New-York Presbyterian

Security Operations 466 Lexington Avenue New York, NY 10032 TEL 646-317-5712

security@nyp.org

Box applications for Windows, Android and Apple iOS devices

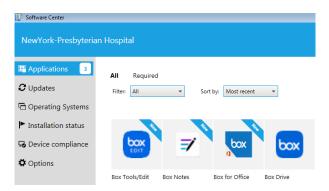
Access your NYP Box cloud file storage using Box Drive on your Windows desktop computer or on your mobile device using the Box EMM app. Box Edit allows you to open and edit files directly on your computer and the Box for Office plugin makes it easy to save attachments from your NYP email using Microsoft Outlook.

Installing Box applications via NYP Software Center for Windows (Available on NYP computers only)

1. Click on the Windows icon located on the bottom left corner of your screen, type **software center** and hit Enter on your keyboard to launch **Software Center**.



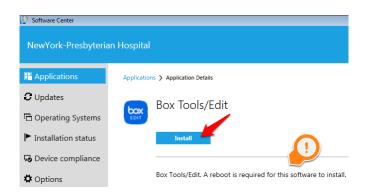
2. **Software Center** will open a list of approved applications to install on NYP computers including a list of Box related applications.



Clicking on any application will display further details and an option to install the application on your Windows computer.

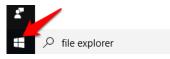
After selecting the Box application of your choice, click *Install*. Windows will display a notification when the installation has completed. Under the *Install* button, you will see information if the application you installed requires you to restart your computer after installation.

How to access Box Drive for Windows, Box EMM for mobile devices and Box for Office



Access Box Drive on Microsoft Windows

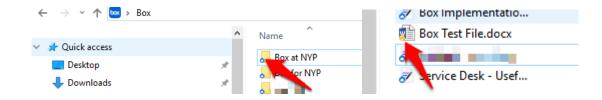
1. Click on the Windows icon located on the bottom left corner of your screen, type *file explorer* and hit Enter on your keyboard to launch *File Explorer*.



2. Once *File Explorer* has launched, you should see a *Box* icon located on the left hand pane. Click on the *Box* icon to view your current Box files and folders.



3. You will notice that your Box Drive files and folders will have a small blue icon indicating these files and folders are in sync with your NYP Box cloud account. When dragging or pasting files into any Box Drive folder, you will see an orange icon meaning the files or folders are attempting to sync to your NYP Box cloud account. The icon will turn blue once syncing has been completed.



NOTE: If you are adding new files and folders or editing files and folders in Box Drive while using a computer that currently has no active network connection, these changes will <u>NOT</u> be available in your NYP Box cloud account when accessing the website nyp.box.com.

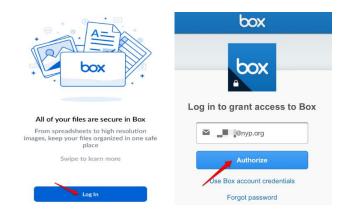
Once your computer has re-established network connectivity, Box Drive will then automatically sync any updates made while the computer was off line to your NYP Box cloud account.

Access the Box EMM app on Apple iOS & Android devices (MobileIron installation required)

1. Open the app labeled **Box for EMM** on your mobile device.

Once opened, tap the *Log In* button and on the following screen confirm your full **NYP email address** is populated in the field above the *Authorize* button.Tap the *Authorize* button to continue.

box

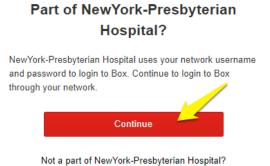


 On the Sign On screen, log in using your NYP CWID and password and tap the green Sign On button. You will now have access to your NYP Box account files on your mobile devices.



