

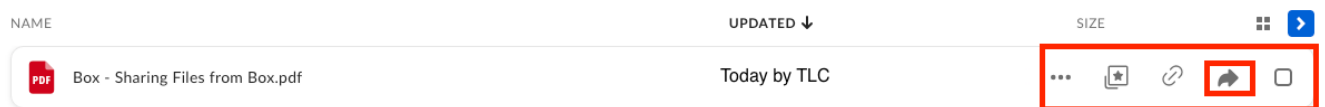


Box - Sharing Files from Box

Link to the video tutorial: https://calbaptist.mediaspace.kaltura.com/media/Sharing+Files+from+Box/1_odj04by9

Directions

1. Go to <https://calbaptist.account.box.com/login>
2. Hover over file in box.com folder item you want to share and a section of tools will appear



3. Click on the Share arrow and show in above image
 - a. You can also click on the check box next to it to select multiple files
 - i. If you do this then click the **Share Button** in upper right of website



4. Click into **Invite People** and type in email address of those you'd like to invite
 - a. You can choose to make user an Editor or a Viewer (cannot edit document)
5. Click Send

- a. They will receive a link that will allow them access to the file or adding it to their box.com account if they have one.
6. You can also toggle Share Link and that will generate a link that you can copy and paste elsewhere to share with others.