Sharing Documents

Box for Vanderbilt User Guide

A step by step guide to Box for Vanderbilt navigation.

September 22, 2016 version

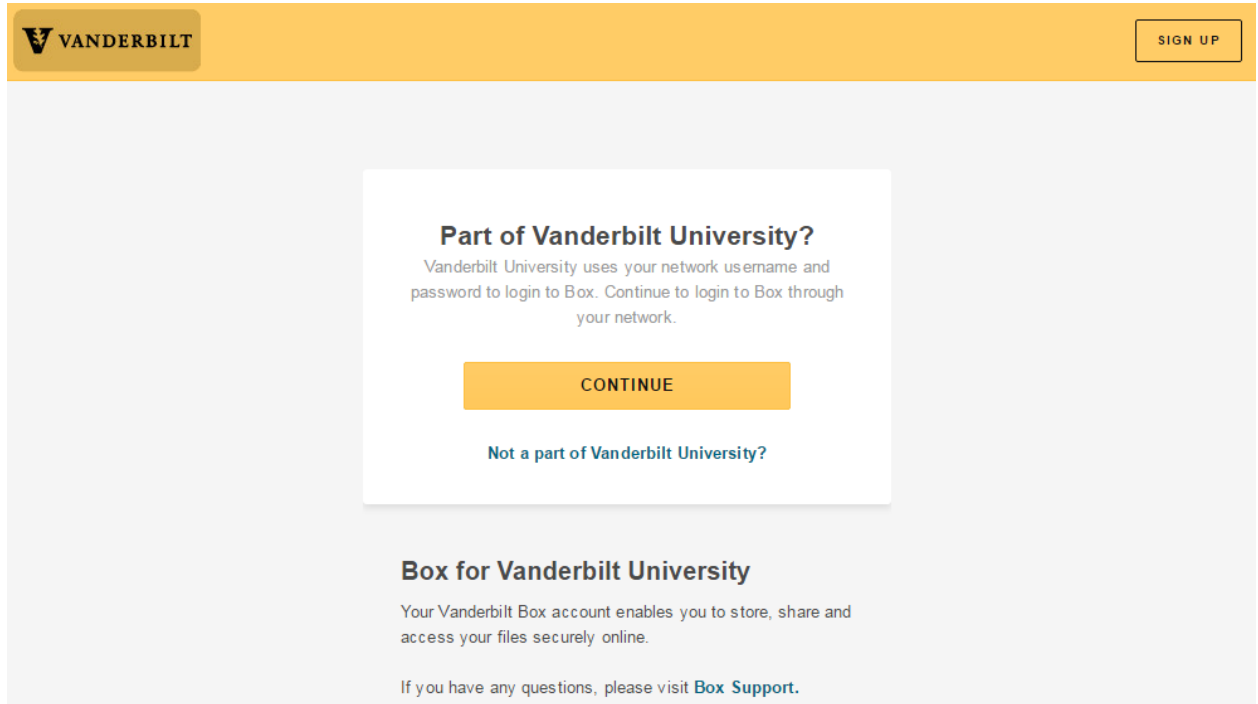VANDERBILT

Contents

Logging In

1. Navigate to Box for Vanderbilt vanderbilt.box.com/.
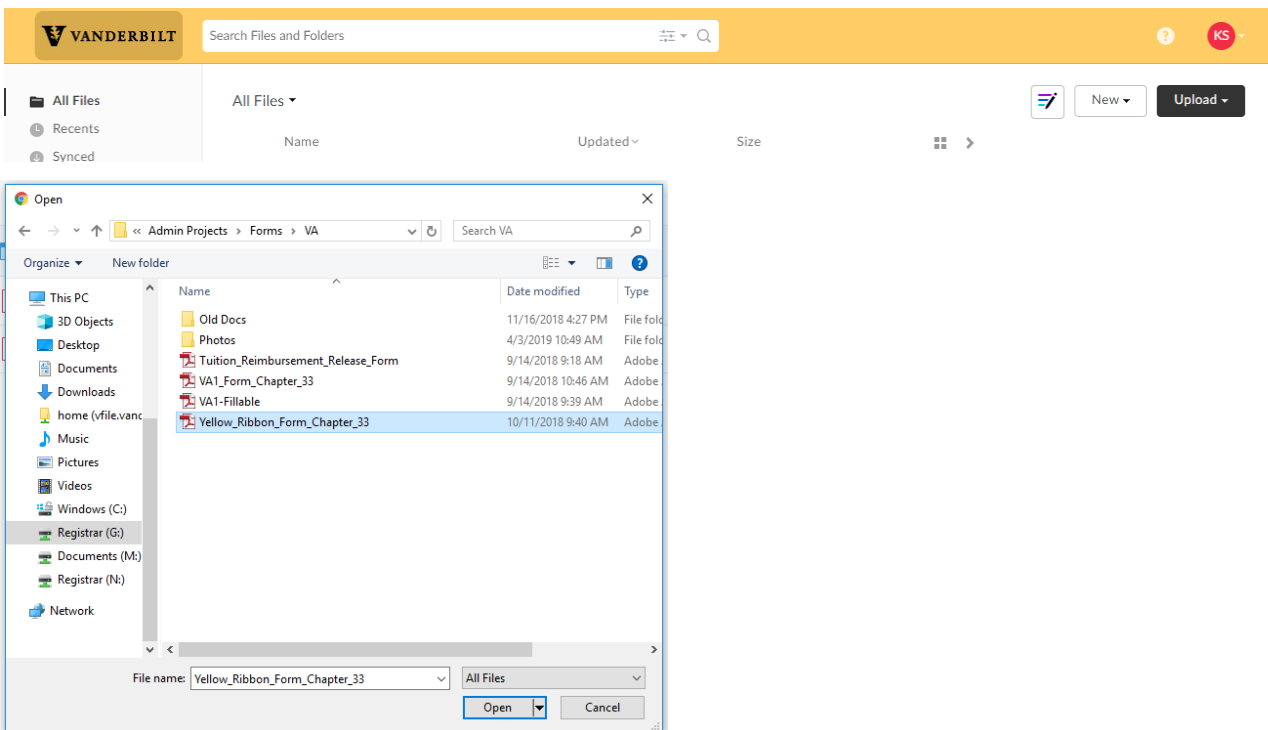
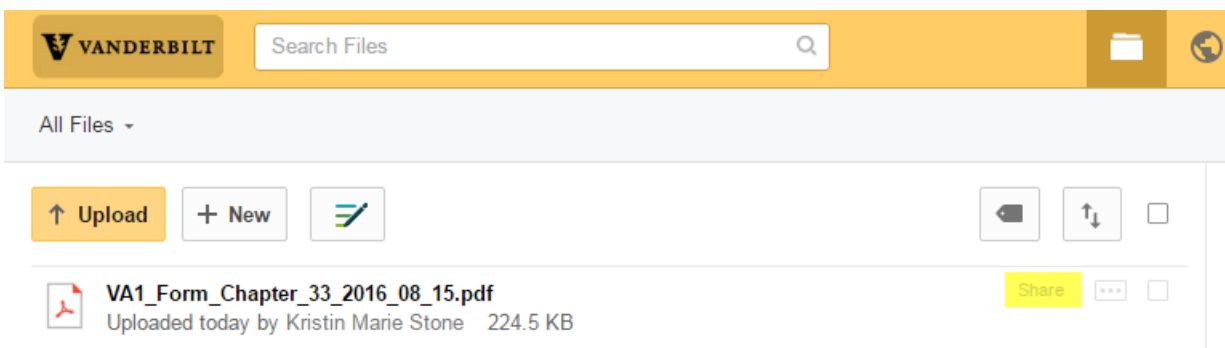2. Select **Continue**.

