

# BOX: Getting Started and Navigation Basics

[PDF Version](#)

## Overview

This user guide covers the following:

- [Logging In](#)
- [Introducing the Box Interface](#)
- [Setting up your Box Home Page](#)
- [Setting up Favorites](#)
- [Trash](#)
- [Adding Apps](#)
- [Logging Out](#)

See also [QRG Box - Getting Started](#)

## Logging In

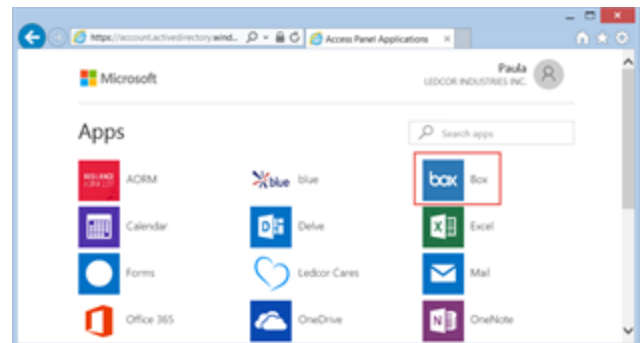
Ledcor has an enterprise account which is SSO (Single Sign On) enabled. This means your Box account is linked to your Ledcor network account and therefore uses the same user ID and password.

**Note:** If you experience results different from this user guide, submit an [IS Service Request](#).

There are two methods for logging in to Box.

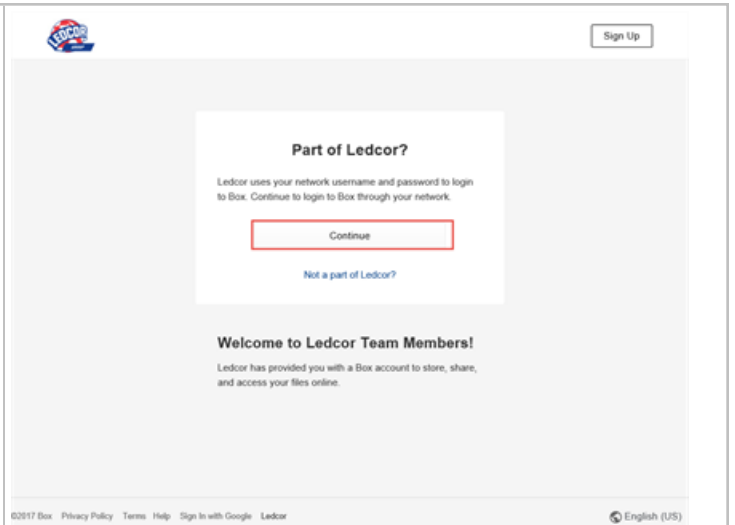
### Option 1: Logging in via cloud.ledcor.com

1. In your browser, go to **cloud.ledcor.com**
2. Click on the Box tile.

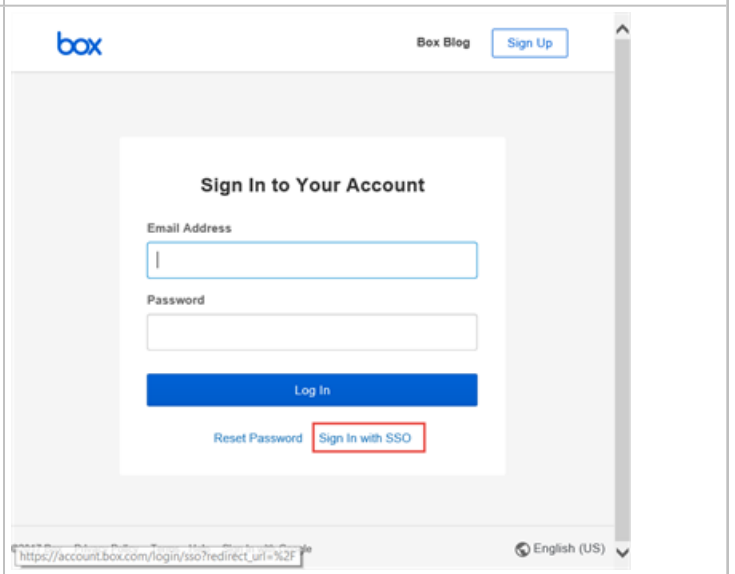


## Option 2: Logging in via box.com

1. In your browser, go to **box.com**.
2. Do one of the following:
  - If you are on a Leducor Network, the login page automatically displays the **Part of Leducor?** dialog box.
    - a. Click **Continue**.



