

BuckeyeBox Quick Start Guide

What is BuckeyeBox?

The BuckeyeBox service provides an easy way to share files and folders online. Box consolidates your content in a single location, easily accessible from anywhere, on any device.

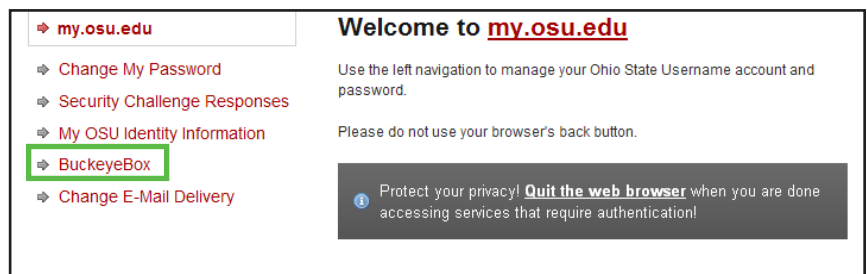
You can create files and folders, share them using a direct link, invite colleagues and classmates to collaborate, and continue to revise and review your content.

Box directly integrates with existing OSU single sign-on authentication systems, so you don't have to learn a new password.


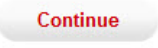
Get started now!

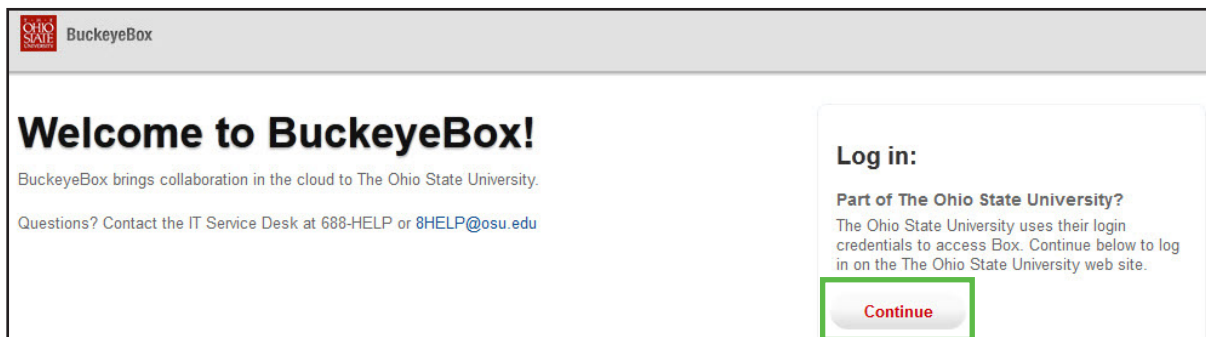
Sign Up

1. Go to my.osu.edu.
2. Type your Ohio State username and password.
3. Click the Log In button.
4. Click the BuckeyeBox link on the left side of the page.
5. Read the BuckeyeBox Terms and Conditions, then select "I agree".
6. Click the Submit button.



Log In

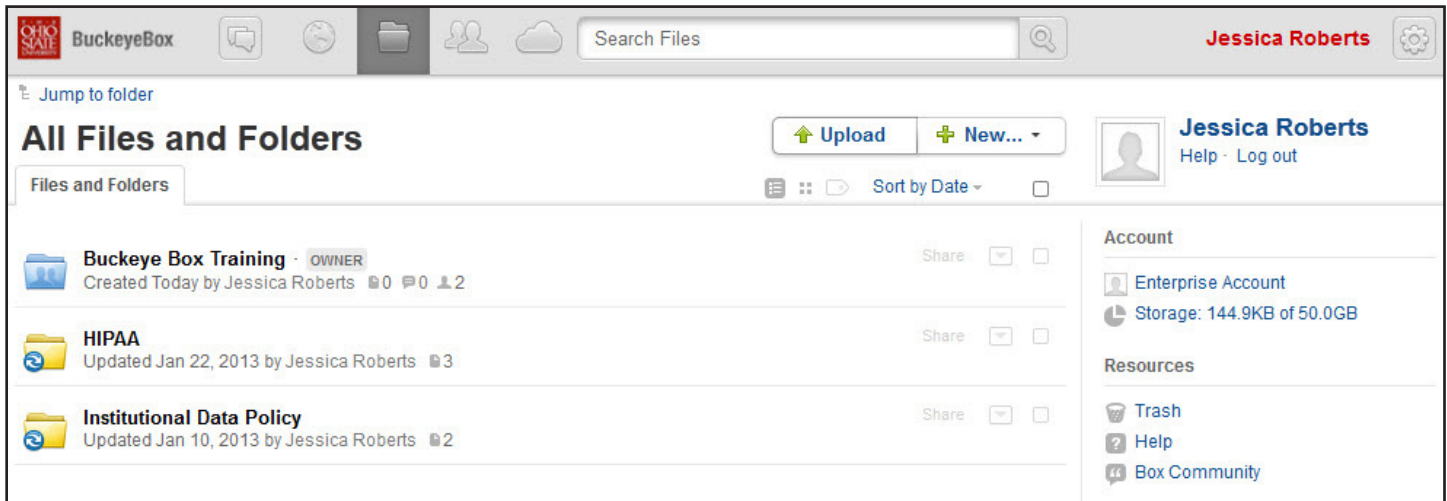
1. Go to box.osu.edu.
2. Click the Log In button  on the top right side of the page.
3. Click the Continue button  on the right side of the page.



