

# Install Box Drive

## Overview

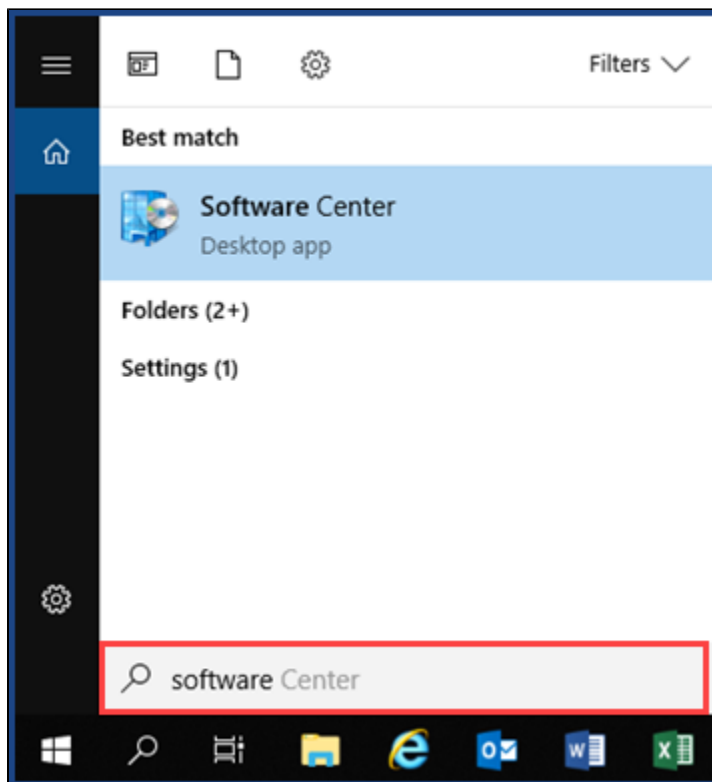
Box Drive allows you to access, synchronize and manage your OHSU [Box.com](#) folders and files from the desktop of your computer — without using a web browser.

- You must have a working OHSU network account.
- If you are using a standard OHSU computer, it must be connected to the OHSU network.
- 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.

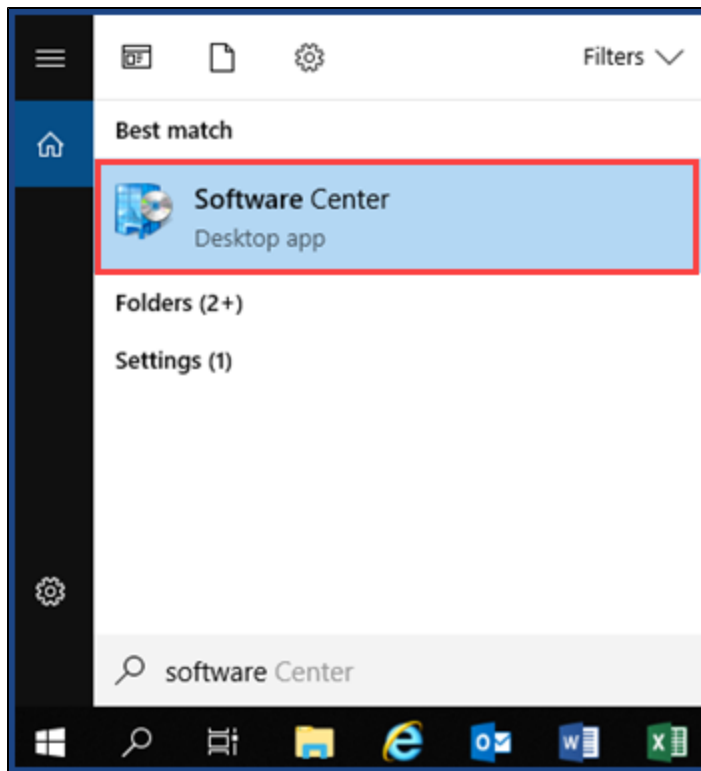
## Install Box Drive from Windows Software Center (OHSU-managed computers only)

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.

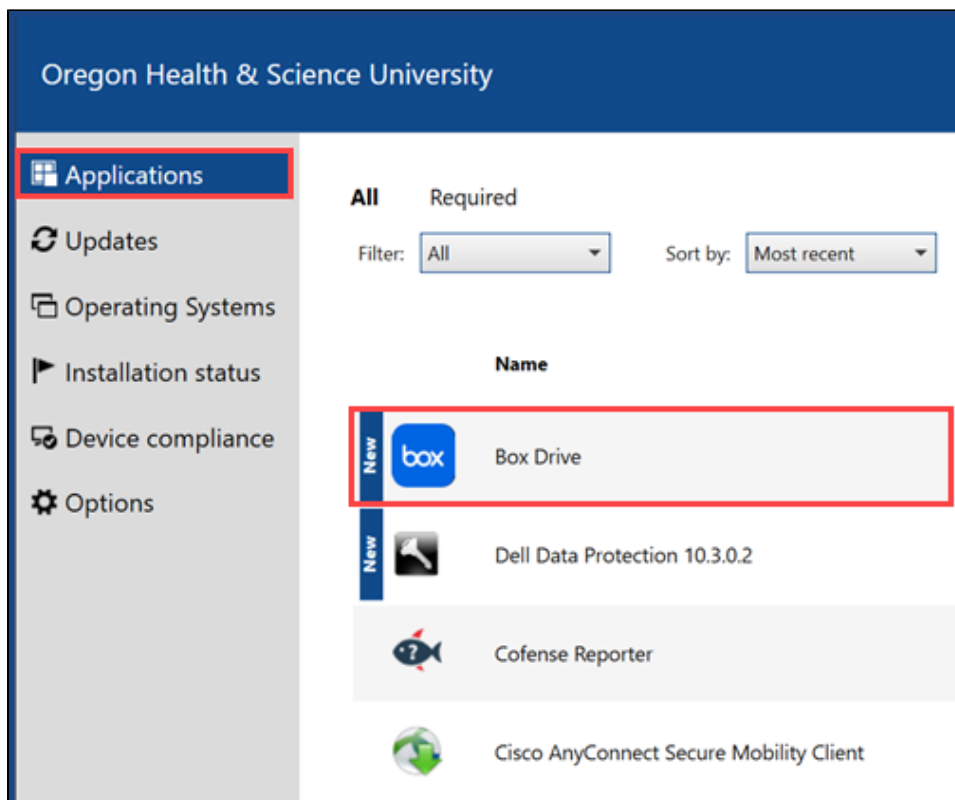
1. Press the **Search** button.
2. In the **Search** text field, type *software*.



