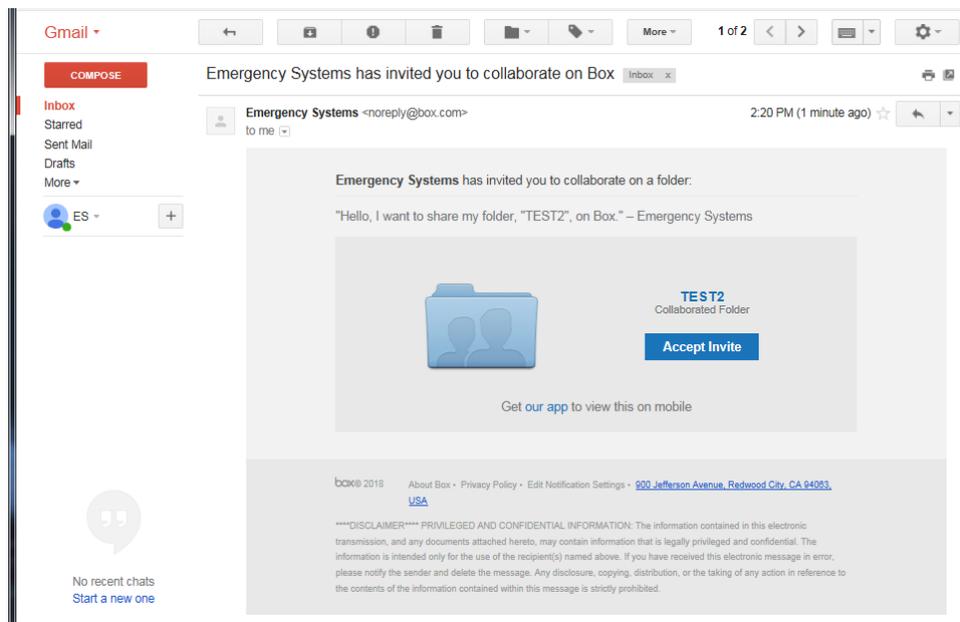


BOX – accepting an invitation from the Oklahoma State Department of Health (OSDH)

Includes information provided through <https://community.box.com/t5/Get-Started-Guide-for-New-Users/The-Basics-of-Box/ta-p/6807>, 2018 January 17)

1. Access to OSDH BOX folders is by invitation only.
2. The invitation will be sent to the email provided to the OSDH. If this is incorrect, you must notify the OSDH immediately.
3. A sample invitation is provided below.



4. To access BOX, initiate the process by clicking *Accept Invite*.
5. Complete the following information in the window below and click *Submit*.

box English (US) 1-877-729-4269 Sign Up

Box Collaborator Sign Up

'Oklahoma State Dept. of Health' Has Invited You to Collaborate on 'TEST2'

Your Information

Full Name

Email Address

Password

Phone Number

Submit

By registering you agree to Box's [Terms of Service](#) and [Privacy Policy](#).

Already have an account? [Log in here.](#)

6. Please note the email and password created above – you will need it every time you need to log into your Box profile.
7. Once you click *Submit*, a Box profile would be created for you.
8. Select *FOR WORK*, click *Next*.

box ET

Welcome to Box, ES Testing2!

Let's personalize your experience.
What do you mostly plan to use Box for?



