

# Getting started with storing and sharing files using Box

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### 1. What is Box and what can I use it for?

Box enables you to upload, store and share files with other people without having to be connected to the Carnival UK network.

It is intended to be **temporary storage only** and shouldn't replace the file storage available via VPN as a long term measure.

You should use Box instead of saving files to your desktop/PC or sharing via email as it is more secure.

## 2. Using your Box account for the First time



Using Google Chrome as your web browser works well with Box. Open Chrome



Enter this URL in the address bar (or copy and paste this link)

<https://carnivalukgroup.okta.com/>

This will take you to the Okta portal where you can log in using **your normal windows username** (eg.roachm) **and password**

The image shows a screenshot of the Okta Sign In page for Carnival UK. At the top, it says 'CARNIVAL UK' with a small logo. Below that is a circular profile picture of a shark. Underneath is the text 'Sign In'. There are two input fields: 'Username' with the text 'roachm' and 'Password' with several dots. Below the password field is a 'Remember me' checkbox which is checked. At the bottom of the form is a blue 'Sign In' button. Below the button is a link that says 'Need help signing in?'.

Its handy to tick the remember me button!

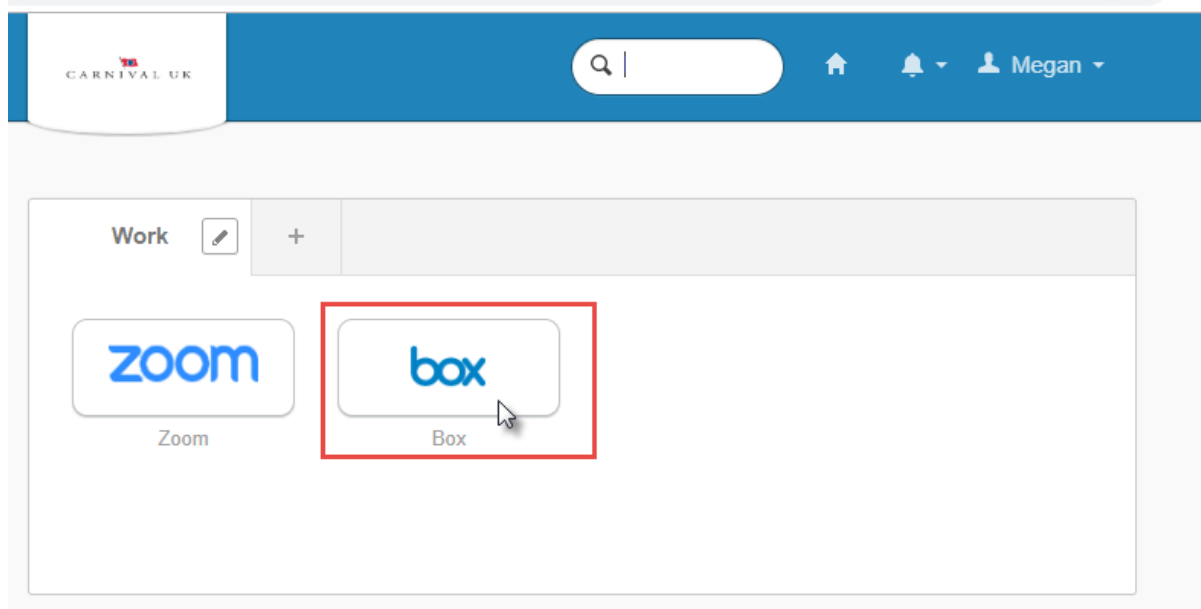
The image shows a screenshot of the Okta security image selection screen. At the top, it says 'Welcome to Carnival Group UK, Gemma!' and 'Create your Carnival Group UK account'. Below that is a section titled 'Click a picture to choose a security image' with a subtext: 'Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.' There is a grid of 12 small images to choose from. At the bottom right of the screen is a 'Create My Account' button.

