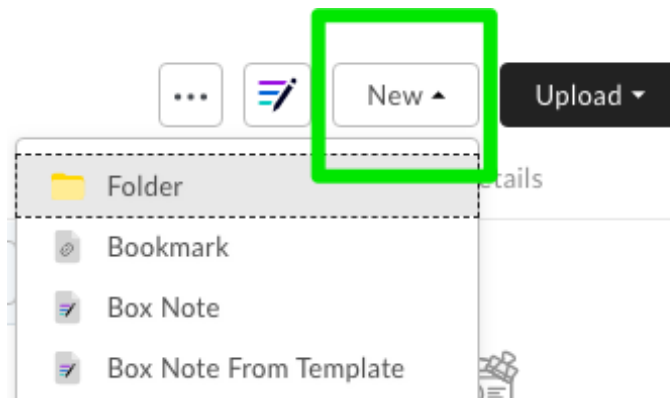


Make a Box folder sharable to all with the URL

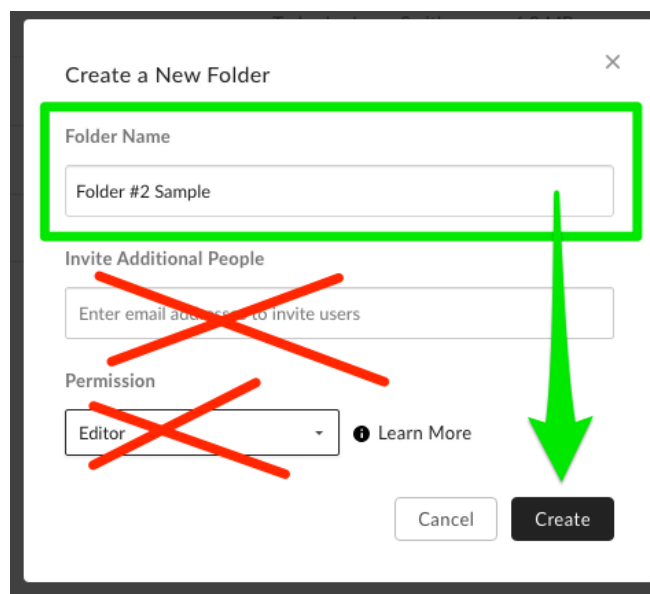
It is possible for your students to view and download content on Box.com without having a Box account. Yes, this means that your HMC students and community auditors can view and download items hosted on Box. If you set your folder as described below, **anyone** with the link can view and download the contents.

Please note this important concept: The share permissions that you provide in a folder will cascade into files within the parent folder and all sub-folders. Be aware of this. Now, let's share a folder.

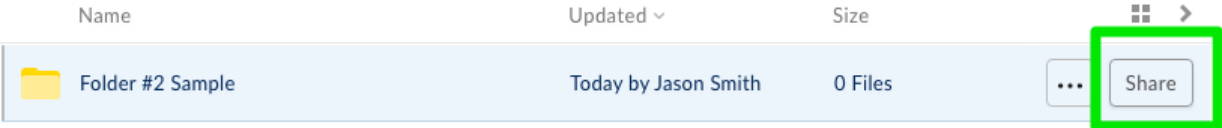
Step one. Locate the [New] button, it is in the upper right corner. It will activate a fly-out, select Folder.



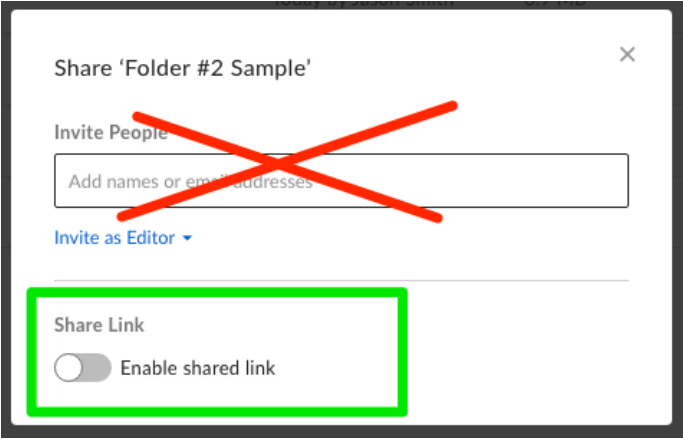
Step two. Simply create the folder. Just name it and don't worry about the rest.



