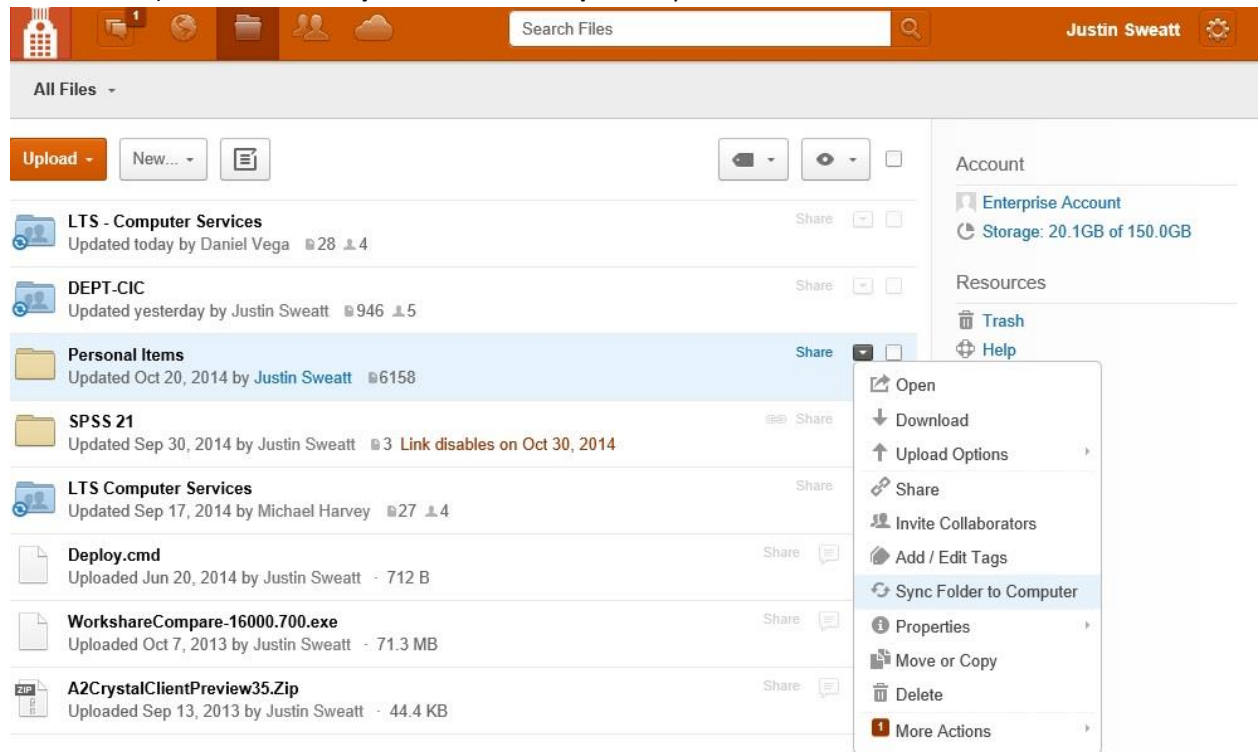


Box Sync Quick User Guide

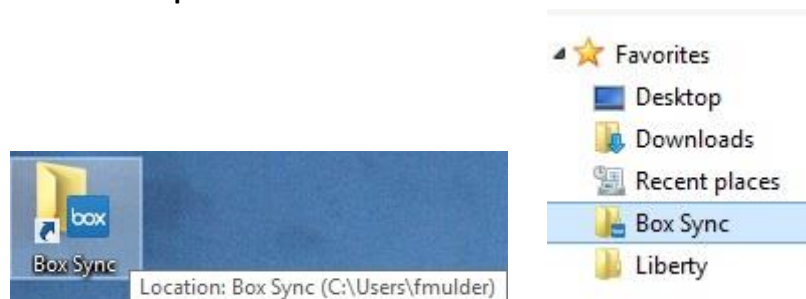
For Windows and Mac OS

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.