Choose a picture and remember it and then click *create my account*

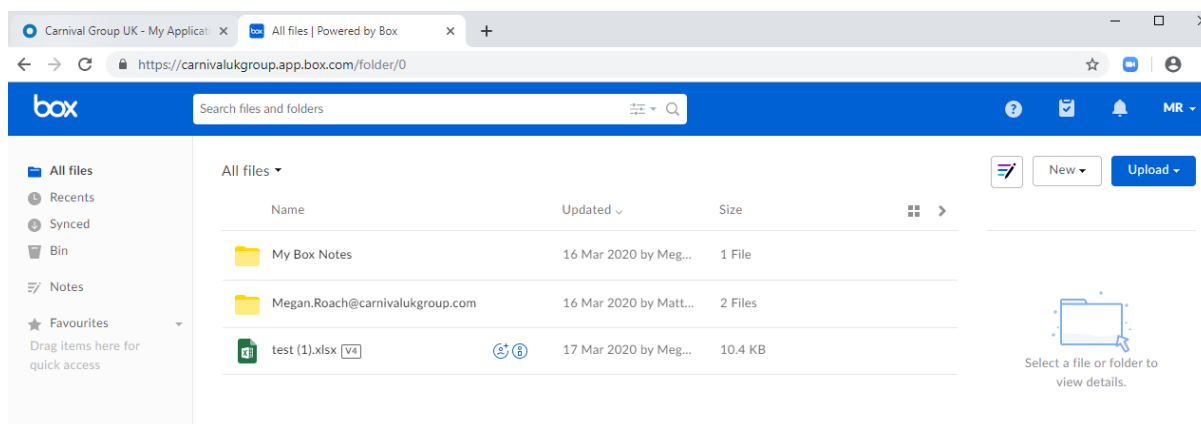
### 3. Logging into Box

Open Chrome and enter this URL in the address bar (or copy and paste this link)

<https://carnivalukgroup.okta.com/>



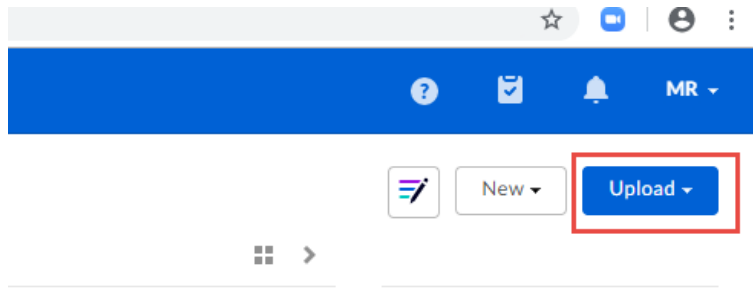
Click on Box and once logged in you'll be taken to your Box home directory which will look something like this.



### 4. Uploading files

To upload files to Box follow these steps:

Click the upload button on the top right-hand side.



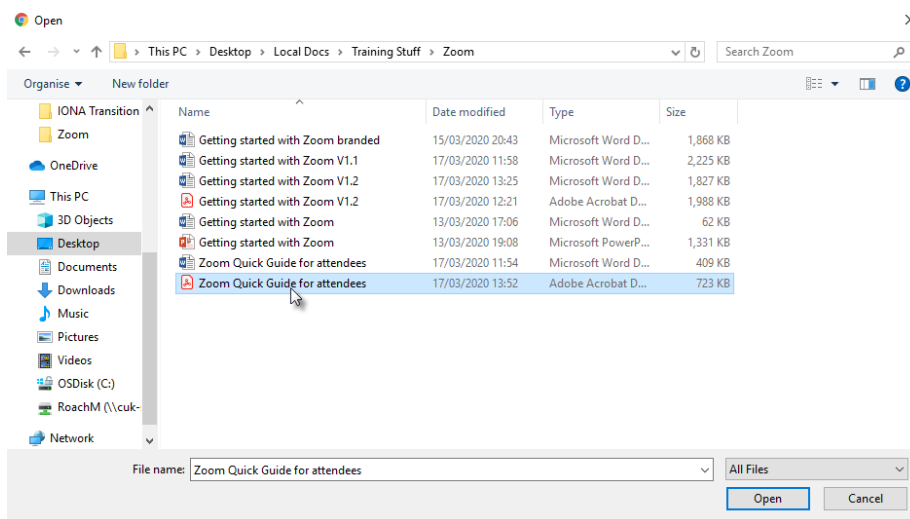
You will get an option to either upload a file or a folder.



**Don't upload** whole folders from Carnival Network! Remember Box is meant to be used for temporary storage and sharing of files!

