

BOX: Installing and Using Box Drive

[PDF Version](#)

Prerequisites

Windows 10

Overview

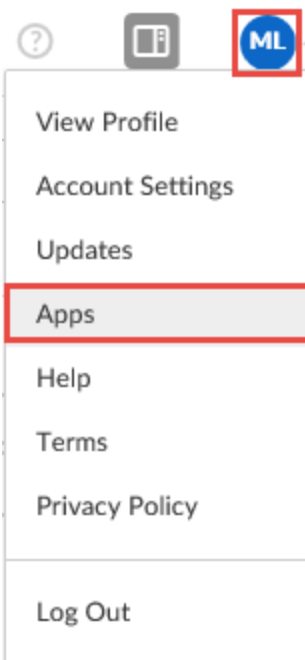
Box Drive is an app that caches documents from Box to your local computer, without storing those documents locally on your computer. Since nothing is stored on your computer, there is no need to sync folders.

This user guide covers:

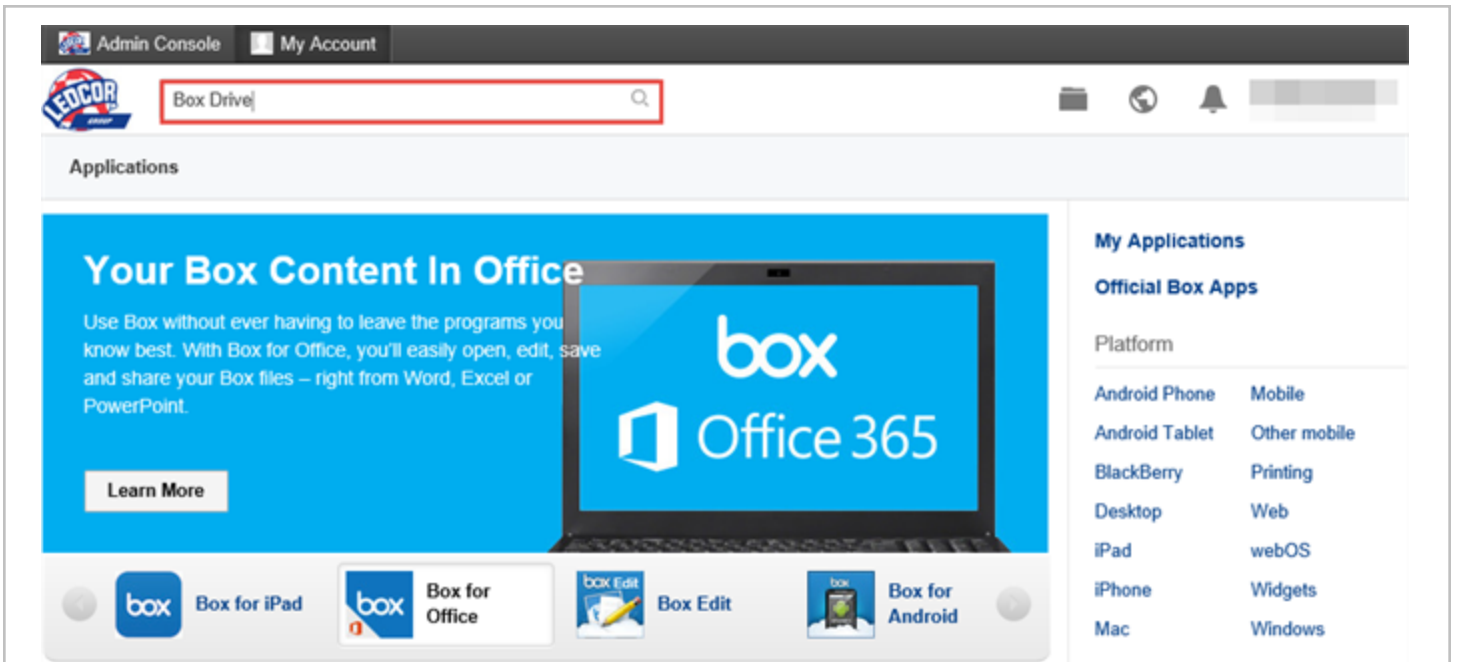
- [Installing Box Drive](#)
- [Opening Box Drive](#)
- [Searching in Box Drive](#)
- [Adding Folders to Quick Access](#)