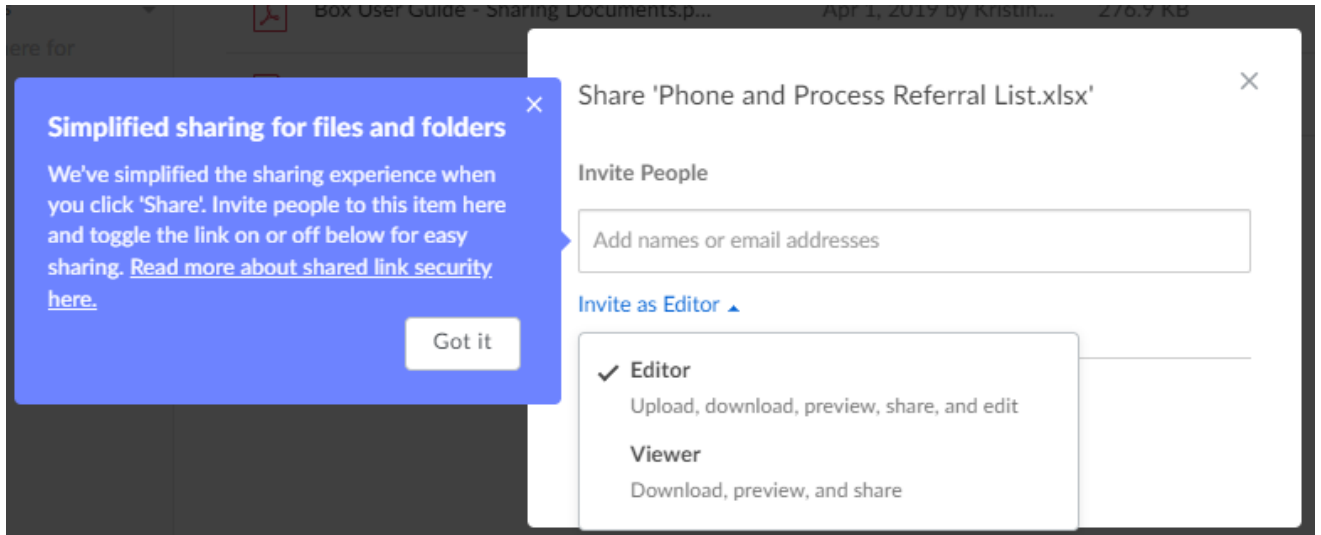3. Log in with your VUnetID.

Document Sharing

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

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

3. Enter the recipient's email address and select either editor or viewer.

4. Add a message and click **Send**.