
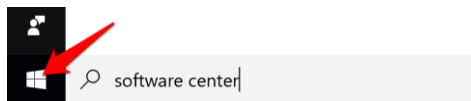


# Box applications for Windows, Android and Apple iOS devices

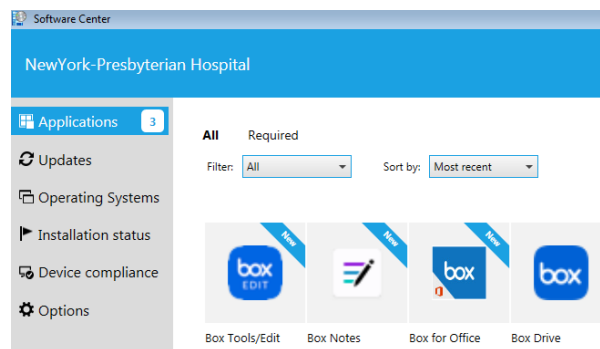
Access your NYP Box cloud file storage using Box Drive on your Windows desktop computer or on your mobile device using the Box EMM app. Box Edit allows you to open and edit files directly on your computer and the Box for Office plugin makes it easy to save attachments from your NYP email using Microsoft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

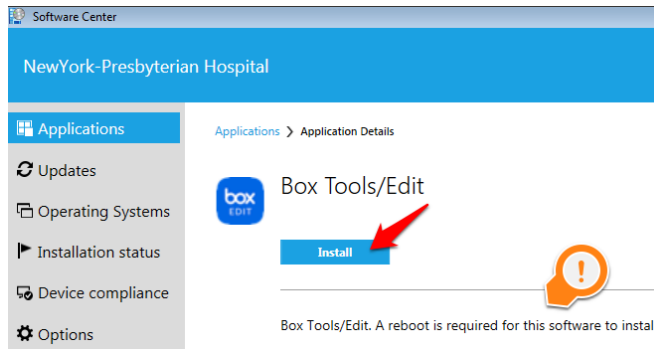


2. **Software Center** will open a list of approved applications to install on NYP computers including a list of Box related applications.




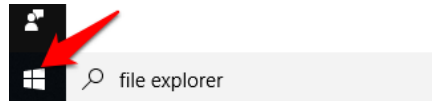
3. Clicking on any application will display further details and an option to install the application on your Windows computer.

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.**

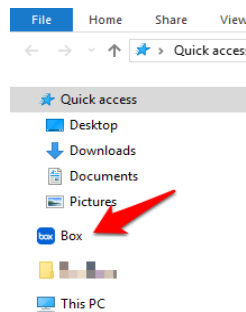


## Access Box Drive on Microsoft Windows

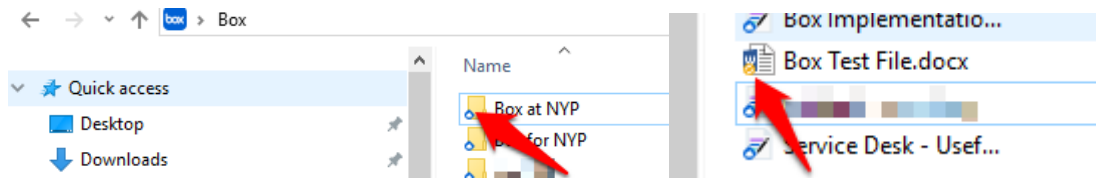
1. Click on the Windows icon  located on the bottom left corner of your screen, type **file explorer** and hit Enter on your keyboard to launch **File Explorer**.



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 **NOT** be available in your NYP Box cloud account when accessing the website [nyp.box.com](http://nyp.box.com).**

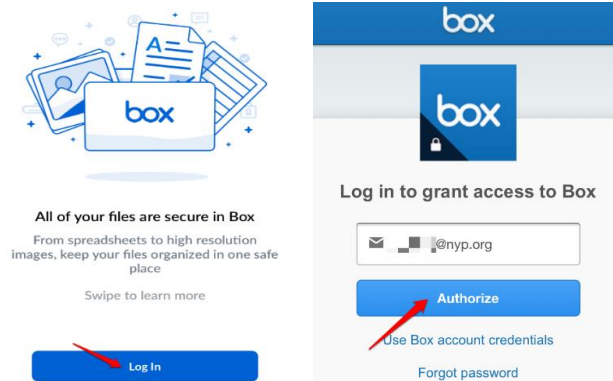
**Once your computer has re-established network connectivity, Box Drive will then automatically sync any updates made while the computer was off line to your NYP Box cloud account.**