Installing Box Drive

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

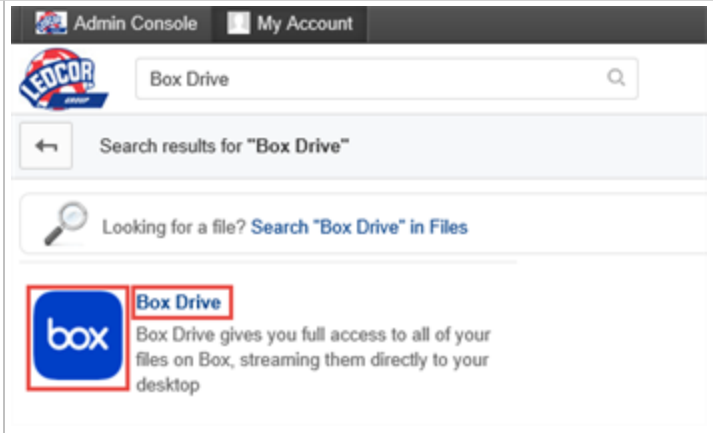


3. In the **Search Applications** field, enter *Box Drive*, then press **Enter**.



Box Drive is displayed in the search results.

4. Click either the **Box Drive** icon or text.
The app description page is displayed.



5. Next to **Download for Windows 64-bit**, click **here**.

The screenshot shows the 'Box Drive' application page in the LEOCOR Admin Console. The page includes a search bar, a description of Box Drive, a '+ Add' button, and several sections of text detailing its features and benefits. At the bottom of the page, there are three download links: 'Download for Windows 64-bit [here](#)', 'Download for Windows 32-bit [here](#)', and 'Download for Mac [here](#)'. The 'here' link for Windows 64-bit is highlighted with a red box.

6. In the pop-up dialog box, click **Run**.

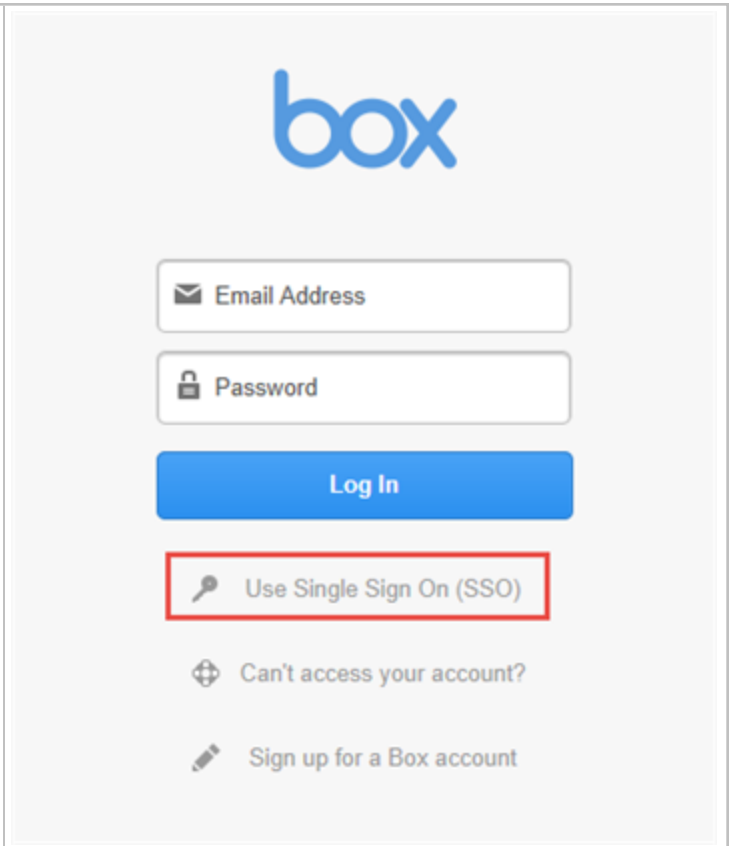


Box Drive is downloaded and the installation begins.

