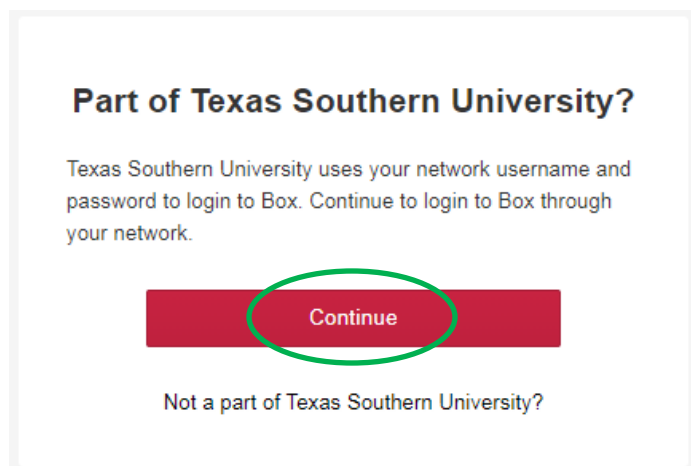
Launch an Internet browser (i.e. **Internet Explorer, Chrome, Firefox**, etc.)

Enter the address of **Box** into the address bar.

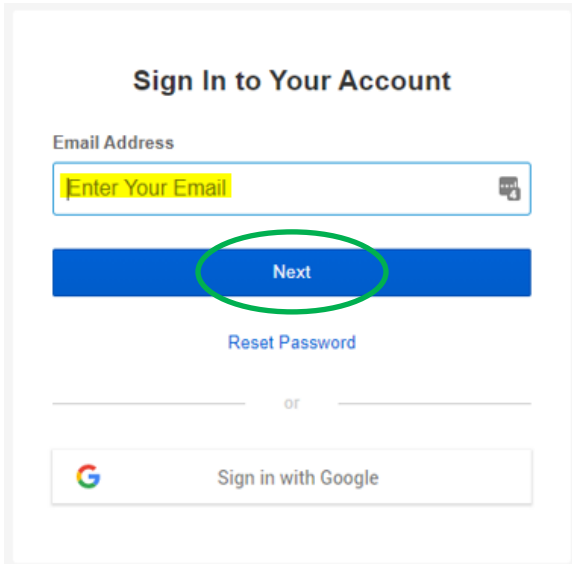
The **Box** address is tsu.box.com .



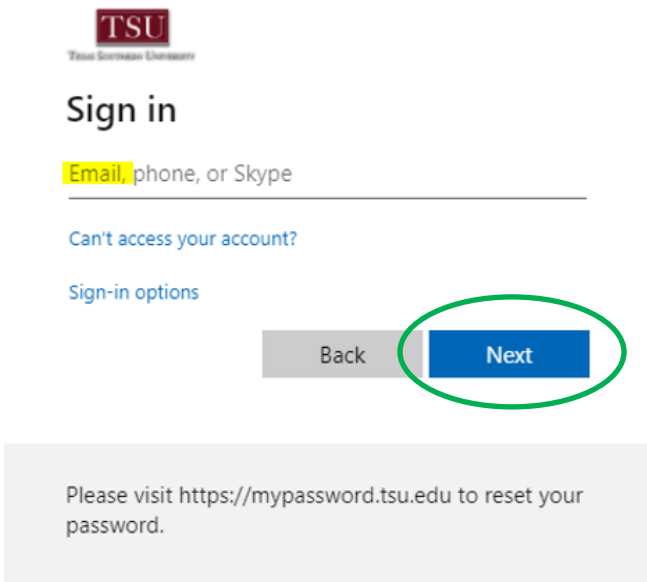
Click the **Continue** button as shown below and you will login to Box through the TSU network.



When you login to your Box.com account **for the first time**, the screen below will be displayed. Your Sign In credentials are your TSU email and password. **Enter your Single Sign On (SSO) TSU email address (FirstName.LastName@tsu.edu) and click the Next button.**




After your initial login, the screen below will be displayed whenever you login to Box. **Enter your Single Sign On (SSO) TSU email address (FirstName.LastName@tsu.edu) and click the Next button.**



STEP 2 – PREVIEW, DOWNLOAD OR SHARE YOUR FOLDER OR FILE

Once logged into **Box**, a list of the folders or files for which you have been granted access will be displayed.

You may click on the name of the folder or file to open it. Alternatively, you may click on the ellipse  to Open, Share or Download your folder or file.

NOTE: When clicking the ellipse, all of the options displayed below will not be available to you.

The screenshot displays the Box interface with two examples of how to access options for folders and files. In the first example, a folder named 'Facilities & Construction Maintenance' is selected. The ellipsis menu is open, and the 'Download' option is circled in green. In the second example, a file named 'All Degree Recipients in Banner 09-15-17.xls' is selected. The ellipsis menu is open, and the 'Download' option is circled in green. Other options visible in the menus include 'Share', 'Add to Favorites', 'Move or Copy', 'File Request', 'Settings', 'More Actions', and 'Integrations'.

Name	Updated	Size
Facilities & Construction Maintenance	Apr 3, 2020 by Sallie Mo...	126 Files
Finance	Apr 3, 2020 by Sallie Mo...	
General Counsel	Apr 2, 2020 by Raijanel C...	
Government Relations	Apr 3, 2020 by Gloria Da...	
Human Resources	Apr 2, 2020 by Gloria Da...	
Institutional Compliance	Mar 27, 2020 by Gloria ...	
All Degree Recipients in Banner 09-15-17.xls	Mar 30, 2020 by Sallie M...	15.1 MB
All inclusive alumni information_052517.xlsx	Mar 30, 2020 by Sallie M...	

STEP 3 – LOG OUT OF BOX

Navigate to the upper right of your screen, click the up arrow next to your initials, then click **Log Out** to exit **Box**.

