

Box - How to Upload files to Box

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

Directions

- 1. Navigate to Box website: <u>https://calbaptist.account.box.com/login</u>
- 2. Choose a location/folder to upload files to or click **New + button**

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		٩	Collaborators Invite People
		Ø	Shared Link Create Link
		٦	File Request Create Link
Get started by adding your first file			
Create new documents directly within Box or upload an existing file			
Upload -			

- 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. <u>box.com</u> will have a banner when files have been uploaded and there is now a copy of the files on your <u>box.com</u> account.