

Setting a Cloud Storage

1. Go to www.box.net
2. Click on "Get Started"
3. Choose "Individual"
4. Click on "Sign up"
5. Enter details
6. Check your email and confirm
7. Sign in using your new username (email address) and password

Adding files to the Cloud Storage

1. Click on "upload" top right of screen
2. Choose "File"
3. Select file from your computer
4. Click on "open"
5. That file will now be in your cloud storage

Adding folders of files to the Cloud Storage

1. Click on "upload" top right of screen
2. Choose "folder"
3. Select a folder from your computer
4. Click on "open"
5. That folder along with all of its contents will now be in your cloud storage

To view contents of a folder in the Cloud Storage

1. Double Click the name of the folder in main section of screen
2. That folder's contents will now be in displayed

To view a file in the Cloud Storage

1. Double Click the name of the file in main section of screen
2. That file will now be in displayed

To download a file from the Cloud Storage to your computer

1. Click on the three dots ... to the right of the file
2. Choose "Download"
3. That file will now be downloaded into your "downloads" folder on your computer

To move it from there to another folder on your computer

1. Right mouse click on file name displayed at bottom left of screen
2. Choose "show in folder" with left mouse key
3. Right mouse click on file name highlighted in list (that's your latest file downloaded)
4. Choose "copy" with left mouse key
5. Go to folder where you want the file to be
6. Right mouse click on that destination folder name

7. Choose “paste” with left mouse key
8. That downloaded file will now be in that destination folder

To download a folder from the Cloud Storage to your computer

1. Click on the three dots ... to the right of the folder
2. Choose “Download”
3. That folder will now be downloaded into your “downloads” folder on your computer as a ZIP file

To move the files in that folder from there to another folder on your computer

1. Right mouse click on file name displayed at bottom left of screen
2. Choose “show in folder” with left mouse key
3. Right mouse click on folder name highlighted in list (that’s your latest folder downloaded)
4. Choose “copy” with left mouse key
5. Go to folder where you want the file to be
6. Right mouse click on that destination folder name
7. Choose “extract all” with left mouse key
8. Click on “browse” to choose a destination folder for the files to go to on your computer
9. Choose “select folder”
10. Choose “extract”
11. The files will now all be in the destination folder you chose

To view all files and folders in your cloud storage

1. Click on “All Files” in top left column (under word “box”)

To delete a file or folder from the Cloud Storage

1. Click on the three dots ... to the right of the file or folder
2. Choose “Trash”
3. Click on “Okay”
4. That file or folder will now be deleted

To restore a deleted file or folder on the Cloud Storage

1. Go to “trash” on left menu column
2. Click on file or folder to be restored
3. Click on the three dots ... to the right of the file or folder
4. Choose “restore”
5. Click on “Okay”
6. That file or folder or will now be restored

To share a folder with someone

1. Click on the “share” to the right of the file
2. Enter email address of recipient
3. Enter message (optional)
4. Click on “send”

