



<http://clemson.box.com>

http://www.clemson.edu/ccit/learning_tech/ccit_training/cloud_storage/box/index.html

Why use Box?

- A place to store/share files with Clemson or outside users
- A place to back up your data
- An alternate to using your U: drive for any time any where data
- A solution that offers apps for all platforms – Windows, Mac, Mobile
- Security




Security

- Authentication with Clemson credentials utilizing Shibboleth – password requirements managed by Clemson standards
- Geographically separated enterprise grade data centers in the US (not outside US)
- End-to-end 256 bit SSL encryption for file transfers
- Data stored encrypted – Box maintains keys (you may also chose to encrypt data maintaining own keys)
- Login access logs
- Endorsed by Internet2



Single Sign On

clemson.box.com



Welcome back!

Clemson University has provided you with a Box account to store, share, and access your files online.

If you have any questions, please visit [Box Support](#).

Log in:

Part of Clemson University?

Clemson University uses their login credentials to access Box. Continue below to log in on the Clemson University web site.

[Continue](#)

Not part of Clemson University?

[Log in using Box credentials](#)
[Sign up for an account](#)

Clemson University Login Page

Userid

Password








[Login](#)

If you are experiencing problems with this login, please contact the CCIT Customer Support Center by emailing ITHELP@clemson.edu or calling (864) 656-3494 for assistance.
[Forgotten Password?](#)

10 GB

Browser Interface





[Admin Console](#) [My Account](#) Need help? Call Box at 1-800-875-8230










































      Laurie H. Sherrod 

[Jump to folder](#)




All Files and Folders

[Files and Folders](#) [Upload](#) [New...](#)


   [Sort by Date](#) 

 Laurie's Recipes · OWNER Updated Today by Laurie H. Sherrod  7  1  19	Share   
 Docs · OWNER Updated Feb 19, 2013 by Laurie H. Sherrod  32  0  2	Share   
 Clemson Box Implementation Updated Jan 23, 2013 by Boyd Wilson  47  0  18	Share   
 Computer Camp · OWNER Updated Jan 9, 2013 by Laurie H. Sherrod  1  0  4	Share   
 Default Sync Folder Updated Feb 10, 2013 by Laurie H. Sherrod  10	Share  
 Box Reports Updated Jan 9, 2013 by Laurie H. Sherrod  0	Share  
 Web Document Images Updated Sep 27, 2012 by Laurie H. Sherrod  1	Share   




Recently Updated Folders

-  Computer Camp
-  Laurie's Recipes
-  Final Summary

Account

 Enterprise Account
Storage: 3.5GB of 10.0GB

Resources

-  Trash
-  Help
-  Box Community

Folder Share/Access

All Files and Folders

Files and Folders

Upload

New...



Laurie H. Sherrod

Help · Log out



Sort by Date



Laurie's Recipes · OWNER

Updated Today by Laurie H. Sherrod 7 1 19

Share



Link to this folder

<https://clemson.box.com/s/lazz8rxusfdswtfl6yry>

Send



Access



Invite Collaborators:

Enter names or email addresses

18 collaborators can already access the contents of this folder.

Recently Updated Folders



Computer Camp



Laurie's Recipes



Docs · OWNER

Updated Feb 19, 2013 by Laurie H. Sherrod 32 0 2



Clemson Box Implementation

Updated Jan 23, 2013 by Boyd Wilson 47 0 18



Computer Camp · OWNER

Updated Jan 9, 2013 by Laurie H. Sherrod 1 0 4



Default Sync Folder

Updated Feb 10, 2013 by Laurie H. Sherrod 10



Open

Anyone with the link can access. No log in required.



@Clemson University

Users at clemson.edu with the link and collaborat...



Collaborators Only

Invited collaborators in the folder can use the link to access. External sharing is disabled.

Customize Link



Disable

There is no shared link access to this folder.

Folder Options

The screenshot displays a web-based file management interface. At the top, there is a navigation bar with a Clemson University paw print logo, notification icons (1 and 20), a folder icon, a search bar labeled 'Search Files', and the user's name 'Laurie H. Sherrod' with a settings gear icon. Below the navigation bar, the breadcrumb path 'All Files > Laurie's Recipes' is shown. The main section is titled 'Laurie's Recipes' and includes tabs for 'Files and Folders' and '1 Discussion'. A toolbar contains an 'Upload' button, a 'New...' dropdown, and a 'Sort by Date' menu. A 'Folder Options' dropdown menu is open on the right, listing actions: 'New Folder', 'Upload to this Folder', 'Download Folder', 'Share', 'Add Tags', 'Disable Sync for this Folder', 'Folder Properties', 'Move or Copy', 'Delete', and 'More Actions'. The file list below shows three items: 'PeanutButterCookiesWebDoc.webdoc' (V6, 465B, updated today by William Weathers), 'Trawler Crab Dip.docx' (V2, 15.3 KB, updated Feb 11, 2013 by Laurie H. Sherrod), and 'chickenandrice.pdf' (165.6 KB, created Feb 6, 2013 by Laurie H. Sherrod). Each file entry includes a 'Share' button and icons for comments and other actions.