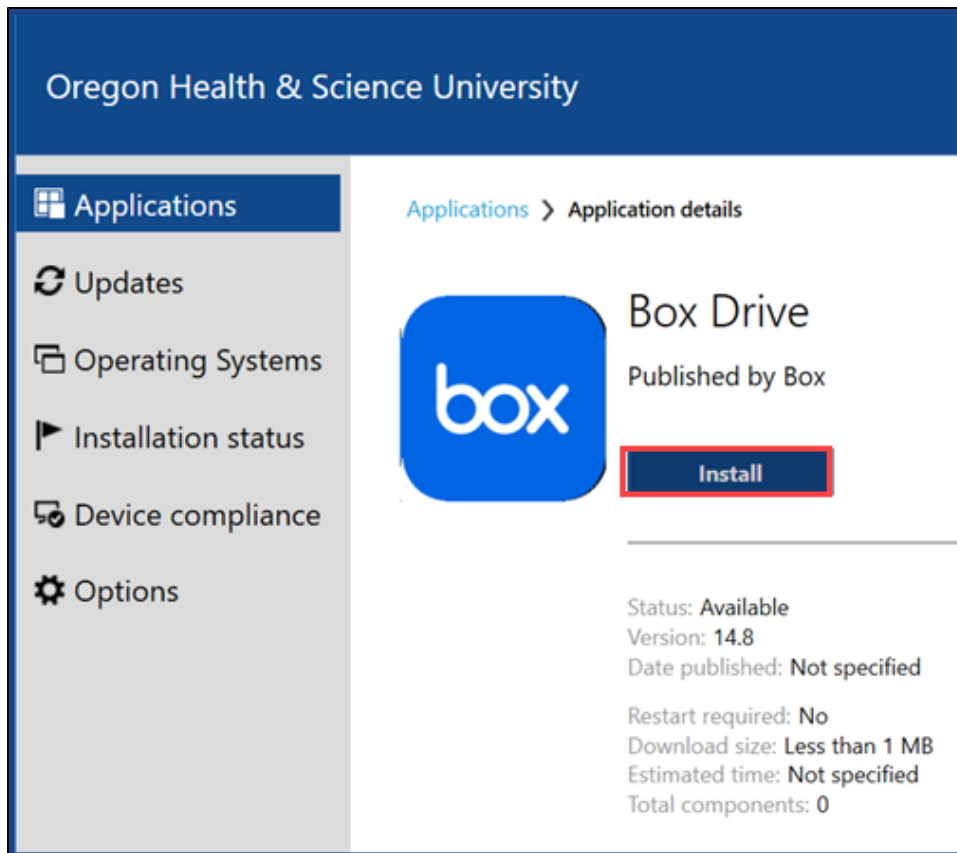
3. Under the **Best match results**, select **Software Center**.



4. From the **Applications** pane, select **Box Drive**.



5. Select **Install**.

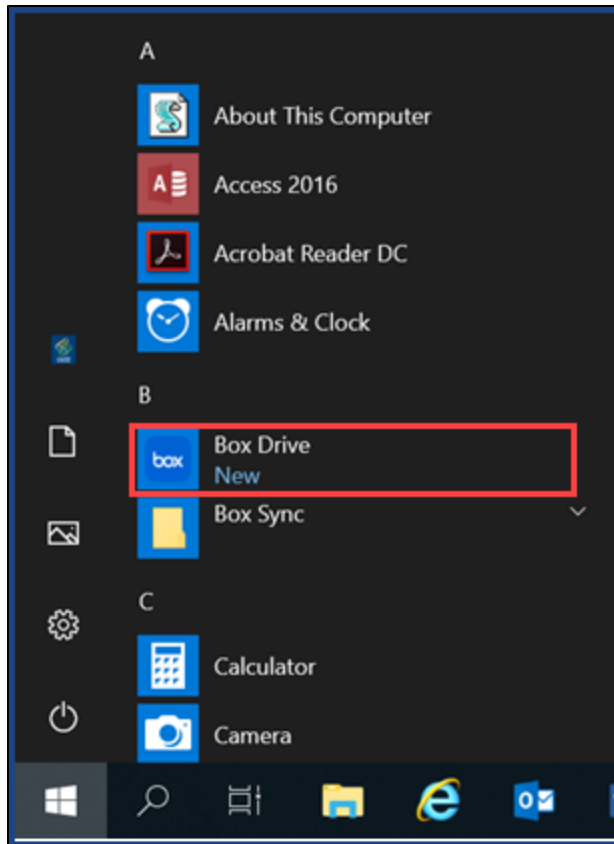


The installation begins.

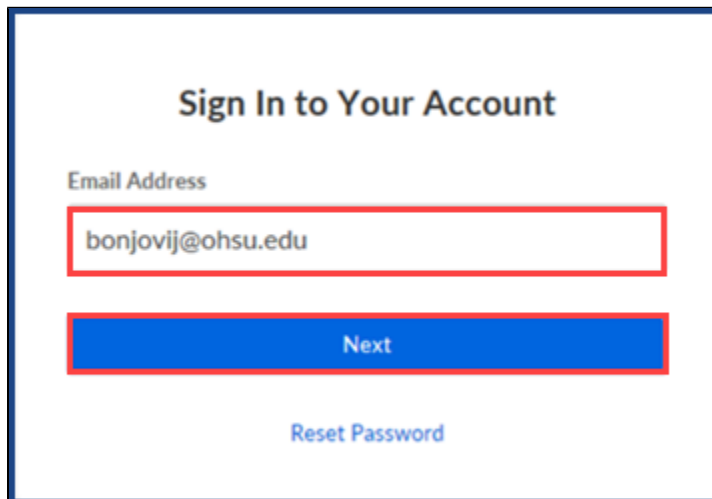
6. After the installation completes, exit **Software Center** and continue to the *Authenticate to your Box account and complete installation* section.