4. Type your Ohio State username and password and click the Login button.

BuckeyeBox Quick Start Guide

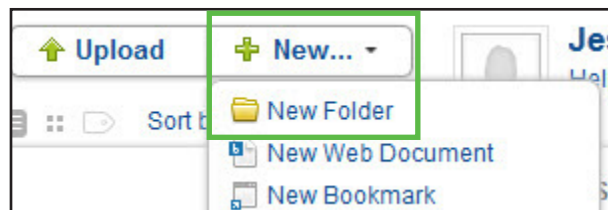
BuckeyeBox Main Screen



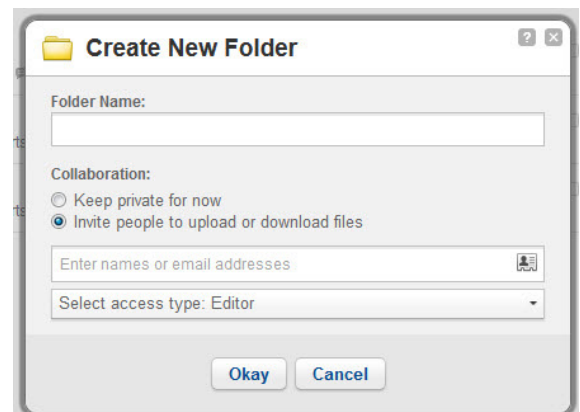
- Blue folders are shared folders.
- Yellow folders are private folders.
- Click on a folder or file to open it.

Create a Folder

1. Click the New button.
2. Select New folder.



3. Type a Folder Name.
4. Add collaborators, if desired.
 - a. Type the beginning of the Ohio State username and select from the list. If the correct person does not appear, type the email address in the format: lastname.#@osu.edu.
 - b. Select the access type.
 - c. Repeat these steps to add additional collaborators.
5. Click the Okay button.

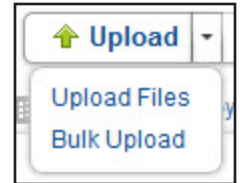


BuckeyeBox Quick Start Guide

Add a File to a Folder

1. Open the folder to which you want to add a file by clicking on it.
2. Click the Upload button.
3. Select your file and open it.

The file may take several minutes to upload, depending on the size of the file. You can watch the progress on your screen.



Collaborate

View or Edit a File

1. Click on the name of the file to open it.



2. Click the Edit button to edit the file within Box. You will need to download Box Edit. Follow the on-screen instructions to install.
3. Click on the Download button to download the file to your computer and edit it there.
4. Click the Upload button to upload the file again when you are done editing.

To ensure that collaborators don't edit the same file you are working on, you can lock the file by clicking on Lock File from the File Options menu on the right side of the page.

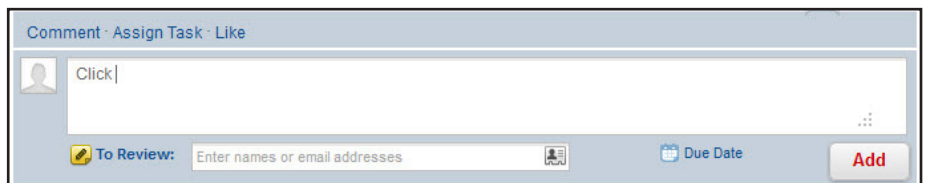
Comment on a File

1. Click on the Add a Comment button on the file.
2. Type your comment, then click the Add Comment button.



Assign a Task to a File

1. Click on the Add a Comment button on the file.
2. Click Assign Task.
3. Type the description of the task.
4. Type reviewer names.
5. Select a due date.
6. Click the Add button.