Folder Options

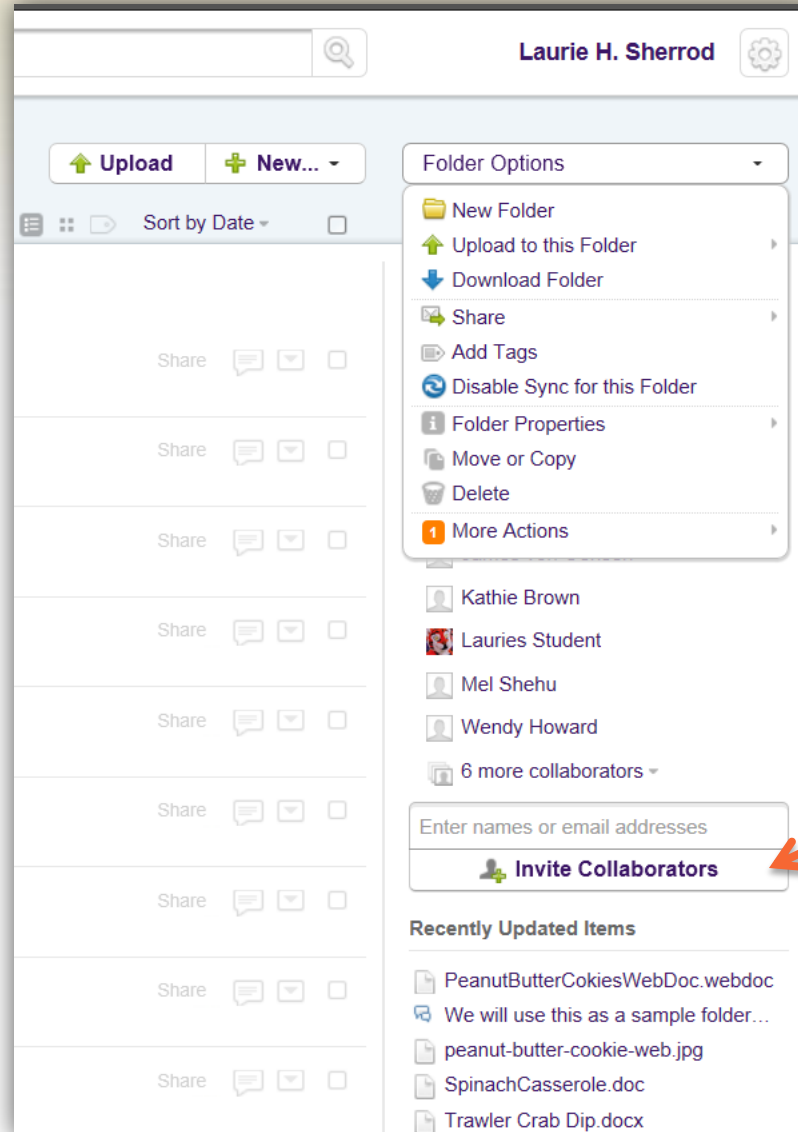
- New Folder
- Upload to this Folder
- Download Folder
- Share
- Add Tags
- Disable Sync for this Folder
- Folder Properties
- Move or Copy
- Delete
- More Actions

Files and Folders | 1 Discussion

Add a folder description...

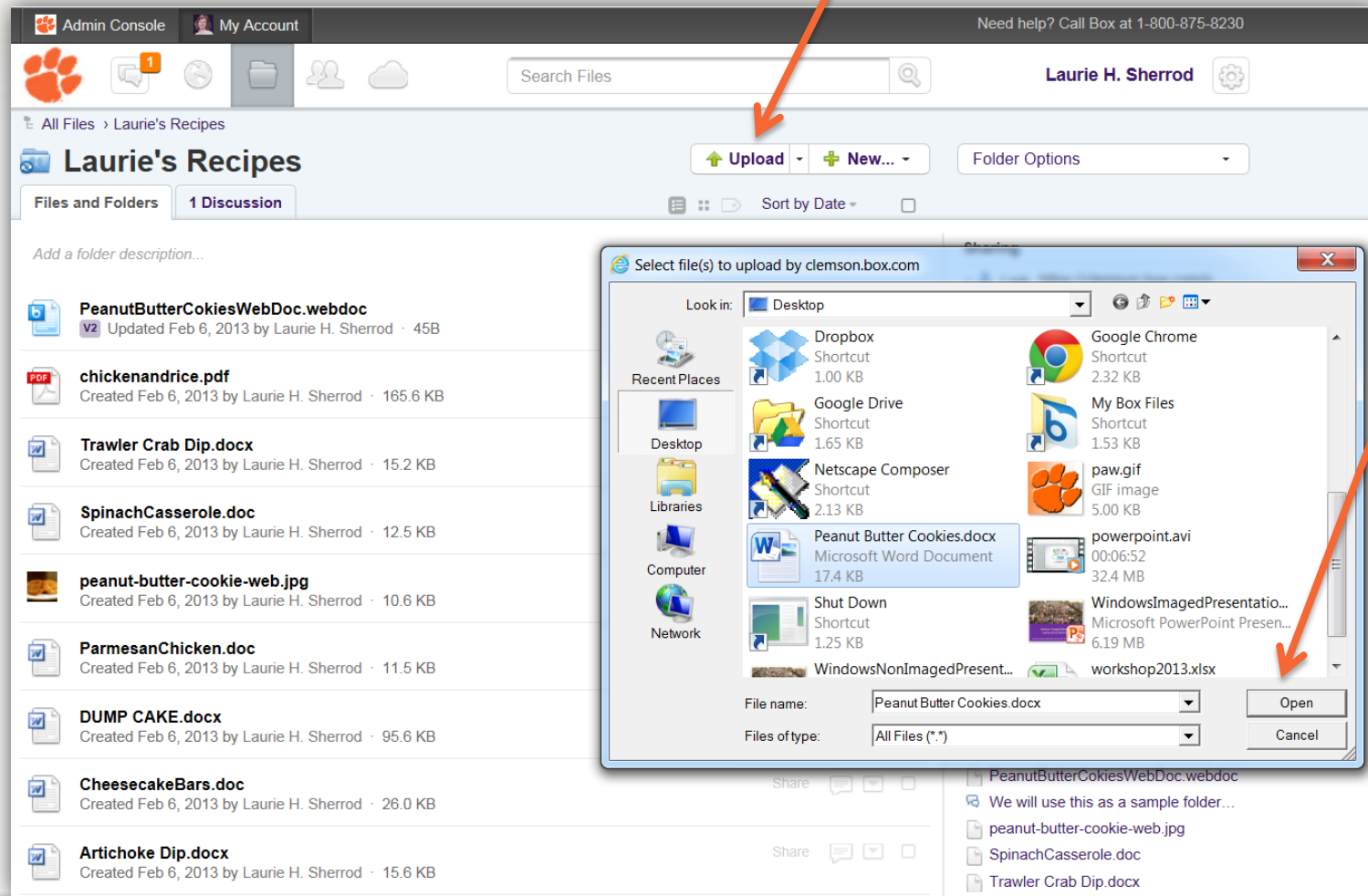
File Name	Version	Size	Updated By	Updated Date
PeanutButterCookiesWebDoc.webdoc	V6	465B	William Weathers	Updated Today
Trawler Crab Dip.docx	V2	15.3 KB	Laurie H. Sherrod	Updated Feb 11, 2013
chickenandrice.pdf		165.6 KB	Laurie H. Sherrod	Created Feb 6, 2013