## Authenticate to your Box account and complete installation


1. Open **Box Drive** from the **Start Menu**.



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



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



OHSU

Login to Box.com

**Username**


**Password**

Login

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

## Welcome to Box!

Box keeps all your files and folders in the cloud so you can access and share them with ease, on any device.

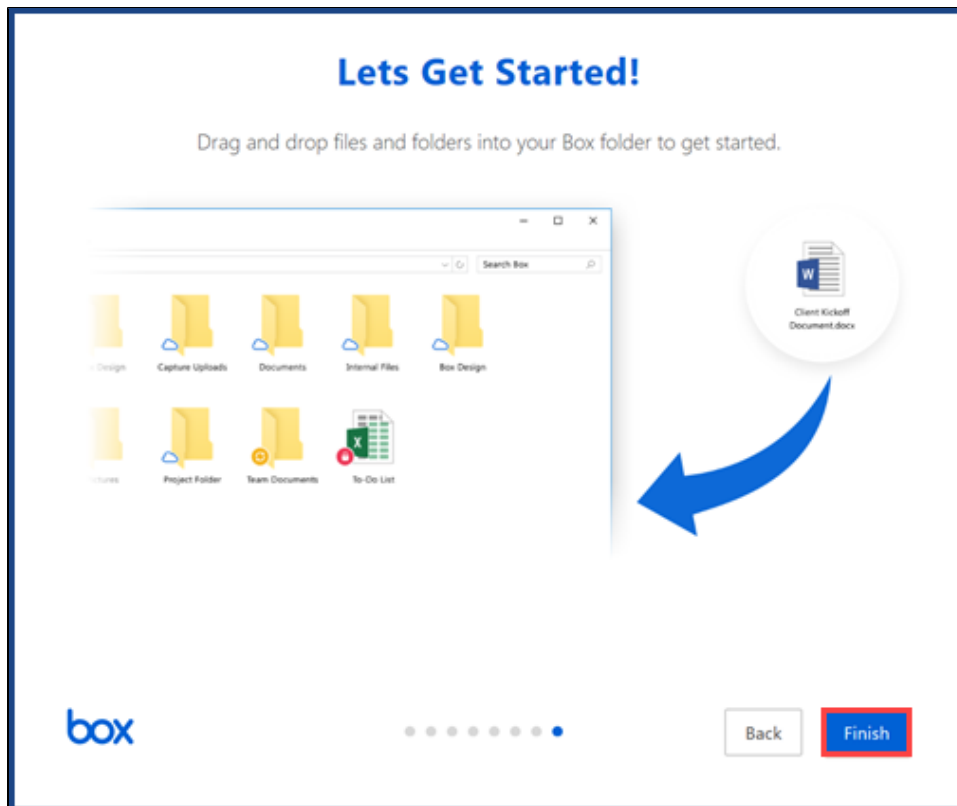


box

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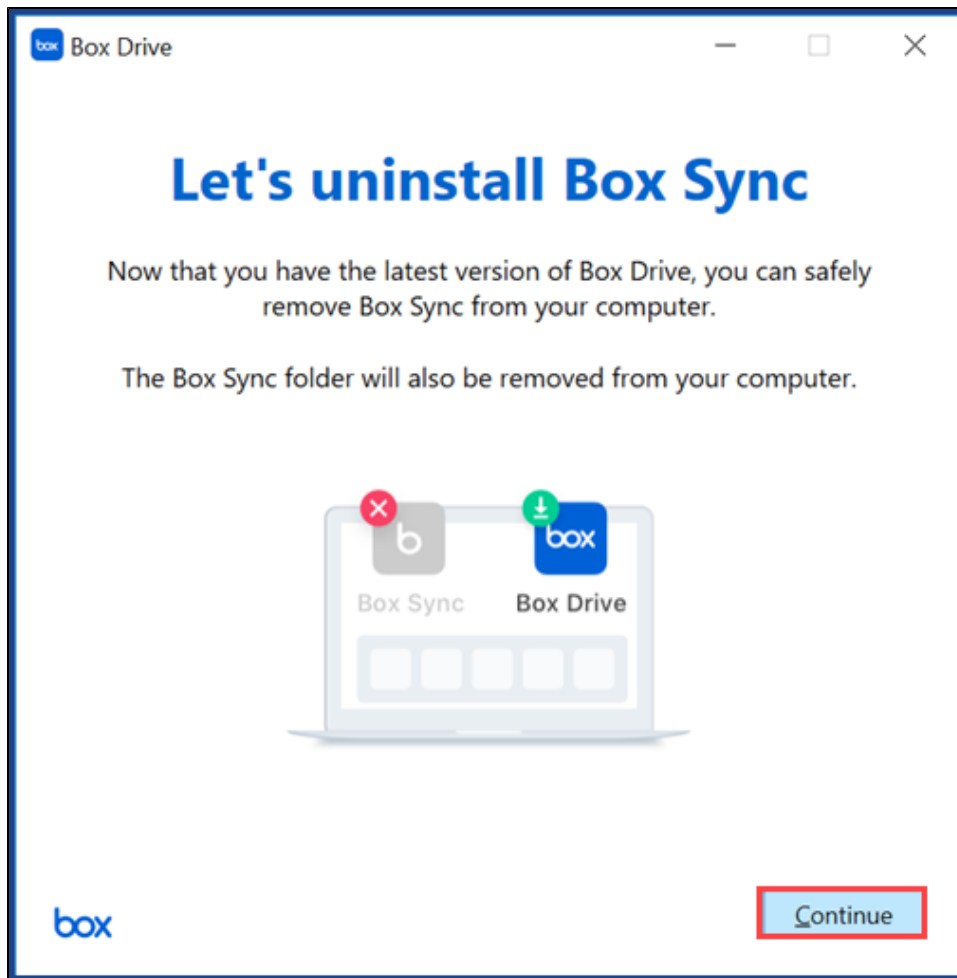
Take Tour