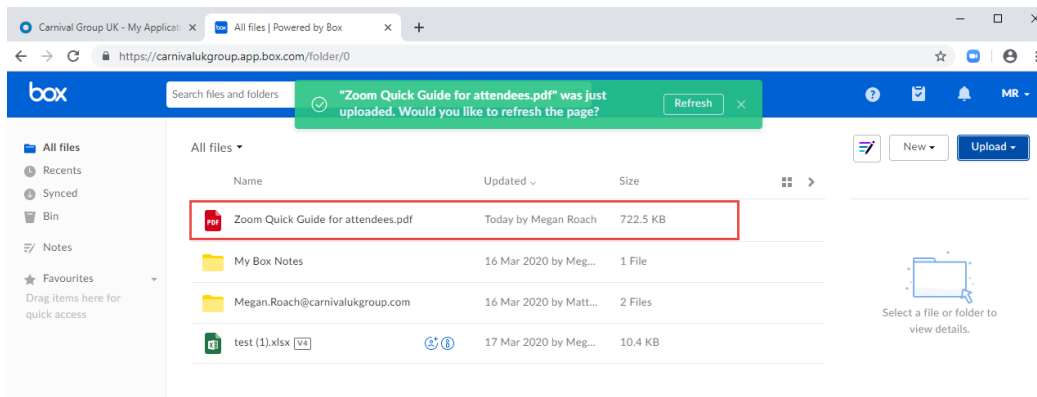
Click on *File*

This opens the usual windows explorer box for you to select the file or files you wish to upload.



Click *Open*

The file you select will now be loaded into Box



To upload a folder repeat this step but instead of clicking on a file, click on the folder you want to upload.

**Remember, don't upload a lot of files/folders from the Carnival Network as Box should be used for temporary storage only!**

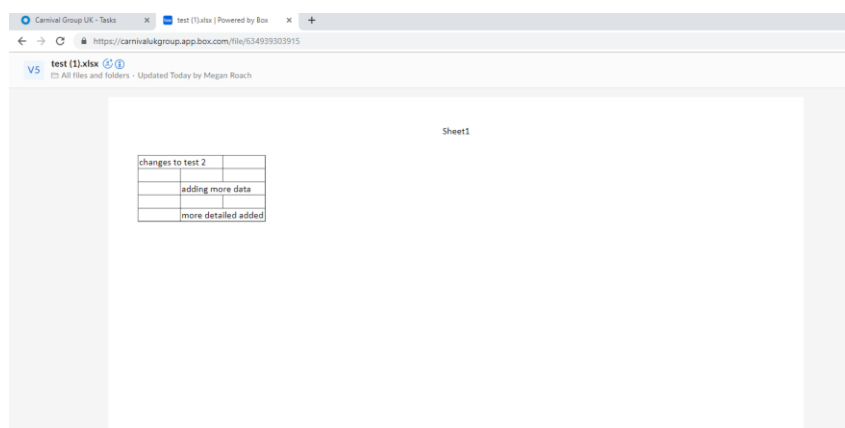
## 5. Opening and editing files

Several people can open and edit files in Box at the same time depending on the file type.

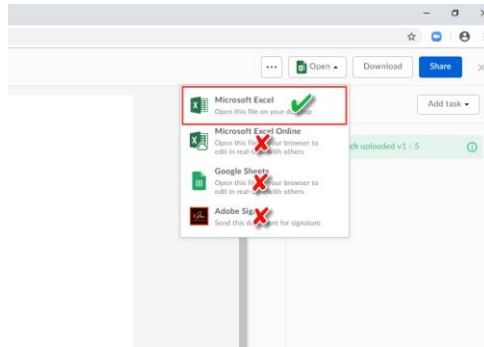
To open the file click on the file



The file will open for you to view

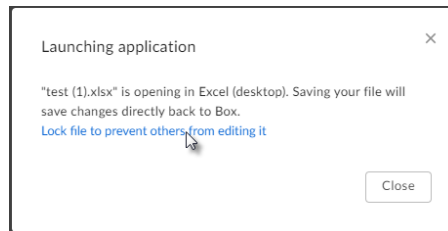


To edit the file click on open and you will be given opening options based on the file type selected. For Microsoft office files use the 'normal' file type for them and not the online or google docs option.

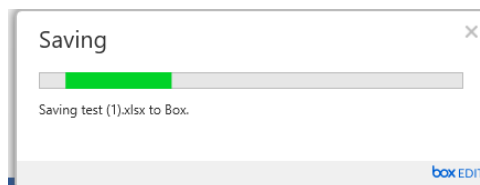


You may be prompted to download some information the first time you try this, please click yes to this and let it install. The file (in this case an excel file) will open as it does normally for you to work on.

