

BOX: Installing Box for Office

[PDF Version](#)

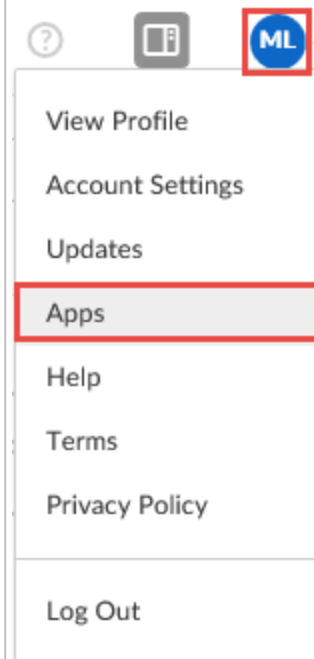
Overview

Box for Office is an add-in app for Microsoft Office 365 that allows you to save files to Box, open files from Box, and upload and download files from within Office applications.

For details on working with files using Box for Office, see [Opening Files](#) and [Saving Files](#).

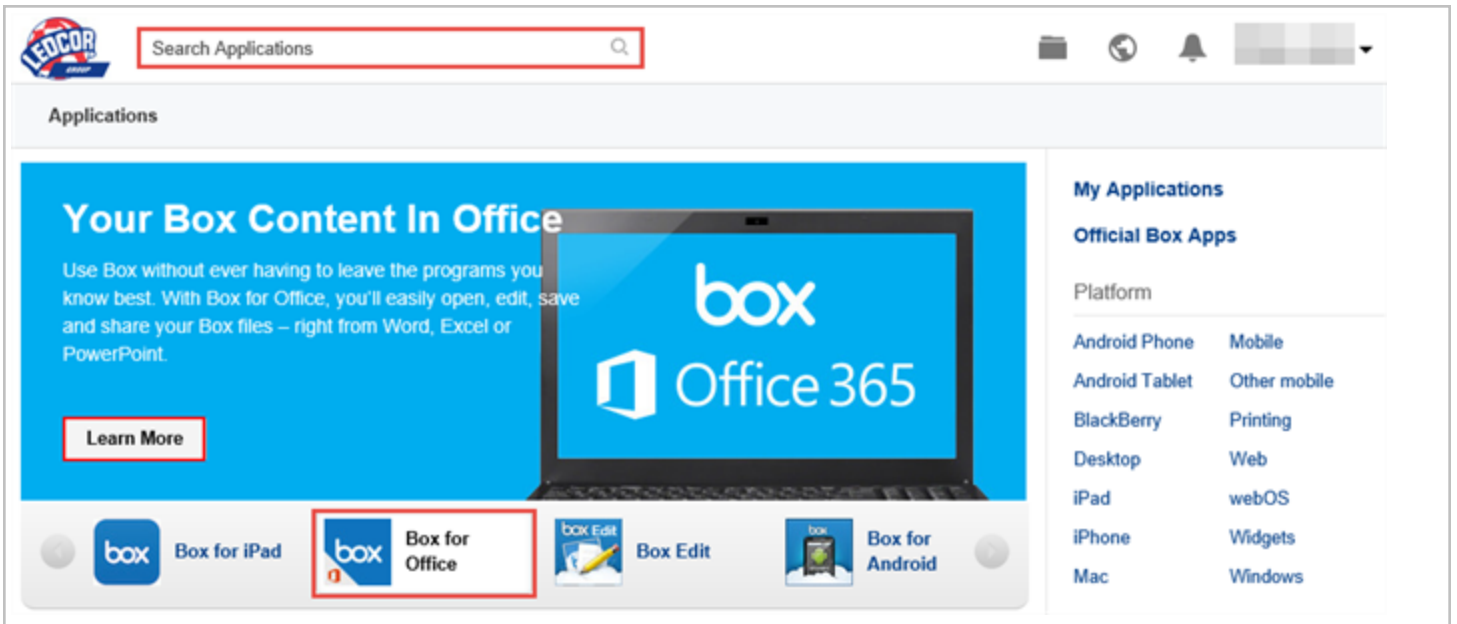
Downloading and Installing Box for Office

1. Log in to Box (see [BOX: Getting Started and Navigation Basics](#)).
2. Click the drop-down arrow next to your User Settings icon, then click **Apps**.

