

External Box users guide

18 June 2018

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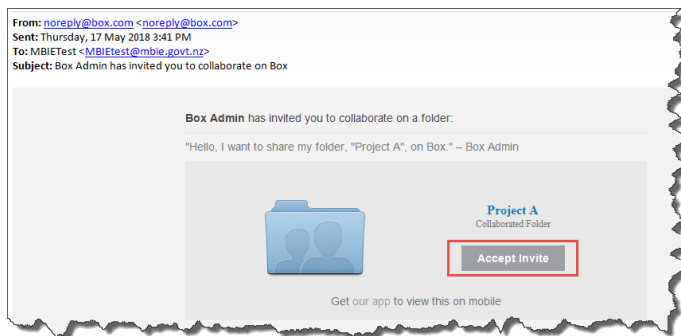
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When users are invited to share or collaborate on a folder in Box they receive an automated email with a link to the Box folder. The first time they connect to Box they need to follow the steps below to setup their account and password with the Box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

1. Accept the invitation

Accept the Box folder invitation

- Open the automated email with the link to the folder
- Click > Accept invitation

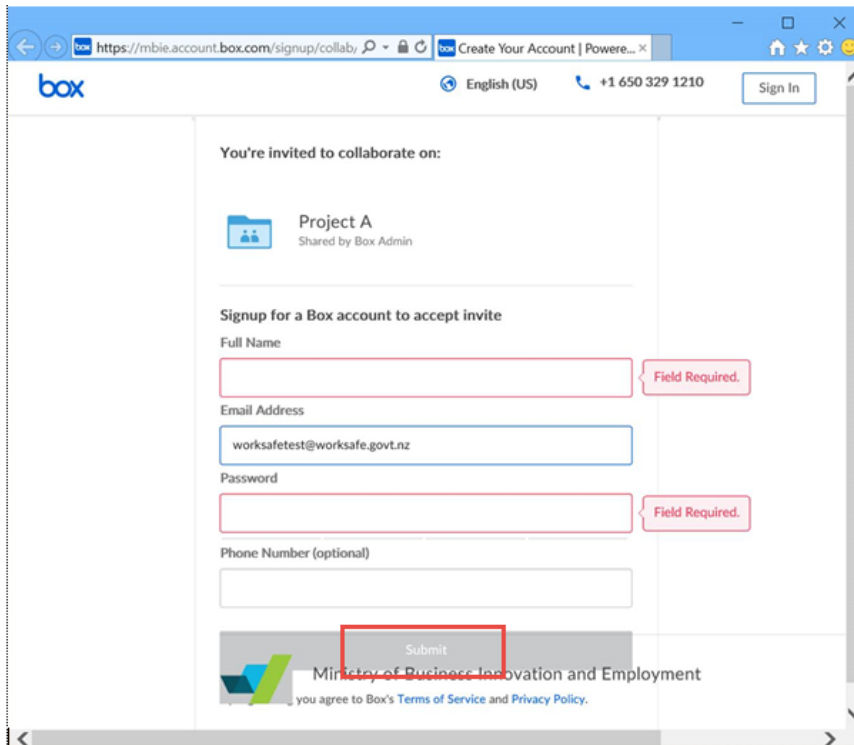


This will take you to the Box login screen where you can create an account.

