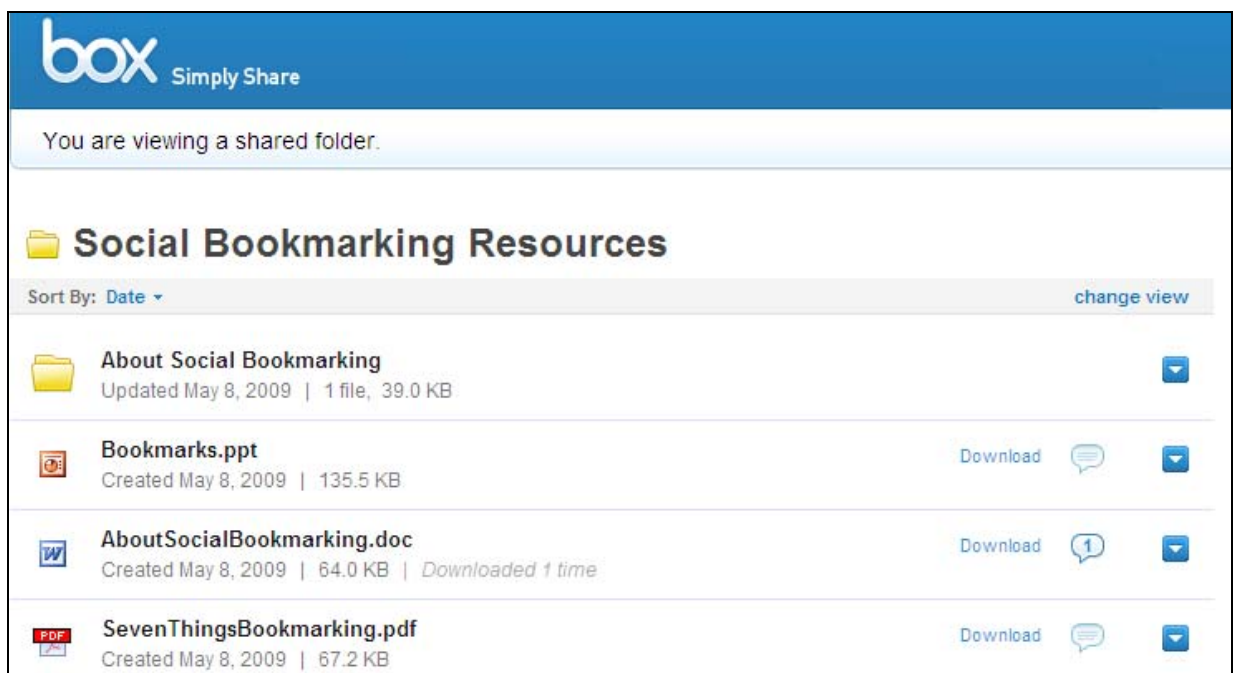


## What is Box?

**Box** is an online collaboration and file sharing service. After creating an account, you can share materials with students and collaborators without installing additional software. **Box** allows you to upload files and folders to a website and email a link to people allowing them to view documents, play media files, download or comment on the files. In addition, you can invite collaborators who can have editing rights to the folder and receive email notifications when people download files or write comments.



The screenshot shows the Box web interface. At the top, the Box logo and 'Simply Share' tagline are visible. Below the header, a message states 'You are viewing a shared folder.' The main content area displays a folder named 'Social Bookmarking Resources'. Below the folder name, there is a 'Sort By: Date' dropdown menu and a 'change view' link. The folder contains four items:

- A folder named 'About Social Bookmarking' with a sub-item 'Updated May 8, 2009 | 1 file, 39.0 KB'.
- A PowerPoint file named 'Bookmarks.ppt' with a sub-item 'Created May 8, 2009 | 135.5 KB' and a 'Download' button.
- A Word document named 'AboutSocialBookmarking.doc' with a sub-item 'Created May 8, 2009 | 64.0 KB | Downloaded 1 time' and a 'Download' button.
- A PDF file named 'SevenThingsBookmarking.pdf' with a sub-item 'Created May 8, 2009 | 67.2 KB' and a 'Download' button.

Some noteworthy features of **Box** are the ability to drag-and-drop folders when uploading, being able to preserve folder structures, and allowing the creation of web-based documents and discussion threads. The free version of **Box** allows 5 collaboration folders and 1GB of storage space but limits the size of documents to 25 MB per file. “Collaborators” need to register at the website, but recipients of a link with “shared” materials do not need to register in order to view or download files.

## How do I get started with Box?

**Box** can be accessed at <http://www.box.net/>. Instructions for uploading, managing and sharing files are available at <http://www.box.net/help/new>. If you have questions or need assistance, please email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact educational technologists Shiao-Chuan Kung (at [skung@hunter.cuny.edu](mailto:skung@hunter.cuny.edu) or 212-772-6421) or Nancy Guerrero (at [eguerrer@hunter.cuny.edu](mailto:eguerrer@hunter.cuny.edu) or 212-650-3952).