Open and edit documents from nyp.box.com using your installed software

1. Open a web browser and go to the website *nyp.box.com*. Click on *Continue* when prompted.



2. On the *Sign On* screen, log in using your **NYP CWID and password** and tap the green *Sign On* button.

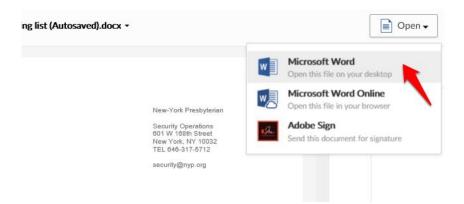
Si	ign On
⊣ NewYork-Presbyteria	an oneID
Username	
cwid	
Password	

	Change my passwor
know basis. All access is logged.	dential, and use is on the need-to- Unauthorized or improper use of the may result in dismissal and civil or
Ping	Cancel Sign On

3. Once you are logged into your NYP Box account, hover your mouse over the file you wish to edit and click on it. (*In this example, we'll select a Microsoft Word document*)

→ NewYork- ¬ Presbyterian	Search Files and Folders	-8
 All Files Recents Synced 	☆ Tags	☑ Email Updated
Trash	Image: A state of the state	Jul 16, 2
Notifications	How to access an NYP shared mailbox.docx	Aug 3, 2
II Admin Console	How to access Box training.docx	Aug 3, 2
★ Favorites Drag items here for		Jul 16, 2

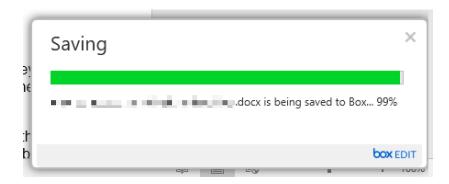
4. The document will open in a view-only window. On the top right hand corner, click on *Open* and select "*Microsoft Word, Open this file on your desktop*"



5. You will get a notification stating your file will be opened in the required application followed by a notification indicating your file is being downloaded.

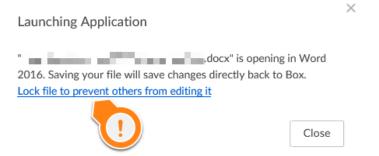
1 m 1 m 1	a and the second second	.docx" is ope	ening in Word
2016. Saving	your file will save ch	anges directly ba	ck to Box.
Lock file to p	revent others from ec	iting it	

6. Once you make changes and save your document, Box Edit will sync those changes to the file saved in your NYP Box account.



7. If you are editing a shared document file, you can lock the file with Box Edit in order to make changes to the document and prevent changes by others who have access to the same document.

Before editing the document that has launched in the required app, go back to the web browser where you previously launched the file. 8. In the *Launching Application* window, click on the link that says "*Lock file to prevent others from editing it*"



 You can change the duration on how long you would like the file to be locked as well as disabling downloading of the file completely. Once you have chosen your preferred settings for locking your file, click on *Lock*.

Lock File			×
Lock duration:	Unlimited	-	
Disable dov	wnload		
		Lock	Cancel

10. You can also lock files from your Box folder in Windows by right clicking once on a file, hover over the **Box** icon from the menu and select **Lock File**. Once locked, you may receive a notification in Windows indicating you have locked the file as well as the icon color over the file in Box drive will turn **gray**.

To unlock the file, simply right click on the file again, hover over the **Box** icon and select **Unlock File**.

	Send to		Lock File				Send to		📕 🔤 Unlock File	
	Box	>	🐱 View on B	ox.com			Box	\rightarrow	🔜 View on Be	ox.co
_	Restore previous versions						Restore previous versions			
🛃 Recr	Give access to	>	(2017 1:38 PM	Microsoft W	📑 Reci		Give access to	>	./2017 1:38 PM	М
📑 Jabb 🔄	Open with		2017 3:51 PM	Microsoft W	🚮 Jabb		Open with		2017 3:51 PM	М
📄 Instr 🧉			/2014 8:20 AM	Microsoft W	💼 Insti	È	Share		/2014 8:20 AM	м
🚮 How 🚊	Edit with Notepad++		2017 3:33 PM	Microsoft W	Hov	2	Edit with Notepad++		2017 3:33 PM	М
How _	CRC SHA	>	2015 3:56 PM	Microsoft W	Hov		CRC SHA	>	2015 3:56 PM	N
How	7-Zip	>	018 8:50 PM	Microsoft W	Hov		7-Zip	>	018 8:50 PM	N
How How	Print		018 5:17 PM	Microsoft W	Hov		Print		018 5:17 PM	N
How How	New		2018 5:59 PM	Microsoft W Microsoft W	Hov		New		2018 7:50 PM	N
How How	Edit		018 2:28 PM 2018 3:59 PM	Microsoft W	🛃 Hov		Edit		018 2:28 PM 2018 3:59 PM	N
How	Open		018 2:38 PM	Microsoft W	Hov		Open		018 2:38 PM	N

