

## 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 Two-Factor Authentication

Duo Two-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 Two-Factor Authentication

</services-technologies/how-tos/duo-enroll-duo-device>

### Enroll to get your Box Account

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

## **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

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### **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/>

Troubleshoot Box Login Issues

</services-technologies/how-tos/box-troubleshoot-box-login-issues>

#### **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

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### **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

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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

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### **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

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Email Notification Settings

[/services-technologies/how-tos/box-change-email-notification-settings](#)