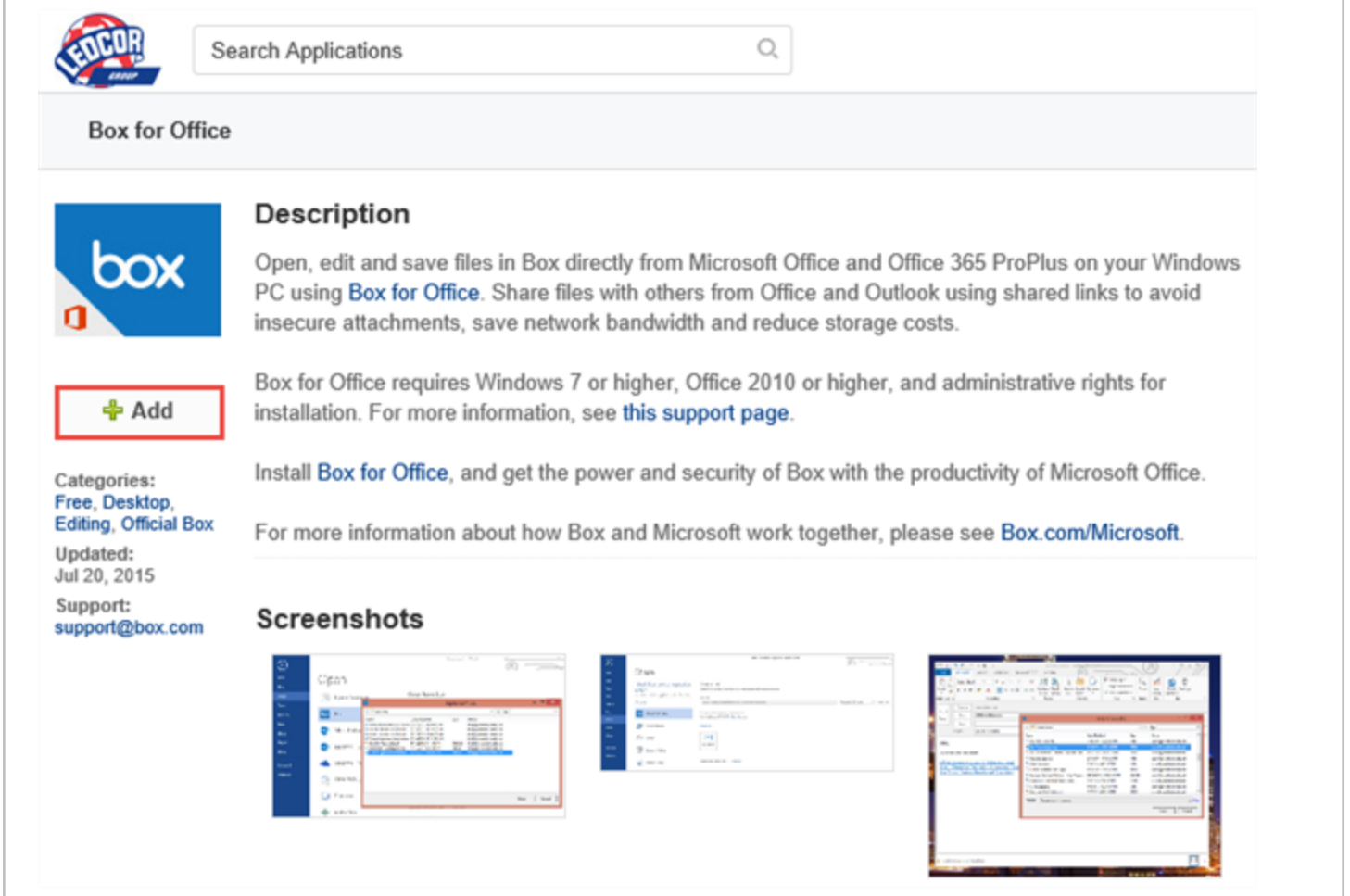


3. Click **Box for Office**, then click **Learn More**.

You can also search "Box for Office" in the **Search Applications** field at the top of the screen.