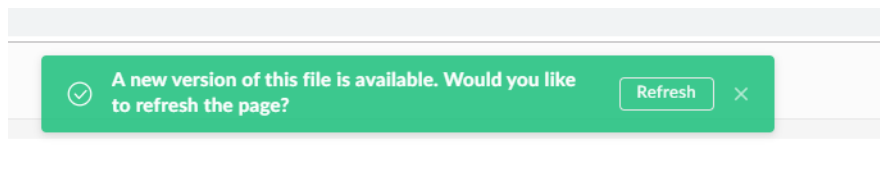
When opening the file you will get this notification which gives you an option to lock the file if you don't want other people editing it at the same time.



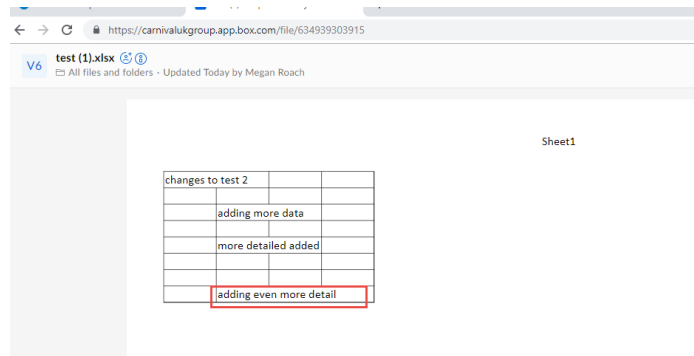
Edit the file, and when you save it you will see this box appear in the bottom right hand corner, showing that the edits you've made is being save to the uploaded file in Box.



You will also see this pop-up giving you the option to refresh the page to see the changes if you wish.



The edit you made now appears in the online view.



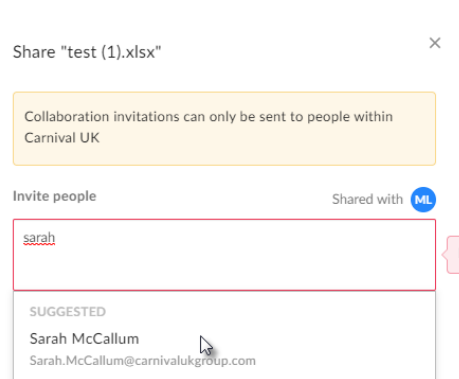
Remember that edits will be uploaded to Box when you save, so save frequently!

## 6. Sharing files

To share files hover over the end of the line where the file is, and a share button will appear.

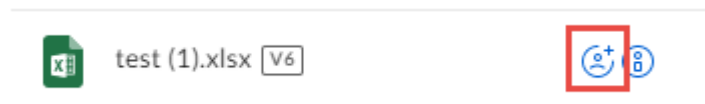


Start typing the person's name and if they have a Box account their email address will appear. Click on the email address and then click *send*.

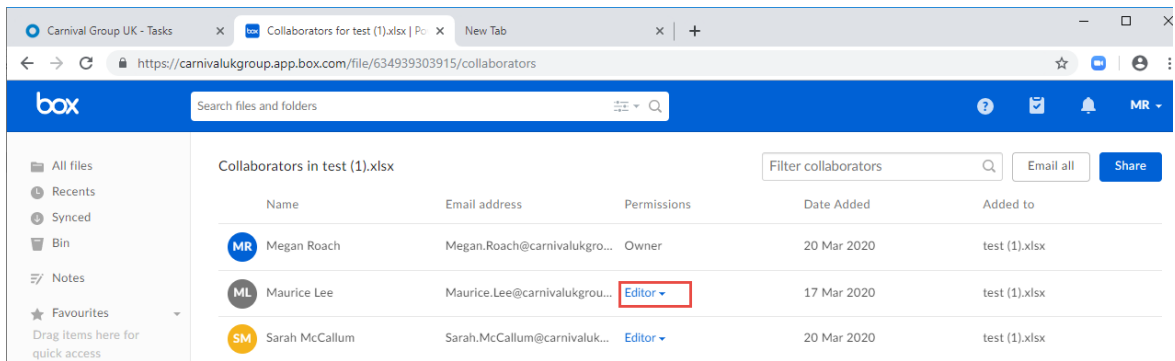


Box refers to people who you have shared a file with as **Collaborators**.