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

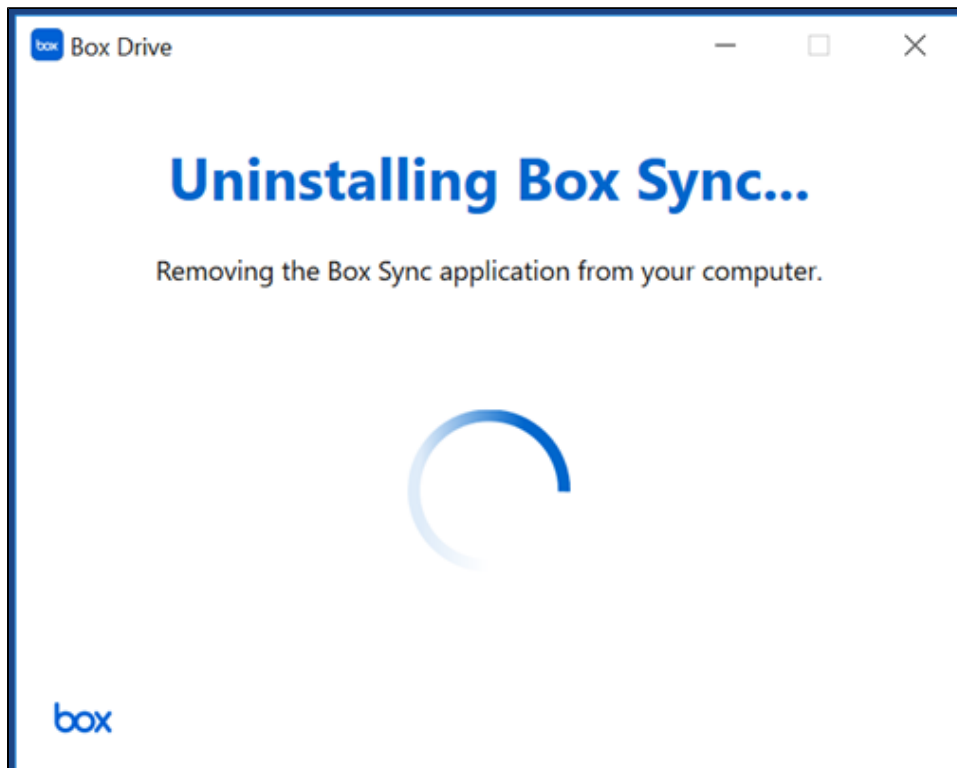


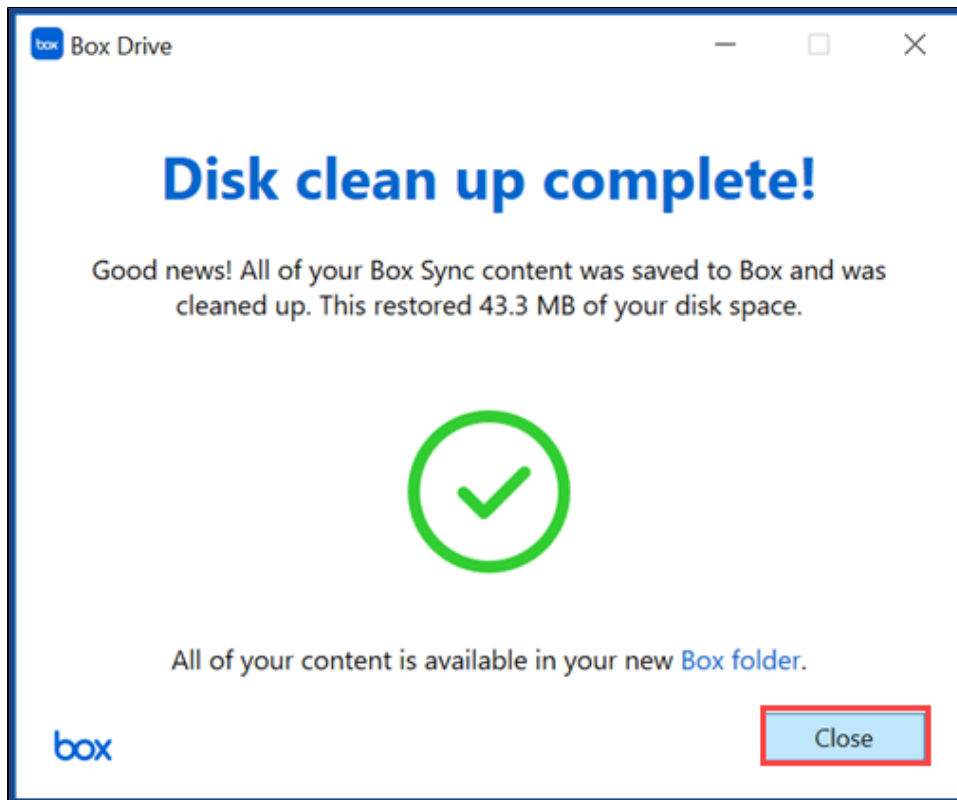
6. If you are prompted to uninstall Box Sync, select **Continue** and follow the on-screen instructions to remove Box Sync.