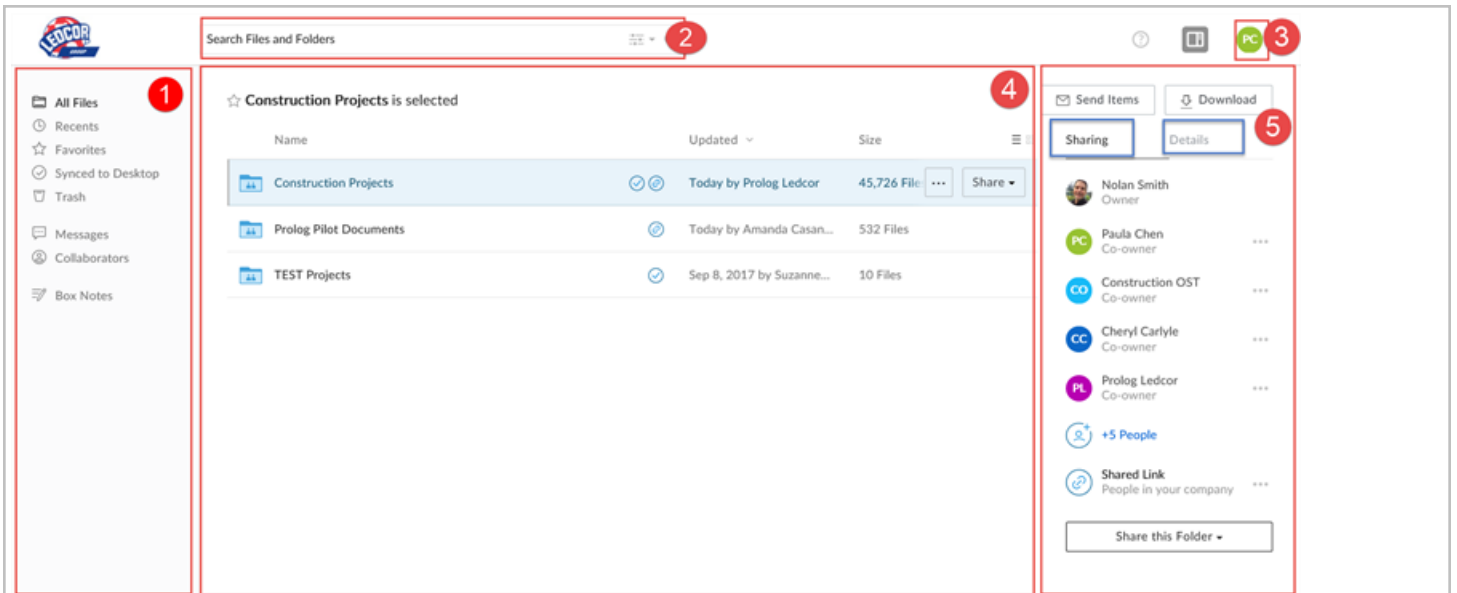
- If you are not on a Leducor Network, the Box login page is displayed.
  - a. Click **Sign In with SSO** to go to the **Part of Leducor?** dialog box. See above.



