External Box users guide

18 June 2018

**Contents**

When users are invited to share or collaborate on a folder in Box they receive an automated email with a link to the Box folder. The first time they connect to Box they need to follow the steps below to setup their account and password with the Box system.

1.   Accept the invitation

Accept the Box folder invitation

- Open the automated email with the link to the folder
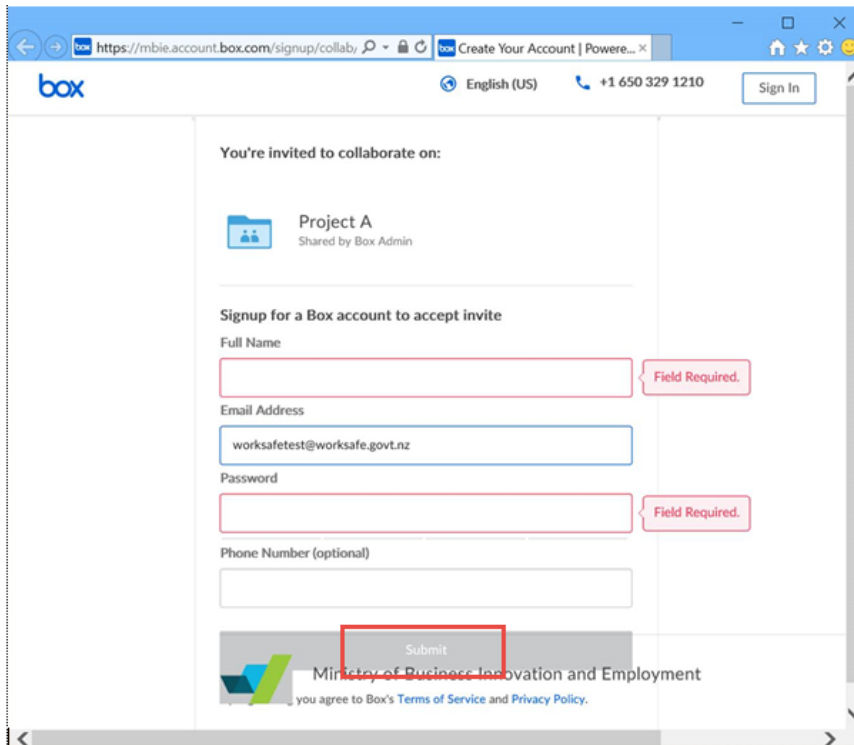- Click > Accept invitation
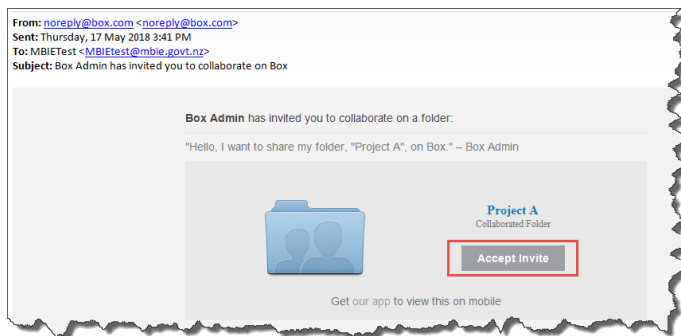
This will take you to the Box login screen where you can create an account.

2.   Enter your details

At the Box initial login page:

- Enter your name, and required password (which must contain as least 2 numbers)
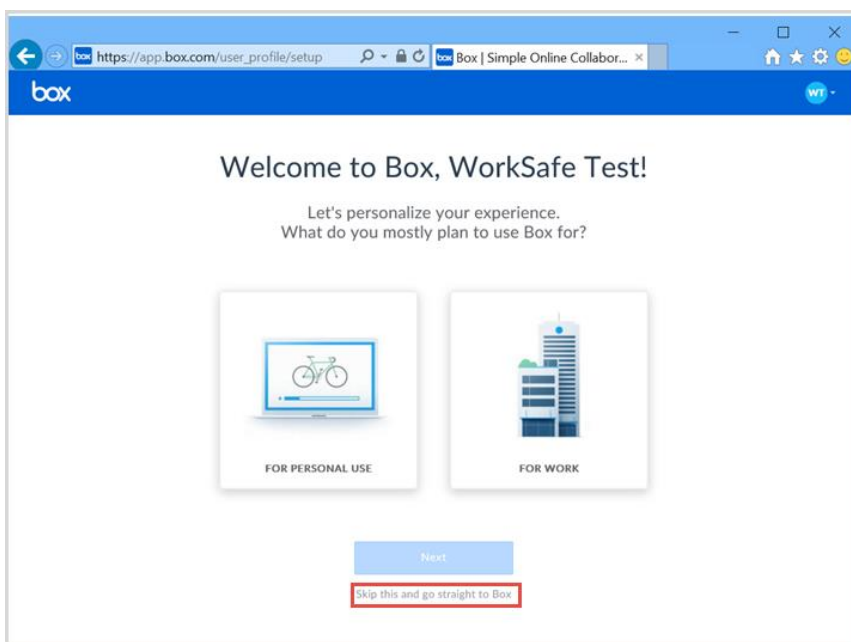- Click > Submit

3.   Welcome page

At the Welcome to Box prompt:

- Click > "Skip this and go straight to Box"

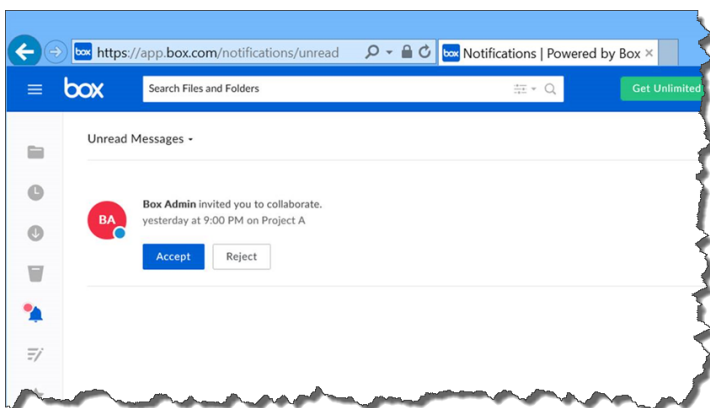At this point you should be presented with your Box home screen.

4.   **Accepting folder invitations**

If you can't see the folder you were invited to collaborate on with Box:

- Either click > "You have pending invitations to collaborate" at the top of the screen, or click > "Notifications" on the left hand side
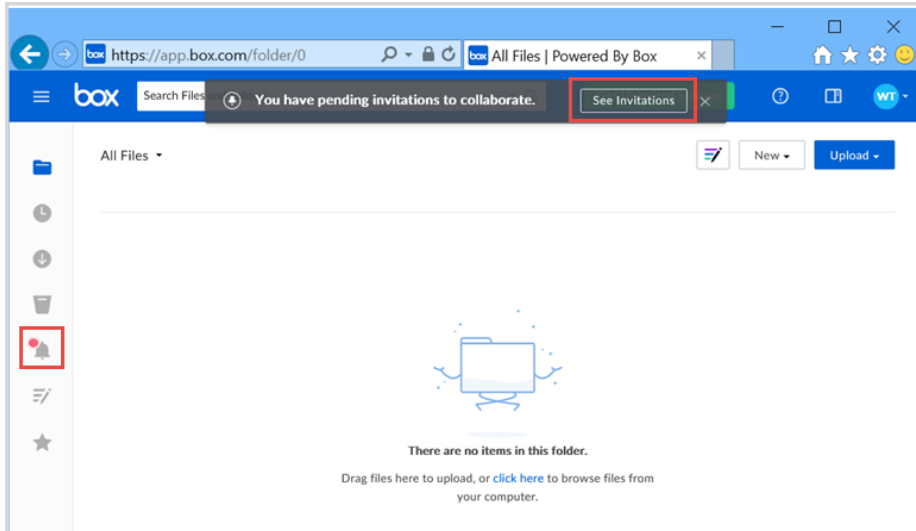
- Accept the invitations

For future logins bookmark and use this link: *https://account.box.com/login*

If presented with the prompt pictured below and you are not part of MBIE, Select > "Not a part of Ministry of Business Innovation and Employment"