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



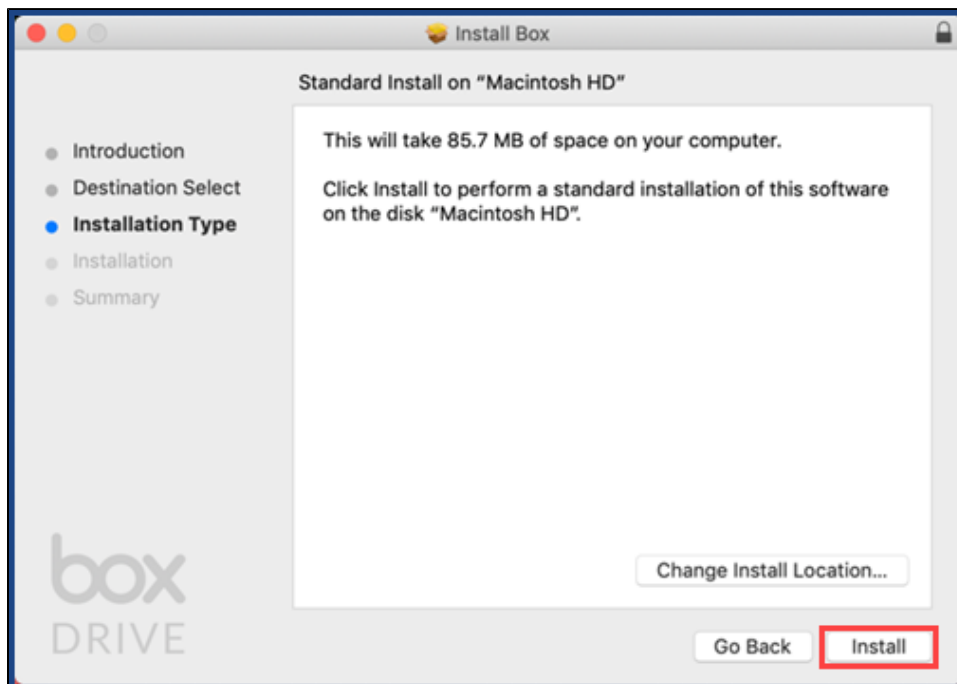
7. The Box Sync uninstall may take several minutes. At the *Disk clean up complete!* confirmation screen, select **Close**.





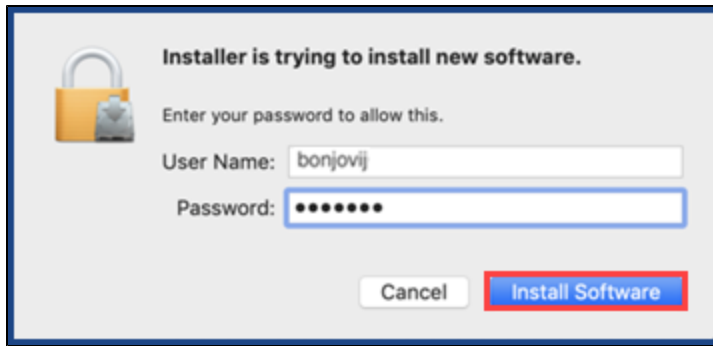
Read and follow all steps for OHSU-managed Mac computers. If your computer is not managed by OHSU, download the Box Drive installer from the [Box Drive download page](#), open the installer and start at Step 3.

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



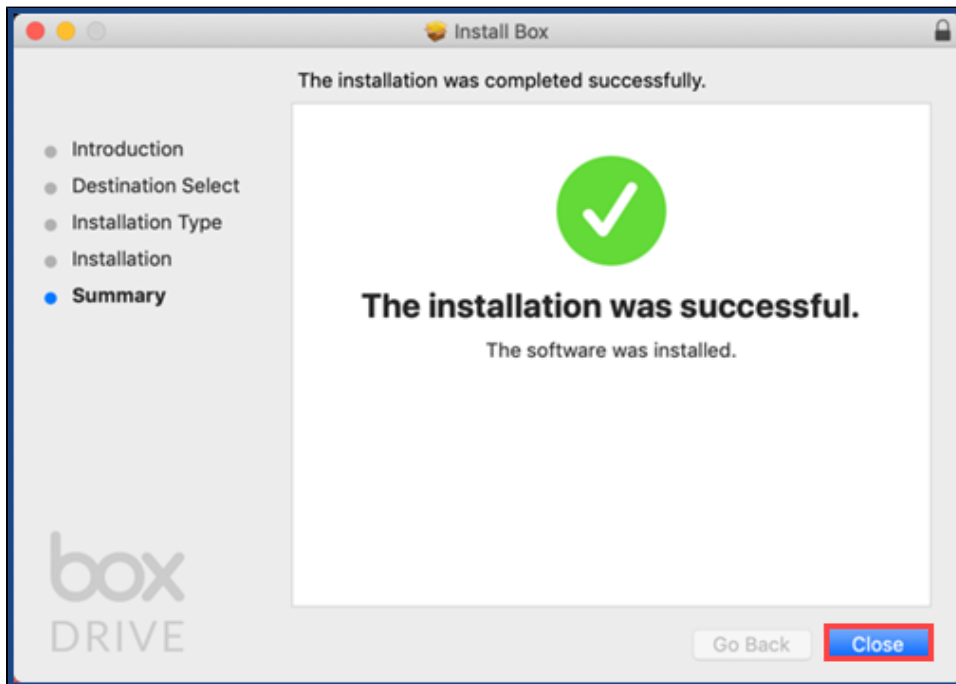
4. When prompted, enter your OHSU **User Name** and **Password**. Select **Install Software**.





