



Sharing Documents

Box for Vanderbilt User Guide

A step by step guide to Box for Vanderbilt navigation.

September 22, 2016 version



VANDERBILT



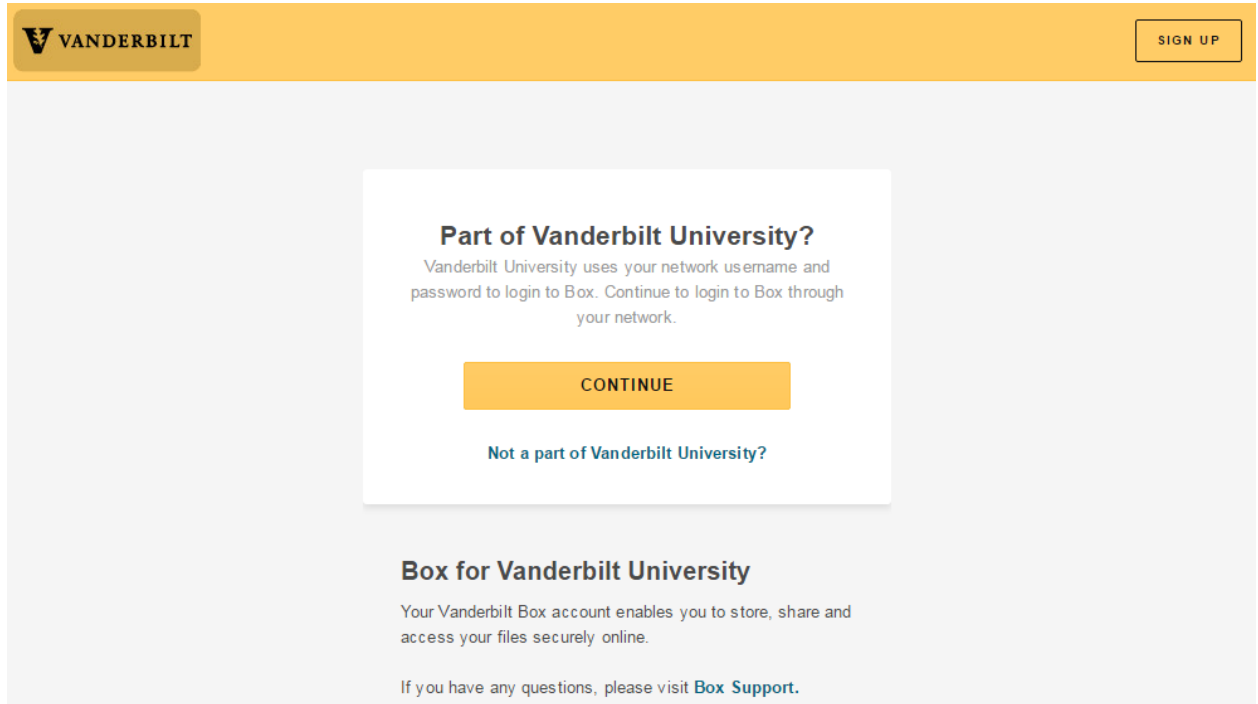
Contents

Logging In	3
Document Sharing.....	4



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

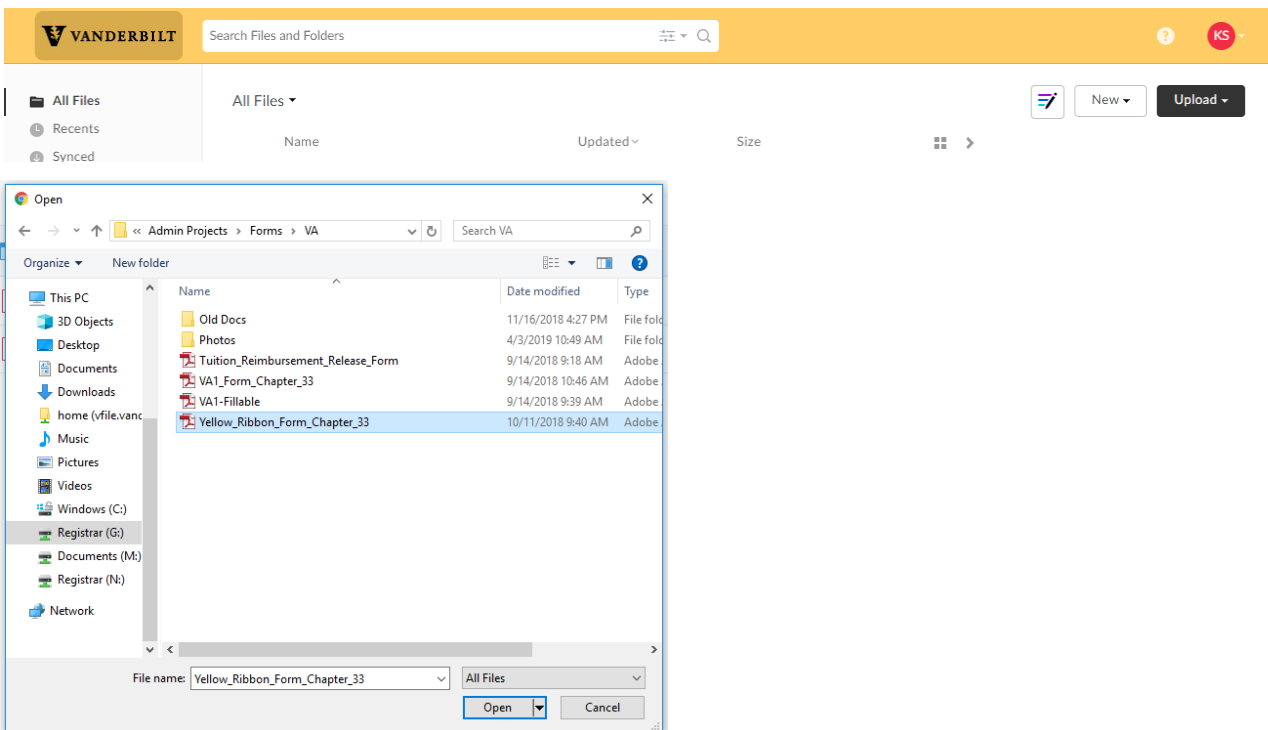
VUNetID:

ePassword

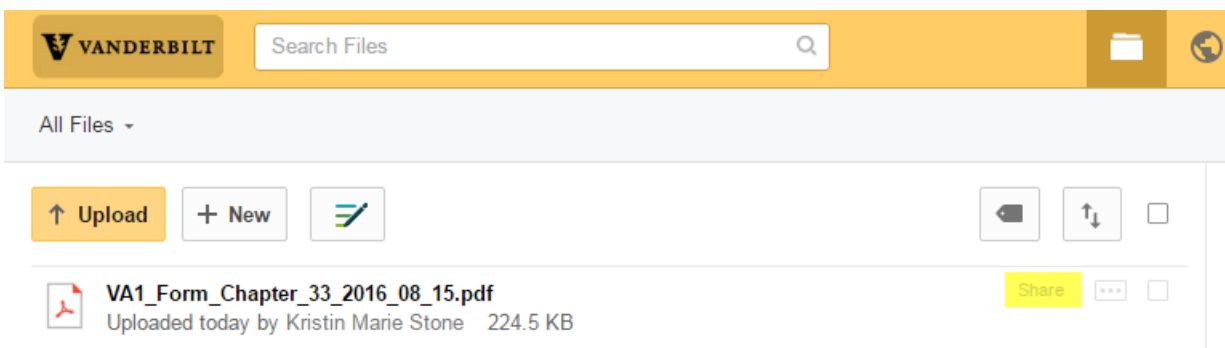
Login

Document Sharing

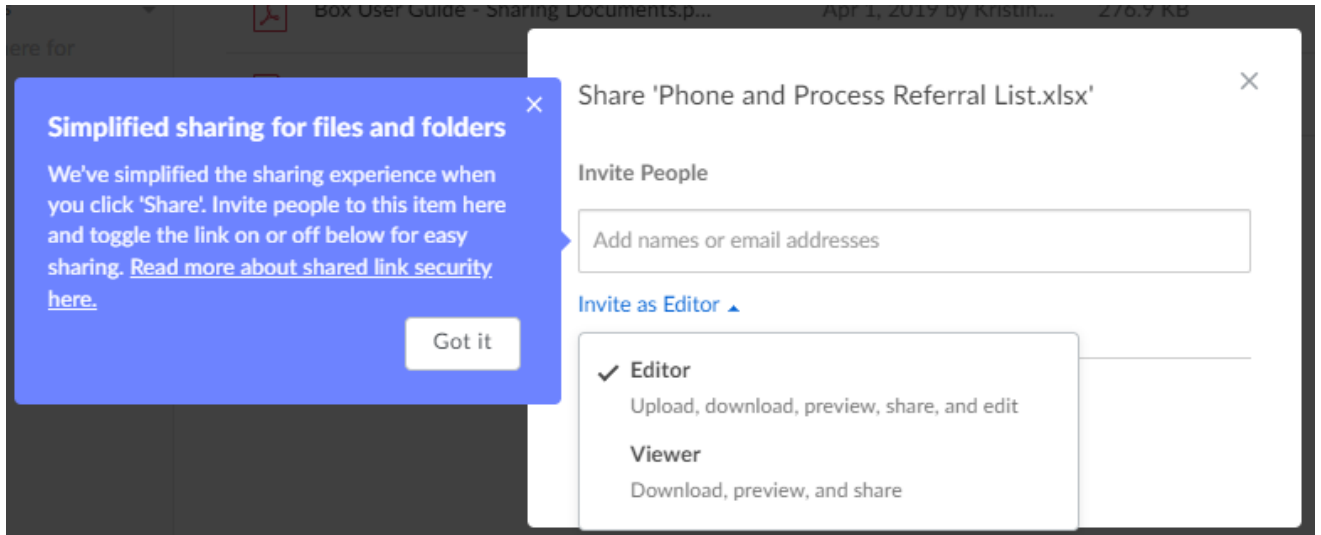
1. Select **Upload** and attach the document to be emailed.



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**.

