Step 1.  Logging into Box for the first time.

Go to the web address [http://www.utexas.edu/its/cloudstorage](http://www.utexas.edu/its/cloudstorage) in your browser (Internet Explorer, Firefox, or Chrome) and click on the “login” button.

For additional support, call Computer Services at 232-1230 or submit an online help request.
Accessing UT BOX for the First Time and Installing Box Sync for Windows 8.1

You will be directed to another page and prompted to click the orange “continue” button.

You will be redirected to a new page requesting you to type in your UT EID and UT EID password.

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This is what the view will be when logged into UT Box. When you log into Box, your account with UT Box has been created and you may close the web page.

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Step 2. Installing Box Sync

Use these instructions if you are installing Box Sync on one of your devices. Computer Services includes the Box Sync software with all home and office devices.

When you have logged into the Box webpage, you will click on your name in the upper right hand corner of your screen to get the drop down option to download Box Sync. You will choose the option to “get Box Sync”.

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The next screen will open to the installer page. Please choose the “box sync” option and follow the instructions when prompted for complete installation. *

*You will notice on the page that there are mobile options available for the Android and Apple iOS. Mobile Box Sync is available for our users here at Texas Law. You may install Box Sync on your mobile device at your convenience for future use.

Follow Step 3 below to complete the process.
Accessing UT BOX for the First Time and Installing Box Sync for Windows 8.1

Step 3. Accessing Box Sync on Your Computer (For Office and Home)

When you log into your machine, you will see a prompt window from Box Sync. Click on the “Use Company Credentials” option and type in your Law School Email address (example: jsweatt@law.utexas.edu) in the email address field. When finished, click on the log in button.
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Next, you will see a new window requesting your UT EID. Please type in your UT EID and EID Password and choose the log in option.

Next you will click the “start syncing” button and Box will start the syncing process in the background. Box will create Box Sync shortcuts in your favorites as well as on your desktop once finished.

For additional support, call Computer Services at 232-1230 or submit an online help request.
Step 4. Getting your items to show up in Box Sync.

In order for your existing items to show up in your box sync folder on your machine, you will need to set that option via the web. Log into the web via your preferred browser, go to the folder you want synced, and choose the drop down arrow. Then choose the “sync folder to computer “ option and the files will begin to show up for you.

For further questions, please refer to the UT Box FAQ.

https://wikis.utexas.edu/display/utbox/UTBox+FAQ

For additional support, call Computer Services at 232-1230 or submit an online help request.