

GETTING STARTED WITH BOX

Watch this short [video](#) for a glimpse of Box.

Box is a cloud storage solution for all Construction project files.

Ledcor has an enterprise account which is SSO (Single Sign On) enabled - this means that your Box account is linked to your Ledcor network account and therefore uses the same User ID and Password.

TIP! Your [login](#) experience will differ when you are NOT connected to a secure Ledcor Network.



Use the checklist below to get setup with the best navigation experience in Box.



SET USER SETTING PREFERENCES

- ✓ [Home Page](#): Set **Home Page** = Favorites and Number **Files and Folders Per page** = 100
- ✓ [Notification](#): Uncheck all notifications to avoid receiving constant automated Box emails



DOWNLOAD ESSENTIAL BOX APPS

- ✓ [Box for Office](#): Open, edit and share documents directly from the Office application you are working in. Also save email attachments directly from Outlook.
- ✓ [Box Sync](#): Access project files offline by syncing them to your desktop.



SETUP YOUR PROJECT FOLDERS AS FAVORITES FOR QUICK ACCESS

- ✓ **CNSTN-INT > [Region] > [Project Folder-INT]**
 - ✓ **CNSTN-EXT > [Region] > [Project Folder-EXT]**
- Also add any other folders you access regularly as [favorites](#).



SYNC FREQUENTLY ACCESSED FOLDERS TO DESKTOP

- ✓ Add frequently accessed folders [to Box Sync](#) for offline access.

TIP! Must have Box Sync installed



DOWNLOAD MOBILE APPS

- ✓ Box for iPad. Access the project files from your iPad. Download from the Apple App Store.
- ✓ [Box Capture](#). Capture photos, videos and audio recordings with iPad and upload directly to Box.

ADDITIONAL RESOURCES:

Procedures & Other Reference Materials

[OM 07.02 Standard Filing Procedures](#)
[Project File Index](#)
[QRG – Working with Files](#)
[QRG – Sharing Links and Collaborating](#)

User Guides

[Getting Started and Navigation Basics](#)
[Adding and Removing Folders in Box Sync](#)
[Working with Files](#)

Training

[LEARN: Box Overview](#)