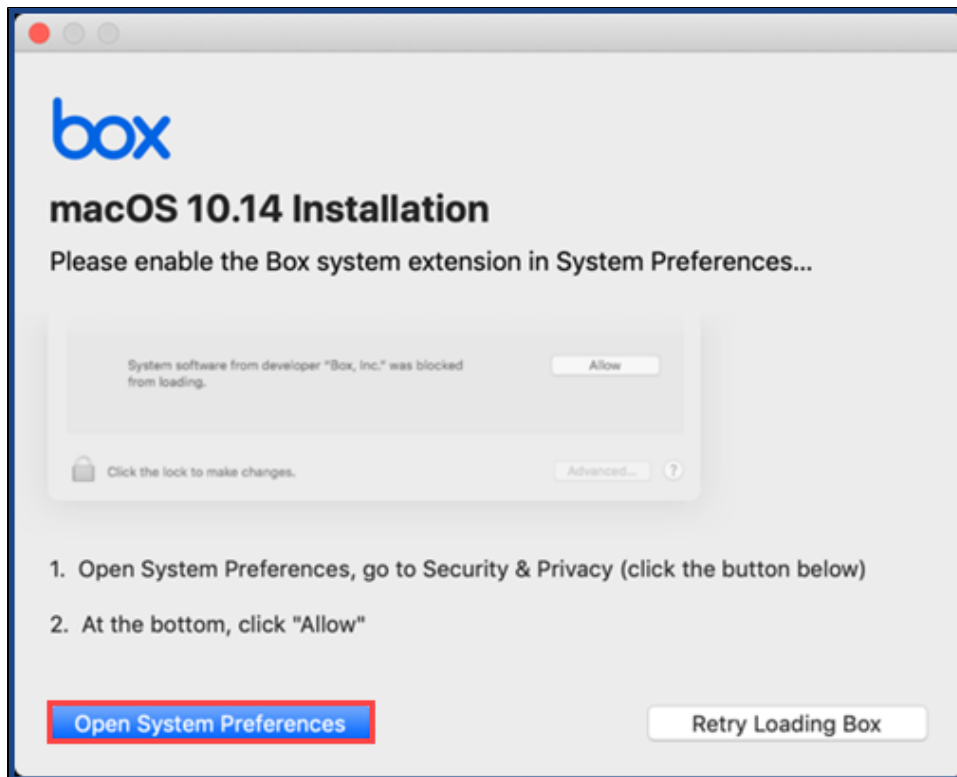
The installation begins.

1. When the installation finishes, select **Close**.

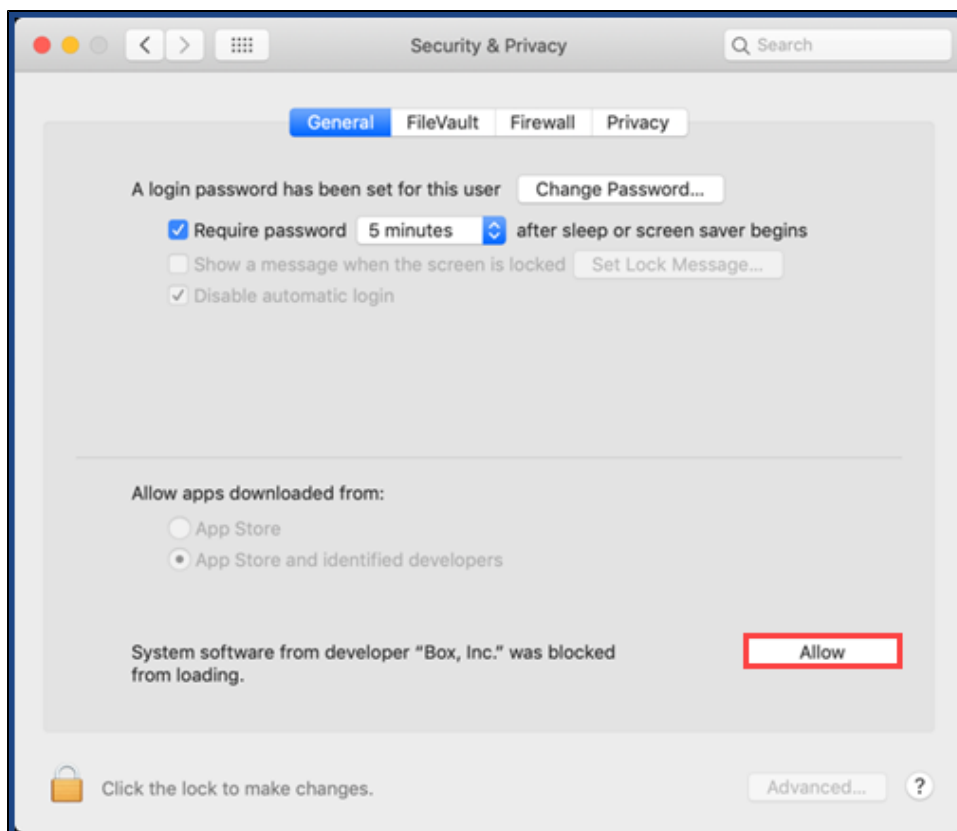


**Note:** You may encounter either a *System Extension Blocked* prompt or a Box installation message asking you to enable the Box system extension. If prompted, select **Open Security Preferences** or **Open System Preferences**, respectively, and allow [Box.com](https://www.box.com) software.





1. Open System Preferences, go to Security & Privacy (click the button below)
2. At the bottom, click "Allow"



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**


Email Address

**Next**

[Reset Password](#)

