

# Accessing UT BOX for the First Time and Installing Box Sync

for Windows 8.1

## Step 1. Logging into Box for the first time.

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

The screenshot shows the ITS Information Technology Services website. The header includes the ITS logo and navigation links: Home, What We Offer, What's Happening, We Can Help, Who We Are, and Alerts. A search bar and a 'Log in to...' button are also visible. The main content area is titled 'UTBox' and has tabs for 'Overview' and 'Help'. A 'LOGIN' button is present. The 'Overview' section describes Box cloud storage as a campus-wide service for faculty, staff, and students. The 'Features' section lists: 150 GB storage, collaboration on documents, secure file sharing, sync across devices, and mobile app support. The 'Cost' section states it is free for current faculty, staff, and students. A 'We Can Help' section offers assistance from an expert, including links to the ITS Help and Service Desk, a phone number (512-475-9400), and a link to submit a help request online. It also mentions a walk-in service at the Flawn Academic Center. 'Related Resources' include links to the UTBox Wiki Page and UTBox FAQs. The footer contains contact information for ITS, the Information Security Office, and the Office of the Chief Information Officer, along with a copyright notice and links for privacy and accessibility.

For additional support, call Computer Services at 232-1230 or submit an online [help request](#)

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



## Part of The University of Texas at Austin?

The University of Texas at Austin uses your network username and password to log in to Box. Continue to log in to Box through your network.

Continue

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

THE UNIVERSITY OF  
**TEXAS**  
— AT AUSTIN —

UT EID

PASSWORD

LOG IN

I forgot my UT EID or password.  
I need a UT EID.  
[Help](#)

Unauthorized use of UT Austin computer and networking resources is prohibited. If you log in, you acknowledge your awareness of and concurrence with the [UT Austin Acceptable Use Policy](#). The university will prosecute violators to the full extent of the law. The university is not responsible for services provided by third parties authorized to use the university's authentication service.

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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.

The screenshot displays the UT Box web interface. At the top, there is a search bar labeled "Search Files" and a user profile for "Justin Sweatt". Below the search bar, the view is set to "All Files". The main content area shows a list of files and folders:

- Upload -** (button), **New...** (button), and a document icon (button).
- LTS - Computer Services**: Updated today by Justin Sweatt, 47 likes, 4 comments.
- Mapping a Network Drive in Mac OS X photos**: Created today by Justin Sweatt, 7 likes.
- DEPT-CIC**: Updated Jan 5, 2015 by Justin Sweatt, 1238 likes, 5 comments.
- OKI Data - Owner**: Created Nov 17, 2014 by Justin Sweatt, 2 likes, 3 comments.
- LTS Computer Services**: Updated Nov 17, 2014 by Charles Meetze, 28 likes, 4 comments.

On the right side, there is a "Favorites" section with a star icon and a note: "Click the star icon to the right of a file or folder to add it here for easy access." Below that is the "Account" section, which shows "Enterprise Account" and "Storage: 25.9GB of 150.0GB". A "Help" link is also visible.

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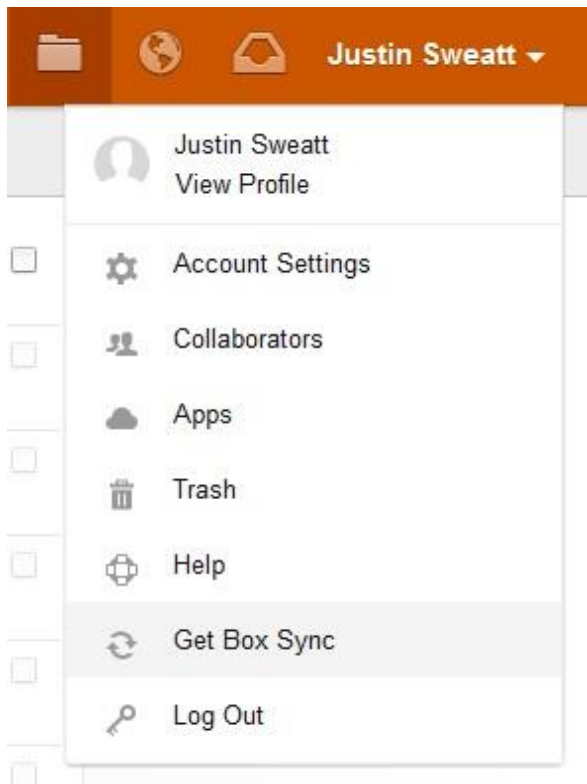
for Windows 8.1

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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.



**Box Sync**

↓ Box Sync

**1. Get Box Sync for Windows**  
Download the latest version of Box Sync for Windows now to start syncing content between your desktop and your Box account.

Follow Step 3 below to complete the process.