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

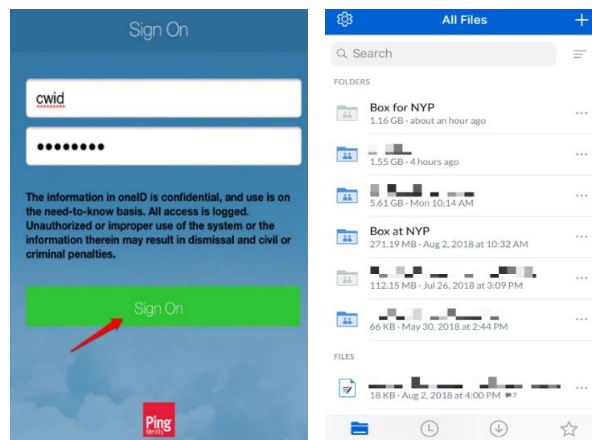


1. Open the app labeled **Box for EMM** on your mobile device.

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.



2. 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.

### Part of NewYork-Presbyterian Hospital?

NewYork-Presbyterian Hospital uses your network username and password to login to Box. Continue to login to Box through your network.

**Continue**

Not a part of NewYork-Presbyterian Hospital?

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

Sign On

NewYork-Presbyterian oneID

Username  
cwid

Password  
\*\*\*\*\*

[Change my password](#)

The information in oneID is confidential, and use is on the need-to-know basis. All access is logged. Unauthorized or improper use of the system or the information therein may result in dismissal and civil or criminal penalties.

**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*)

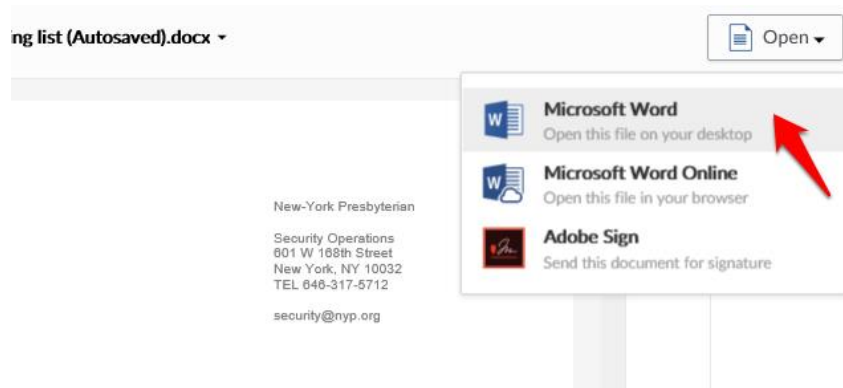
NewYork-Presbyterian

Search Files and Folders

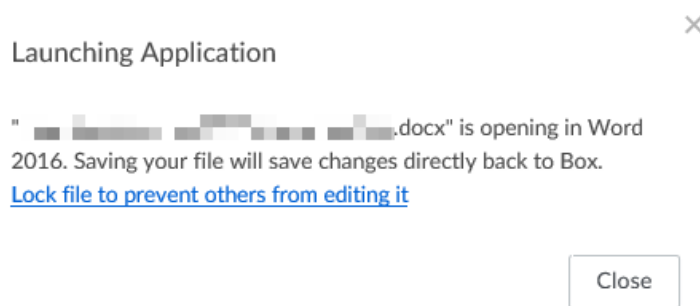
All Files  
Recents  
Synced  
Trash  
Notifications  
Notes  
Admin Console  
Favorites

Name	Updated
[Redacted]	Jul 16, 2
How to access an NYP shared mailbox.docx	Aug 3, 2
How to access Box training.docx	Aug 3, 2
[Redacted]	Jul 16, 2

