

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?

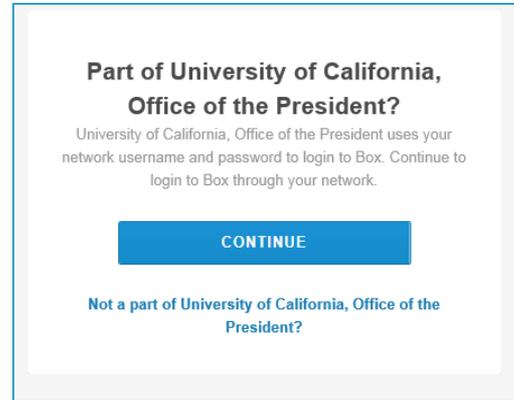
- ▶ Optional tool
- ▶ Does not replace other storage tools or locations
- ▶ Additional productivity tool
- ▶ No PII data
- ▶ No FERPA data
- ▶ No sensitive documents or internal documents
- ▶ No electronic protected health information (ePHI)
- ▶ No personal information on UCOP box instance

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:

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.

Getting Started Folder

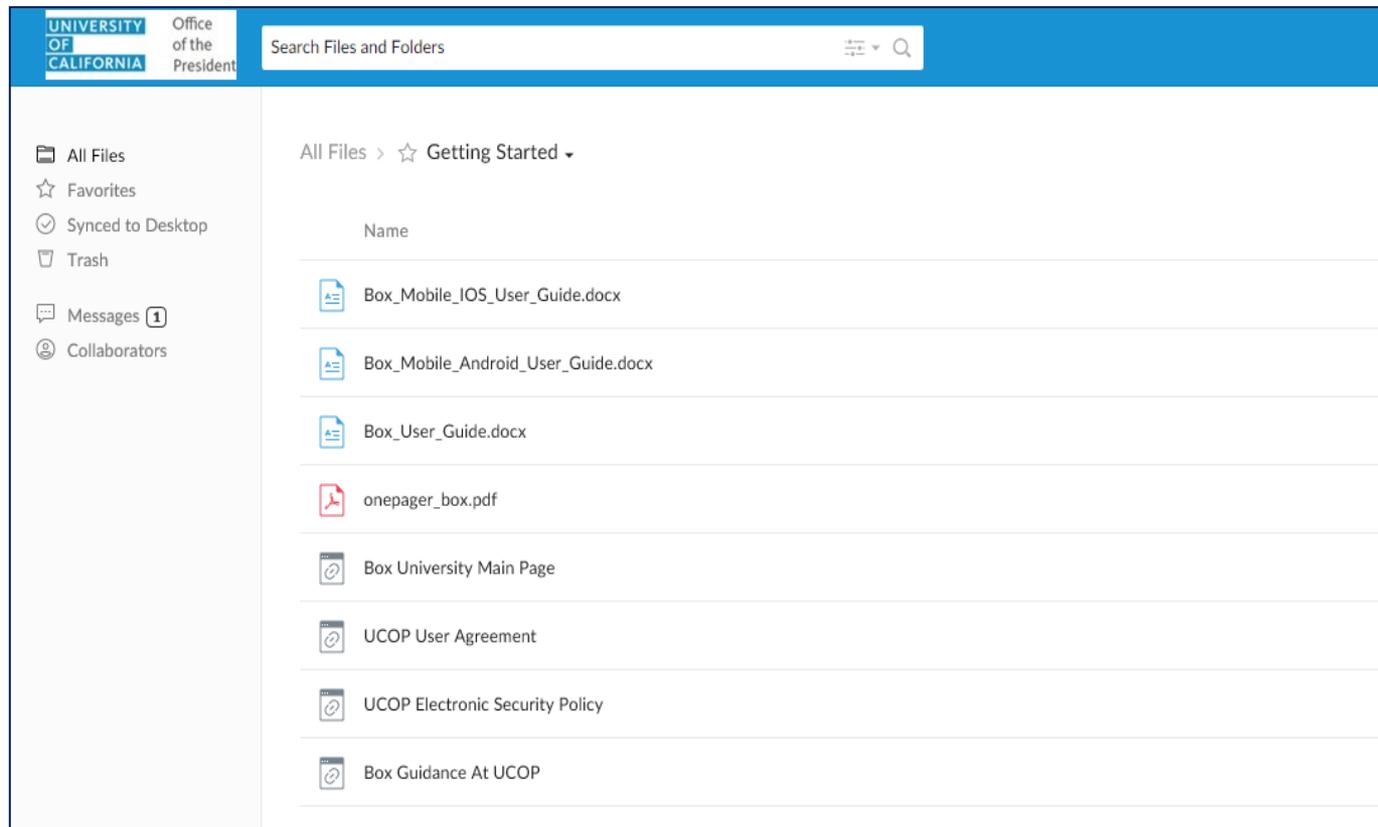
- ▶ At launch, all UCOP staff will have a Getting Started Folder upon log into Box
- ▶ The Getting Started Folder will remain in Box so the User Guide and Quick Reference Guide will continue to be available to you whenever you'd like to use them
- ▶ The Getting Started Folder contains the User Guide, 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!

