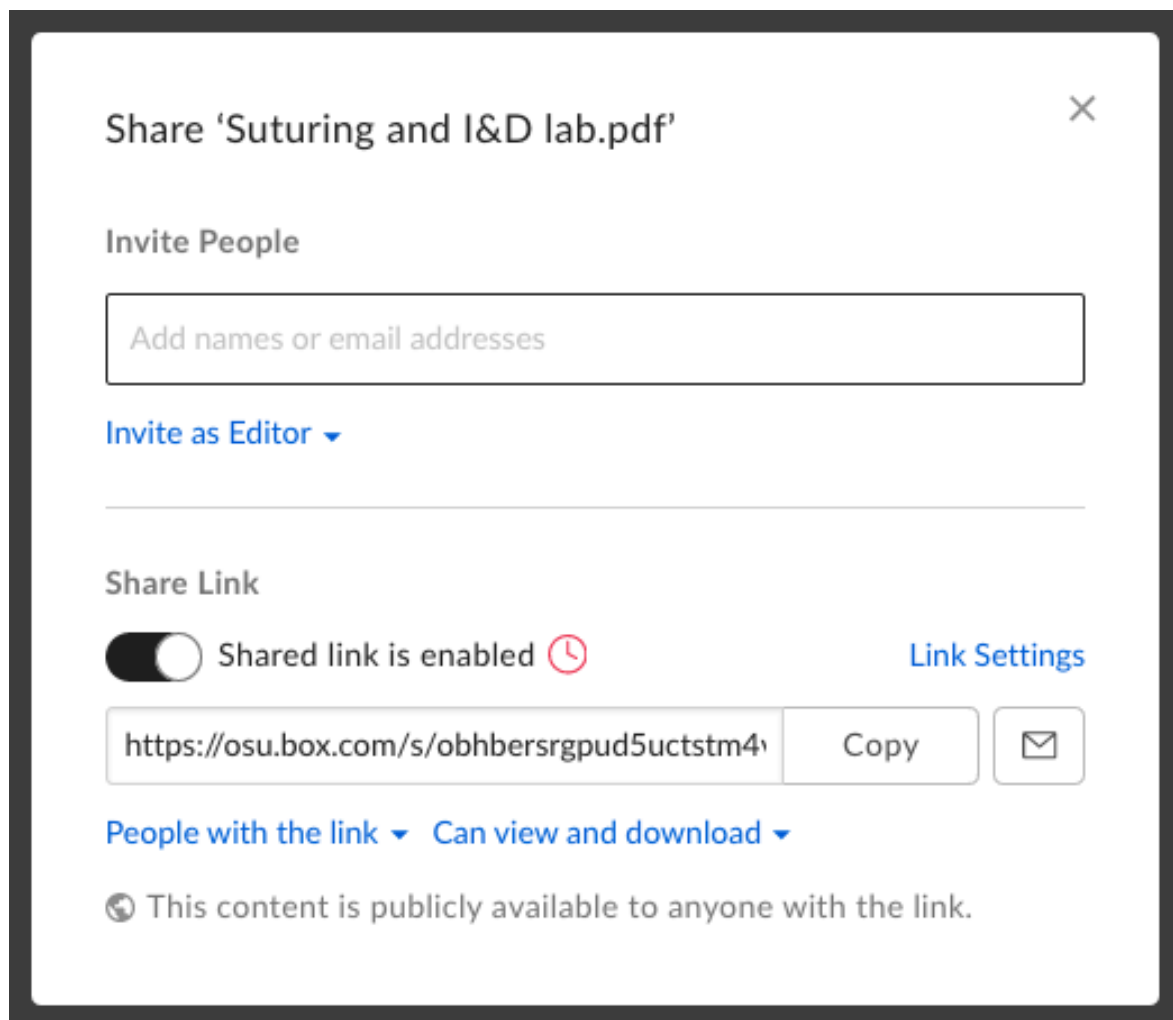


How to Share Content in Box

- Hover over the file on the Box website and click on Share.
- Enable the Share Link and change it from “Invited people only” to “People with the link.”
- Click on Link Settings and uncheck the “disable shared link” option if you want to share the content for more than 6 months. Click on Save.
- Click on the Copy button to copy the shared link.
- Paste the copied link in Carmen, email, or wherever you need to provide access to others.

Things to keep in mind: Content shared on Box with the settings describe above provides the easiest access process, but it is not “private.” Anyone who has the link can access it. Box is not HIPAA compliant.



The screenshot shows the 'Share' dialog for a file named 'Suturing and I&D lab.pdf'. The dialog is titled 'Share 'Suturing and I&D lab.pdf'' and has a close button (X) in the top right corner. It is divided into two main sections: 'Invite People' and 'Share Link'. In the 'Invite People' section, there is a text input field with the placeholder text 'Add names or email addresses' and a dropdown menu labeled 'Invite as Editor'. The 'Share Link' section features a toggle switch for 'Shared link is enabled', which is currently turned on, accompanied by a red clock icon and a 'Link Settings' link. Below this, a text box displays the shared link: 'https://osu.box.com/s/obhbersrgpud5uctstm4'. To the right of the link are 'Copy' and 'Email' buttons. At the bottom, there is a dropdown menu showing 'People with the link' and 'Can view and download', and a globe icon with the text 'This content is publicly available to anyone with the link.'