GETTING STARTED WITH BOX AT THE FUND

WHAT IS BOX?

- Fund approved secure, cloud-based file sharing and storage tool
- Secure means of sharing files with internal and external collaborators
- Box does not replace eDOCS DM as the Fund repository for official documents

WHAT TO USE BOX FOR?

- Share files with internal and external collaborators who may or may not have a Box account. Set appropriate security permissions.
- Share and collaborate on large files.
- Collaborate within teams while on mission.
- Sync content across multiple devices.

WHAT DO YOU NEED TO KNOW?

- Box is secure for sharing every classification of files, including *Strictly Confidential*.
- Assign security permissions appropriately when sharing Fund content with internal and external collaborators.
- Bear in mind that while you have unlimited storage, higher storage usage may impact syncing of content across devices.

USING BOX AT THE FUND

I. **Request an account**: Read and accept the terms on the http://WorkingWithBox page on the Fund Intranet. You will receive an email when your account is ready.

II. **Install on Fund workstation**: From Software Center (Select *Start/Run*, type *SSS*), install two applications:
   - *Box Edit* to edit files directly in Box.
   - *Box Sync* to mirror data in your local Box folder with your Box account. Once installed: (a) Click *All Programs/Box Sync/Box Sync* to start it. (b) Click *Use Company credentials*. (c) Enter Fund email and click *Log In*. (d) Click *Start Syncing* to begin syncing your documents. A shortcut to the Box Sync folder is created on the desktop. Documents copied here will be moved to the Box account.

III. **Install the *Box for EMM* app on iDevices (*MobileIron* and *Pulse Secure required*)**:
   (a) Tap *Fund App Store/Box for EMM /Request/ Install*. (b) Tap the *Pulse Secure* app and tap *Connect* (c) Tap the *Box for EMM* app, swipe left four times, tap *Log In/Authorize* and follow the prompts. When prompted, enter NEW passcode.

HOW TO ACCESS BOX?

	Where to go?	What you need?
Via Fund workstation at work, CITRIX, or SSLVPN	imfbox/	
Via Fund-managed iPhone/iPad (with MobileIron and Pulse Secure)	Use *Box for EMM* app or log in to https://imfbox.box.com and click SSO	For *Box for EMM*, passcode, Fund user name and password. (Re-enter passcode if inactive for more than one hour.) For browser, Fund user name and password.
Via personal computer, personal non-Fund-managed iPad, or iPhone	https://imfbox.box.com and click SSO	Fund user name, pin and RSA SecurID

LEARN MORE ABOUT BOX

- See training material in the *Training / 1 Getting Started* folder in Box .
- Visit http://WorkingWithBox page on Fund Intranet.

box

What do you want to do?	Who are you collaborating with?	What can you use?	Get Started
Collaborate on an official Fund document	Mission team, department front office	eDOCS DM FundDocs on Fund-issued iPads	http://WorkingWithDocuments
Coordinate and collaborate with a team or group on a specific project or initiative	Fund Staff	eDOCS DM Box Team Sites Collaboration Sites	http://WorkingWithDocuments
Inter-departmental review of official Fund documents	Fund staff in different departments	eReview	http://eReview
Share files with internal and external collaborators	Fund and Non Fund Staff	Box	http://WorkingWithBox
Share large files (>15 MB)	Fund and Non Fund Staff	Box	http://WorkingWithBox
Access my files from multiple devices	Only for me	Box FundDocs on Fund-issued iPads	http://WorkingWithBox
Create, store and retrieve a document for individual use	Only for me	Box My Documents C drive U drive	
Share a note or a link to a file with a few Fund colleagues	Fund staff	E-mail	
Informally share ideas and knowledge with Fund colleagues and expand my network	Fund staff	Yammer	www.yammer.com

SUPPORT

- More information in the *Training* folder in Box*.

- For help with setting up Box on your Fund workstation and mobile devices: Contact the IT Help Desk at (202) 623-6631 (x36631), through chat, through self-service, or by email at ithelpdesk@imf.org.

- For questions about using Box: Contact Box support at +1 (855) 570-4130 or via e-mail at business-support@box.com. Browse help topics at support.box.com or submit requests at: https://support.box.com/hc/en-us. Expect a response within 2 hours of requesting support.