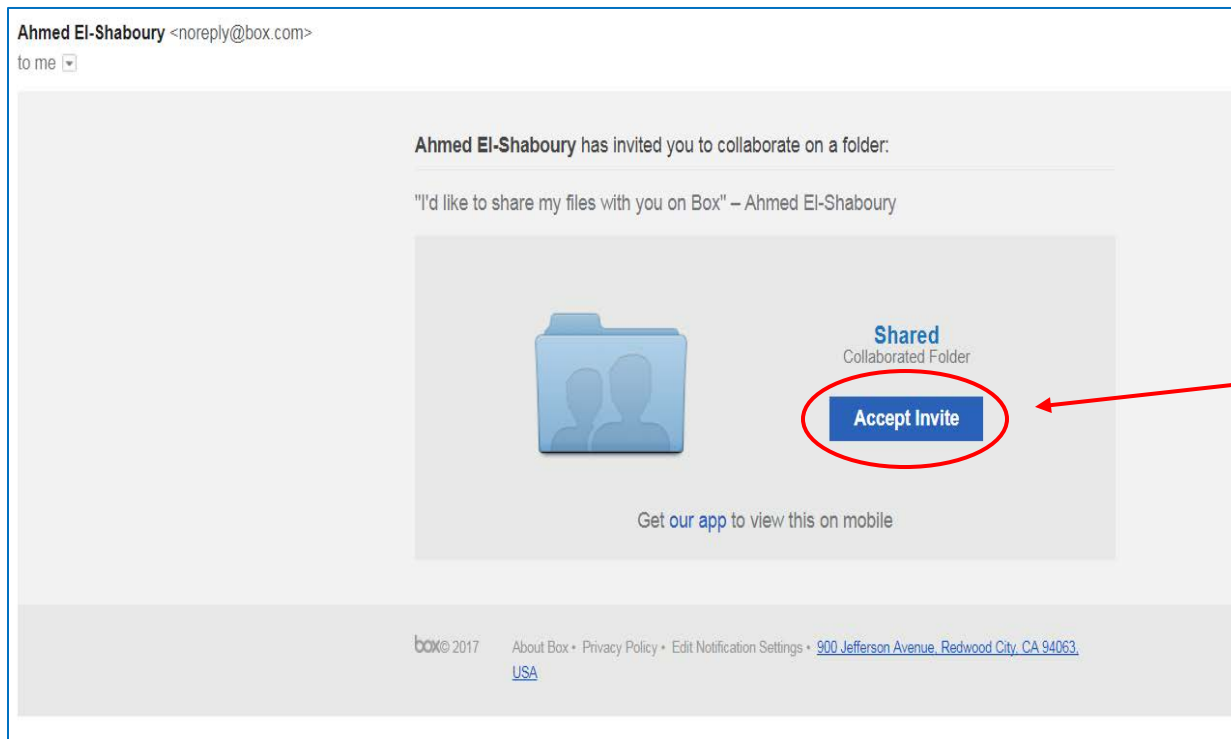


You will get the following email message:



Click on "Accept Invite"

Your Information

Full Name

Email Address

Password

Phone Number

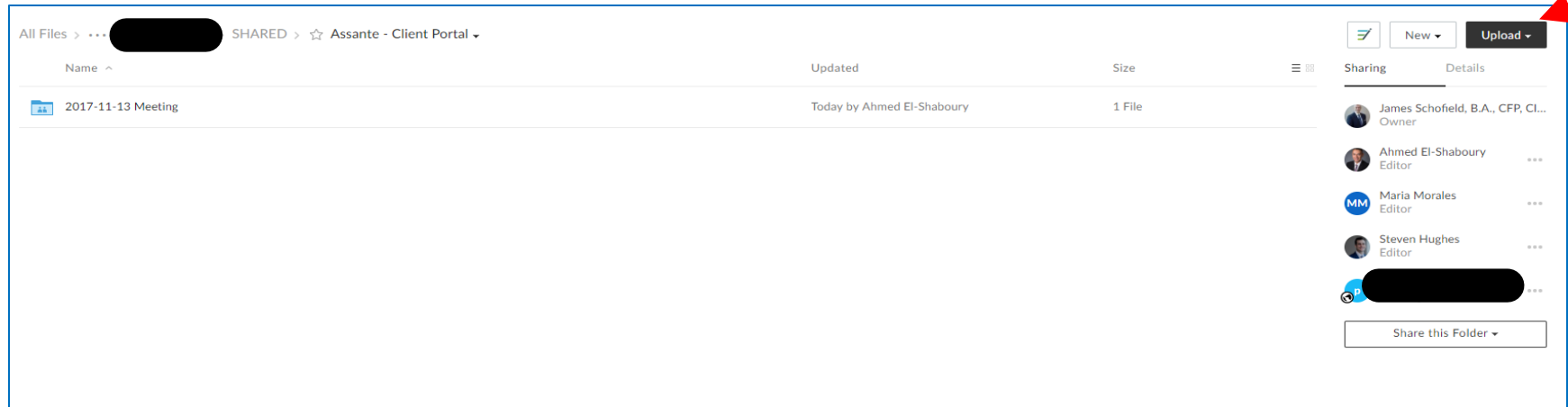
Enter your name, choose a password, enter your phone number; and click Submit.

The first slide is a Welcoming Note; click “**Next**”.

The second slide is a sharing note; skip it by clicking “**Skip this and go straight to Box**”

The third slide shows some information about Box; skip it by Clicking on the “**X**” at the top right corner.

Then, you will be directed to the shared folder; shown below.



You can open, download, and print any file in the shared folder; and you can upload files by clicking Upload.

When you close your browser, and you want to access the shared folder later, you may do one of the following:

- 1- Go to the invite email message, and click on “Accept Invite” again.
- 2- Go to box.com; or use this link: <https://account.box.com/login>; and log in using your email address and the password you chose in step #3.

Note that you can download Box to your computer using the following link:

<https://www.box.com/resources/downloads/drive>



After the download, box will show on your windows explorer window; as shown here. This way you can basically drag files if you want to download or upload them.