Invite Collaborators



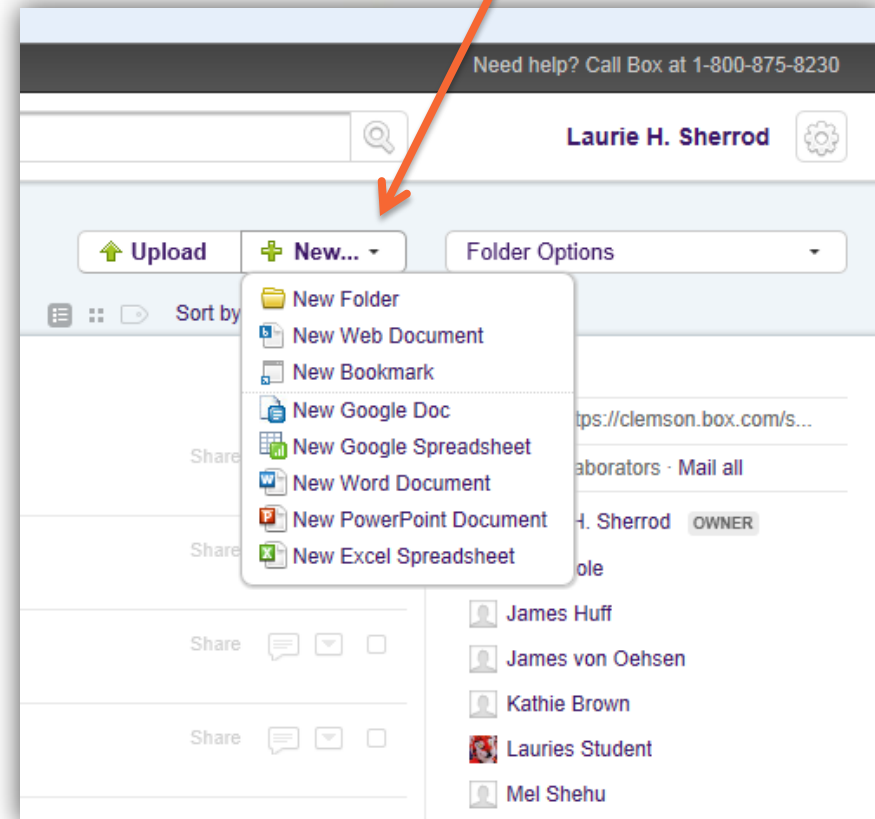
Upload

- Navigate to folder
- Click Upload



Create

- Folder
- Web Doc (Box)
- Word, Excel, PowerPoint (install App)
- Google Doc
- Google Spreadsheet



File Options

All Files > Laurie's Recipes

Laurie's Recipes

Files and Folders | 1 Discussion

Upload | New... | Folder Options

Sort by Date

Add a folder description...

