

University of Minnesota

Self-Help Guide

Box Secure Storage: Work with Files and Folders

Box Secure Storage is a cloud storage and collaboration service configured to meet the University security standards for HIPAA data. Meeting UMN security standards means that certain features of Box have been disabled or configured specific to compliance requirements. Box can be used for storing varying types of sensitive data including PHI, SSN, drivers license, etc. Note the Box Secure Storage service is not appropriate for PCI data, specifically credit cardholder data.

Get Started with Box

Get a Box Account

Activate Duo Multi-Factor Authentication

Duo Multi-factor authentication adds a second layer of security to your login in addition to your password and is a required security feature for use of UMN Box Secure Storage.

Enroll in Multi-Factor Authentication

[/services-technologies/how-tos/duo-initiate-duo-security](#)

Enroll to get your Box Account

Enroll to get your Box Account

<https://box.umn.edu/>

Frequently Asked Questions

Frequently Asked Questions about Box
https://box.umn.edu/static/general_info

Keep Your Data Safe

Our Box Secure Storage Setup

When Should I Use Box?

</services-technologies/how-tos/box-when-should-i-use-box>

Why We're Configured the Way We Are

</services-technologies/how-tos/box-why-were-configured-way-we-are>

Keep your Data Safe

Keep your Data Safe

</services-technologies/how-tos/box-keep-your-data-safe>

Get Email Notifications

Email Notification Settings

</services-technologies/how-tos/box-change-email-notification-settings>

Store Data

Get Data Into Box

Upload Files

</services-technologies/how-tos/box-upload-files>

Upload Files to Box with Email

</services-technologies/how-tos/box-upload-files-box-email>

Migrate Data

Migrate from a Shared Drive or Folder

</services-technologies/how-tos/box-migrate-data-shared-drive-or-folder>

Understand File Size Limitations

Understand File Size Limitations

[/services-technologies/how-tos/box-understand-file-size-limitations](#)

Work with Data

Access Data in Box

Web Access

Log into Box Secure Storage

<https://box.umn.edu/>

Mobile Access

Box Apps

<https://umn.app.box.com/settings/sync>

Log Into Box Mobile Apps

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Update Data

Ways to Edit Data in Box

Ways to Edit Data in Box

[/services-technologies/how-tos/box-ways-edit-data-in-box](#)

Modify Data within Box

Use Office Integration with Box

[/services-technologies/how-tos/box-use-office-integration-box](#)

Install and Use Box Edit

[/services-technologies/how-tos/box-install-use-box-edit](#)

Work with Box Data on your Desktop

Install Apps for Working with Box Data on your Desktop

</services-technologies/how-tos/box-install-apps-working-box-data-your>

Use Apps to Edit Box Data from your Desktop

</services-technologies/how-tos/box-use-apps-box-drive-edit-box-data>

Work with Data

Create New Folders

Create New Folders

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Use Tags

Tag Content in Box

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Use Box Notes

Create a Box Note

</services-technologies/how-tos/box-create-box-note>

Format and Insert Items in Box Notes

</services-technologies/how-tos/box-format-insert-items-in-box-notes>

Comments and Annotations in Box Notes

</services-technologies/how-tos/box-comments-annotations-in-box-notes>

Edit a Box Note

</services-technologies/how-tos/box-edit-box-note>

Box Notes Version History

</services-technologies/how-tos/box-box-notes-version-history>

Print Box Notes

</services-technologies/how-tos/box-print-box-notes>

Box Notes FAQs

</services-technologies/how-tos/box-box-notes-faqs>

Delete Data

Delete Files and Folders

</services-technologies/how-tos/box-delete-files-folders>

Auto-Delete a File or Folder

</services-technologies/how-tos/box-auto-delete-file-or-folder>

Restore Data

Recover Missing Files

</services-technologies/how-tos/box-recover-missing-files>

Use the Trash to Restore Files and Folders

</services-technologies/how-tos/box-use-trash-restore-files-folders>

Track Your Files and File Versions

</services-technologies/how-tos/box-track-your-files-file-versions>

Understand End of Life

Transfer Data When Leaving the University

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Download Data from Box

</services-technologies/how-tos/box-download-data-box>

Share Data

Permissions

Navigate Permissions

Access Levels for Collaborators

</services-technologies/how-tos/box-access-levels-collaborators>

Understand Folders and Subfolders

</services-technologies/how-tos/box-understand-folders-subfolders>

Restrict Access to University of Minnesota Users

Restrict Access to a Folder to University of Minnesota Users

</services-technologies/how-tos/box-restrict-access-folder-university>

Ownership of Data

Understand Folder Ownership and Icons

[/services-technologies/how-tos/box-understand-folder-ownership-icons](#)

Share Data

Share Files and Folders

Share Files and Folders by Adding Collaborators

[/services-technologies/how-tos/box-share-files-folders-adding](#)

Both Internal and External

Share with Alumni

[/services-technologies/how-tos/box-share-alumni](#)

Make My Collaborators Invisible To Each Other

[/services-technologies/how-tos/box-make-my-collaborators-invisible-each](#)

Troubleshoot Issues with Collaborative Folders

[/services-technologies/how-tos/box-troubleshoot-issues-collaborative](#)

Manage Collaborators

Manage Collaborators

[/services-technologies/how-tos/box-manage-collaborator-access](#)

Edit Collaborator Permissions

[/services-technologies/how-tos/box-edit-collaborator-permissions](#)

Remove Collaborators from Folders you Own

[/services-technologies/how-tos/box-remove-collaborators](#)

Lock Files for Editing

Lock and Unlock Files for Editing

[/services-technologies/how-tos/box-lock-unlock-files-editing](#)

Share a Shortcut Link

Share a File or Folder Shortcut Link

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Track Changes to Your Data

Get Logs on Actions of Files and Folders

</services-technologies/how-tos/box-get-logs-actions-files-folders>

Email Notification Settings

</services-technologies/how-tos/box-change-email-notification-settings>