7. If a **User Account Control** dialog box is displayed, click **Yes**.

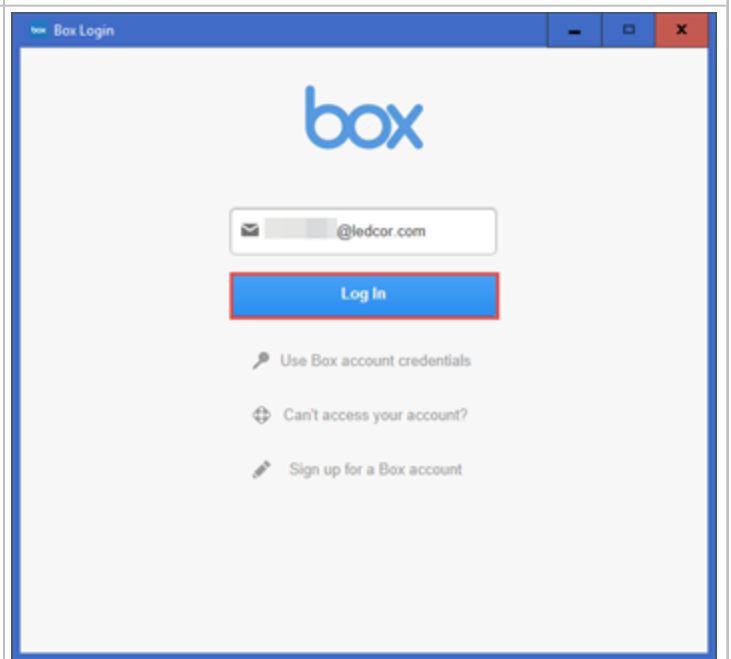
The Box Login dialog box is displayed.

8. Click **Use Single Sign On (SSO)**.



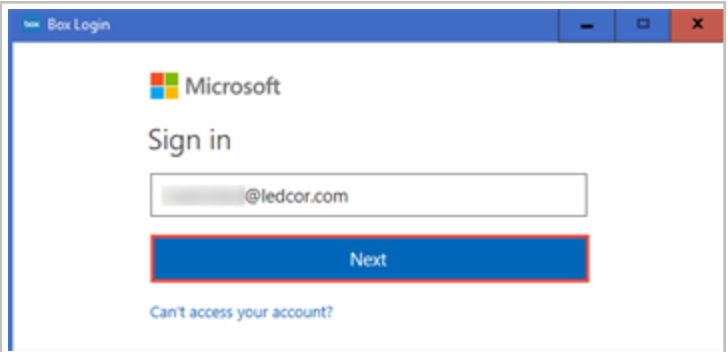
9. Enter your Leducor email address, then click **Log In**.

The **Microsoft Sign In** dialog box is displayed.



10. Enter your Ledcor email address, then click **Next**.

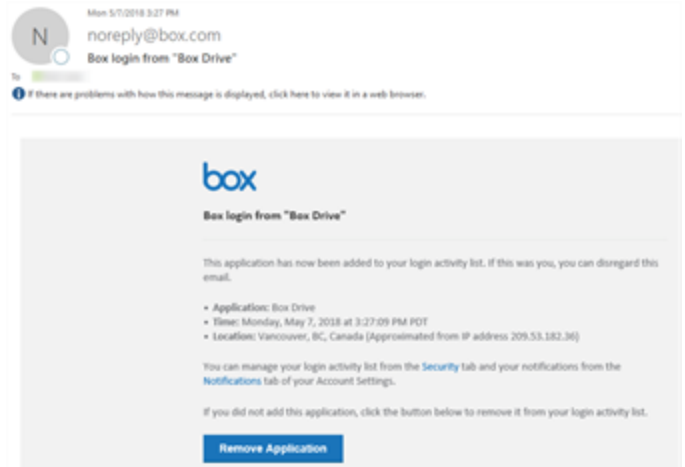
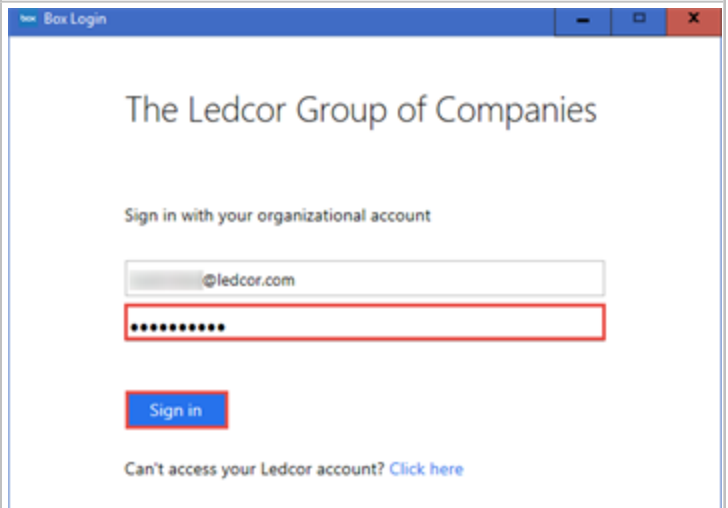
The **Ledcor Group of Companies** sign-in dialog box is displayed, with your email address populated.