PeanutButterCookiesWebDoc.webdoc
v6 Updated Today by William Weathers · 465B

Trawler Crab Dip.docx
v2 Updated Feb 11, 2013 by Laurie H. Sherrod · 15.3 KB 1

chickenandrice.pdf
Created Feb 6, 2013 by Laurie H. Sherrod · 165.6 KB

ParmesanChicken.doc
Created Feb 19, 2013 by Laurie H. Sherrod · 11.5 KB 3

DUMP CAKE.docx
Created Feb 6, 2013 by Laurie H. Sherrod · 95.6 KB

CheesecakeBars.doc
Created Feb 18, 2013 by Laurie H. Sherrod · 26.0 KB 3

Share | Preview | Download | Upload New Version | Lock File | Share | Add Tags | File Properties | Move or Copy | Delete | More Actions

Sharing
Link: https://c
19 Collabora
Laurie H. She

File Options

The screenshot shows the Box web interface for a user named Laurie H. Sherrod. The top navigation bar includes 'Admin Console', 'My Account', and a search bar. The main content area displays a folder named 'Laurie's Recipes' containing a list of files. A context menu is open over the file 'PeanutButterCookiesWebDoc.webdoc', showing options like 'Edit Web Document', 'Lock File', 'Share', 'Add Tags', 'File Properties', 'Move or Copy', 'Delete', and 'More Actions'. The 'File Properties' option is highlighted, and a sub-menu is visible showing 'General File Info', 'Access Stats', 'Version History', 'File Collaborators', and 'Set Expiration'. The 'Sharing' sidebar on the right shows the file is shared with 15 collaborators, with Laurie H. Sherrod as the owner.

Admin Console **My Account** Need help? Call Box at 1-800-875-8230

Search Files **Laurie H. Sherrod**

All Files > Laurie's Recipes

Laurie's Recipes **Upload** **New...** **Folder Options**

Files and Folders **1 Discussion** **Sort by Date**

Add a folder description...

File Name	Icon	Updated	By	Size	Share
Trawler Crab Dip.docx	Word Doc	Updated Feb 11, 2013	Laurie H. Sherrod	15.3 KB	Share
Peanut Butter Cookies 5.docx	Word Doc	Created Feb 8, 2013	Laurie H. Sherrod	12.4 KB	Share
PeanutButterCookiesWebDoc.webdoc	Web Document	Updated Feb 8, 2013	Laurie H. Sherrod	118B	Share
chickenandrice.pdf	PDF	Created Feb 6, 2013	Laurie H. Sherrod	165.6 KB	Share
SpinachCasserole.doc	Word Doc	Created Feb 6, 2013	Laurie H. Sherrod	12.5 KB	Share
peanut-butter-cookie-web.jpg	Image	Created Feb 6, 2013	Laurie H. Sherrod	10.6 KB	Share
DUMP CAKE.docx	Word Doc	Created Feb 6, 2013	Laurie H. Sherrod	95.6 KB	Share
ParmesanChicken.doc	Word Doc	Created Feb 6, 2013	Laurie H. Sherrod	11.5 KB	Share
CheesecakeBars.doc	Word Doc	Created Feb 6, 2013	Laurie H. Sherrod	26.0 KB	Share

Sharing

Link: <https://clemson.box.com/s...>

15 Collaborators · Mail all

- Laurie H. Sherrod **OWNER**
- Christopher Post
- James Huff
- James von Oonsen
- Brown
- Student
- ehu

Resources

- Trash
- Help
- Box Community

File Share/Access

Laurie's Recipes

Files and Folders | 1 Discussion

Upload | New... | Folder Options

Sort by Date

Add a folder description...

PeanutButterCookiesWebDoc.webdoc
V6 Updated Today by William Weathers · 465B

Share

Link to this file: <https://clemson.box.com/s/6imy6j03e8jxfs1ewq3u> Send Access

19 collaborators already have access to this and other files in this folder.

Trawler Crab Dip.docx
V2 Updated Feb 11, 2013 by Laurie H. Sherrod · 15.3 KB 1

chickenandrice.pdf
Created Feb 6, 2013 by Laurie H. Sherrod · 165.6 KB

ParmesanChicken.doc
Created Feb 19, 2013 by Laurie H. Sherrod · 11.5 KB 3

DUMP CAKE.docx
Created Feb 6, 2013 by Laurie H. Sherrod · 95.6 KB

CheesecakeBars.doc
Created Feb 18, 2013 by Laurie H. Sherrod · 26.0 KB 3

Sharing

Link: <https://clemson.box.com/s/6imy6j03e8jxfs1ewq3u>

19 Collaborators · Mail all

Laurie H. Sherrod OWNER

Open
Anyone with the link can access. No log in required.
Customize Link
Set Password
Set Expiration

@Clemson University
Users at clemson.edu with the link and collaborat...

Collaborators Only
Invited collaborators in the folder can use the link...

Disable
There is no shared link access to this file.