The screenshot displays the Box web interface. At the top left, the 'UNIVERSITY OF CALIFORNIA Office of the President' logo is visible. A search bar labeled 'Search Files and Folders' is positioned to the right. On the left sidebar, navigation options include 'All Files', 'Favorites', 'Synced to Desktop', 'Trash', 'Messages (1)', and 'Collaborators'. The main content area shows 'All Files' with a list of folders: 'Box Project UCOP' and 'Getting Started'. A blue arrow points from the 'Getting Started' folder in the main view to a detailed view of its contents on the right. This detailed view lists the following files:

- Brown Bag Notes
- Box_User_Guide.docx [V5]
- Box_Mobile_Android_User_Guide.docx [V3]
- Box Brown Bag Overview 2017.03.07.pptx
- Box and Slack Integration Guide.pdf
- Box_Mobile_IOS_User_Guide.docx [V2]
- boxcompare.pdf
- onepager_box.pdf [V2]
- Box University Main Page
- UCOP User Agreement
- UCOP Electronic Security Policy
- Box Guidance At UCOP

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

The image shows a screenshot of the Box University website. The main content area features a "Welcome Dede!" message and a "Not sure where to start?" section. A blue arrow points from the "Getting Started With Box" button on the website to a file explorer window on the right. The file explorer shows a list of files under "Getting Started", including "Brown Bag Notes", "Box_User_Guide.docx", "Box_Mobile_Android_User_Guide.docx", "Box Brown Bag Overview 2017.03.07.pptx", "Box and Slack Integration Guide.pdf", "Box_Mobile_IOS_User_Guide.docx", "boxcompare.pdf", "onepager_box.pdf", "Box University Main Page", "UCOP User Agreement", "UCOP Electronic Security Policy", and "Box Guidance At UCOP".

box UNIVERSITY

Home Course Calendar Browse For Training

Welcome Dede!

For the best experience, we suggest disabling your browser's

Not sure where to start?

Click on the Getting Started With Box button on the

Getting Started with Box

What's New In Box?

Quick User Video Library

Course Calendar

Suggested Training

Box and Microsoft Live

Box and Mobile Live

Box Basics 1: Sharing Made Easy (And Secure) Live

Box Basics 2: Communicating and Editing In Box Live

Box Quarterly Retrospective Live Online

Browse for Training

New Box User

Intermediate Box User

New Box Administrator

Advanced Box Administrator

Español

Your Transcript

Box User Essentials Interactive Self-Paced

Need Help? E-mail success@box.com

All Files > ☆ Getting Started ▾

Name

44 Brown Bag Notes

Box_User_Guide.docx [V5]

Box_Mobile_Android_User_Guide.docx [V3]

Box Brown Bag Overview 2017.03.07.pptx

Box and Slack Integration Guide.pdf

Box_Mobile_IOS_User_Guide.docx [V2]

boxcompare.pdf

onepager_box.pdf [V2]

Box University Main Page

UCOP User Agreement

UCOP Electronic Security Policy

Box Guidance At UCOP

Requesting Box Edit & Box Sync

1

2

3

Report Service Interruption
Service Interruption: Report Something Broken (Incident), Report Something Lost or Stolen (Incident)

Request Service
Request Services, software, or hardware.

Service Hub/ServiceNow System Requests
Service Hub group memberships management, ServiceNow enhancement requests.

Get Help
Submit Other Requests, Ask a Question, Password reset, Contact Service Desk, Find Incident response time

Request Service
Request Services, software, or hardware.