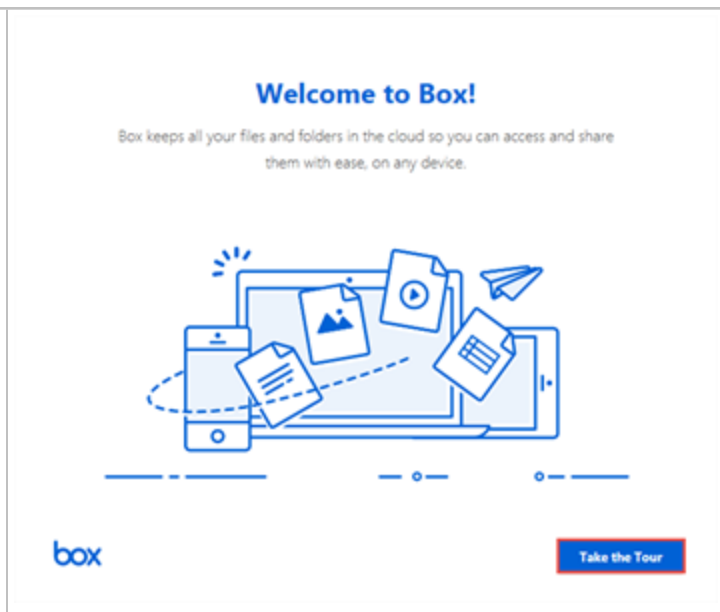
11. Enter your password used for your Windows login, then click **Sign In**.

The **Welcome to Box Drive** dialog box is displayed.

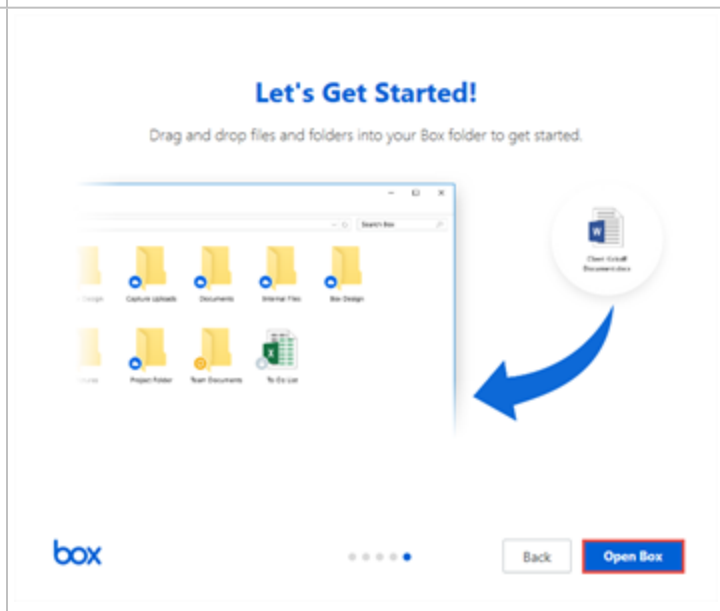
Note: An email is also sent to your inbox with the Subject line **Box login from "Box Drive"**. You can safely ignore this email.



