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Logging In

1. Navigate to Box for Vanderbilt vanderbilt.box.com/.

2. Select **Continue**.

3. Log in with your VUnetID.

**Vanderbilt University Login**

Enter VUnetID and ePassword

- **VUnetID:**
- **ePassword**

[Submit]
Document Sharing

1. Select **Upload** and attach the document to be emailed.

2. Select **Share** to the right of the document.
3. Change the blue drop down from People in this folder to People with the link.

4. Enter the recipient’s email address, add a message, and click Send.