Embed Code

The screenshot shows a web-based file management interface. At the top, there's a navigation bar with a paw print logo, a search bar labeled 'Search Files', and a user profile for 'Laurie H. Sherrod'. Below the navigation bar, a list of files is displayed, including 'Trawler Crab Dip.docx', 'PeanutButterCookiesWebDoc.w...', 'chickenandrice.pdf', 'SpinachCasserole.doc', 'peanut-butter-cookie-web.jpg', 'ParmesanChicken.doc', 'DUMP CAKE.docx', 'CheesecakeBars.doc', and 'Artichoke Dip.docx'. A modal window titled 'Share CheesecakeBars.doc' is open in the foreground. This modal has tabs for 'Link', 'Send', 'Post', 'Embed', and 'Mobile'. The 'Embed' tab is selected, showing options for 'Width' (466), 'Height' (400), and 'Color' (#FFFFFF). There are also checkboxes for 'Allow printing', 'Allow downloading', and 'Allow sharing', all of which are checked. Below these options is a text area containing the embed code: `<embed src="https://clemson.box.com/embed/5xbqarx28y388x8.swf" width="466" height="400" wmode="opaque" type="application/x-shockwave-flash" allowFullScreen="true" allowScriptAccess="always">`. At the bottom of the modal are buttons for 'Copy to Clipboard' and 'Close'. In the background, the 'Sharing' section for the file shows a link to 'https://clemson.box.com/s...', 15 collaborators, and a list of users including Laurie H. Sherrod (OWNER), Christopher Post, James Huff, James von Oehsen, Kathie Brown, Lauries Student, Mel Shehu, and Wendy Howard. At the bottom of the interface, there's a link to the file with the URL 'https://clemson.box.com/s/uly5syi9w3rytbxr4bv8' and buttons for 'Send' and 'Access'.

Share CheesecakeBars.doc [Open Access](#)

[Link](#) [Send](#) [Post](#) [Embed](#) [Mobile](#)

Width:
466

Height:
400

Color:
FFFFFFFF

☒ Allow printing
☒ Allow downloading
☒ Allow sharing

Embed code: [Preview this embed](#)

```
<embed src="https://clemson.box.com/embed/5xbqarx28y388x8.swf" width="466" height="400" wmode="opaque" type="application/x-shockwave-flash" allowFullScreen="true" allowScriptAccess="always">
```

[Copy to Clipboard](#) [Close](#)

[Link to this file](#) <https://clemson.box.com/s/uly5syi9w3rytbxr4bv8> [Send](#) [Access](#)

15 collaborators already have access to this and other files in this folder.

Comments

All Files > Laurie's Recipes


Laurie's Recipes




Files and Folders Discussions


Upload New...




Sort by: Date


Add a folder description...

**Mexican Dip.gdoc**
Created Today by Laurie H. Sherrod · 13B


Share   

**Collaborators.xls**
V2 Updated Yesterday by Lauries Student · 5.5 KB 3

Share   

**Laurie H. Sherrod**
Please add your name to this list.

Sep 19, 2012 at 08:36 AM




Tip: type @ to mention a collaborator, or assign this as a task

Add Comment

Collaborators

All Files > Laurie's Recipes

 **Laurie's Recipes**


Files and Folders1 Discussion

UploadNew...


Folder Options

Sort by Date


Add a folder description...

 **PeanutButterCokiesWebDoc.webdoc**
V2 Updated Today by Laurie H. Sherrod · 45B


Share

 **chickenandrice.pdf**
Created Today by Laurie H. Sherrod · 165.6 KB


Share

 **Trawler Crab Dip.docx**
Created Today by Laurie H. Sherrod · 15.2 KB

Share

 **SpinachCasserole.doc**
Created Today by Laurie H. Sherrod · 12.5 KB

Share


 **peanut-butter-cookie-web.jpg**
Created Today by Laurie H. Sherrod · 10.6 KB


Share


Sharing


Link: <https://clemson.box.com/s...>


14 Collaborators · Mail all


 Laurie H. Sherrod OWNER


 Chris Cole


 James Huff


 James von Oehsen

 Kathie Brown

 Lauries Student

 Mel Shehu

 Wendy Howard

 6 more collaborators


Signed in as Collaborator


Sharing

▶  Link: <https://clemson.box.com/s...>

▼  14 Collaborators · Mail all

 Laurie H. Sherrod **OWNER**


 Lauries Student **EDITOR**


 Chris Cole


 James Huff

 James von Oehsen

 Kathie Brown

 Mel Shehu

 Wendy Howard

 6 more collaborators ▼

Enter names or email addresses

 **Invite Collaborators**

Folder Delete

The screenshot shows the Clemson Box web interface. At the top, there are tabs for 'Admin Console' and 'My Account'. Below the navigation bar, there's a search bar labeled 'Search Files'. The main heading is 'All Files and Folders'. On the right, there are buttons for 'Upload' and 'New...'. Below these, there's a context menu with options: 'Download', 'Send', 'Tag', 'Move / Copy', and 'Delete'. A red arrow points to the 'Delete' link. Below the context menu, there's a list of folders. The folders are: 'Laurie's Recipes' (OWNER, Updated Feb 6, 2013 by Laurie H. Sherrod, 9 files, 1 comment, 14 users), 'Clemson Box Implementation' (Updated Jan 23, 2013 by Boyd Wilson, 47 files, 0 comments, 18 users), 'Computer Camp' (OWNER, Updated Jan 9, 2013 by Laurie H. Sherrod, 1 file, 0 comments, 2 users), 'Docs' (OWNER, Updated Oct 16, 2012 by Lauries Student, 32 files, 0 comments, 2 users), 'Box Reports' (Updated Jan 9, 2013 by Laurie H. Sherrod, 0 files), and 'HTest' (Updated Oct 23, 2012 by Laurie H. Sherrod, 1 file). The 'HTest' folder is highlighted in purple. A red arrow points to the checkbox next to the 'HTest' folder, which is checked.

Admin Console My Account

Search Files

Jump to folder

All Files and Folders

Files and Folders

Upload New...

