Using UCOP Box

Data Infrastructure Management
4/21/2017

Agenda

- What is Box?
- When do I use Box?
- Creating your account
- Getting started with box
- Brown bag overview
- Box user guide
- Box university
- Box applications
  - Box Edit
  - Box Sync
  - Box Mobile
- Questions/concerns

What is Box?

- Online cloud application
- Unlimited storage
- Share, view and edit files from anywhere instantly and securely
- Collaboration and productivity tool
- Secure file sharing
- UCLA, UCSF & UCB – Box already in use!

When Do I Use Box?

- Optional tool
- Does not replace other storage tools or locations
- Additional productivity tool
- No PII data
- No FERPA data
- No sensitive documents or internal documents
- No electronic protected health information (ePHI)
- No personal information on UCOP box instance

Visit: http://www.ucop.edu/cloud-services-contracts/contracts-guidance/box.html for additional information

Creating Your Box Account

- To log in to Box:
- Open a web browser and go to https://ucop.box.com/
- Click "Continue" to indicate you are a UCOP employee:
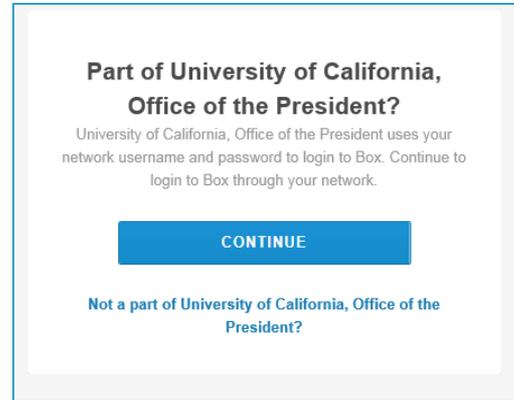
Part of University of California, Office of the President?

University of California, Office of the President uses your network username and password to login to Box. Continue to login to Box through your network.

CONTINUE

Not a part of University of California, Office of the President?

Use IE or Chrome!

- You may be asked to sign in with your Active Directory username and password. If you are currently logged into another application in your web browser, such as SharePoint, you may not have to log in again

University of California
It Starts Here

UCOP Applications Login

UCOP User name: [   ]

Password: [   ] [Login]

This login page is for current UCOP employees only.

- Use your Windows/AD user name and password.
- If you are associated with another institution, please use your institution's single sign-on function.
- For problems logging in, contact TechDesk or (510) 987-0457.

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Getting Started Folder

- At launch, all UCOP staff will have a Getting Started Folder upon log into Box
- The Getting Started Folder will remain in Box so the User Guide and Quick Reference Guide will continue to be available to you whenever you'd like to use them
- The Getting Started Folder contains the User Guide, Quick Reference Guide , Box Mobile Guide, link to Box University and links to UCOP security guidelines information
- Highly recommend checking out the Getting Started Folder initially – it has a lot of helpful user information!

Box User Guide

‣ The Box User Guide contains helpful step by step how-to instructions with screen shots about how to user Box and is organized with a table of contents

