Accessing BOX

Introduction:

The University’s preferred collaboration tool is Box, which supports collaboration with your lecturers, tutors and fellow students in a secure environment, from anywhere, at anytime. You can share videos and PowerPoint presentations, edit documents in real time, and keep your project on track by posting comments and assigning tasks.

Your Box account is ready to go! All you need to do is visit the ECU Box sign in page and enter your ECU username and password.

To learn more about Box you can read the Box FAQs, visit the Box User Video Tutorial Library (BOX Tutorial or Box help (https://support.box.com/hc/en-us) which includes videos, best practices and help documentation.

Step 1: Log In

Here to the BOX sign in page (https://support.box.com/hc/en-us).

Click through on ‘Continue’ to next screen.

Your login in details should automatically come through, however if they do not, use your ECU log in and password.
This is your landing page.

**Step 2: Navigating BOX**

New Tasks will appear under this TAB.

New Files can be created here.

**Step 3: Collaboration with Others**

When you create a new file or folder, you have the option to invite additional people.

These will be known as ‘Collaborators’ and you can view your list of ‘Collaborators’ (see next image)
Under your Initials, your settings and other details will be stored.

Access your list of Collaborators under this tab.

You can choose to Share with someone at a later date as well.

NB: Your Collaborators will be sent an invitation to join BOX if they are not already a member.