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Tech Briefing

Introduction to Stanford Box

box.stanford.edu / stanford.box.com

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INTRODUCTION

Agenda

- Box at Stanford
- Getting Started
- Managing Documents
- Sharing and Collaborating
- Box Sync
- Q & A

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Box at Stanford



- Available for
 - Students
 - Faculty / Staff
 - Departments / Groups
- Quick and easy access to any files and folders on any computer in the world

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DOCUMENT STORAGE

Stanford Box -- Security Policies

Restricted and Prohibited Data may not be stored, including:

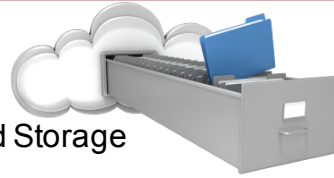
- Patient health information
- Export control information
- Stanford Prohibited information
- Social Security numbers
- Financial account numbers
- Driver's license numbers
- Health insurance policy ID numbers
- Credit card numbers

Not sure? Visit <http://securecomputing.stanford.edu>

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What is Stanford's Box service?

Cloud-based File Sharing and Storage



Public & Confidential Only

Box **must not** be used for
Restricted or Prohibited
data

Storage = 25 GB of data

Sharing is Caring

Use Primary SUNet ID for sharing, not aliases



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Logging In –

stanford.box.com – Login screen (shown)

box.stanford.edu – Service page / Login

Box uses your Stanford
credentials to log you in.
Just click **Continue**.

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Part of Stanford University?
Stanford University uses your network username and password to log in to Box. Continue to log in to Box through your network.

Continue

Not part of Stanford University? Log In or Sign Up Here

Box for Stanford University

By logging into the application, you agree to abide by the policies governing computing at Stanford University. Please see [Stanford's Administrative Guide on Computing](#).

NOTE: Box is authorized for Public and Confidential data only. Please consult the [Stanford Data Classifications matrix](#) for details on what is included.



Note: Stanford School of Medicine Box Users log into stanfordmedicine.box.com

More info: <https://med.stanford.edu/box.html>

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Getting Started Using Box

Stanford University Box interface showing the 'IT Services - Tech Training' folder. A red arrow points from a text box to the folder name.

Stanford link or the folder takes you to your Box Files.

The interface includes a search bar, navigation tabs (All Files, IT Services - Tech Training, Classes), and a list of folders:

- 1-on-1 Training
- Archive
- Class Signs
- Classes on Request
- Course Handouts and Reference Materials
- Evals
- Scheduling
- Tech Training Classes

Collaborators listed on the right include: itsei, Own, crec, Edit, itsei, Edit, jo ai, Edit, Jim, Edit.

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Updates

Stanford University Box interface showing the 'IT Services - Tech Training' folder. A red arrow points from a text box to the 'Updates' icon in the top right corner.

See the latest changes or new documents posted by others who are collaborating with you.

The interface includes a search bar, navigation tabs (All Files, IT Services - Tech Training, Classes), and a list of folders:

- 1-on-1 Training
- Archive
- Class Signs
- Classes on Request
- Course Handouts and Reference Materials
- Evals
- Scheduling
- Tech Training Classes

Collaborators listed on the right include: itsei, Own, crec, Edit, itsei, Edit, jo ai, Edit, Jim, Edit.

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Uploading a Document

The screenshot shows the Stanford University Box Sync interface. At the top, there's a search bar and navigation tabs for 'All Files', 'IT Services - Tech Training', and 'Classes'. Below the navigation, there are buttons for 'Upload', 'New', and 'More'. A callout box points to the 'New' button with the text: 'Create folders to organize your documents'. Another callout box points to the 'Upload' button with the text: 'Click to upload, or just drag and drop a file. Or even better... use Box Sync!'. The main area displays a list of files, including '1-on-1 Training', 'Scheduling', and 'Tech Training Classes'. On the right, there's a 'Collaborator' list with user avatars and roles.

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Managing a Document (slide 1 of 2)

The screenshot shows the Stanford University Box Sync interface with a list of documents. A callout box points to the document list with the text: 'Document preview displays lots of different document types.' The list includes files like 'POTG', 'iPad Productivity Aug 2015 Screenshots', 'Shane Excel macro Files sent to learners', 'iPhone iPad Apps-TF-2015.pptx', 'Box Collaboration.pptx', 'iPhone and iPad Basics - Aug2014.ppt.pdf', 'tf-data.xls', 'Paper Course Eval.doc', and 'poster-6thTechieFestival.pdf'. On the right, there's a 'Collaborators' list with user avatars and roles, and a 'Link to Folder' section with a URL.

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Managing a Document (slide 2 of 2)

Stanford

Search Files

don cameron

All Files - IT Services - Tec... Classes Techie Festival

Upload New More

POTG Updated Aug 21, 2015 by don cameron 82

iPad Productivity Aug_2015 Screenshots Updated Aug 20, 2015 by creed raftery 89

Shane Excel macro Files sent to learners Created Aug 20, 2015 by creed raftery 16

iPhone iPad Apps-TF-2015.pptx Updated today by don cameron 19.5 MB 23

iPhone iPad Apps-TF-2015 (1).pptx Uploaded today by don cameron 18.2 MB

Box Collaboration.pptx Updated Aug 21, 2015 by creed raftery 18.3 MB 9

iPhone and iPad Basics - Aug2014.ppt.pdf Uploaded Mar 2, 2015 by don cameron 29.0 MB 9

tf-data.xls Updated Mar 2, 2015 by don cameron 84.5 KB 20

Paper Course Eval.doc Uploaded Aug 13, 2014 by don cameron 59.0 KB 6

poster-6thTechieFestival.pdf Uploaded Aug 13, 2014 by don cameron 94.3 KB 6

Collaborators

- itservices_techtraining Owner
- don cameron Editor
- itservices:techtraining Editor
- Jim Knox Editor
- jo ann cuevas Editor
- Rachel Foster Editor

Invite People

Link to Folder

<https://stanford.box.com/s/albvx9d6>

Who can access:
People in this folder

Sharing for a document, by sending a link, or adding collaborators

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Sharing by URL

Box Collaboration.pptx Updated Aug 21, 2015 by creed raftery 18.3 MB 9

Click Share for options on giving access to this file.