Sort by Date

Download Send Tag Move / Copy Delete

Laurie's Recipes · OWNER
Updated Feb 6, 2013 by Laurie H. Sherrod 9 1 14

Clemson Box Implementation
Updated Jan 23, 2013 by Boyd Wilson 47 0 18

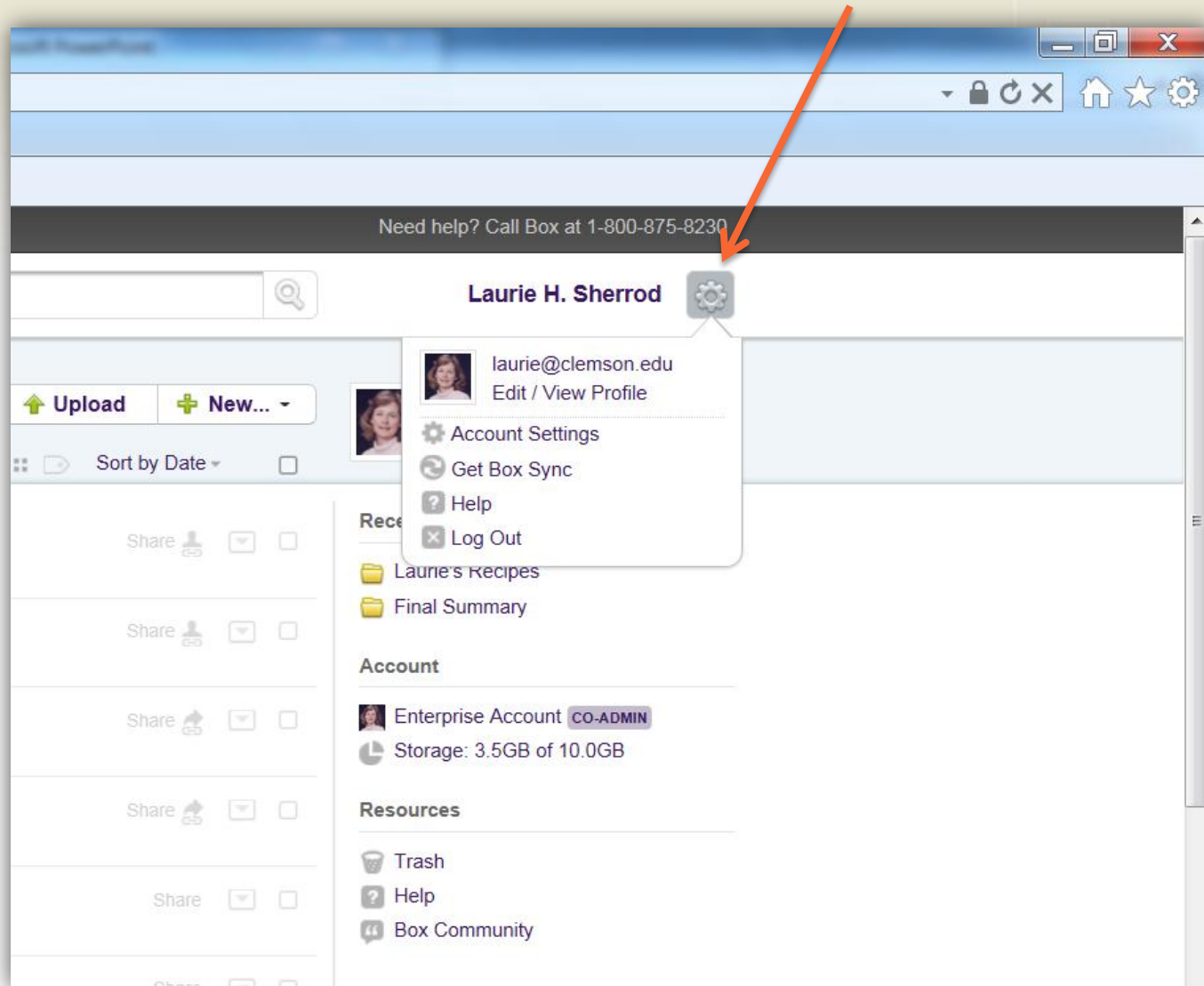
Computer Camp · OWNER
Updated Jan 9, 2013 by Laurie H. Sherrod 1 0 2

Docs · OWNER
Updated Oct 16, 2012 by Lauries Student 32 0 2


Box Reports
Updated Jan 9, 2013 by Laurie H. Sherrod 0


HTest
Updated Oct 23, 2012 by Laurie H. Sherrod 1

Gear Choices










Account Settings


 Admin Console

 My Account

Need help? Call Box at 1-800-875-8230



Search Files 

Laurie H. Sherrod 

Account Settings

Account | Profile | Security | Content & Sharing | Notifications | General | Apps | Mobile & Sync

Account Information

Account type: Enterprise

Storage (used/total): 3.5GB / 10.0GB 35% used


Bandwidth used: 0B

Max file size: 5 GB

Enterprise Information

Your Box account is connected to the following Enterprise account:

Login address: <https://clemson.box.com/login>

Admin contact: CYCLIST@clemson.edu 

Login and Email Addresses

laurie@clemson.edu **primary**







[Add more emails](#)

Tip: Your primary email address is the email that collaborators will see and where all Box notifications will be sent.

Tip: Linking additional emails will allow you to use one account to collaborate with users.