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

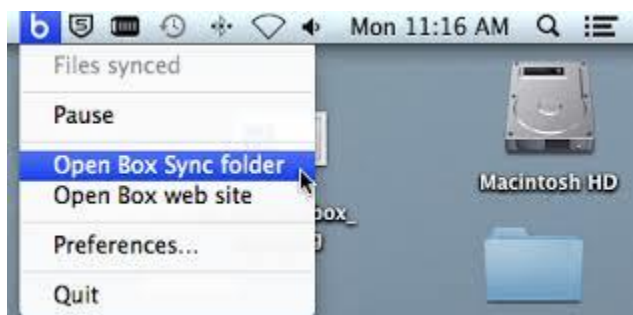
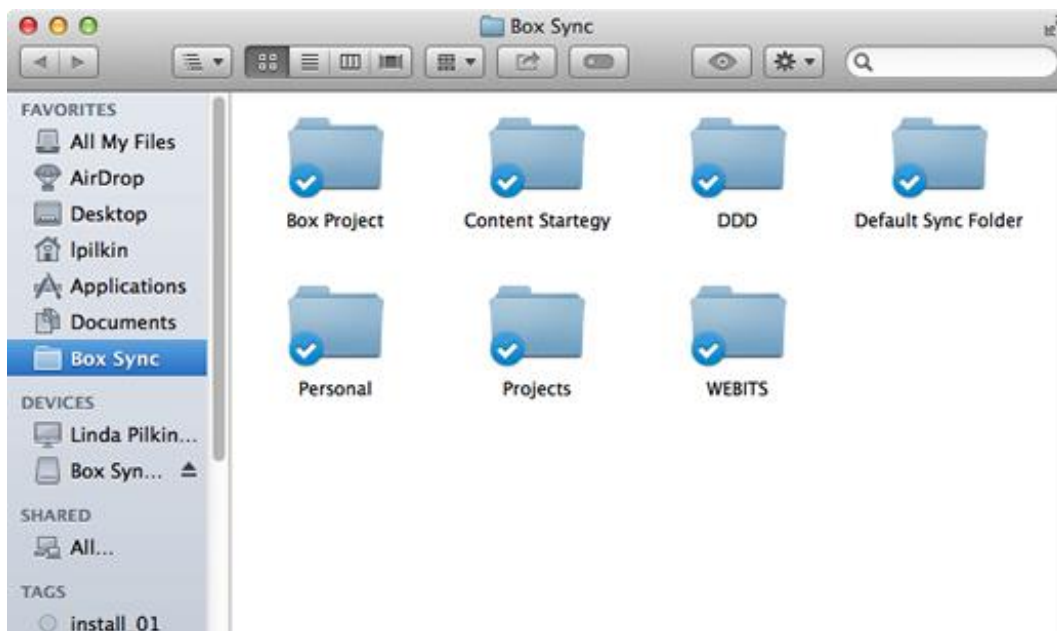


For additional support, call Computer Services at 232-1230 or submit an online [help request](#)

Box Sync Quick User Guide

For Windows and Mac OS

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**.



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Box Sync Quick User Guide

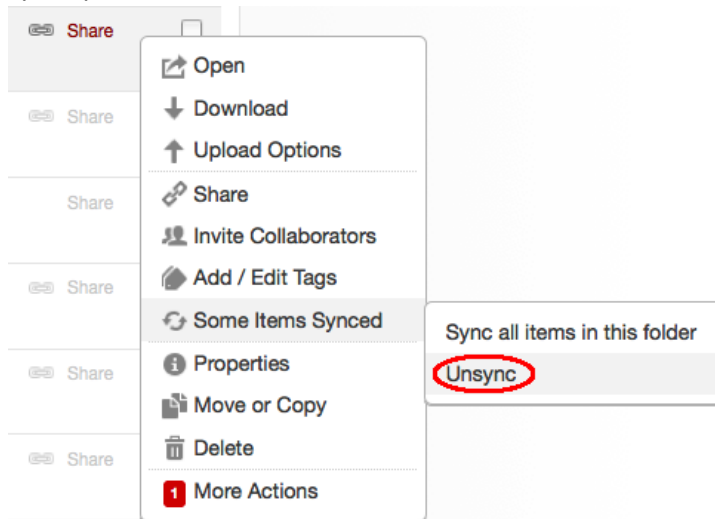
For Windows and Mac OS

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 deleted for all collaborators. 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 logging into the web version of Box to use the un-sync option.



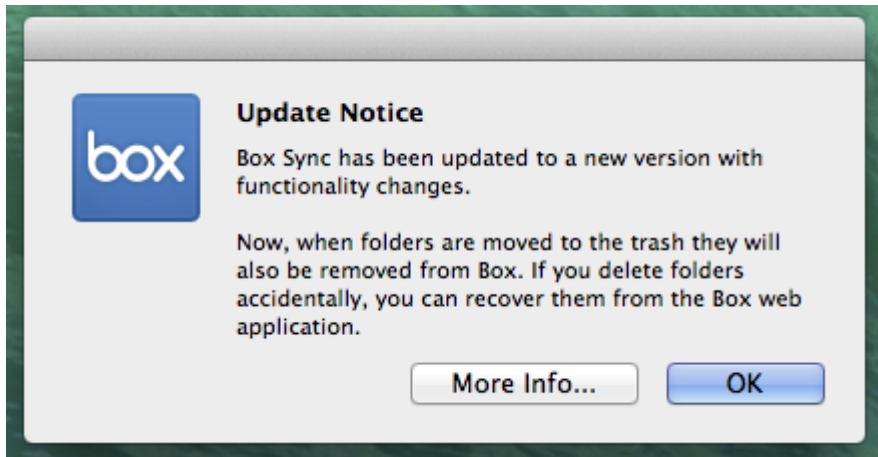
4. When you delete a collaborated folder, that folder is permanently deleted from every collaborator's account.

