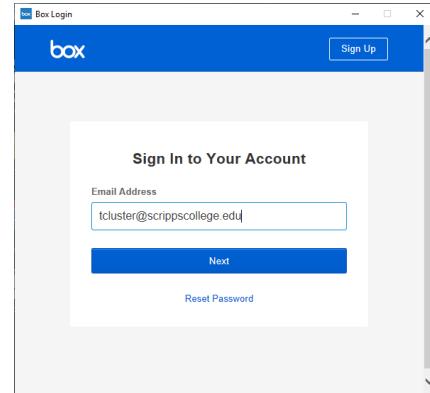
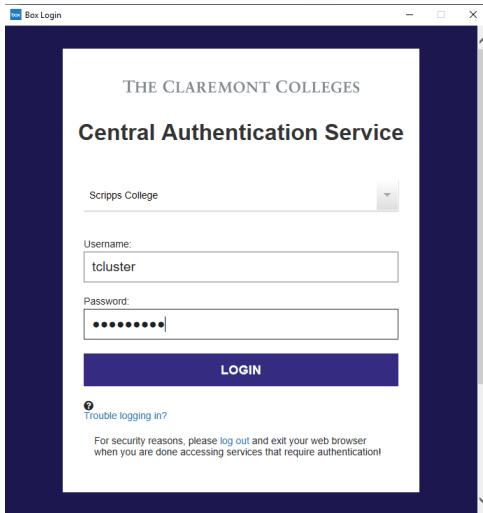


# BOX Login for Windows 10

Box is our cloud based file storage for the Scripps College Community. Windows 10 computers on campus already have Box Drive installed. After you login on a Windows 10 computer, a Box login window will pop up. Enter your **Scripps College email address** and hit enter

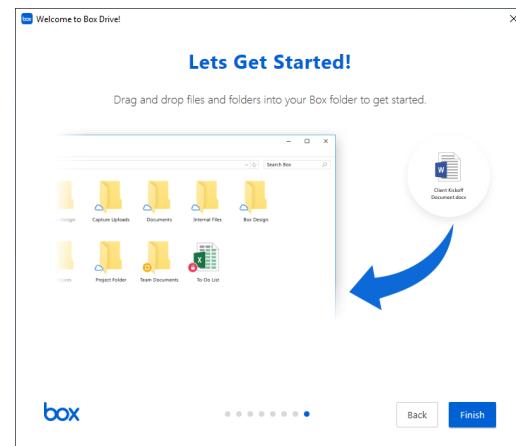


You will be taken to CAS. Use your **Scripps College Network credentials** to log on.