‣ It is highly recommended that new users check out the User Guide before starting to use Box
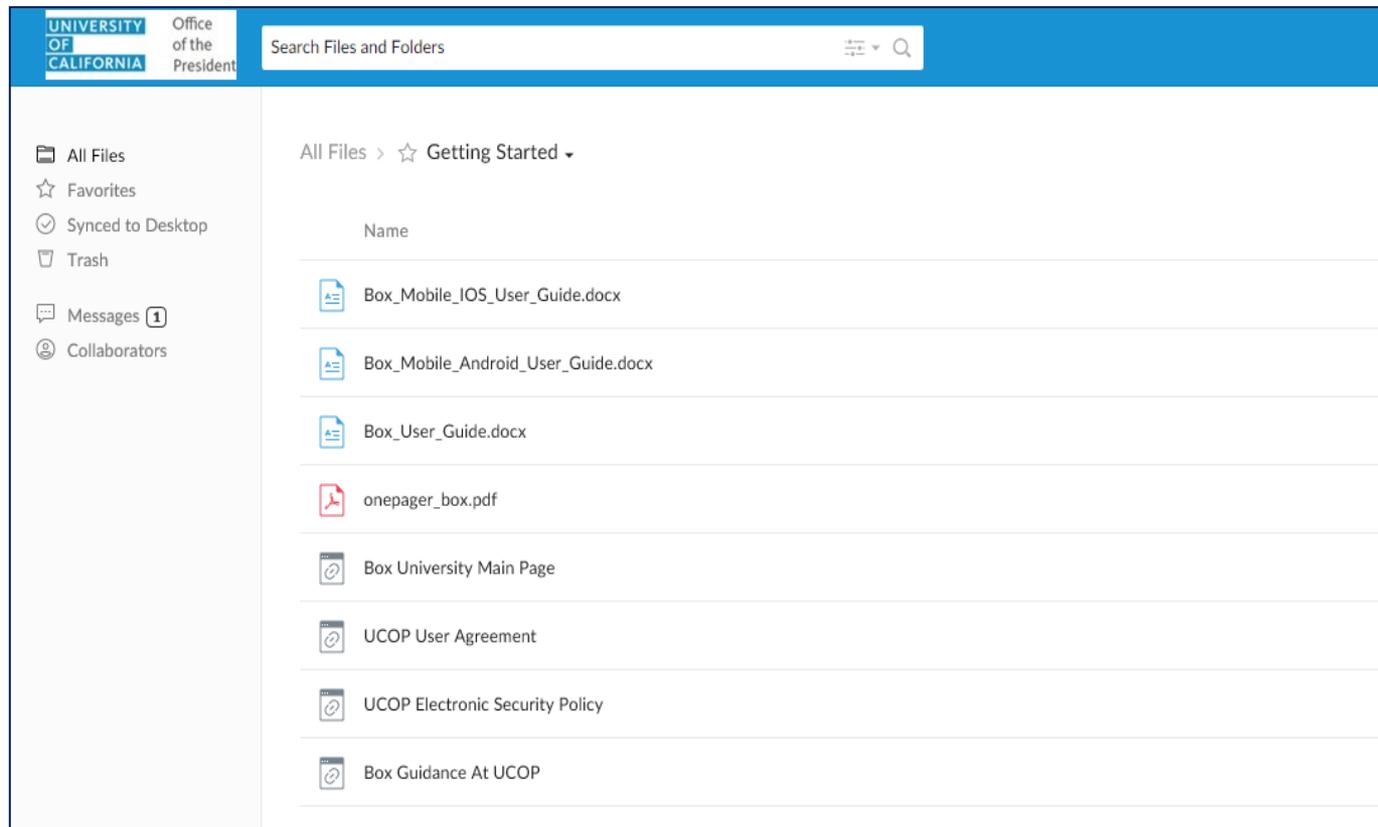
Box University

▸ UCOP has access to Box University which has many topics specific videos and webinars

Requesting Box Edit & Box Sync

Requesting Box Edit & Box Sync

Available Box Applications

- Box Mobile
- Box Edit
- Box Sync
- *Slack Integration*
  - Box user guide contains all the information you need to install and configure these applications
  - You will need to put in a Service Now ticket to get Box Edit and Box Sync
  - Box will work just fine without these additional applications

Box Edit

- Create/Edit available without installing Box Edit
- Box supports Word, Excel and PowerPoint
- With Box Edit, you leverage the installed version of the software as opposed to the online version…
- Request Box Edit from Service Desk through Service Now

More on Box Edit (1)