Related Categories

- Accounts, Email, Calendar**
General Requests for UCOP Accounts, Email and Calendar
- Business Resource Center**
General Requests for Non-Payroll Services
- Collaboration: Zoom, SharePoint, Videoconferencing, Box**
General Requests for 3rd Party Audio, Desktop Video and Web Collaboration tools
- Work Equipment: Computers, Phones and Software**
General Requests and support for UCOP Computers, Phones, Tablets and Software
- Application and Data Services**
ITS Requests for UCOP Applications and Data Systems
- ITS Only: Infrastructure and Engineering Requests**
ITS Requests for UCOP Infrastructure and Engineering Systems
- Onboarding Services**
New Employee IT provisioning
- UCPC Staff Only**
UCPC Internal Work Requests and Incidents

Collaboration: Zoom, SharePoint, Videoconferencing, Box
General Requests for 3rd Party Audio, Desktop Video and Web Collaboration tools

Items

- Box**
Box Service
- Zoom**
- SharePoint Services**
- Setup Videoconference**

Requesting Box Edit & Box Sync

Service Catalog > Request Service > Collaboration: Zoom, SharePoint, Videoconferencing, Box > Box

Box Service

Box is a new cloud-based service for delivering applications and data that has been requested by the COO Division. Box is a service for UCOP staff and affiliates that allows secure sharing of and collaboration on documents and other files online. With a UCOP Box account, both UCOP and non-UCOP people can collaborate.

Submit Request Item
Submit

User Information

Requested by
Ola Popoola ⓘ

Your office number
11409

Your phone
(510)987-9601

Your department
IR - Institutional Research ⓘ

* Requested on behalf of (yourself or someone else)
▶ More information 🔍

Request Information

* Subject

* Description

* Request type
- None -
General question
Request new Box Feature
Install Box Sync
Install Box Edit

4

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

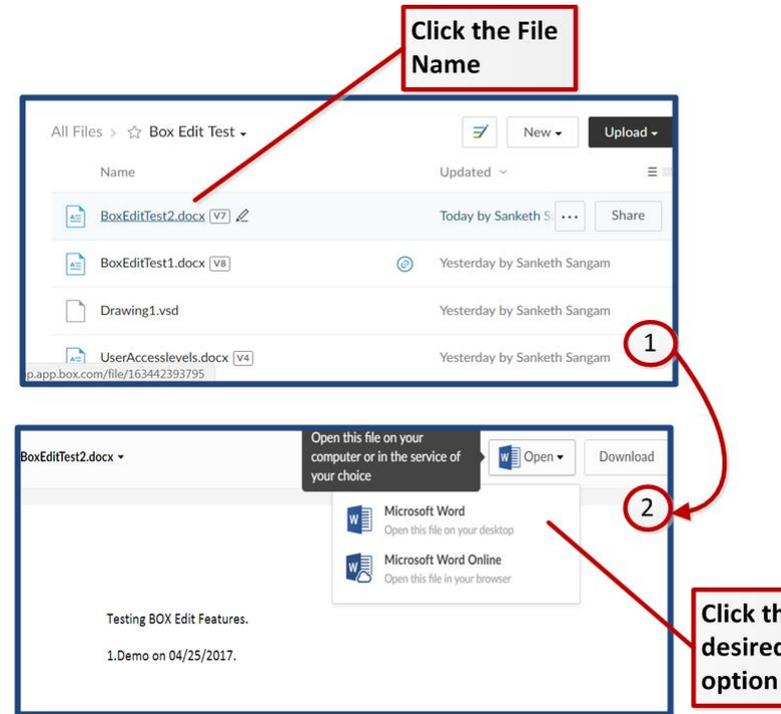
Box Edit

- ▶ 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)

