



# Sharing Documents

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## Box for Vanderbilt User Guide

A step by step guide to Box for Vanderbilt navigation.

September 22, 2016 version



VANDERBILT



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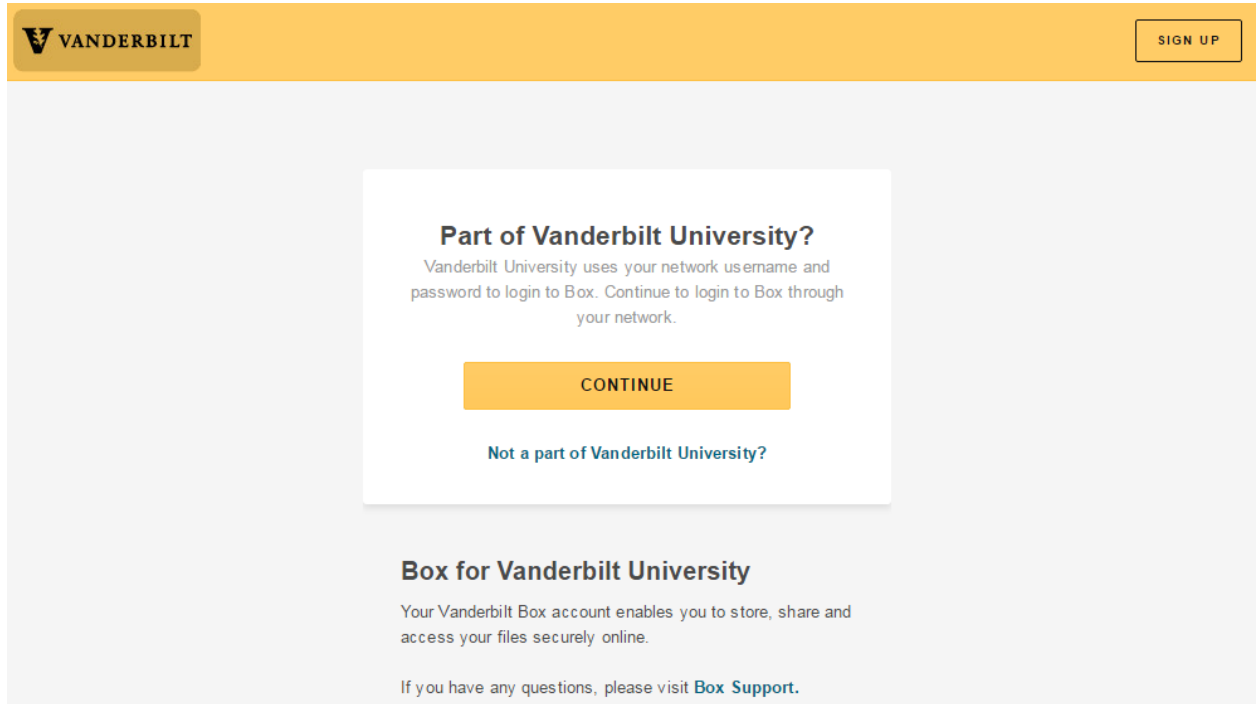
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## Logging In