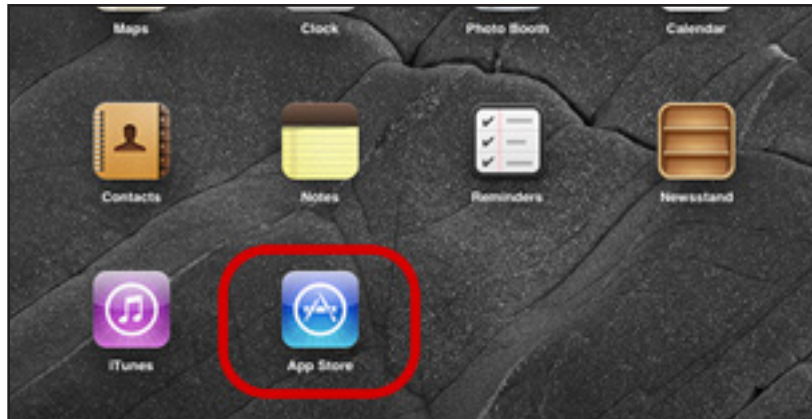
The collaborator to whom the task was assigned will receive an email alerting them to the task.

BuckeyeBox Mobile Quick Start Guide

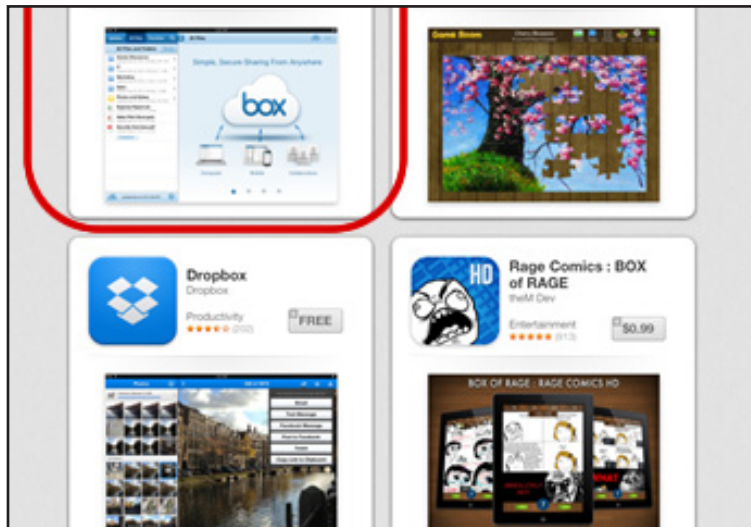
What is BuckeyeBox?

You have the ability to access your BuckeyeBox from any mobile device. This allows you to collaborate on the go and have instant access to your collaboration files from anywhere. Box is a mobile application that you will need to download and install on your mobile device. First you will need to access your device's application store.

Installation



Once inside the store you can easily search for the application by typing "Box" into the search field. One of the First results will be The Box Mobile Application. Do not attempt to search for BuckeyeBox as the application will not be found under that name.

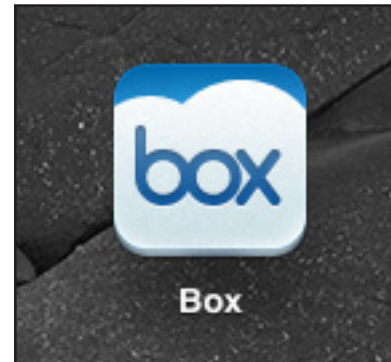


Once the application is located click the INSTALL button to start the installation process.



BuckeyeBox Mobile Quick Start Guide

Once the application has been successfully installed the button will change from Installing to Open. An icon will also be placed on the homescreen of your device.



When you click the Box icon or the Open button you will then be presented with the log in screen. When using BuckeyeBox Mobile, you must log in twice. The first screen you see is to register for Box. Do NOT attempt to register. You already have an account through Ohio State.