3. On the Leducor - Box sign in page, enter your email address and click **Sign In**.

**Note:** If you are not connected to a Leducor Network, you also need to enter your **Password**.

## Introducing the Box interface



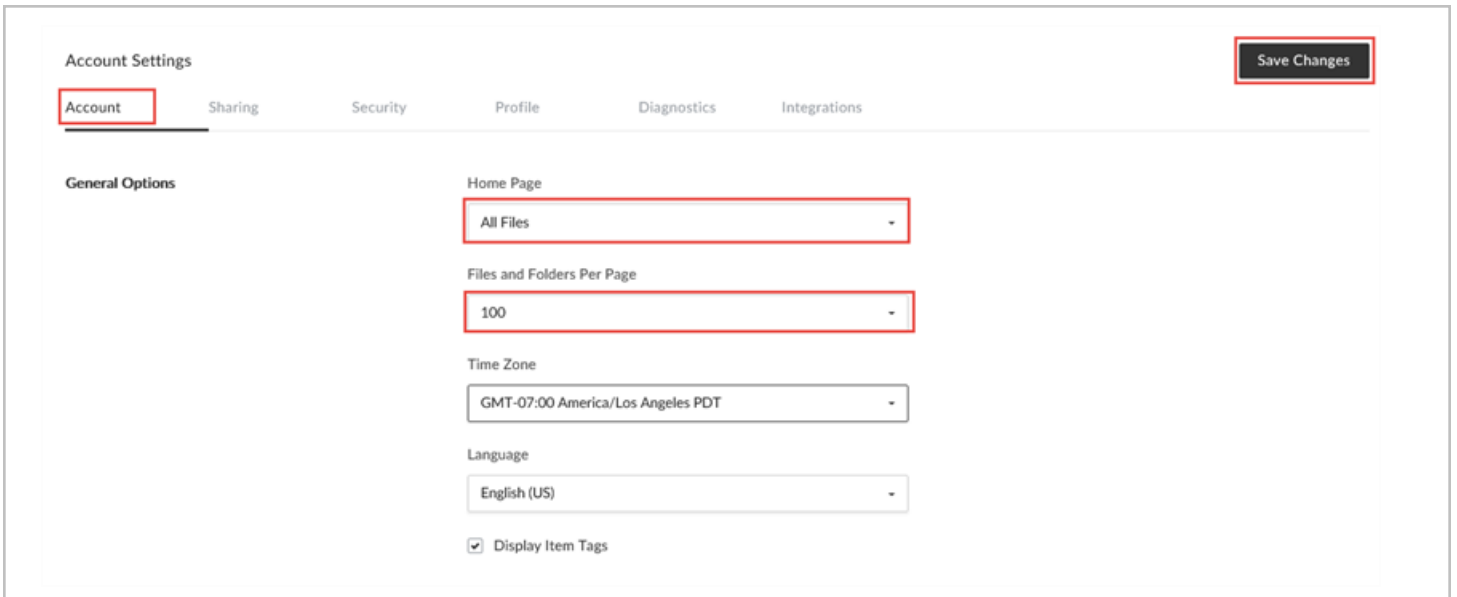
## Legend:

1. Navigation Pane
2. Search field
3. User Settings
4. Files and Folders Workspace
5. Sharing and Details tabs for the selected item (in this screenshot, the **Construction Projects** folder is selected)

## Setting your Box Home Page

You can customize your home page and the number of files and folders displayed per page. Following are the recommended settings.

1. Click the **User Settings** icon and select **Account Settings**.
2. In the **Account** tab:
  - a. Under **Home Page**, click the drop-down menu and select *All Files*.
  - b. Under **Files and Folders Per Page**, click the drop-down menu and select *100*.

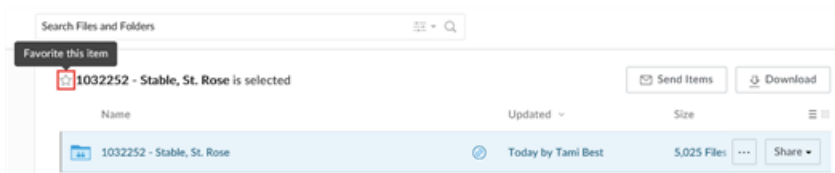


## Setting up Favorites

Set your most used items, files or folders, as favorites for quick access. There are three methods for navigating to an item:

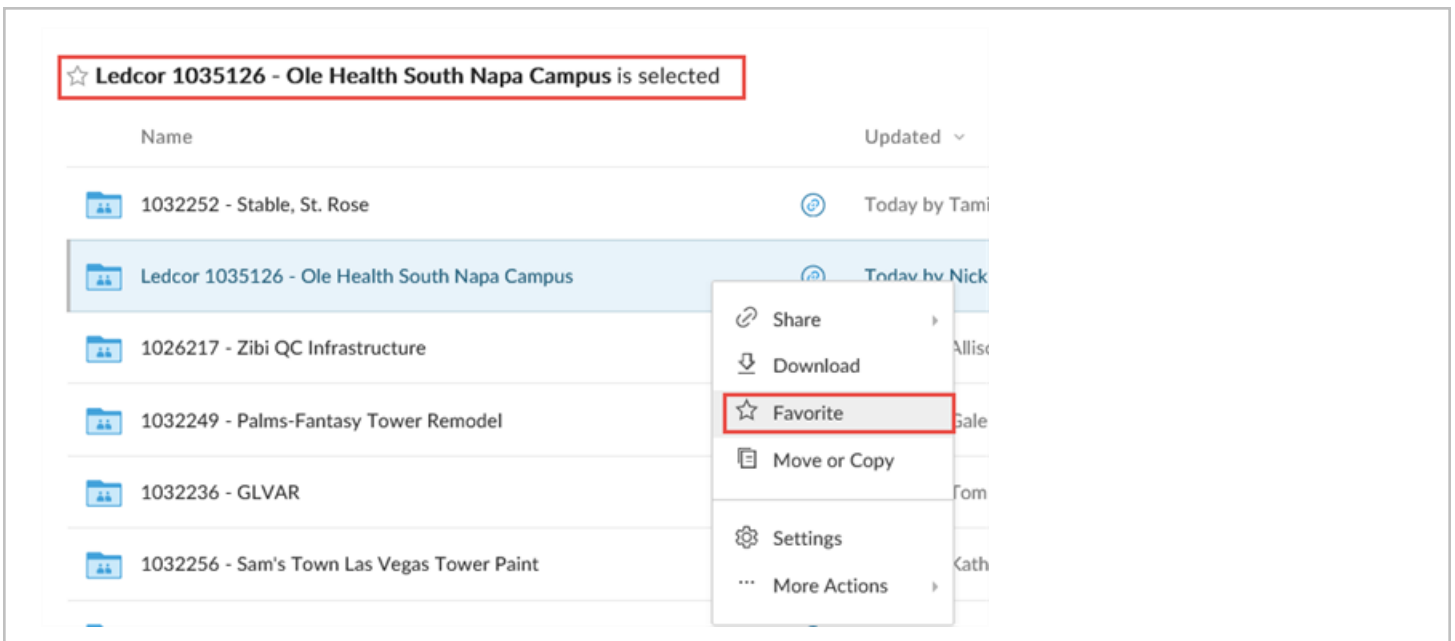
### Option 1: Star icon

1. Select the item and click the **star** icon next to the **Name**.



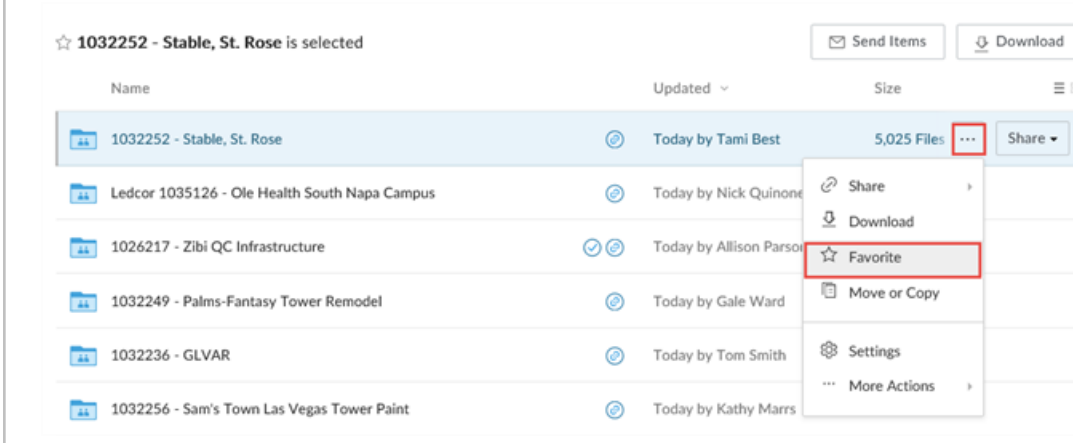
### Option 2: Right-click

1. Right-click on the item and select **Favorite**.



### Option 3: More Options menu

1. Select the item and click on the More Options menu "...".
2. Select **Favorite**.



## Trash

All files or folders you delete can be recovered for up to 90 days. To access the Trash, on the left navigation panel, click **Trash**.

You can Restore or Delete items in your Trash by doing any of the following:

- (1) Right-clicking on a single item, OR
- (2) Clicking on the "More Options ..." menu of a single item, OR

- (3) Selecting multiple items (hold the CTRL key) and clicking the **Restore** or **Delete** buttons on the top right-hand corner

Name	Updated	Details	Sharing	Details
1015431	Deleted today by Paula Chen	Will be permanently deleted on Dec 12, 2017.		
Paula Personal Folder	Deleted today by Paula Chen	Will be permanently deleted on Dec 12, 2017		This folder will be permanently deleted on Dec 12, 2017, 9:00 AM.
Paulas Temp Folder	Deleted Sep 6, 2017 by Paula Chen	Will be permanently deleted on Dec 5, 2017.	Owner Paula Chen	
My Box Notes	Deleted Sep 1, 2017 by Paula Chen	Will be permanently deleted on Nov 30, 2017.	Enterprise Owner Ledcor	
R55430411A_LED0001_7450848_PDF.pdf	Deleted Sep 1, 2017 by Paula Chen	Will be permanently deleted on Nov 30, 2017.	Created Sep 8, 2017, 4:17 PM	
test.boxnote	Deleted Sep 1, 2017 by Paula Chen	Will be permanently deleted on Nov 30, 2017.	Updated Sep 8, 2017, 4:42 PM	
Test Projects	Deleted Aug 23, 2017 by Paula Chen	Will be permanently deleted on Nov 21, 2017.	Size 790.5 KB	