- A file can be edited either on the local desktop or online.
- Local desktop option opens the file using the local desktop application.
- Online option open the file using the cloud box application. Currently online box supports only Microsoft Word, PowerPoint, and Excel.
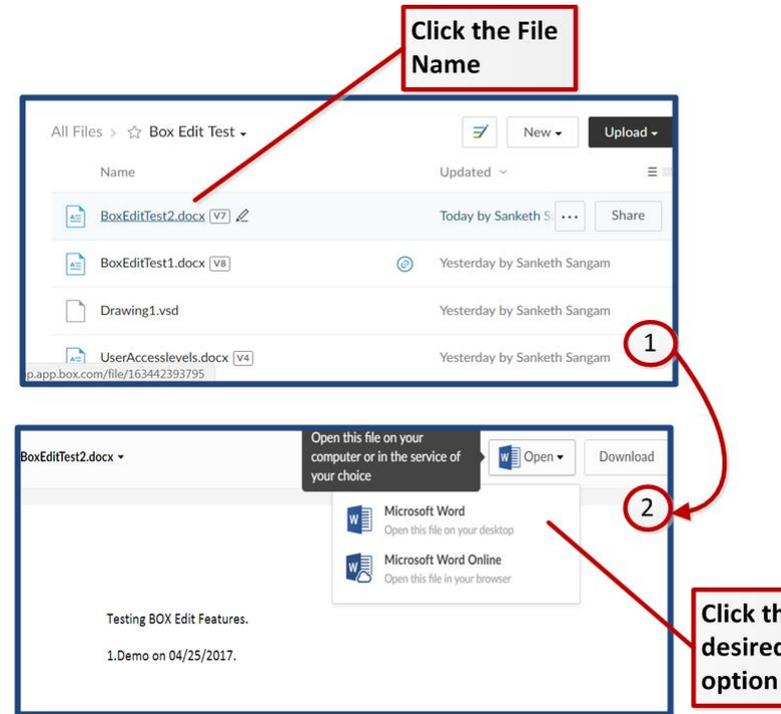
Box Edit (2)

- Local desktop option allows the user to lock the file, to avoid edits by other users at the same time.

- Online option allows edits by multiple users at the same time. The real time edits are visible to all the users working on the file.
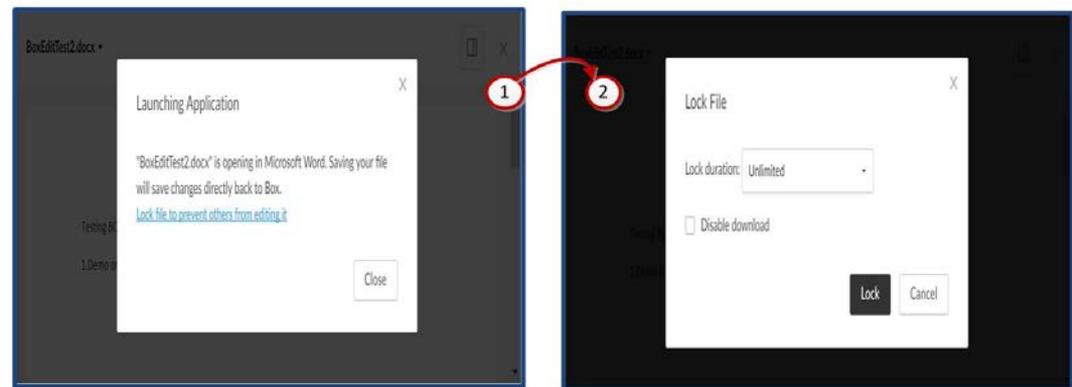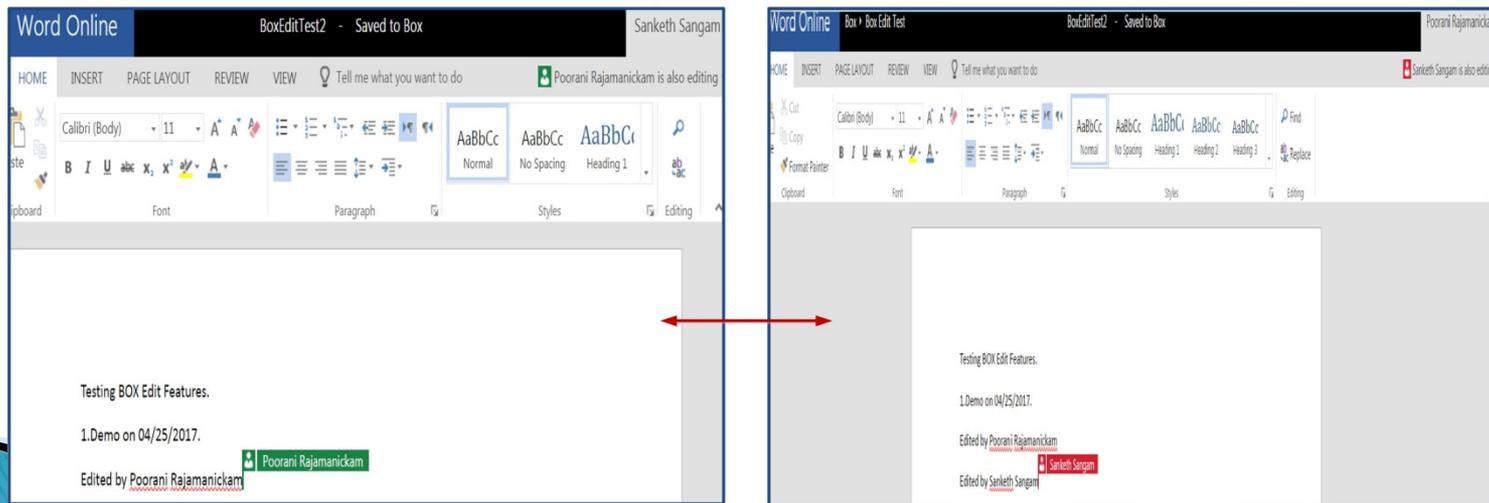
More on Box Edit (3)