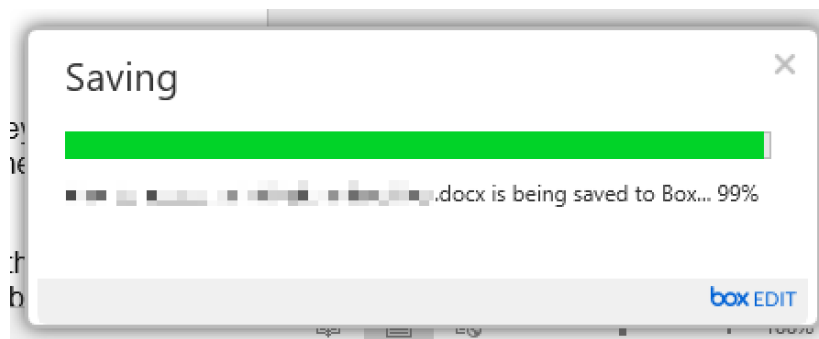
- The document will open in a view-only window. On the top right hand corner, click on **Open** and select “**Microsoft Word, Open this file on your desktop**”



- 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.



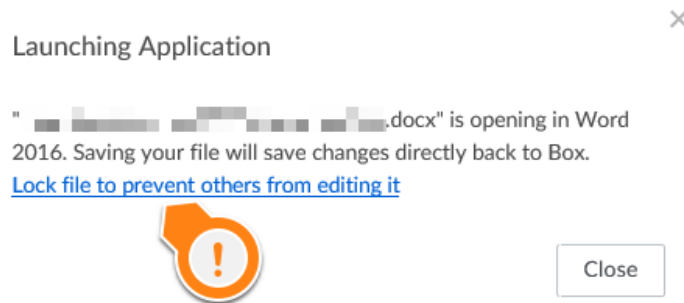
- Once you make changes and save your document, Box Edit will sync those changes to the file saved in your NYP Box account.



- 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.

- In the **Launching Application** window, click on the link that says “**Lock file to prevent others from editing it**”



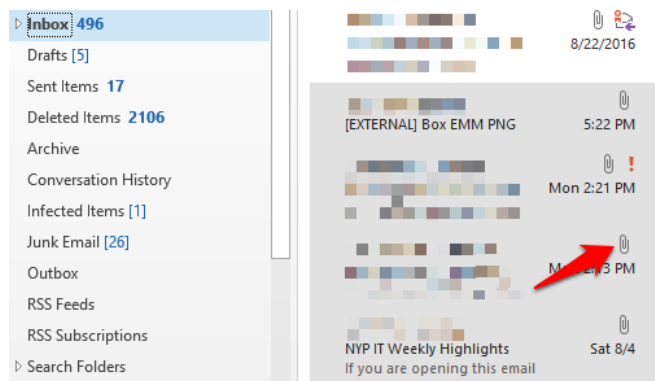
**We recommend using the Lock File feature when accessing any shared documents in your Box Drive to avoid others from making changes.**

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

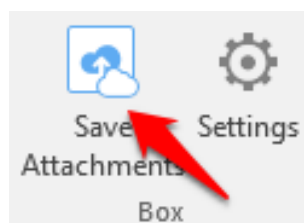
1. Click on the Windows icon  located on the bottom left corner of your screen, type **outlook** and hit Enter on your keyboard to launch **Microsoft Outlook**.



