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Setting up Emory Box

Setting up an Emory Box account is simple; even for those who are not well versed with technology. Begin by opening up the Safari, Google Chrome, or Internet Explorer tab on your computer. Then, type in the website: it.emory.edu/box/. Upon viewing this webpage, scroll down to a tab stating, "How do I create my Emory Box Account?". In the midst of the many confusing instructions under this tab, click on the blue link for a webpage which will direct you to the Emory Box. It will take you to a page asking if you are a part of Emory University, and you should click "yes". The next page contains a login, where you will enter your Emory username and password. After this, you will be directed to a page asking what field of Emory you are in. Click on the pull down tab and either choose one of the fields listed, or press the "other" option. If you pressed the "other" option, then you will be asked to manually type in your intended field. After completing this page, move on to the next step by clicking "continue". At this point, the account should be completely set up. In order to begin sharing work with your professor, create a folder. In the top left corner of your computer screen, there will be a tab that says "New". Click on this tab, and several options will appear. The first option says folder, and you must click it. Name the folder, and then click on either the bubble saying you would like others to be able to view your work, or that you currently would like to keep you work private. Then, invite your professor by entering his or her email dress in the line below. Select the type of access you would like to grant your professor, and then click "done". Now that the folder is complete, click on the home page button, and the folder will show up right as you open Emory Box. In order to upload files to the folder, click on the folder. After being directed to the folder, in the top left corner, click on the button that says, "Upload". Choose the option to upload files, then select a file to upload from your computer, double click on it, and it should upload relatively quickly depending on the file size, and strength of connectivity. After being uploaded, your professor is able to review it and you are good to go!