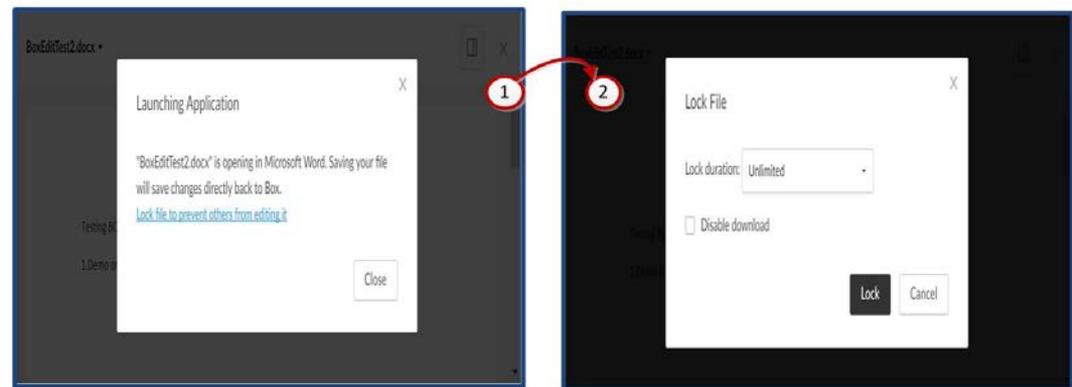
- ▶ A file can be edited either on the local desktop or online.
- ▶ Local desktop option opens the file using the local desktop application.
- ▶ Online option open the file using the cloud box application. Currently online box supports only Microsoft Word, PowerPoint, and Excel.



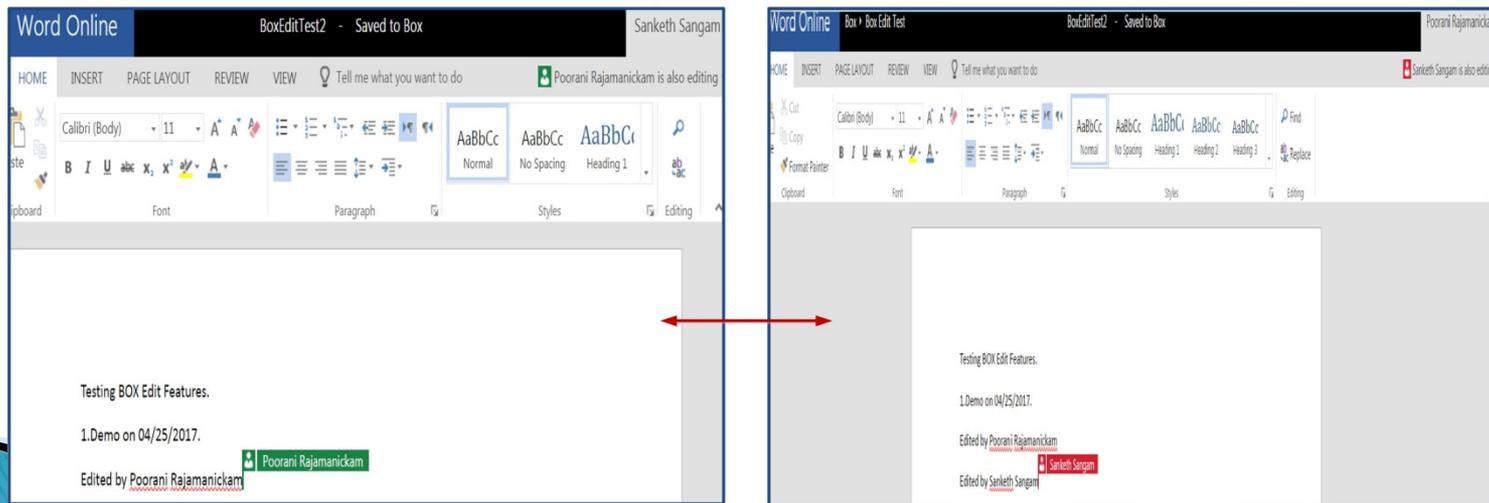
Box Edit (2)

- ▶ 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.

Local Desktop Edit Option



Online Edit Option



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.