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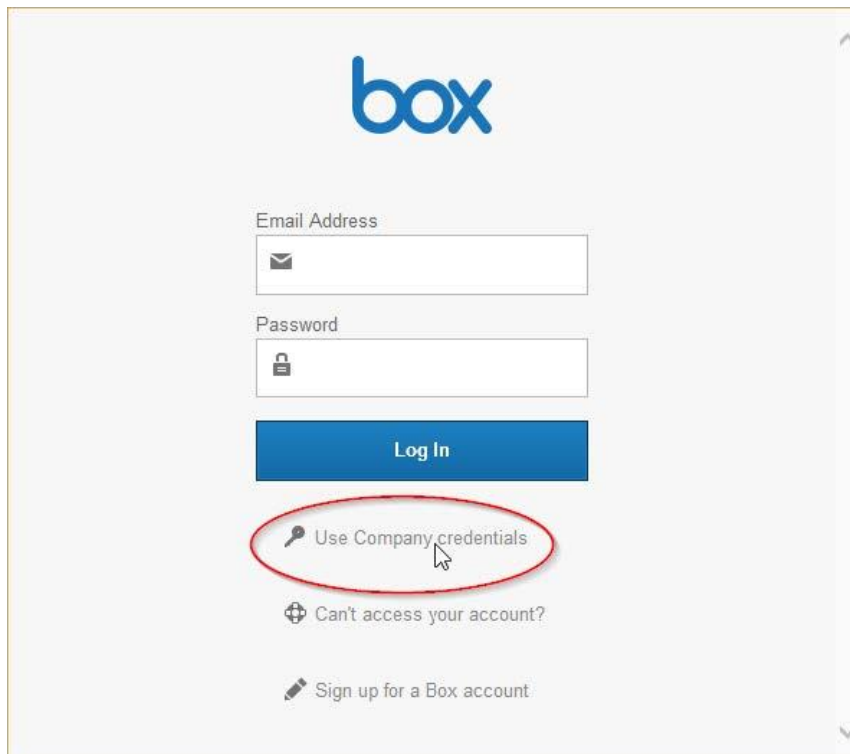
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## Step 3. Accessing Box Sync on Your Computer (For Office and Home)

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](mailto:jsweatt@law.utexas.edu)) in the email address field. When finished, click on the log in button.

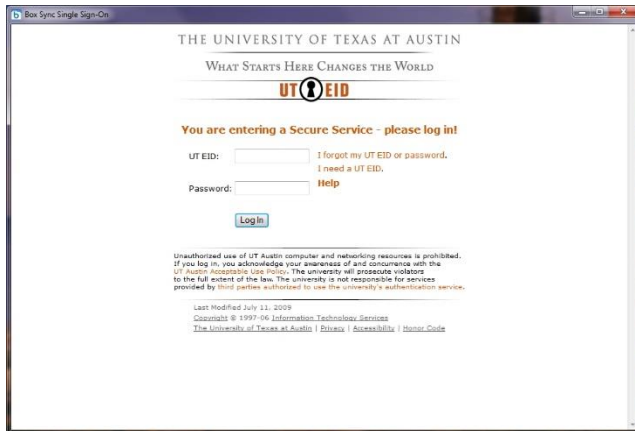


The screenshot shows the Box login page. At the top is the 'box' logo. Below it are two input fields: 'Email Address' with an envelope icon and 'Password' with a lock icon. A blue 'Log In' button is positioned below the password field. Underneath the button, the 'Use Company credentials' option is highlighted with a red circle and a mouse cursor. Below this are two other options: 'Can't access your account?' with a plus icon and 'Sign up for a Box account' with a pencil icon. The page has a light gray background and a vertical scrollbar on the right side.

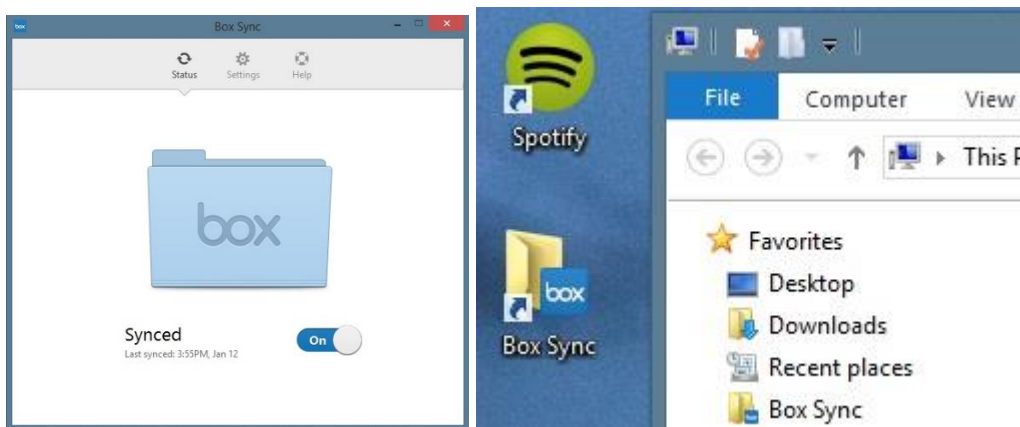
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Next, you will see a new window requesting your UT EID. Please type in your UT EID and EID Password and choose the log in option.



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.



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## 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.

The screenshot displays the UT Box web interface. A list of items is shown, including folders and files. The 'SPSS 21' folder is selected, and a context menu is open over it, showing various actions. The 'Sync Folder to Computer' option is highlighted in blue.

Item Name	Owner	Created/Updated	Size
OKI Data	Owner	Created Nov 17, 2014 by Justin Sweatt	2 3
LTS Computer Services		Updated Nov 17, 2014 by Charles Meetze	28 4
Personal Items		Updated Nov 11, 2014 by Justin Sweatt	6259
SPSS 21		Updated Sep 30, 2014 by Justin Sweatt	3
Deploy.cmd		Uploaded Jun 20, 2014 by Justin Sweatt	712 B
WorkshareCompare-16000.700.exe		Uploaded Oct 7, 2013 by Justin Sweatt	71.3 MB
A2CrystalClientPreview35.Zip		Uploaded Sep 13, 2013 by Justin Sweatt	44.4 KB

- Open
- Download
- Upload Options
- Share
- Invite Collaborators
- Add to Favorites
- Add / Edit Tags
- Sync Folder to Computer**
- Properties
- Move or Copy
- Delete
- More Actions

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

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

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