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

Box



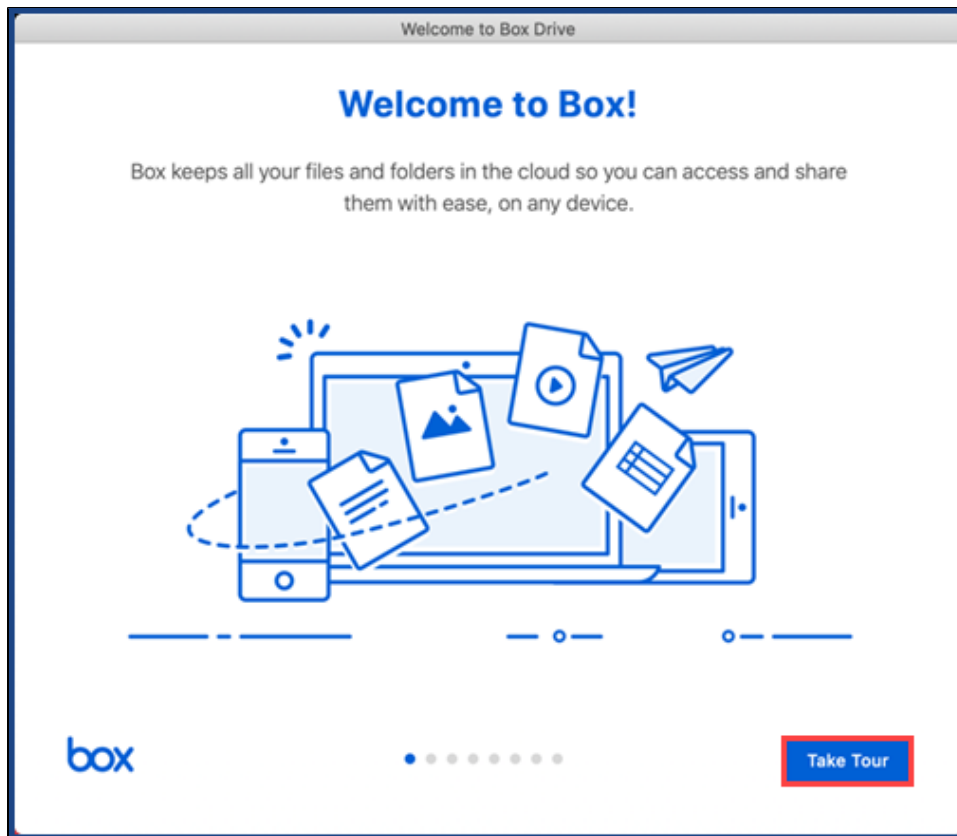
Login to Box.com

**Username**

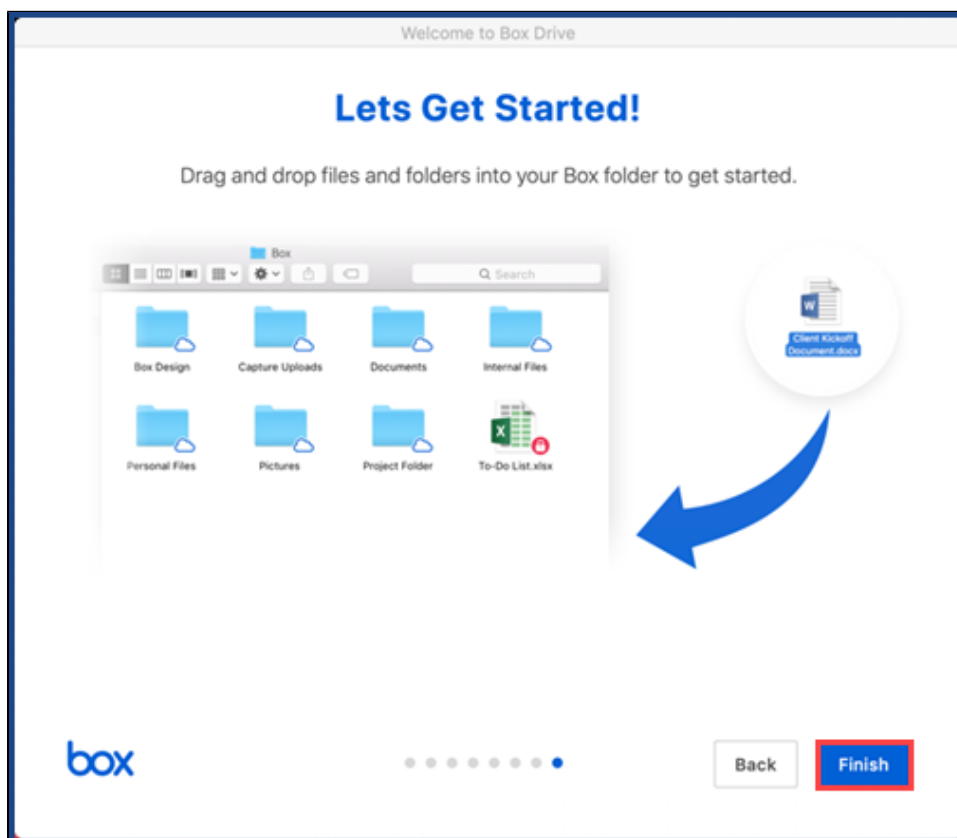
**Password**

**Login**

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

