## **Install Box Drive**

## Overview

Box Drive allows you to access, synchronize and manage your OHSU Box.com folders and files from the desktop of your computer - without using a web browser.

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- You must have a working OHSU network account. If you are using a standard OHSU computer, it must be connected to the OHSU network. ٠
- If you are using a personally owned device, it must be connected to the internet.
- If you previously installed Box Sync software on your computer, the Box Drive installer will remove Box Sync during the installation process. If Box Sync isn't automatically removed, follow the steps in the *Manually remove Box Sync (if necessary)* section.

## Install Box Drive from Windows Software Center (OHSU-managed computers only)

If your computer is not managed by OHSU, download the Box Drive installer from the Box Drive download page, follow the on-screen installation instructions and skip directly to Authenticate to your Box account and complete installation section.

- 1. Press the **Search** button.
- 2. In the Search text field, type software.



3. Under the Best match results, select Software Center.



4. From the Applications pane, select Box Drive.

Oregon Health & Scie	ence University	
Applications	All Required	
<b>C</b> Updates	Filter: All   Sort by: Most recent	
🕒 Operating Systems		
Installation status	Name	
So Device compliance	Box Drive	
Options	Dell Data Protection 10.3.0.2	
	Cofense Reporter	
	Cisco AnyConnect Secure Mobility Client	

5. Select Install.



The installation begins.

6. After the installation completes, exit Software Center and continue to the Authenticate to your Box account and complete installation section.

Authenticate to your Box account and complete installation

1. Open Box Drive from the Start Menu.

	A
	About This Computer
	Access 2016
	Acrobat Reader DC
2	O Alarms & Clock
	В
D	Box Drive New
5	Box Sync ~
~	c
~~	Calculator
Φ	Camera
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2. Enter your OHSU email address at the Box Drive login prompt. Select Next.

Sign In to Your Account	
bonjovij@ohsu.edu	
Next	
Reset Password	

3. Enter your OHSU Username and Password at the OHSU login screen. Select Login.

OHSU
Login to Box.com
Username
bonjovij
Password
•••••
Login

4. At the Welcome to Box! prompt, select Take Tour.



5. At the end of the tour, select Finish.

Drag and drop f	Lets Get Started!	get started.
<ul> <li>Design</li> <li>Capture Uplands</li> <li>Documents</li> <li>Deciments</li> <li>Project Folder</li> <li>Team Documents</li> </ul>	- D X V O Search Box P De Denign Be Denign Be De List	Cent Kioff Document.doc
Ьох	• • • • • • • •	Back

6. If you are prompted to uninstall Box Sync, select Continue and follow the on-screen instructions to remove Box Sync.

Note: If you see this prompt, do not skip this step.



7. The Box Sync uninstall may take several minutes. At the Disk clean up complete! confirmation screen, select Close.





Read and follow all steps for OHSU-managed Mac computers. If your computer is not managed by OHSU, download the Box Drive installer from the B ox Drive download page, open the installer and start at Step 3.

- 1. Open Self-Service.
- 2. From the Applications pane, select Box Drive.
- 3. Select Install.

• • •	🥪 Install Box	
	Standard Install on "Macintosh HD"	
<ul> <li>Introduction</li> <li>Destination Select</li> <li>Installation Type</li> <li>Installation</li> <li>Summary</li> </ul>	This will take 85.7 MB of space on your computer. Click Install to perform a standard installation of this software on the disk "Macintosh HD".	
<b>box</b> DRIVE	Change Install Location Go Back Install	]

4. When prompted, enter your OHSU User Name and Password. Select Install Software.

Installer is trying to install new software.		
User Name:	; bonjovij	
Password: •••••		
	Cancel Install Software	

The installation begins.

1. When the installation finishes, select Close.



**Note:** You may encounter either a *System Extension Blocked* prompt or a Box installation message asking you to enable the Box system extension. If prompted, select **Open Security Preferences** or **Open System Preferences**, respectively, and allow Box.com software.

em Extension Blocked
gram tried to load new system extension(s) d by "Box, Inc.". If you want to enable these sions, open Security & Privacy System rences.
pen Security Preferences OK





2. Open Box Drive from Finder.

3. Enter your OHSU email address at the Box Drive login prompt. Select Next.

Sign In to Your Account	
bonjovij@ohsu.edu	
Next	
Reset Password	

4. Enter your OHSU Username and Password at the OHSU login screen. Select Login.

Box
OHSU
Login to Box.com <b>Username</b>
bonjovij
Password
Login

5. At the Welcome to Box! prompt, select Take Tour.



6. At the end of the tour, select Finish.

Welcome to Box Drive	
Lets Get Started! Drag and drop files and folders into your Box folder to get started.	
Box   Box   Box   Decuments   h></th>	
Back Finish	

7. If prompted to uninstall Box Sync, select Continue and follow the on-screen instructions to remove Box Sync.

Note: If you see this prompt, do not skip this step.

Box Drive	
Let's uninstall Box Sync	
Now that you have the latest version of Box Drive, you can safely remove Box Sync from your computer.	
Box Sync Box Drive	
Continue	

8. The Box Sync uninstall may take several minutes. At the Disk clean up complete! confirmation screen, select Close.



During the Box Drive installation and setup process, Box Sync will be removed after you log into Box Drive for the first time. If the setup process does not remove Box Sync, please see Box.com documentation for troubleshooting Box Sync removal issues.

• If you had any Box files open when Box Sync is removed, the open files will be stored in a folder named Archived - Box Sync. You must review and resave the files.



- Do not manually delete the Box Sync folder from your computer it will be automatically deleted when you install Box Drive. If you delete the Box Sync folder outside of the Box Drive installation process, it will delete all the files saved in your Box Sync folder from your OHSU Box.com account.
- For OHSU-specific Box Drive instructions, please review How It Works: Box Drive and Manage Your Files in Box Drive articles.
- For more information about OHSU Box.com, visit the Box.com.
- If you are using a personally owned computer, please note that OHSU does not provide any support for personally owned devices, even if you are using your computer to perform OHSU work.

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