# **Box Sync Quick User Guide**

For Windows and Mac OS

**Box Sync** lets you keep multiple folders from your Box account in sync with your computer desktop. So now, whenever you change or add content to Box folders on your computer, it's all automatically saved to your Box account. In addition, Sync does this for your whole team if you have a departmental or team Box account set up. This means that edits and updates appear on user desktops automatically.

When logged into Box on the web, **right-click** on the folder (or **click the arrow** to the right of the folder name) and select the **Sync Folder to Computer** Option.

| Search Files   |            | Q  | Justin Sweatt                                      |
|--|------------|--|--|
| All Files -  |            |  |  |
| pload - New  |            | -  | Account  |
| LTS - Computer Services<br>Updated today by Daniel Vega 1028 14                    | Share      |  | Enterprise Account<br>C Storage: 20.1GB of 150.0GB |
| DEPT-CIC<br>Updated yesterday by Justin Sweatt  946  5                             | Share      |  | Resources  |
| Personal Items<br>Updated Oct 20, 2014 by Justin Sweatt B6158                      | Share      | 🖸 🗋  | 4 Help   |
| SPSS 21<br>Updated Sep 30, 2014 by Justin Sweatt B 3 Link disables on Oct 30, 2014 | 1990 Share | ↓ Downl  | load<br>d Options                                  |
| Updated Sep 17, 2014 by Michael Harvey  27  4                                      | Share      | Share     Invite Collaborators     Add / Edit Tags     Sync Folder to Computer |  |
| Deploy.cmd<br>Uploaded Jun 20, 2014 by Justin Sweatt - 712 B                       | Share ()   |  |  |
| WorkshareCompare-16000.700.exe<br>Uploaded Oct 7, 2013 by Justin Sweatt - 71.3 MB  | Share 📃    | Prope  | rties  |
| A2CrystalClientPreview35.Zip<br>Uploaded Sep 13, 2013 by Justin Sweatt · 44.4 KB   | Share [=]  | Delete   |  |
|  |            | More A   | Actions  |

The **Box Sync** folder for **Windows** users will have links to the Box Sync folder in **Favorites** as well as the **Desktop**.



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Preferences...

Quit

The **Box Sync** Folder for **Mac OS** users will have links to your Box Sync folder in **Favorites** as well as the right hand side of the **Finder**.

| ● O O  |                    | 📄 Box Sync                   | •             | • Q                 |
|--|--------------------|------------------------------|---------------|---------------------|
| FAVORITES  All My Files  All My Files  AirDrop  Desktop  Ipilkin  Applications  Documents  Box Sync  Devices  Linda Pilkin  Box Syn  SHARED  All  TAGS  install_01 | Box Project        | Content Startegy             | DDD<br>WEBITS | Default Sync Folder |
| b 🕃 💷 🕙 🚸<br>Files synced<br>Pause<br>Open Box Sync fo   | ✓ ● Mon 1:<br>Ider | L:16 AM Q IE<br>Macintosh HD |               |                     |

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You can save or add content to a folder inside the Box Sync Folder on your desktop or you can create a new folder inside your Box Sync folder and add files to it. If you want others to get the files, log into the web version of Box and set your collaborator permissions.



### Sync Folder Deletion Behavior

- 1. When deleting a **Personal Folder** locally on your machine in Box Sync, that folder is deleted on **Box** as well.
- 2. If you delete a **Collaborative Folder**, you will receive a warning message that the folder will be <u>deleted for all collaborators</u>. You can choose to delete the folder or you may **un-sync** the folder.
- 3. When you **un-sync** a collaborated folder, you are only removing that folder from your machine. It remains in the parent folder on Box and all other collaborators will continue to have access to that folder. You **must** perform this action by <u>logging into the web version of Box</u> to use the unsync option.

| 🖙 Share |                         |                               |
|---------|-------------------------|-------------------------------|
|         | 🖻 Open                  |                               |
| 📾 Share | Download                |                               |
|         | Upload Options          |                               |
| Share   | & Share                 |                               |
|         | 11 Invite Collaborators |                               |
| C Share | 🌰 Add / Edit Tags       |                               |
|         | Some Items Synced       | Sync all items in this folder |
| C Share | Properties              | Unsync                        |
|         | Move or Copy            |                               |
| C Share | <u> </u> Delete         |                               |
|         | 1 More Actions          |                               |

4. When you delete a collaborated folder, **that folder is permanently deleted from every collaborator's account**.

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#### **User Notifications**

Users will receive a **Box Update Notice** whenever there is a change in behavior. If you are already logged in, the **Update Notice Window** displays as soon as the auto update completes. When you log in to Box Sync for the first time, you will see the **Update Notice Window**.

|  | Update Notice  |  |
|--|--|--|
| Box Sync has been updated to a new version with functionality changes. |  |  |
|  | Now, when folders are moved to the trash they will<br>also be removed from Box. If you delete folders<br>accidentally, you can recover them from the Box web<br>application. |  |
|  | More Info OK   |  |

If you delete a collaborated folder, you will also receive a Box Sync pop up that confirms your intent to delete when other users are also collaborating in this folder. You can optionally check the **Always delete** collaborated folders check box to ensure that this pop-up does not appear for <u>any</u> future deletions.

|     | Confirm Deletion: collab_folder1  |  |  |
|-----|---|--|--|
| box | Other Box users are collaborators in this folder.<br>Removing collab_folder1 from your Box Sync folder<br>will permanently remove the folder and all of its<br>contents from every collaborator's account. To<br>remove the folder from this computer only, select<br>Unsync. |  |  |
|     |   |  |  |
|     | Always delete   |  |  |
|     | Unsync Delete   |  |  |

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#### **Accidental Deletion**

If you accidently delete an item, click on your name on the right hand side of your screen to get more options and then click on the **Trash** icon.

| 1 (       | 👌 🏠 Justin Sweatt 🗸           |
|-----------|-------------------------------|
| n         | Justin Sweatt<br>View Profile |
| ι¢ι       | Account Settings              |
| <u>39</u> | Collaborators                 |
|           | Apps                          |
| 茴         | Trash                         |
| Ф         | Help                          |
| 9         | Get Box Sync                  |
| ~°        | Log Out                       |
|           |                               |

You will be taken to a new screen where the files are located in **Trash**. You can choose to **Restore All** or you can restore each individual file by clicking on the drop down arrow to the right of the folder name to choose **Restore**.

| trash | 7411<br>    | raes -             | ITASI                                     | • /               |
|-------|-------------|--------------------|---|-------------------|
|       | Rest        | ore All            | Delete All                                | ]                 |
|       | DOCX        | MacMa<br>Deleted   | <b>ail for Office 3</b><br>d yesterday by | 65.doc<br>Justin  |
|       | ADOCX<br>AE | Setting<br>Deleted | <b>g up Outlook</b> a<br>d yesterday by   | 2011.de<br>Justin |
|       | Settin      |                    | <b>up Outlook</b> a                       | 2011 fo           |

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|----|-----|--------|
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