4. Click **Add**.



The application downloads.

Do you want to run or save BoxForOffice.exe (3.49 MB) from e3.boxcdn.net?

Run

Save

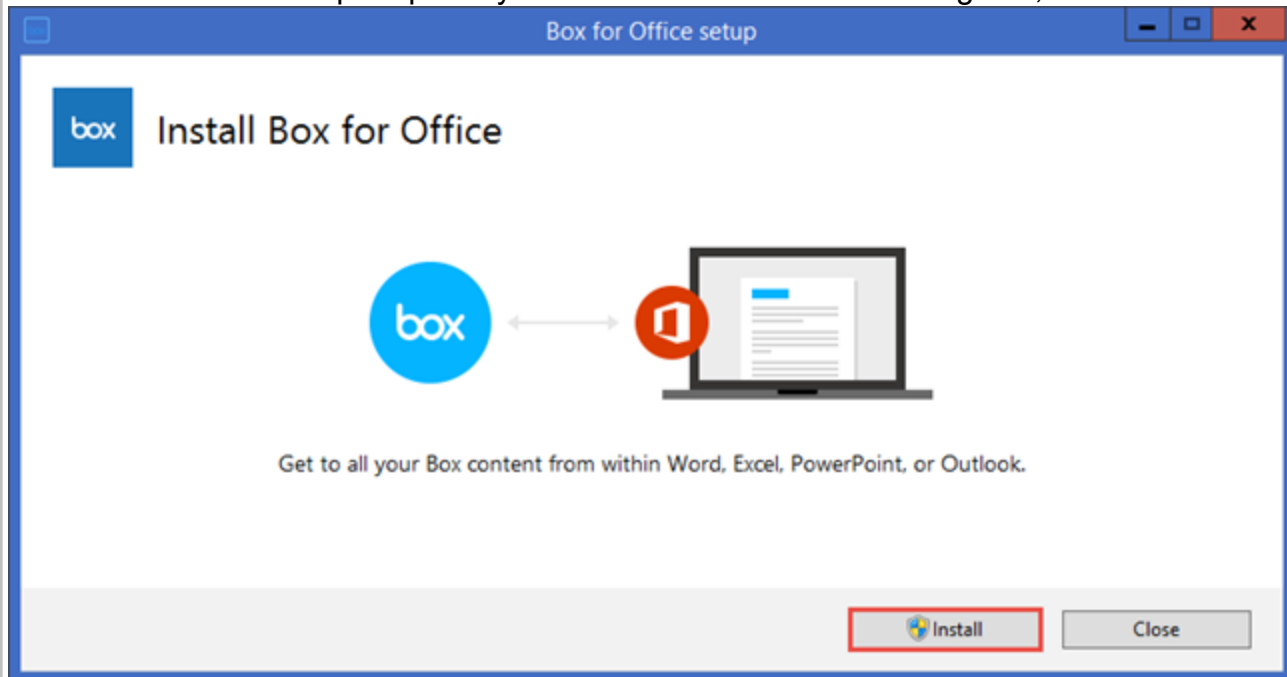
Cancel

X

5. Click **Run**.

The **Box for Office setup** program runs.

6. Click **Install**. If prompted by a **User Account Control** dialog box, click **Yes**.



The application is installed.

7. Click **Finish**.

You may need to close any open Office programs and re-open in order to load the Box for Office add-in.