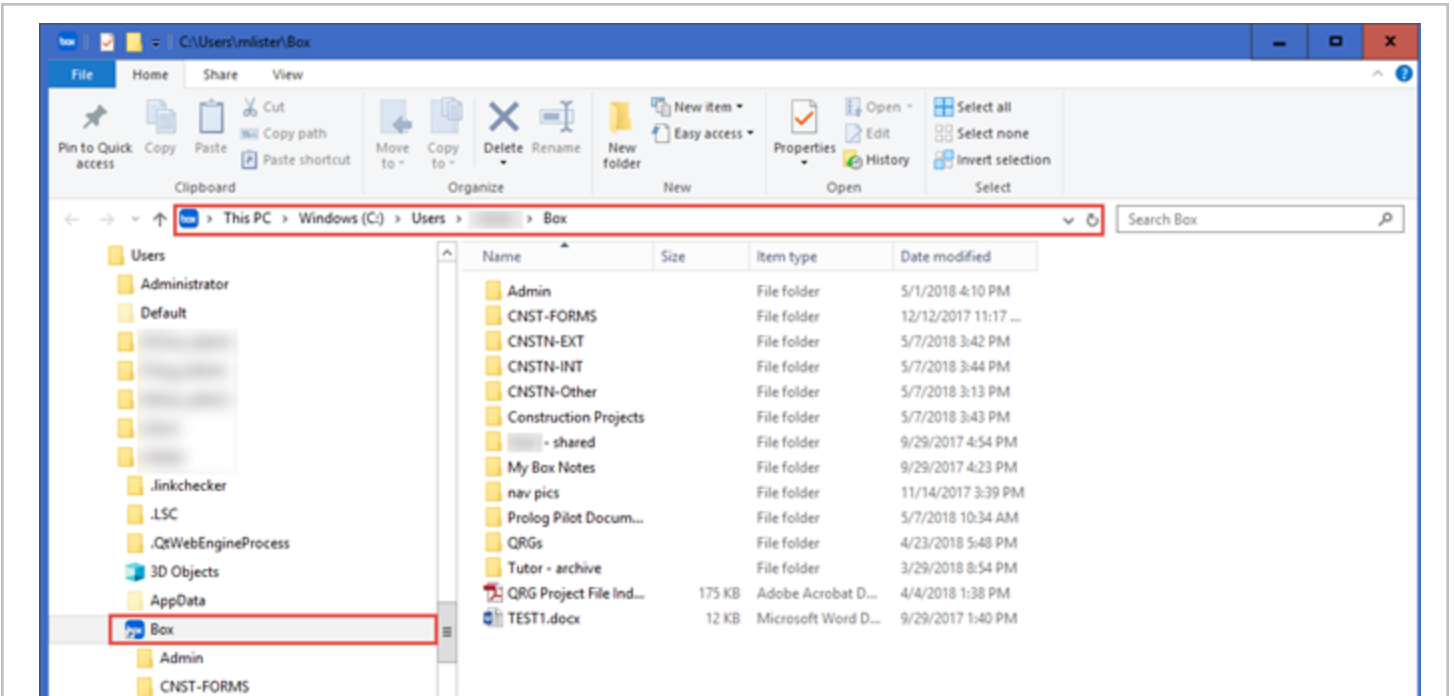
12. Click **Take the Tour**, then click **Continue** to review each page of the tour.



13. On the **Let's Get Started** page, click **Open Box**.



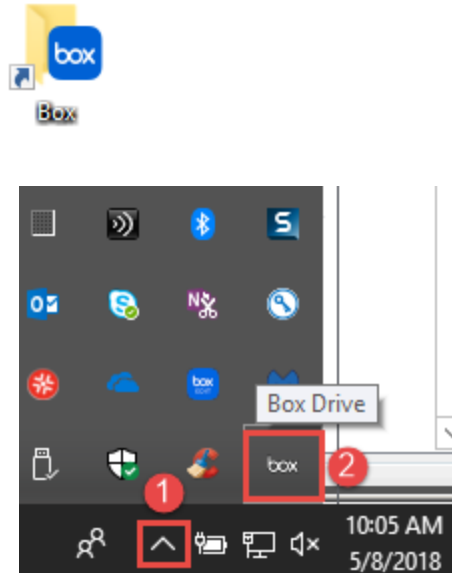
Your Box Drive folder opens in a new Windows Explorer window.