1. Click the Log In tab.
2. Type your Ohio State email address
3. Type your current Ohio State password

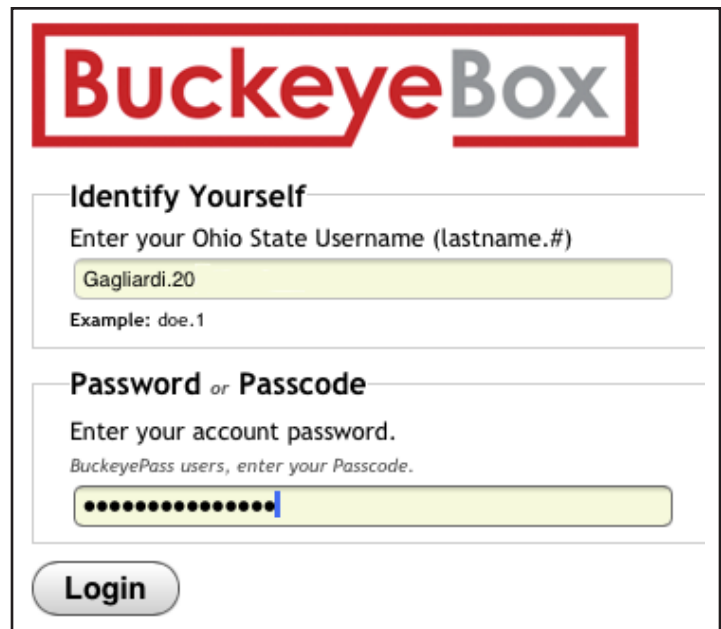
A screenshot of the 'Register' screen. At the top, there are two tabs: 'Register' (selected) and 'Log In'. Below the tabs, it says 'Create a free account:'. There are three input fields: 'Email Address', 'Create Password', and 'Confirm Password'. At the bottom, there is a link for 'Terms of Service' and a blue 'Register' button.A screenshot of the 'Log In' screen. At the top, there are two tabs: 'Register' and 'Log In' (selected). Below the tabs, it says 'Log in to your account'. There are two input fields: 'Username / Email Address' and 'Password'. At the bottom, there is a link for 'Trouble logging in?' and a blue 'Log In' button. The 'Log In' button is circled in red.A screenshot of the 'Log In' screen. At the top, there are two tabs: 'Register' and 'Log In' (selected). Below the tabs, it says 'Log in to your account'. The 'Username / Email Address' field is filled with 'gagliardi.20@osu.edu'. The 'Password' field is filled with dots. At the bottom, there is a link for 'Trouble logging in?' and a blue 'Log In' button.

BuckeyeBox Mobile Quick Start Guide

Log In to BuckeyeBox

After you successfully log into the Box Mobile Application you will then need to authenticate against the Ohio State servers so the next screen you will see is the BuckeyeBox Log in Screen.

1. Enter your Ohio State Username
2. Enter your Ohio State Password
3. Click Log In



BuckeyeBox

Identify Yourself

Enter your Ohio State Username (lastname.#)

Gagliardi.20

Example: doe.1

Password or Passcode

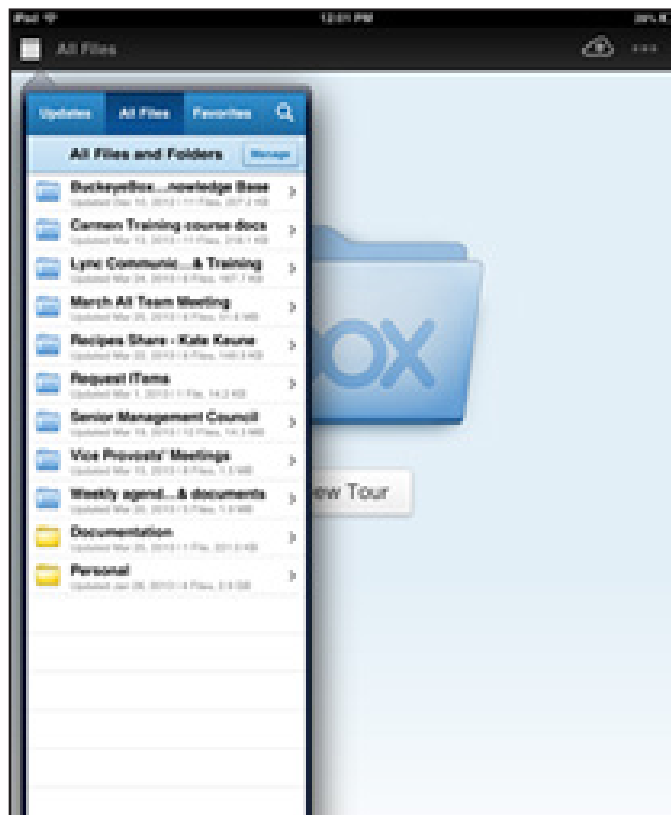
Enter your account password.

BuckeyePass users, enter your Passcode.

.....

Login

After you log in you will see your Box Account.



BuckeyeBox Mobile Quick Start Guide

All Files



Once you are successfully logged into BuckeyeBox Mobile you will see your All Files and Folders list. you can access all of your BuckeyeBox files here.

Updates Tab

The first tab is the Updates tab, which shows you a list of all the documents that you are collaborating on that have been updated and by whom.



BuckeyeBox Mobile Quick Start Guide

Favorites Tab

The Favorites tab allows you to access items that you have marked as favorites so that you can have access to them offline. Even if you do not have an active internet connection you can still see the last version of the file that was saved when you were last connected.

Clicking the Manage button allows you to select items for Favorites and clicking the Favorites Tab will let you see them.



BuckeyeBox Mobile Quick Start Guide

Create New Items

To create a new folder or a new file you can tap the Actions buttons in the upper right hand corner. In order to create new files your mobile device will need to have applications installed to create and edit those file types.