To see who you have shared a file (or folder) with and change access. Click on this icon



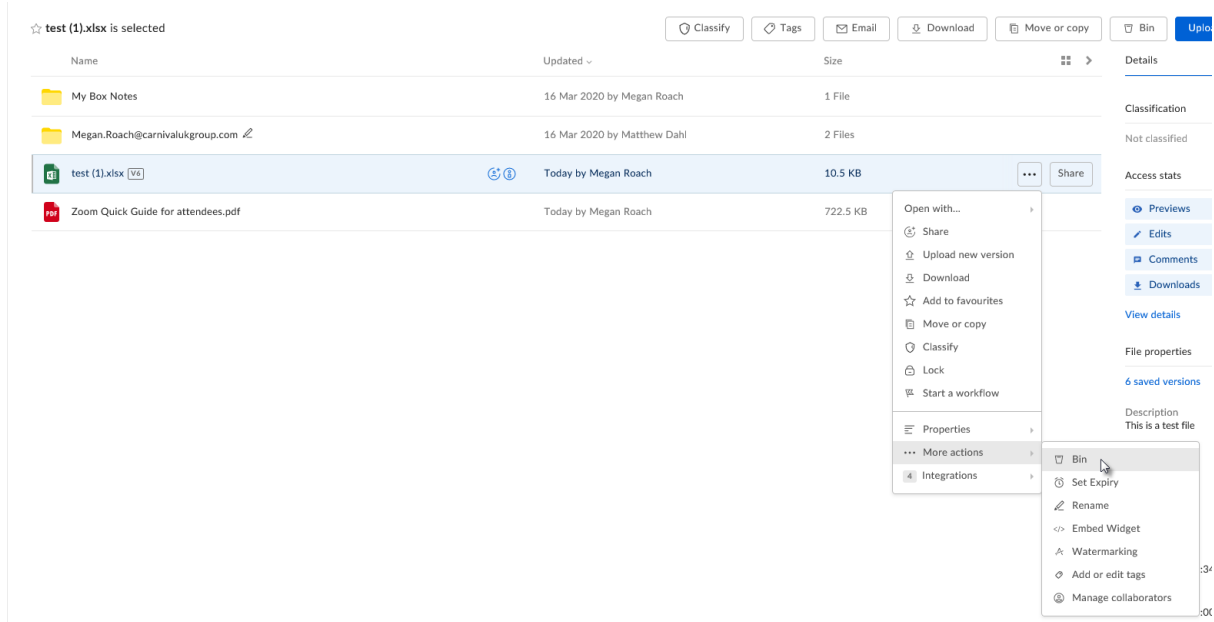
From this screen you can see and edit individual access.



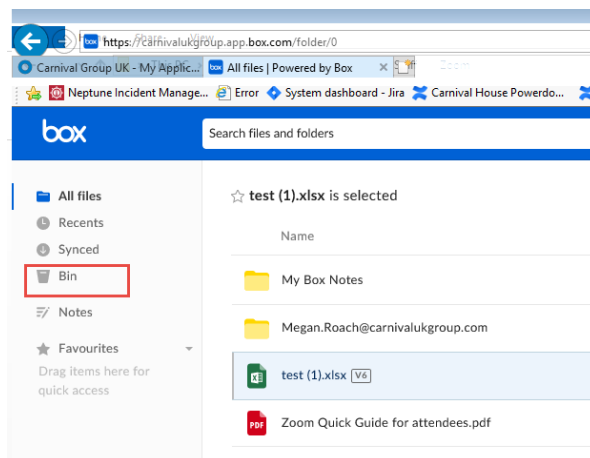
## 7. Deleting files (Move to the Bin)



To delete a file or folder from Box click on the three dots  and then select *more actions* → *bin*



If you need to get the file back it will be in the bin folder on the left hand pane.



## 8. Troubleshooting, information and tips

If you have problems logging in to OKTA or Box you can try using the full email address. Please that this email address is different from you usual Carnival UK address.

Enter your **Box specific** email address in the correct format.

**Note: This email address is different from your normal Carnival UK address.**

**Username - Surname & first letter of your forename @Carnivaluk.com**

**Password - Your normal network password**

Example

**Username - DahlM@carnivaluk.com**

**Password- (normal windows password)**

If you need any help, please phone the Carnival UK IT Service Desk.

+44 (0)23 8065 6000

It.support@carnivalukgroup.com