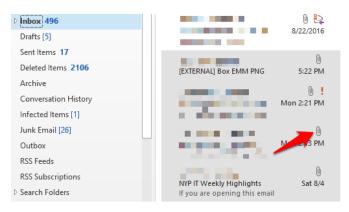
We recommend using the Lock File feature when accessing any shared documents in your Box Drive to avoid others from making changes.

Save email attachments from Microsoft Outlook for Windows to your NYP Box Account

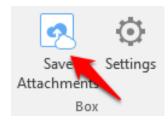
1. Click on the Windows icon located on the bottom left corner of your screen, type **outlook** and hit Enter on your keyboard to launch **Microsoft Outlook**.



2. With *Microsoft Outlook* open, select any email with attachments you wish to save to your Box account. (You can select multiple emails by holding the *CTRL* button on your keyboard and click on each email that has an attachment you wish to save)



 Once you have selected the email you wish to save to Box, click on the Box Save Attachments button located on the top right hand corner of the Microsoft Outlook toolbar.



4. If you have not signed into your NYP Box account in the Box for Office plugin, you will be prompted to sign in at least one time on any computer you utilize the plugin. Click on the option Use Single Sign On (SSO) located under the Authorize button. On the next screen, enter your full NYP email address and click on the Authorize button. You will then log into the One ID Sign On window with your NYP CWID and password and click on the green Sign On button.

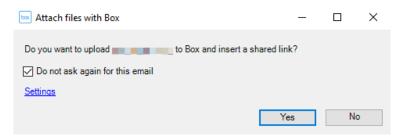
How to access Box Drive for Windows, Box EMM for mobile devices and Box for Office

box	box
box	box
Log in to grant access to Box	Log in to grant access to Box
Cwid@nyp.org	@nyp.org
Authorize	Authorize
Use Box account credentials	Use Box account credentials
Forgot password	Forgot password
Sig	n On OneID
Username	
cwid	
Password	
******	Change my password
The information in oneID is confid know basis. All access is logged. I the system or the information ther or criminal penalties.	ential and use is on the need to
Ping	Cancel Sign On

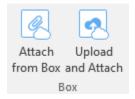
5. Once you have provided your NYP credentials, clicking on the Box **Save Attachments** in Outlook will display a window with your Box folders. Select the Box folder you wish to save your attachments to and click **Save**.

Name	Date Modified	Size	Owner
Box at NYP	8/2/2018 10:32:11 AM		
Box for NYP	8/7/2018 3:33:53 PM		
22.	8/7/2018 6:01:12 PM		
22	5/30/2018 2:44:29 PM		
22	7/26/2018 3:09:42 PM		
22	8/6/2018 10:14:02 AM		
	4/25/2018 9:24:58 AM	4 KB	
	7/25/2018 12:09:57 PM	3 KB	
	8/2/2018 4:00:40 PM	17 KB	

6. When using Outlook to send attachments, if the Box for Office plugin is installed, you may receive a prompt with requesting if you wish to insert your attached file as a shared Box link.



We recommended to select <u>No</u> in this window in order to have more granular control over when you wish to use the standard Outlook attachment feature or Box's upload options located in your email message window toolbar.



If you experience any issues with Box applications on your NYP Windows computer or MobileIron enrolled mobile device, please contact the NYP Service Desk at 212-746-4357 Option #4 for further assistance.