

## Box - Sharing Files from Box

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

## Directions

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

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Box - Sharing Files from Box.pdf	Today by TLC	🗶 🖉	· 🔺 🗆

- 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

Share 🧼

- 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

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- a. They will receive a link that will allow them access to the file or adding it to their <u>box.com</u> 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.