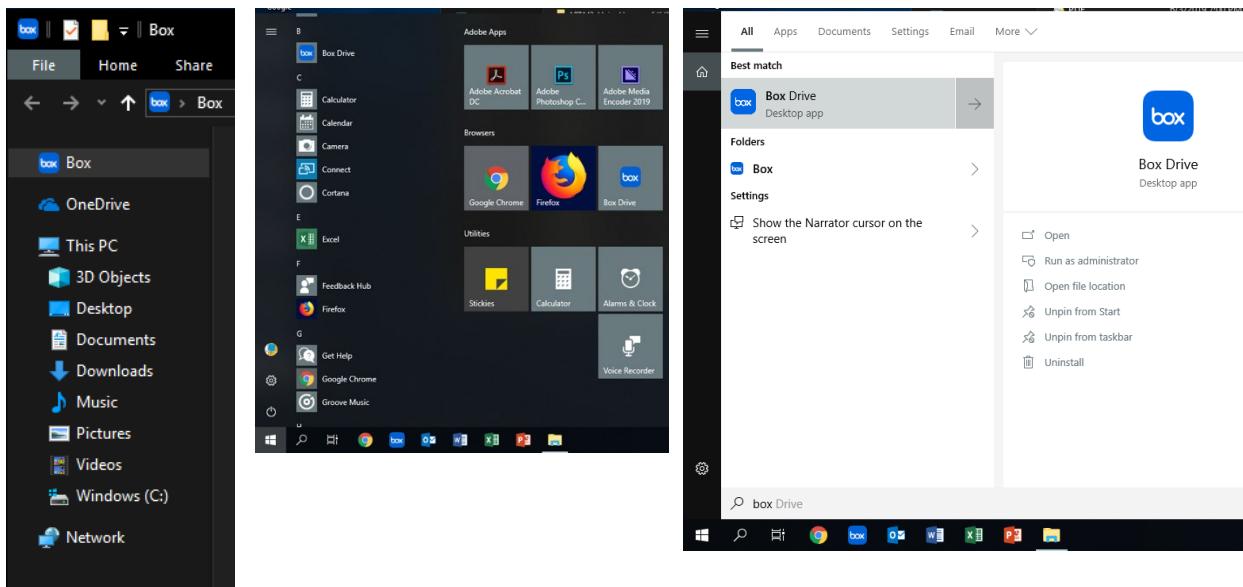


After the login, a tour guide will lead you through basic Box Drive features.

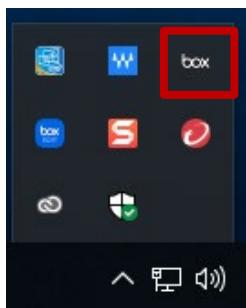
Once the file sync completes, you can access all the documents and folders stored on Box locally when you are connected to the internet. You can upload new files (and folders) to Box Drive by dragging or copy and paste the files into Box.



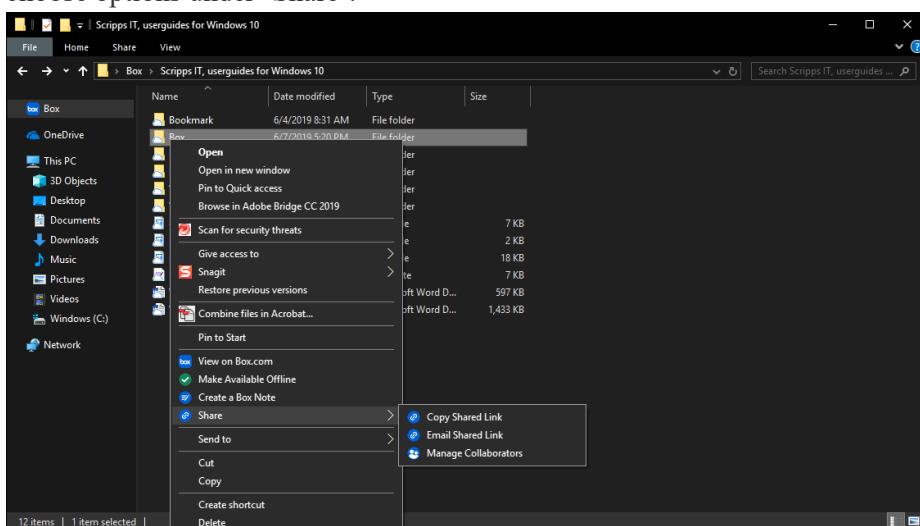
There are several ways you can access Box Drive. You can find the Box Drive under file explorer's menu. You can also find Box Drive in the Start Menu under B column. Typing Box Drive in the Search Box will show you the Box Drive result.



Alternatively, you can find Box icon in the Action Center located on the lower right corner.



You can also share the file with someone to view and collaborate with you by right click on the file, choose options under 'Share'.



You can also access the web app for Box using the browser of your choice. Go to:  
<https://scrippscolllege.app.box.com>. Click Continue and you will be taken to CAS. Use your Scripps College Network credentials to log on. You will be redirected back to Box.

Your Box account have your name appear on the top right corner. You can upload files (and folders) by clicking the upload button. You can also upload files by dragging them into the screen.

To create a new folder, click the “New” button. You can also create notes and new documents within Box.

Click the share button to send an email invitation for someone to view and collaborate with you. When you click “Share”, the box to the right will appear. Here you can send people a link to your file or you can enter their email address(es) and personalize a message if you choose. They will receive an email invitation.

For more information please go to: <http://inside.scrippscolllege.edu/it/boxscripps>