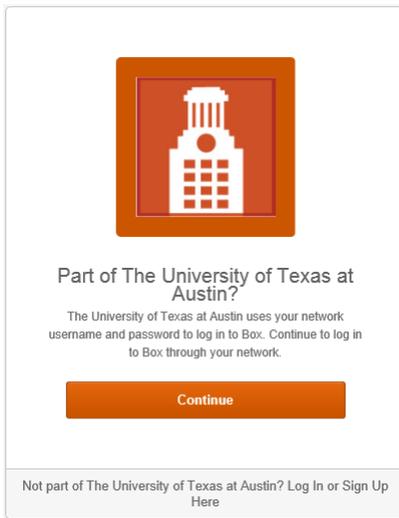


UT Box

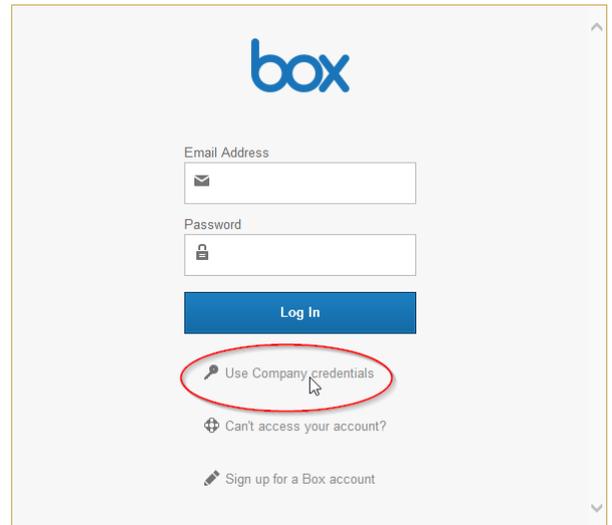
Logging into Box for the first time



1. Go to the address below to sign up for UTBox: <https://utexas.app.box.com/login>
2. Click the orange **Continue** button.
3. Then log in using your UT EID and password.
4. Once you have logged in, your account has been created and you can close the webpage.

Box Sync on your computer:

1. When you log into your computer, you should see a Box login prompt if it is installed.
2. Click on **Use My Company's Credentials** as pictured to the right.
3. In the *Email Address* field, enter your law school email address. Then click the blue **Log In** button.
4. You will then see a UT EID login page. Type in your EID username and password then click **Login**.
5. You should see a *Box Sync* window. You will need to click on the blue button that says "Sync" and then close this window.



(Optional)

1. Click the folder icon on your task bar near the lower left of your screen to open Windows Explorer so you can browse your files.
2. Near the upper left look under *Favorites* and make sure you see a folder called *Box Sync*. If you do not see this right away, give it a few minutes before [notifying LTS of the problem](#).
3. Search for your personal network drive folder on the N: drive and drag your files into your *Box Sync* folder. This will copy them over to Box. If you have other folders or files on your C: drive, you may also move those into your *Box Sync* folder. Do not move any department shared files—they will be handled separately.
4. Files or folders that have not yet synced will display a tiny orange circle in the lower left corner. Files or folders that have synced will display a blue circle with a checkmark.



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