- Users with Viewer and Previewer access cannot unlock files that are locked by other users.
- Viewers have read and download access to the files.
- Previewers can only read but cannot download the files.

Box Sync

- Keeps files on your Box account in sync with your PC automatically
- Requires installation of Box Sync application
- You can strategically select which documents and/or folders to sync
- Request Box Sync from Service Desk through Service Now

More on Box Sync(1)

- Once Box Sync is installed on your PC, a Box Sync folder will be added to your C: drive.
- Add all files and folders that you want to sync between Box and your PC into this folder.
- Changes to these files/folders will be automatically synced to your UCOP Box account.
- Log into your box account and select the files/folders you want to sync.
- Files can be edited within your Box sync folder on your PC or on Box.com.
- Any changes made in either location will sync.
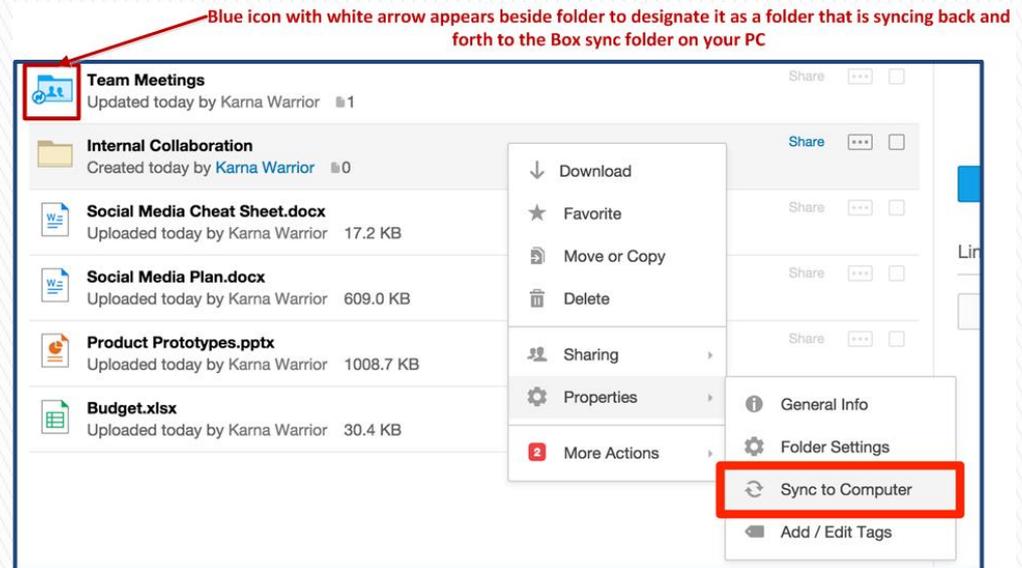
More on Box Sync(2)

▸ Save time and disk space by syncing only necessary files/folders.