1. Navigate to Box for Vanderbilt [vanderbilt.box.com/](https://vanderbilt.box.com/).
2. Select **Continue**.



3. Log in with your VUNetID.

## Vanderbilt University Login

Enter VUNetID and ePassword

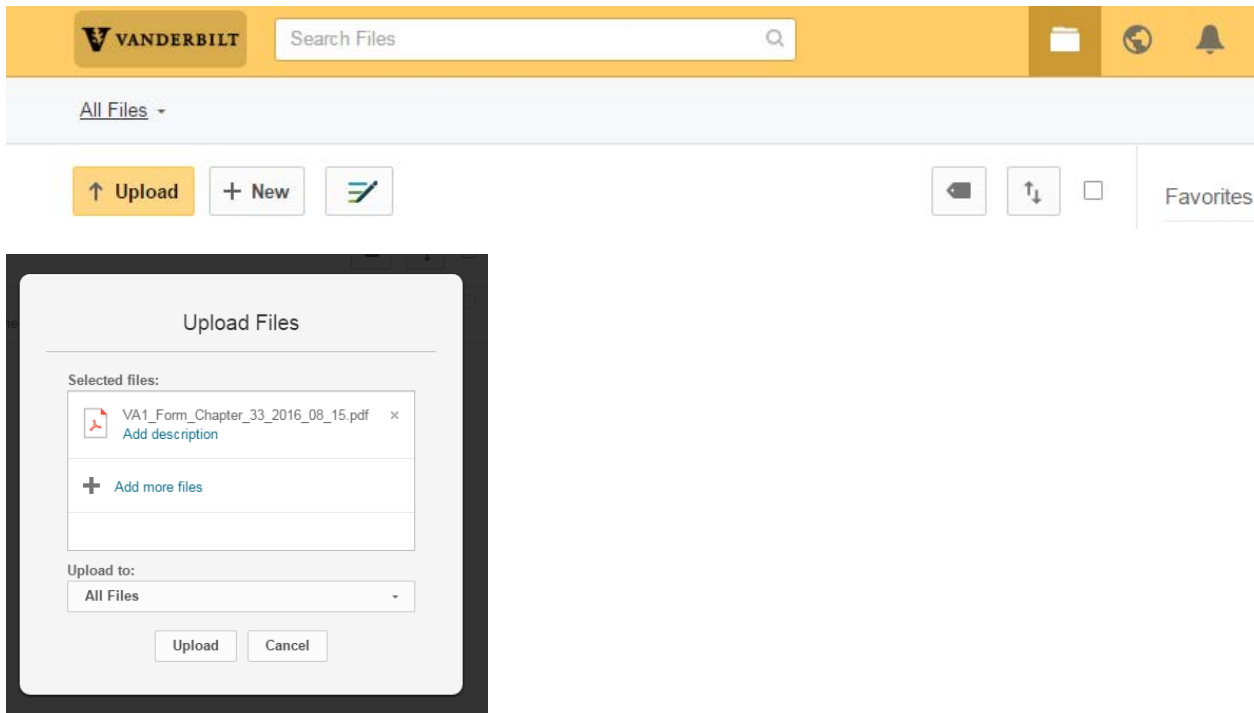
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ePassword

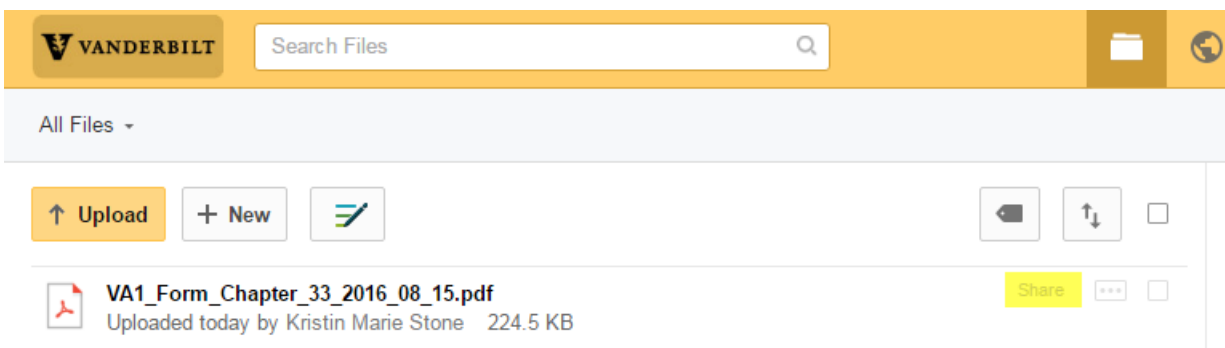
Login

## Document Sharing

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



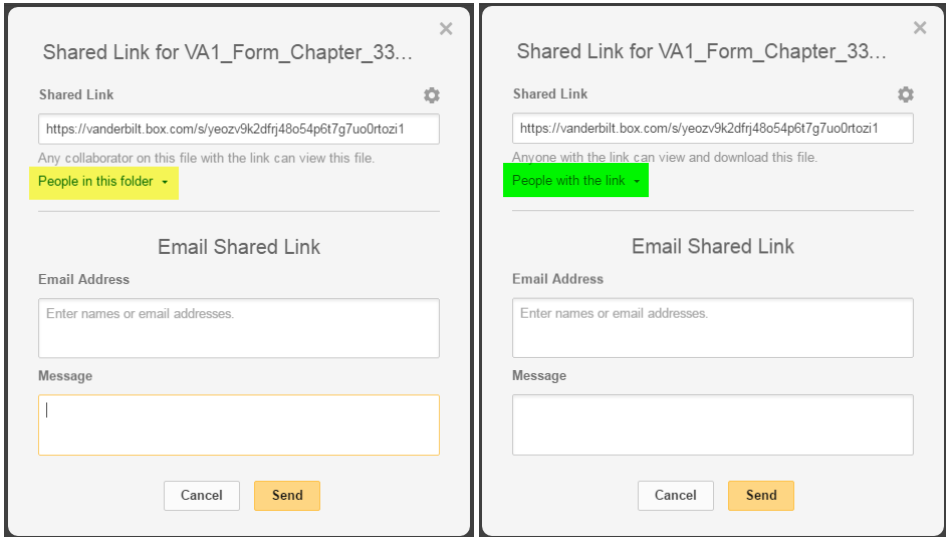
2. Select **Share** to the right of the document.



# Box for Vanderbilt User Guide - Sharing Documents



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**.