Security

[Admin Console](#) [My Account](#)

Account Settings

[Account](#) [Profile](#) [Security](#) [Content & Sharing](#) [Notifications](#) [General](#) [Apps](#) [Mobile & Sync](#)








Login Activity

Logins to your account are tracked so you can monitor details on each access and manage these applications.

#	Applications	Added	Last Accessed	Last Access Location
1	Box Sync for Windows	Feb 4, 2013	Feb 4, 2013	Anderson, SC, USA
2	Box for Windows 8	Feb 4, 2013	Feb 4, 2013	Anderson, SC, USA
3	Windows Internet Explorer	Feb 4, 2013	Feb 4, 2013	Anderson, SC, USA
4	Windows Internet Explorer	Feb 4, 2013	Feb 4, 2013	Anderson, SC, USA
5	Windows Chrome	Jan 22, 2013	Jan 22, 2013	Anderson, SC, USA
6	Windows Chrome	Jan 22, 2013	Jan 22, 2013	Anderson, SC, USA
7	Windows Firefox	Nov 7, 2012	Jan 28, 2013	Anderson, SC, USA
8	Windows Firefox	Nov 7, 2012	Nov 7, 2012	Anderson, SC, USA
9	Windows Internet Explorer	Nov 6, 2012	Nov 6, 2012	Anderson, SC, USA
10	Windows Internet Explorer	Nov 6, 2012	Nov 6, 2012	Anderson, SC, USA
11	Windows Internet Explorer	Oct 23, 2012	Oct 23, 2012	Anderson, SC, USA
12	Windows Internet Explorer	Oct 23, 2012	Oct 23, 2012	Anderson, SC, USA
13	Windows Firefox	Oct 3, 2012	Oct 3, 2012	Anderson, SC, USA
14	Windows Firefox	Oct 3, 2012	Oct 3, 2012	Anderson, SC, USA
15	Windows Internet Explorer	Oct 3, 2012	Oct 3, 2012	Anderson, SC, USA
16	Windows Internet Explorer	Oct 3, 2012	Oct 3, 2012	Anderson, SC, USA

Notifications

[Admin Console](#) [My Account](#)

Account Settings

[Account](#) [Profile](#) [Security](#) [Content & Sharing](#) [Notifications](#) [General](#) [Apps](#) [Mobile & Sync](#)

Email Notifications

Notify me when someone:	in folders I own	in folders I've joined
↓ Downloads	<input type="checkbox"/>	<input type="checkbox"/>
↑ Uploads	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
💬 Comments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
👁️ Previews	<input type="checkbox"/>	<input type="checkbox"/>
🗑️ Deletes	<input type="checkbox"/>	<input type="checkbox"/>


General Emails

Keep me updated with: ☒ Daily Digest: A digest of all events in your account.

☒ Newsletter: Keep up to date with all things Box.

☐ Login Activity: When your account is accessed from a new device.

Real-time Notifications

Display: 

General

Account Settings

Account

Profile

Security

Content & Sharing

Notifications

General

Apps

Mobile & Sync

User View Settings

Starting page after login: All Files ▼

Items per page on All Files: 35 ▼

Display and sorting: ☒ Sort collaborated folders above private folders in Files view

☒ Display tags in list view









Time and Language

Time Zone: GMT-05:00 America/New York EST ▼

Language: US English ▼

Mobile & Sync

Admin Console My Account Need help? Call Box at 1-800-875-823

      Search Files  Laurie H. Sherrod 

Account Settings

Account Profile Security Content & Sharing Notifications General Apps Mobile & Sync

Box Sync



↓ Box Sync

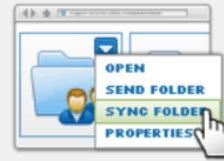
1. Get Box Sync for Windows

Download the latest version of Box Sync for Windows now to start syncing content between your desktop and your Box account.




2. Drag and drop folders

Drag folders on your computer into a folder called "My Box Files" to sync them with your Box account online.



3. Mark folders to be synced

Log in to your Box account in any web browser and right click on a folder to sync it with your desktop.
 A blue icon means it's synced

Ready to get started with Box Sync?
Download your version now:

Windows
Mac OS X

Need access to the Box Sync MSI installers?

Download your version now:

MSI Installer for Windows 32 bit
MSI Installer for Windows 64 bit

Mobile Access



Box for iPhone and iPad:

View updates and share files and folders with your contacts. [Learn more.](#)

Download App



Box for Android:

View, create, edit and share files. Upload content to Box. [Learn more.](#)

Download App



Box for Windows 8:

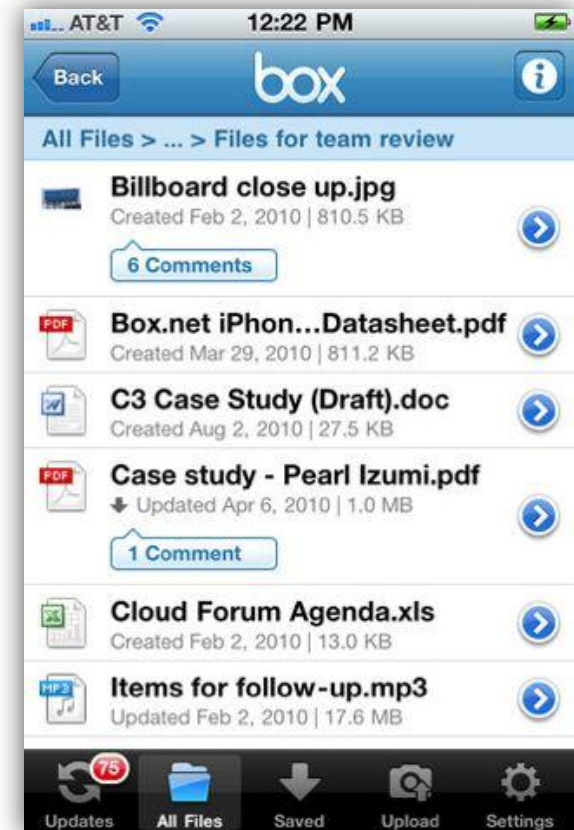
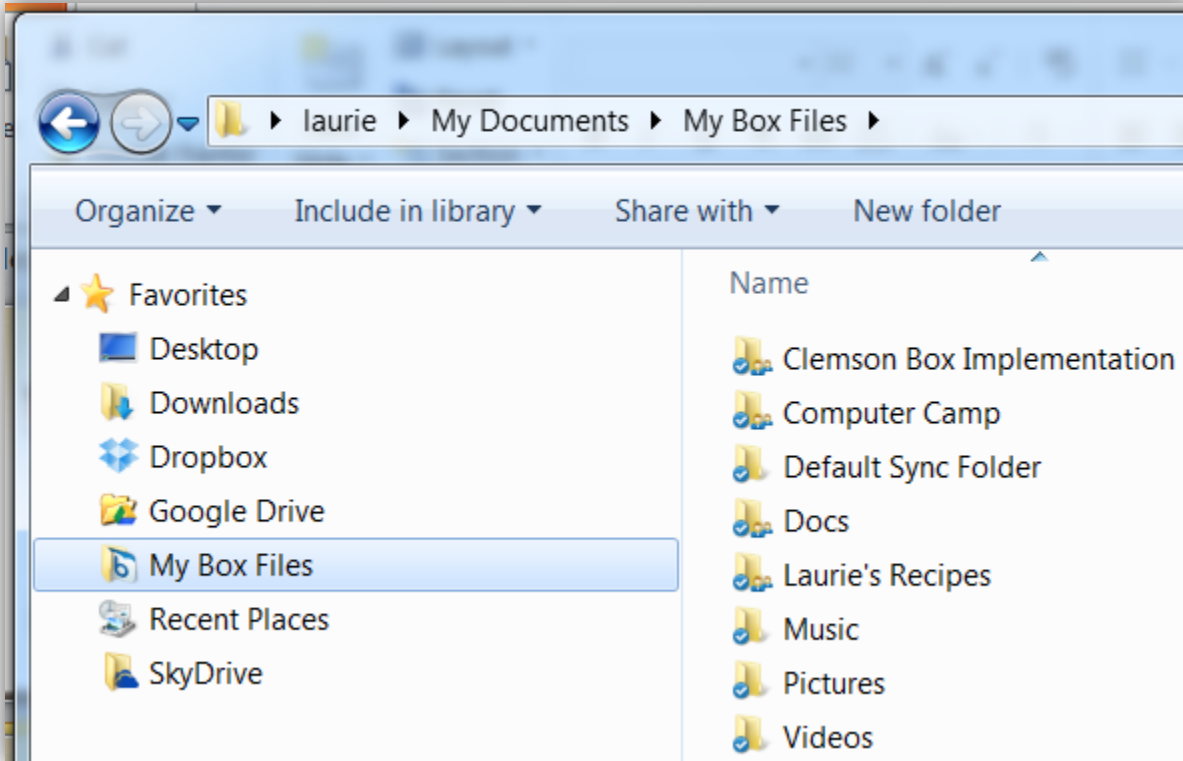
Edit, share and manage files on your Windows 8 device. [Learn more.](#)

Download App

Tip: Access your documents and files from any mobile device. It's easy to use and requires no configuration.

Sync

- Desktop Sync by folder
- Mobile Apps (iPhone, iPad, Android...)



FAQ

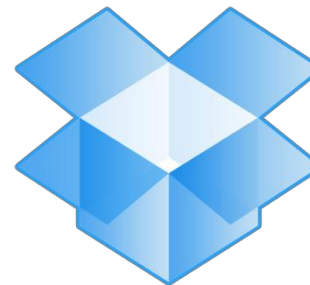
- Box will not give me a Clemson account?
- Group storage?
- More than 10 GB?
- Leave Clemson?



Do not store private data on the cloud!

Other Tools

- Clemson Box
- Clemson Google Apps (sites)
- DropBox
- MS SkyDrive



Resources

- www.clemson.edu/CCIT, Training and Self Learning, Cloud Storage, Box
 - This site has lots of information and video tutorials (not linked in YouTube)
- www.clemson.edu/clereg
 - Box Cloud Storage: 3-28
- Email: ithelp@clemson.edu



http://www.clemson.edu/ccit/learning_tech/ccit_training/cloud_storage/box/index.html

<http://clemson.box.com>

Upcoming Tech Talks

- 3/5 Anne Grant : Accessing library resources from your home or office
- 3/12 Laurie Sherrod: Google Hangouts
- 3/19 : no Tech Talk spring break
- 3/26 Melissa Lockhart: Dropbox and similar apps for iPads