Box Sync Quick User Guide

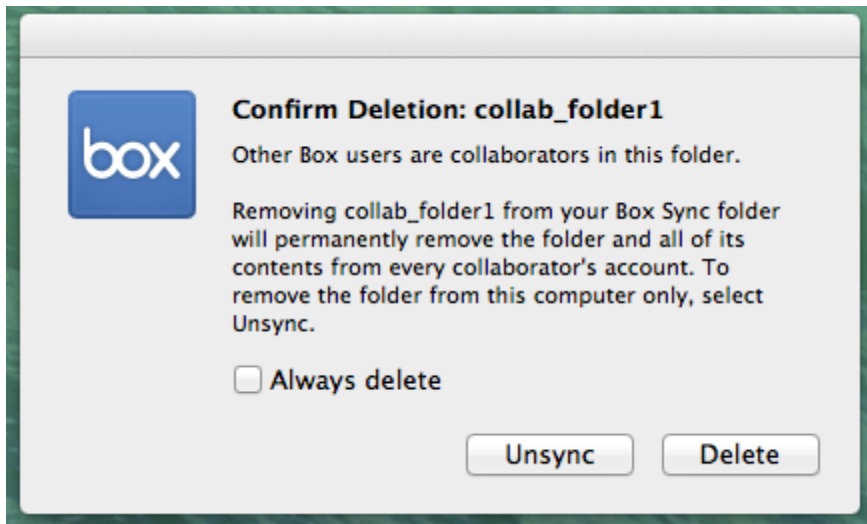
For Windows and Mac OS

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**.



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 any future deletions.



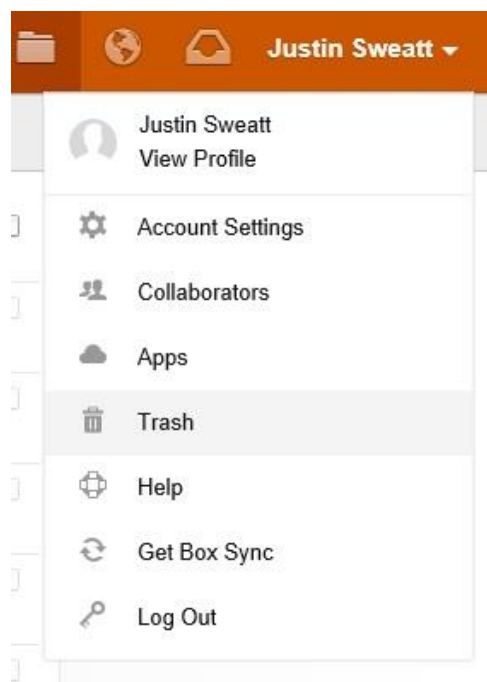
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Box Sync Quick User Guide

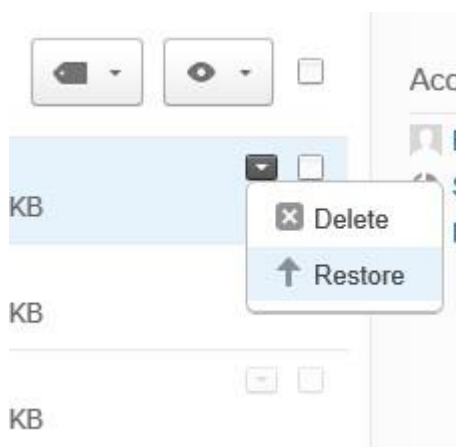
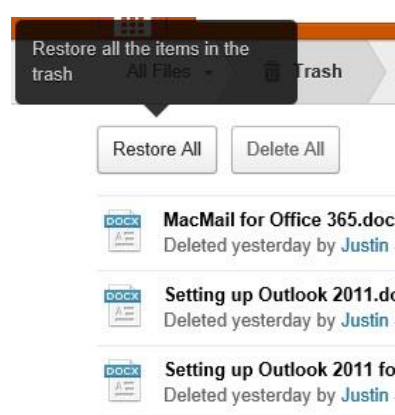
For Windows and Mac OS

Accidental Deletion

If you accidentally 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.



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**.



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