1026217 Zibi Progress Claims	Deleted Aug 23, 2017 by Paula Chen	Will be permanently deleted on Nov 21, 2017.	Deleted Sep 13, 2017, 10:00 AM	
TEMPLATE.LedcorShare-12345678 - NAME - Shared	Deleted Aug 23, 2017 by Paula Chen	Will be permanently deleted on Nov 21, 2017.		
TEMPLATE.LedcorInternal-1234567 - NAME - Copy	Deleted Aug 23, 2017 by Paula Chen	Will be permanently deleted on Nov 21, 2017.		
Re FYI Regarding Issue with Change Order Manageme	Deleted Aug 21, 2017 by Paula Chen	Will be permanently deleted on Nov 19, 2017.		
New Folder	Deleted Aug 21, 2017 by Paula Chen	Will be permanently deleted on Nov 19, 2017.		

## Adding Apps

1. Click the **User Settings** icon and select **Apps**. Download and install the essential apps shown below.

- Box for Office – see [BOX: Installing Box for Office](#)
- Box for Office Online
- Box Capture (iPhone or iPad only) – see [BOX: Using Box Capture](#)
- Box for iPad (iPhone or iPad only) – see [BOX: Setting up Box for iPad](#)
- Box Drive – see [BOX: Installing and Accessing Box Drive](#)



### Box Drive

Box Drive gives you full access to all of your files on Box, streaming them directly to your desktop



### Box for Office

Open, edit and share documents, and simplify email attachments with Box for Office!



### Box Capture

Capture allows users to upload photos, videos, documents directly into Box.



### Box for iPad

Access, manage and share all of your content while on the go using the Box iPad app.

**Note:** There are numerous apps available. The list you see is controlled by OST - if there are apps you would like to download and do not see on the list, contact Pace@Ledcor.com

## Logging Out

1. Click the **User Settings** icon and select **Log Out**.