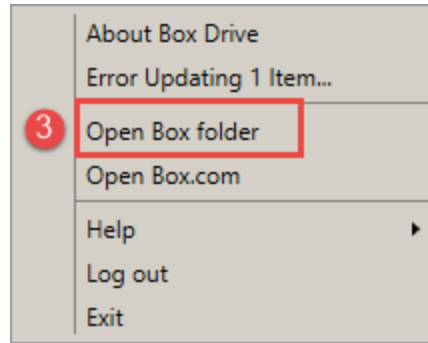


Opening Box Drive

To open your Box Drive folder, do one of the following:

- Double click the **Box Drive** icon on your desktop
- In the notification area on the taskbar, click the arrow, right-click the Box Drive icon, then click **Open Box folder**.



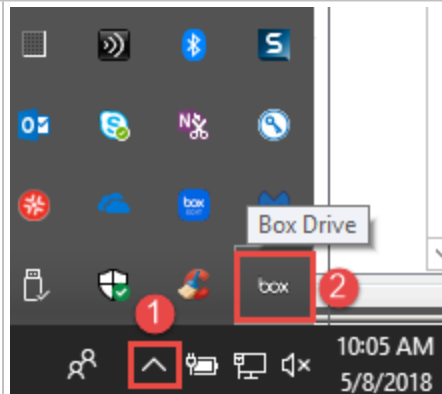


Searching in Box Drive

Tip: Press **Ctrl+Shift+Alt+B** as a keyboard shortcut to search Box Drive.

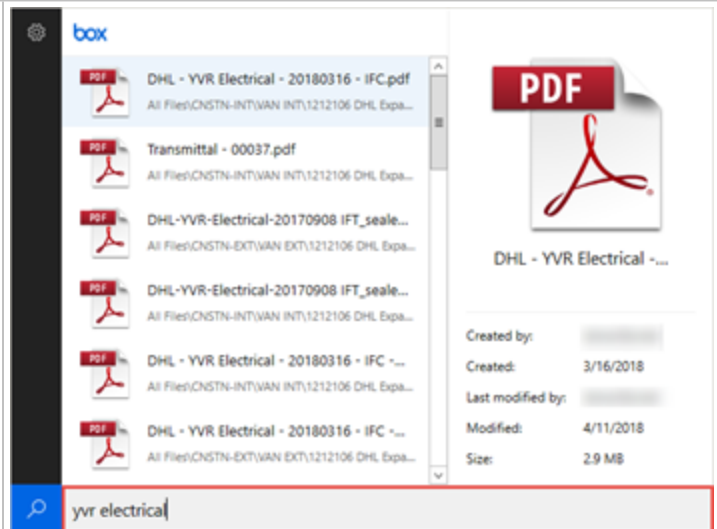
1. In the notification area on the taskbar, click the arrow, then click the **Box Drive** icon.

The **Box Drive Search** pane is displayed.



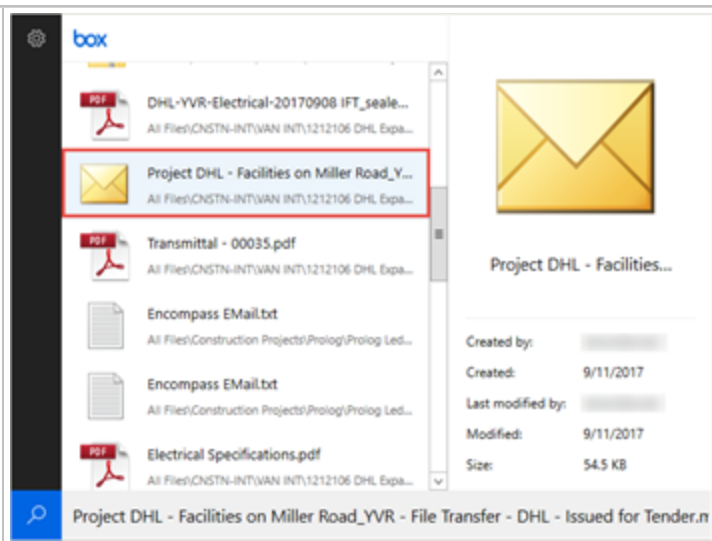
2. Enter your search term.

Box Drive automatically searches as you type, and displays results.



3. Scroll to see all results, and double click a document to open it.

Tip: Click a document to highlight it and see the document metadata in the preview pane at right.