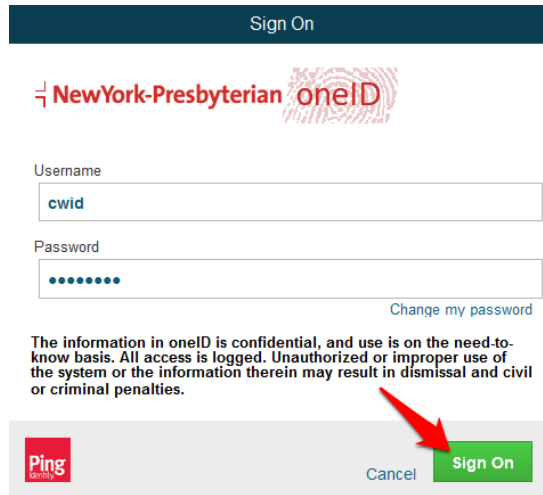
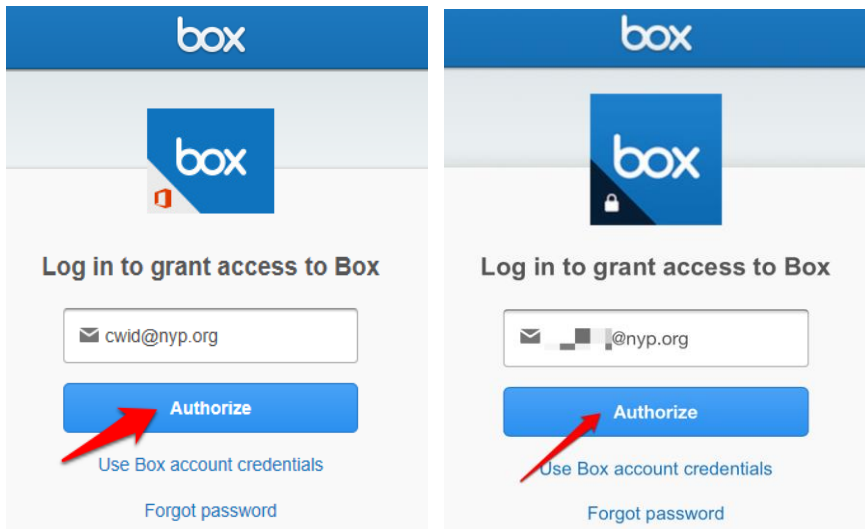
2. With **Microsoft Outlook** open, select any email with attachments you wish to save to your Box account. (You can select multiple emails by holding the **CTRL** button on your keyboard and click on each email that has an attachment you wish to save)



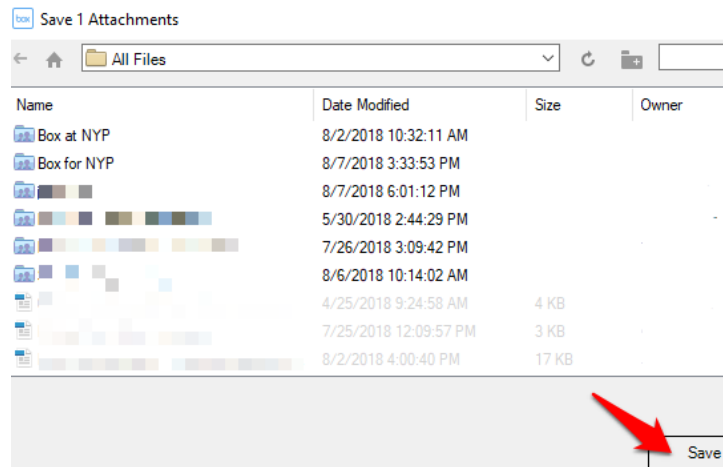
3. Once you have selected the email you wish to save to Box, click on the Box **Save Attachments** button located on the top right hand corner of the **Microsoft Outlook** toolbar.



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.

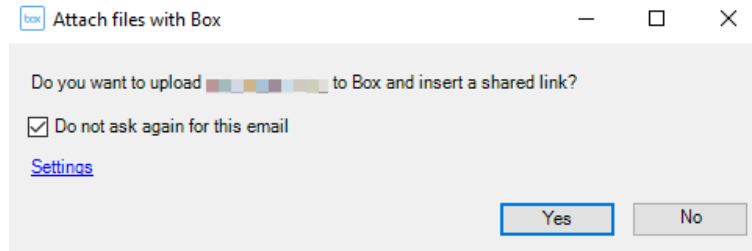


5. Once you have provided your NYP credentials, clicking on the Box **Save Attachments** in Outlook will display a window with your Box folders. Select the Box folder you wish to save your attachments to and click **Save**.

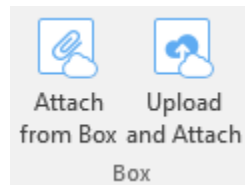




6. When using Outlook to send attachments, if the Box for Office plugin is installed, you may receive a prompt with requesting if you wish to insert your attached file as a shared Box link.



**We recommended to select No 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.**