

How to Access Your Shared Data Requests

Box is a secure web-based storage system to preview, download, and share content.

STEP 1 – LOG INTO BOX

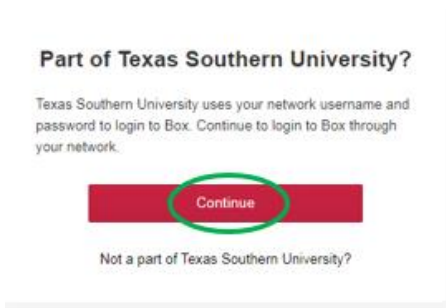
Launch an Internet browser (i.e. **Internet Explorer, Chrome, Firefox**, etc.)

Enter the address of **Box** into the address bar.

The **Box** address is tsu.box.com .



Click the **Continue** button as shown below to proceed to the **Box** login page.




The screen below will display. Your username is your TSU email address (FirstName.LastName@tsu.edu) and the password is the same password you use to log into your computer.

Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.


Username: *Your TSU Email Address Or Student Email Address Or TMSLAW Email Address*

Password: *Your Email Password*

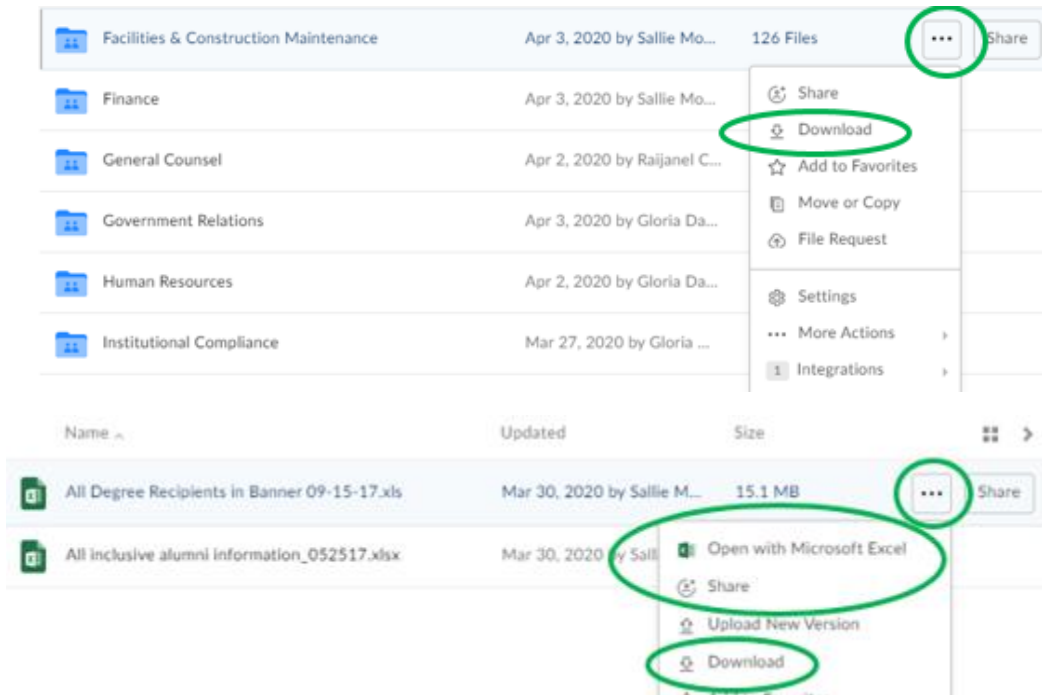
 Username

STEP 2 – PREVIEW, DOWNLOAD OR SHARE YOUR FOLDER OR FILE

Once logged into **Box**, a list of the folders or files for which you have been granted access will be displayed.

You may click on the name of the folder or file to open it. Alternatively, you may click on the ellipse  to Open, Share or Download your folder or file.

NOTE: When clicking the ellipse, all of the options displayed below will not be available to you.



STEP 3 – LOG OUT OF BOX

Navigate to the upper right of your screen, click the up arrow next to your initials, then click **Log Out** to exit **Box**.

