University of Minnesota
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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-enable-duo-security-new-user

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
/services-technologies/how-tos/box-log-box-mobile-apps

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-or-box-sync-edit

Work with Data

Create New Folders

Create New Folders
/services-technologies/how-tos/box-create-new-folders

Use Tags

Tag Content in Box
/services-technologies/how-tos/box-tag-content-in-box

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
Delete Synced Folders
/services-technologies/how-tos/box-delete-synced-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
/services-technologies/how-tos/box-transfer-data-when-leaving
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
/services-technologies/how-tos/box-share-file-or-folder-shortcut-link

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