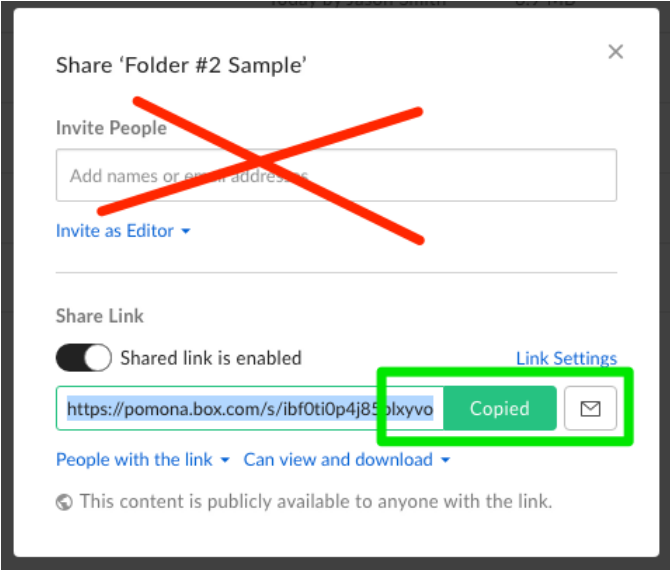
Step three. Locate the newly created folder and click on the [Share] button, next you will get a pop-up window.



Step four. Flip the switch to the right [Enable shared link] and the the window will enlarge.



Step five. If you click the [Copy] button then the link will be copied to your clip board.

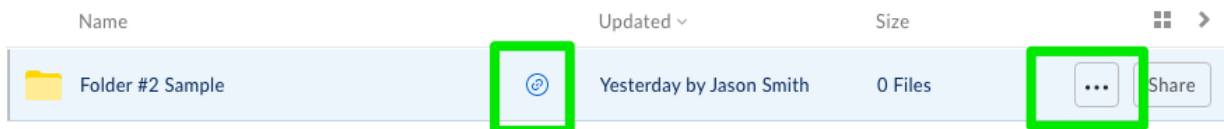


Step six. Now the share link should be copied to your computer's clipboard. What can you do with it?

- You can drop it into an email and send it to someone.
- You can place the link into a Sakai tool, like Resources, Announcements, Lessons, Assignments or any Sakai tool that allows links.
- Or, you can post or send it anywhere! However, please remember that anyone with the share link that Box generated can view and download items. This means that other people can send the share link anywhere.

Some Advanced Items

Step seven. Once you have shared your folder it will display a blue link icon. The [...] button to the right, is where you can access the settings for the folder.



Step eight. To explore the settings that are available to the folder. Click the [...] button and a fly-out menu will appear. The sixth item down is the "Settings", click that and a page will appear. This page contains the settings for your shared folder. There are many but some of the ones that might be of interest to you are:

- Commenting: Disable and hide comments on content in this folder.
- Email Uploads: Allow people in this folder to upload files via email.
- Delete or Unshare: Set a date to automatically delete or unshare this folder.
- Notifications: Control the frequency and type of email updates generated from this folder.

Uploading & Video Gotchas

- Be patient when uploading it is slower than downloading
- Videos are not always ready instantly, Box needs to build a preview.
- Scrubbing the video timeline in the video player can be slow.
- Sometimes better to download rather than viewing online with the Box player.
- The Box video player can be a bit buggy.