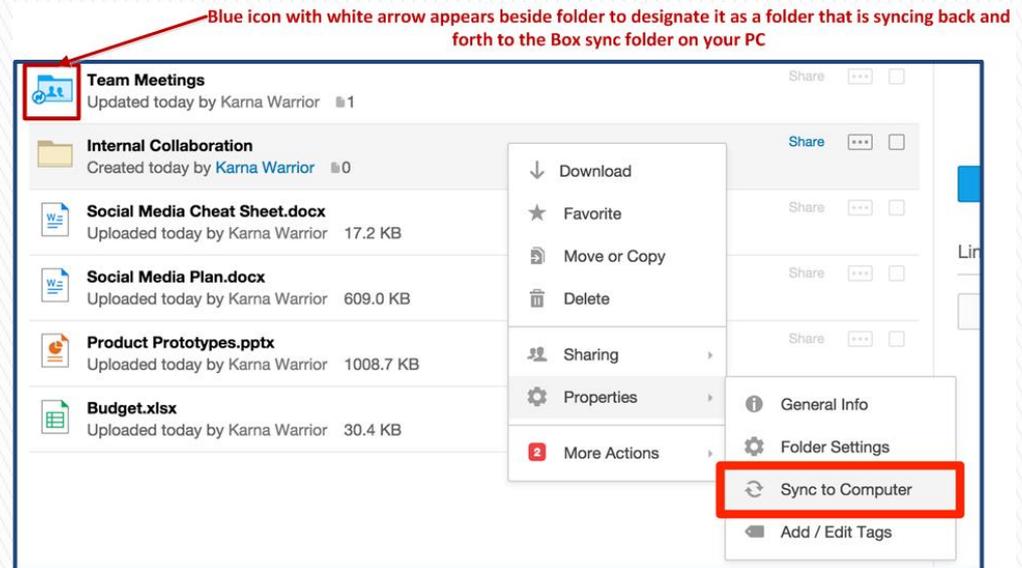
Box Sync

- ▶ 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



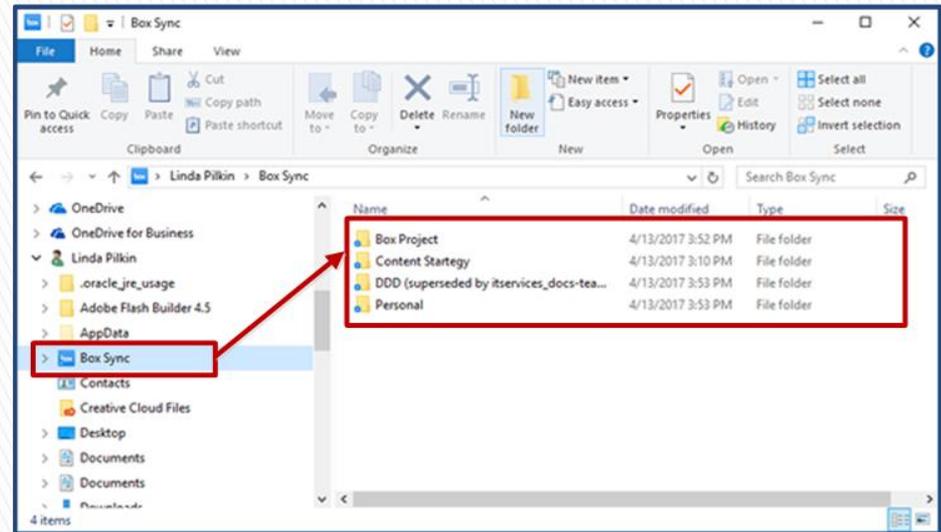
More on Box Sync(1)

- ▶ 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.



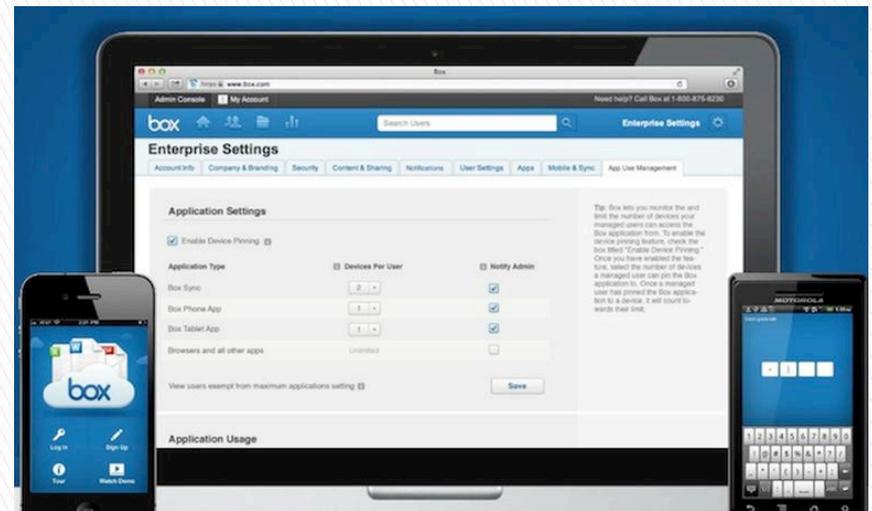
More on Box Sync(2)

- ▶ 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

