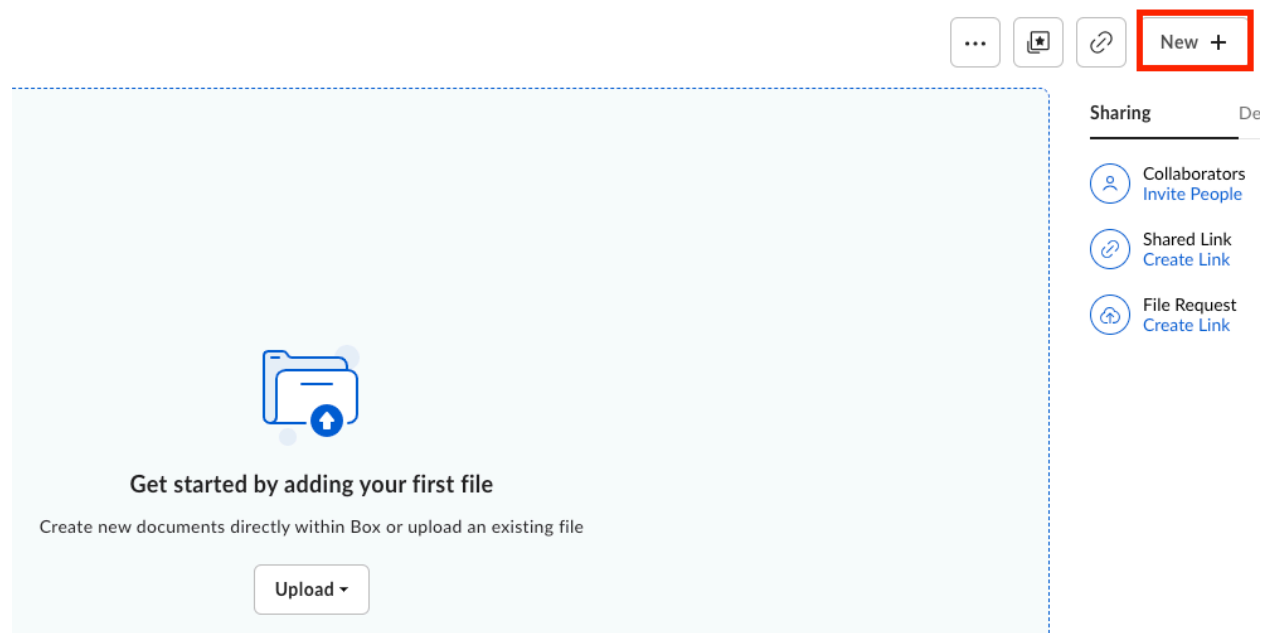# Box - How to Upload files to Box

Link to the video tutorial: https://calbaptist.mediaspace.kaltura.com/media/Uploading+Files+to+Box/1_7w8ydrgr

Directions

1. Navigate to Box website: https://calbaptist.account.box.com/login

2. Choose a location/folder to upload files to or click **New + button**

   a. If from New + button choose to upload file or folder or create a new Folder

      i. New Folder: Give Folder a name and click **Create Button**

   b. Drag Files on top of Folder in website or Click **Upload** Button and choose to Upload a file or Folder.

      i. Choose file or folder from Local Computer storage

      ii. Select one or multiple files and click **Open** button to upload files

         1. box.com will have a banner when files have been uploaded and there is now a copy of the files on your box.com account.