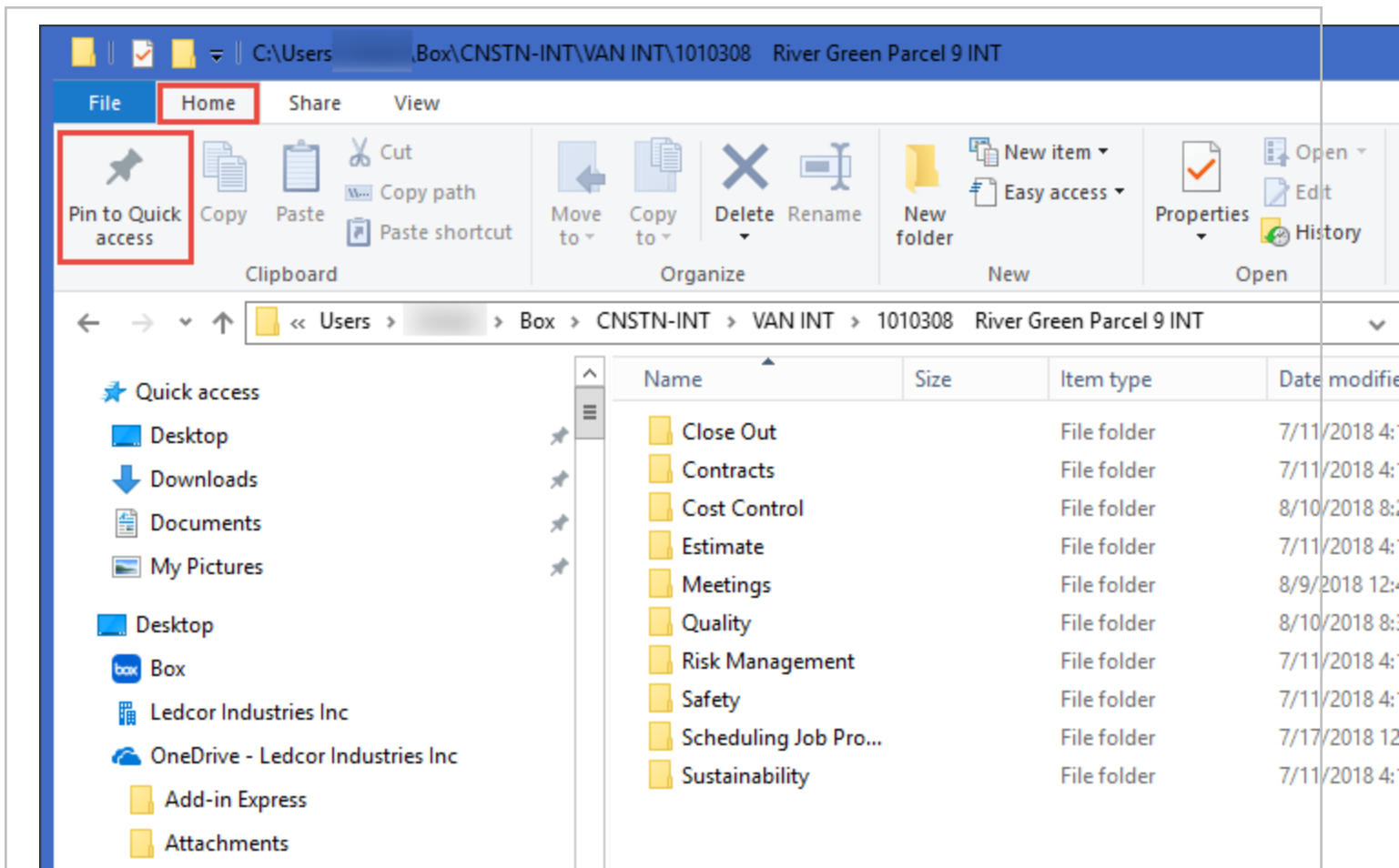


Adding Folders to Quick Access

In Windows Explorer in Windows 10, **Quick access** items are equivalent to Favorites. For frequently used folders, you can **Pin to Quick access** for faster access. To add folders to Quick access:

1. Open your Box folder. See [Opening Box Drive](#).
2. Navigate to the folder you want to add to Quick access.
3. On the **Home** tab, click **Pin to Quick access**.

BOX: Installing and Using Box Drive User Guide



The folder is displayed under **Quick access** on the left navigation frame in Windows Explorer.

BOX: Installing and Using Box Drive User Guide

