**UW Madison Box**Login with NetID and password to [uwmadison.box.com](http://uwmadison.box.com)

**A. Upload Files and Folders**



1. Click Upload and select upload files or folders

2. Use file-picker to select the needed file or folder

**C. Invite others to join Folders**



1. Click on  next to the folder

2. Select Invite Collaborators

3. Type in Name or email address

4. Set Permission level

5. Send invite

**General Notes**

* Folders respect the Parent-Child folder structure, meaning if someone is added to the main folder, they can see all subfolders. When additional subfolders are added, all current collaborators will see them.
* Email notifications can be set at the all-folders level or at the single folder level.

**B. Share Links to Files and Folders**

**For more information, see** [**KB Doc #45368**](https://kb.wisc.edu/page.php?id=45368)



1. Click the word Share next to the file or folder

2. Set the level of access for the link:

 People in your company = UW NetID required

 People with the link = anyone in the world

3. Click on the  to set any other link settings:

 Custom URL, expiration date, etc.

4. Copy and paste the link where needed

**D. Edit Files directly in Box**



Note: The first time, install Box Edit

1. Click on  next to the file

2. Select Edit with [MS Word, Excel, etc.]

3. Option: Lock file to prevent others from editing

3. Make needed edits

4. Save