▸ Content within your Box Sync folder are available for offline access.

▸ Any updates done offline will be immediately synced once online.

▸ You must be an Owner, Co-Owner or Editor of a folder to sync it.
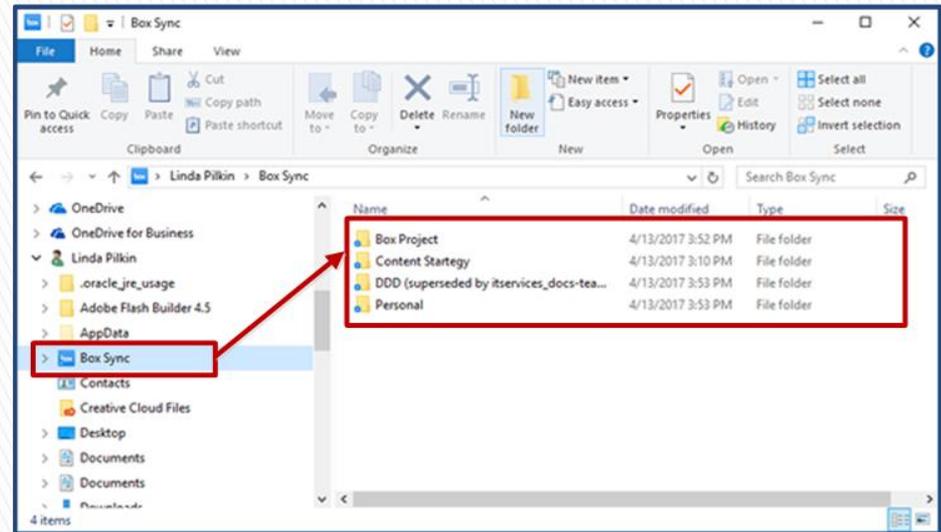
Box Mobile

▸ Allows access to Box via iPhone, Android or Windows phones

▸ Download the Box app from your app store and sign in with standard AD credentials

▸ Users can view, search, share links, email, comment, invite collaborators from their device
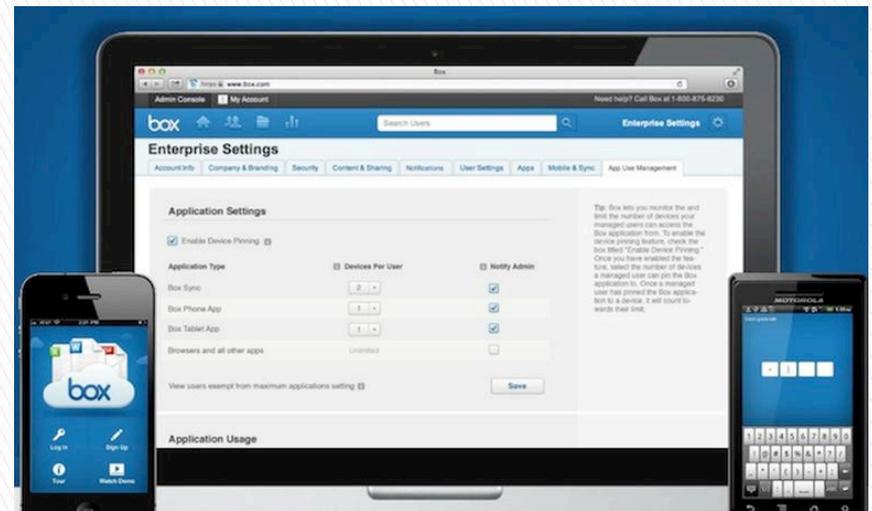
Got Box Questions...

▸ First level of support
  ◦ Ola.Popoola@ucop.edu
  ◦ Poorani.Rajamanickam@ucop.edu
  ◦ Sanketh.Sangam@ucop.edu
▸ Second level of support
  ◦ Mark Cruz at 70006 or at Mark.Cruz@ucop.edu