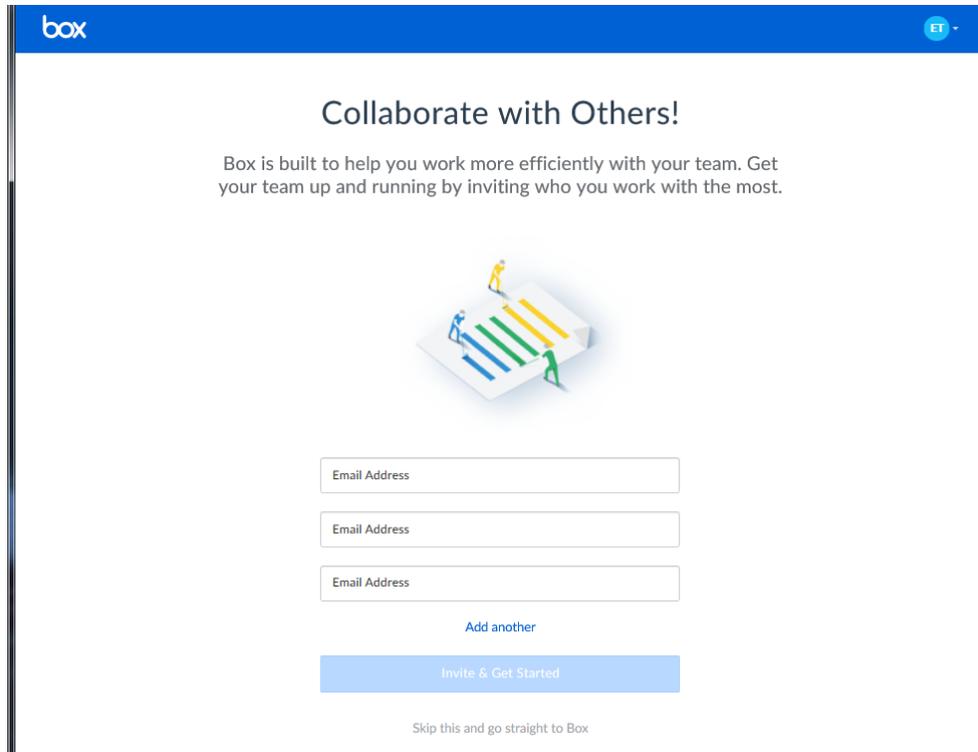
FOR PERSONAL USE



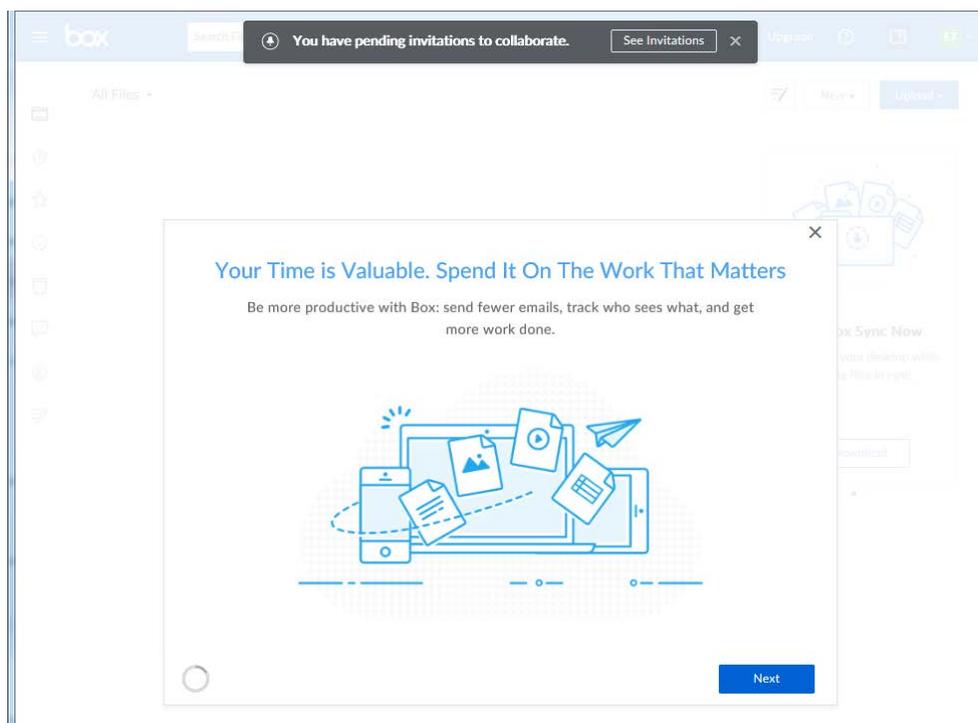
FOR WORK

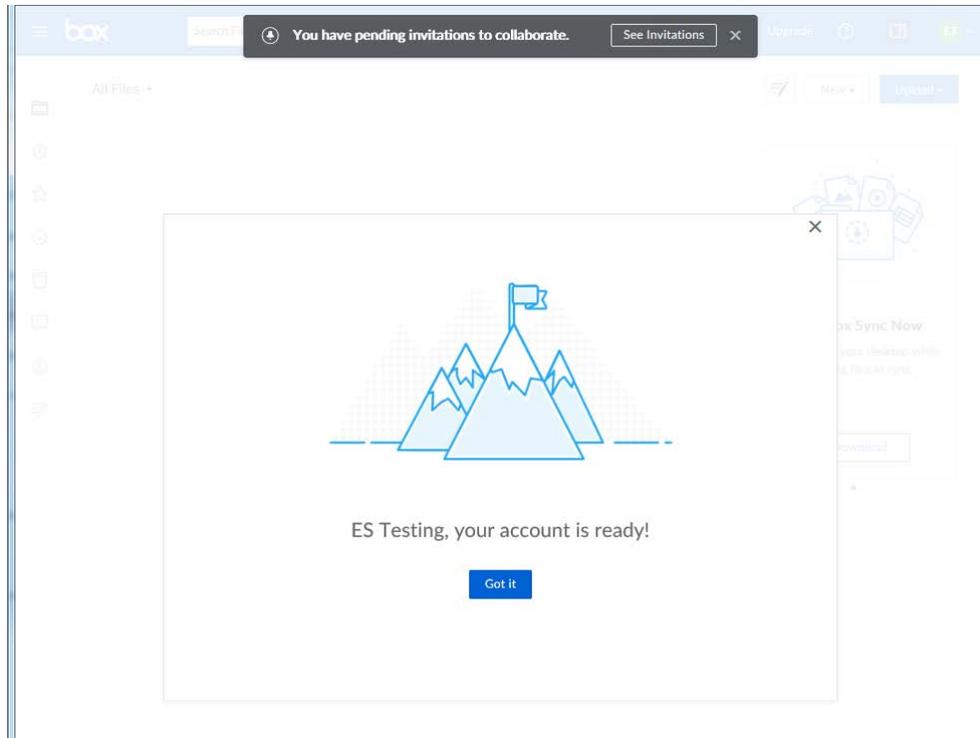
Next

[Skip this and go straight to Box](#)



9. Click Skip this and go straight to Box.
 - Important reminder: This tool may only be used for the purposes that it was intended. Using it for any other designated purpose is prohibited.

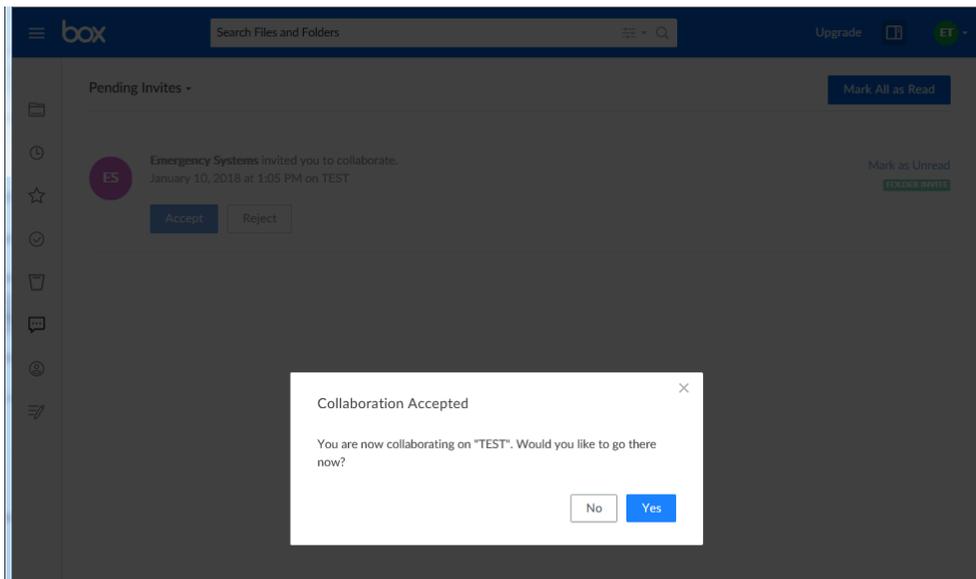




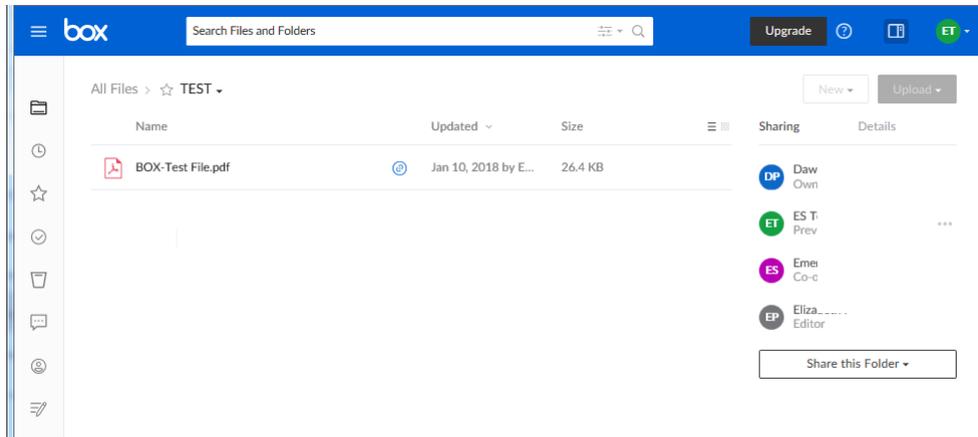
10. On the gray banner, click See Invitations.

- If the banner is not there, you may close the small window; or click *Next* for the next several slides until you see window below.

11. Click *Accept* and the smaller window will confirm that the Collaboration Accepted; Click *Yes*.



12. Below is a sample of your file home page – each user will only have access to the folder that is authorized for their specific use.



13. Once in your file homepage, the following window may pop up several times – click Yes
- This is due to a possible conflict between your internet browser and the version of Box you are currently using.
 - This may pop up every time the files home page is viewed.
 - A different browser may eliminate the security pop ups.

