Box for Workgroups

The Simple Solution to a Complicated Problem

Stanford University

Box for Workgroups

Easy for groups of people (project teams, departments, classmates, etc.) to share and collaborate on documents and files.

Documents placed in the workgroup folder are owned by the workgroup, not an individual.

Workgroups persist as group members come and go.

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Creating a Box Workgroup Folder

1. Go to the Workgroup Manager to create a Workgroup (workgroup.stanford.edu)

   OR

   If you already have a Workgroup, go to the Workgroup Integration Tool (workgroup.stanford.edu) to link your workgroup.

2. Click Create a New Workgroup.

3. Box must be linked to a business (not personal) STEM.

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How do I get a stem?

To request a new STEM, submit a HelpSU request at:

   Request Category: Administrative Applications
   Request Type: Workgroup Manager

   • Include the following information:
     - The STEM name (no spaces)
     - Three STEM administrators’ SUNet IDs
     - A business justification for the STEM

   • If a STEM exists, you may be directed to talk to the STEM owner for access to that STEM.

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Workgroup Manager

Don Cameron’s Workgroups
IT Services, Course and Marketing Coordinator

Administrator
Member

Create a New Workgroup

7 workgroups
Number of
last
members*
modified
10-May-2013
12-May-2013
01-Sep-2009
21-Mar-2014
09-Mar-2004
06-Aug-2004
01-Oct-2013

* count does not include membership of nested workgroups

Create a New Workgroup
Workgroup Manager

Must be a business stem (no ~).

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Workgroup Manager

Your workgroup is set up!

Next… go to tools.stanford.edu
Scroll Down to Workgroup Integration

Now…connect your Workgroup to Box using the Integration Tool (tools.stanford.edu)
Find your new Workgroup

Group name is not editable, even though it looks like it is!

Click Link Workgroup
Do Not Reload while the linkage process is taking place

Once the Workgroup is Ready and linked to Box...

- Editor permission is automatically granted to everyone in the workgroup.

- Updates to workgroup membership are synchronized periodically.

- Additional grants can be made in Box to other individuals for view access.

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Go to stanford.box.com

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