Copy this URL to get directly to this page.

Share Link for iPhone iPad Apps-TF-20...

Share Link

<https://stanford.box.com/s/sfqpe0j1hh0ydzjxot0j4wb85vjkttyy>

People in this folder

Email Shared Link

Email Address

Enter names or email addresses

Close

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Collaborators

Click Collaborators to view current list.

Add more here

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Access Types

Choosing **Invite People** allows you to select the access type for the collaborators.

Invite to Techie Festival

Invite

Names or email addresses

Invited Permission

Editor [Learn More](#)

Personal Message (Optional)

Hello, I want to share my folder, "Techie Festival", on Box.

Cancel Send Invites

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Share Your Folders

FOR FOLDERS, YOU CAN ADD COLLABORATORS DIRECTLY IN SHARE.

Click the Options gear, then use Set Custom URL to name your link.

Use **Set Expiration** to limit how long the link works.

Use **Invalid Permissions** to restrict Preview or Download

Share Link for iPad Productivity Aug_20...

Share Link

<https://stanford.box.com/s/0s24kypc4e05n6aw8c78nzsdco9i>

People in this folder

Email Shared Link

Email Address

Enter names or email addresses

Close

Share Link Settings

Certain settings may not be available for this item due to access or permissions.

Custom URL (Optional)

pics

<https://stanford.box.com/pics>

Link Expiration

☒ Disable Shared Link on

Select a date

Cancel Save

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Share Files

All Files > IT Services > Tech Training > Classes

Upload New

Class Signs Updated today by don cameron 3

Scheduling Updated Dec 4, 2015 by creed raftery 20

Webinars Updated Dec 3,

Course Handou Updated Nov 20

Evals Updated Nov 16, 2015 by don cameron 16

Techie Festival Updated Sep 14, 2015 by don cameron 53

Photoshop2Files Created Aug 31, 2015 by don cameron 0

Archive Created Jun 12, 2015 by don cameron 32

Tech Training Classes Updated May 20, 2015 by creed raftery 1

Classes on Request Created Mar 6, 2015 by don cameron

1-on-1 Training Updated Mar 6, 2015 by don cameron

Use SUnetID@stanford.edu addresses to add collaborators

Collaborators

itservices_techtraining Owner

don cameron Editor

itservices:techtraining Editor

Jim Knox Editor

jo ann cuevas Editor

Rachel Foster Editor

Invite People

Link to Folder

Share this Folder

Get a link you can send to anyone to view a file

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Quick Edit, Saving Directly to Box



Box Edit

Edit content directly on Box using native applications installed on your computer.

Download the Box Edit app
(Click Apps under your profile dropdown)

Open the preview of your doc and click Open

Box Collaboration.pptx

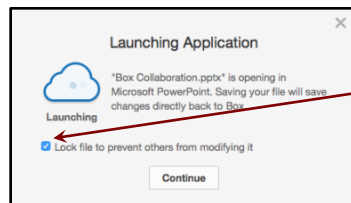
Open

Share

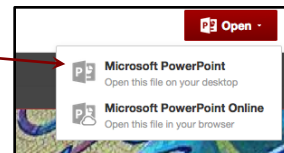
Download

More options

Choose "Open this file on your desktop"



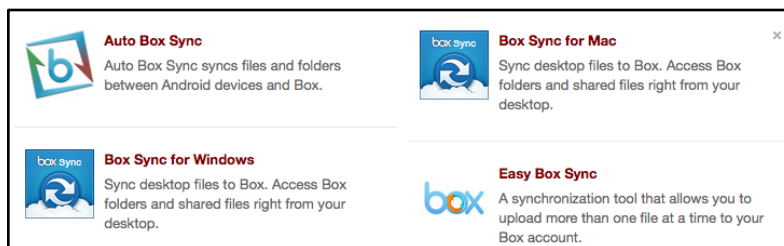
Click "Lock file..." then Continue



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Box Sync

Download the Box Sync app of choice
(Click Apps under your profile dropdown)



Learn more by watching:

https://youtu.be/Met_ltbwTgk
(Box Sync Overview)

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Mobile Box

- All your files at your fingertips
 - Upload and view files easily
 - Search and organize
 - Offline access
- Access Box from a Mobile Device
 - <https://itservices.stanford.edu/service/box/mobile>

Mobile Access (Box):

<https://www.box.com/personal/mobile-access/>

Box for Devices (iPhone/iPad, Android, Windows Phone):

<https://www.box.com/box-for-devices/>

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Best Practices

- Keep important documents in a Workgroup-owned folder
 - Moving documents from your personal folder to the workgroup folder automatically makes them "owned" by the group.
- Spend a little time with your workgroup planning a folder structure.
 - A little time at the start can save a lot of time later!
- Decide which document management solution is best for your group – pick one, not several!



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Limits



- Maximum 25GB total per user or workgroup
- Maximum individual file size is 5GB
- Box Sync handles a maximum of 40,000 documents

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Resources

Log in

- <http://stanford.box.com>

Documentation

- <http://box.stanford.edu>

Workgroup Manager

- <http://workgroup.stanford.edu>

Workgroup Integration Tool

- <http://tools.stanford.edu>

Access Box from a Mobile Device

- <https://itservices.stanford.edu/service/box/mobile>

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Questions?

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