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

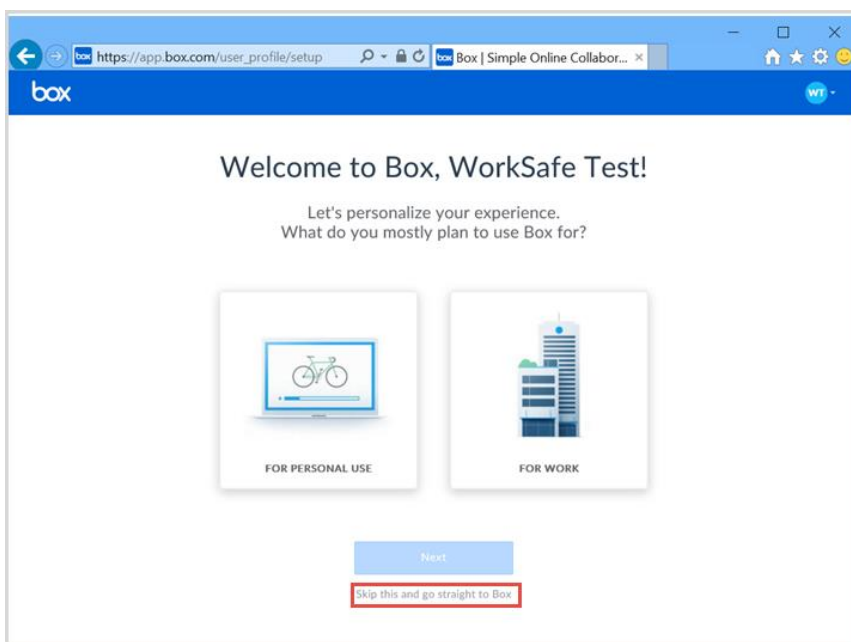


The screenshot shows a web browser window with the URL <https://mbie.account.box.com/signup/collab>. The page header includes the Box logo, language settings (English (US)), a phone number (+1 650 329 1210), and a 'Sign In' button. The main content area features a section titled 'You're invited to collaborate on:' with a folder icon and 'Project A' shared by 'Box Admin'. Below this is a 'Signup for a Box account to accept invite' section. It contains four input fields: 'Full Name' (with a 'Field Required.' error message), 'Email Address' (containing 'worksafetest@worksafe.govt.nz'), 'Password' (with a 'Field Required.' error message), and 'Phone Number (optional)'. A 'Submit' button is highlighted with a red box. At the bottom, there is a logo for the 'Ministry of Business, Innovation and Employment' and a checkbox for 'I agree to Box's Terms of Service and Privacy Policy.'

3. Welcome page

At the Welcome to Box prompt:

- Click > “Skip this and go straight to Box”



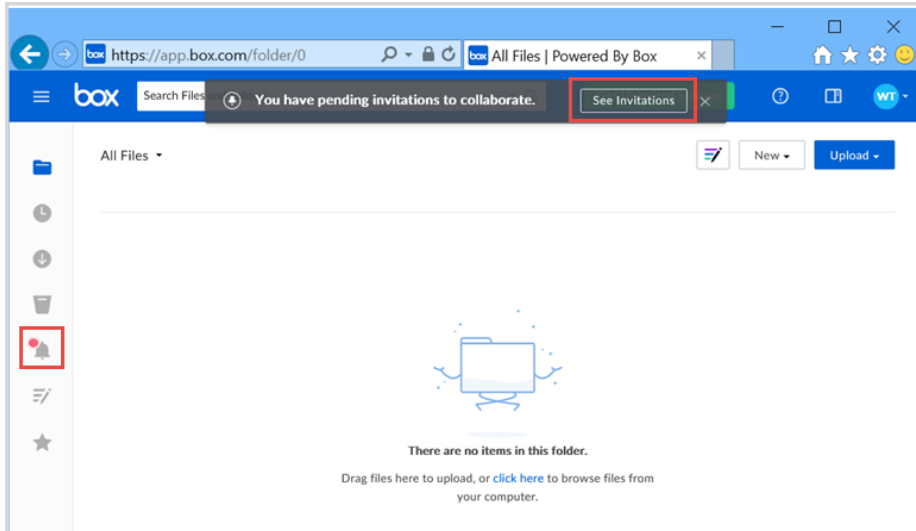
The screenshot shows a web browser window with the URL https://app.box.com/user_profile/setup. The page header includes the Box logo and a 'WT' indicator. The main content area features a 'Welcome to Box, WorkSafe Test!' message and the text 'Let's personalize your experience. What do you mostly plan to use Box for?'. Below this are two options: 'FOR PERSONAL USE' (with a bicycle icon) and 'FOR WORK' (with a building icon). A 'Next' button is visible, and the 'Skip this and go straight to Box' link is highlighted with a red box.

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

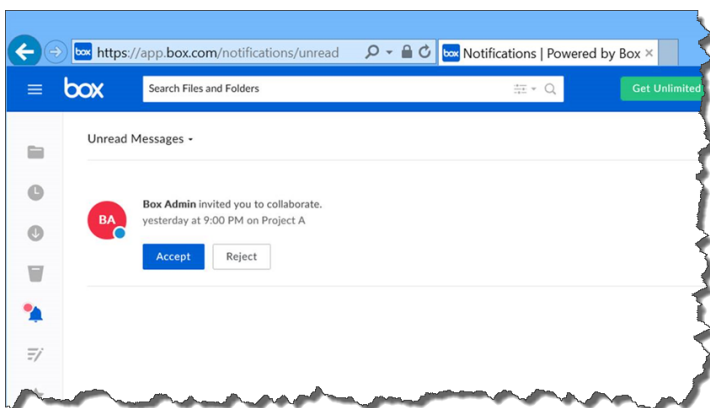
4. Accepting folder invitations

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”