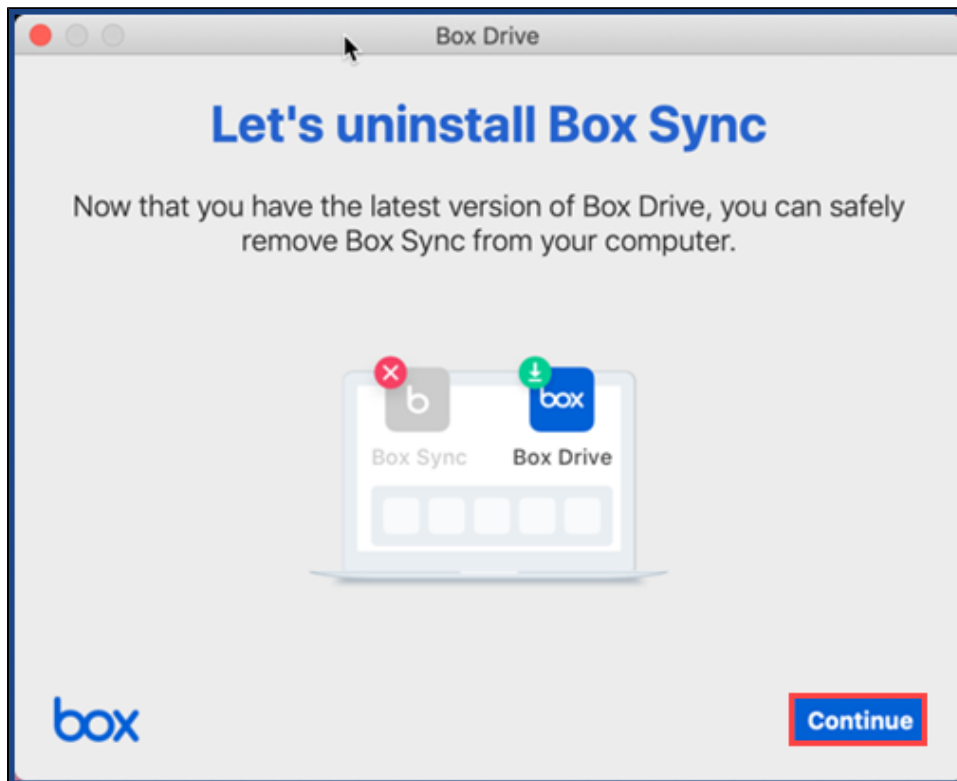


6. At the end of the tour, select **Finish**.

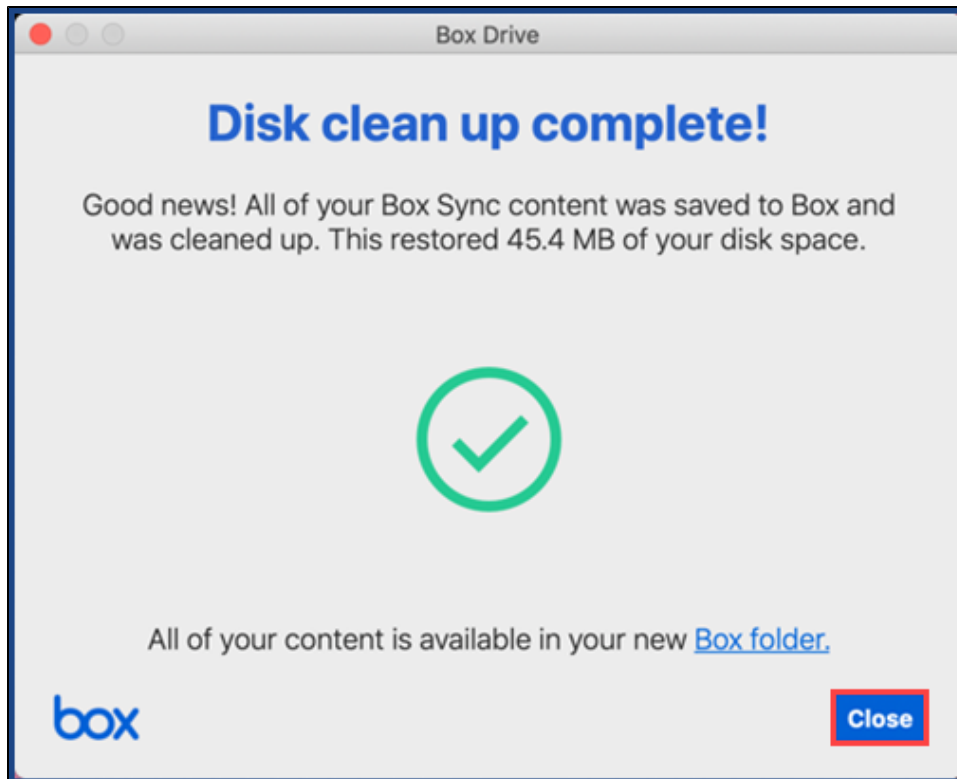


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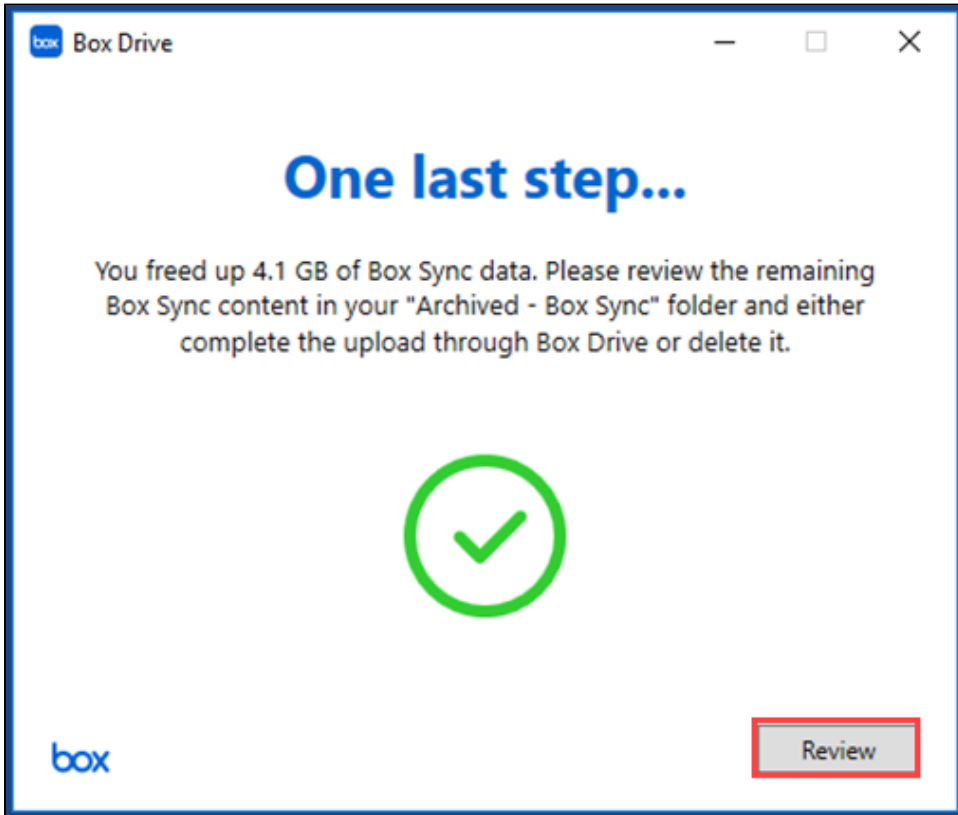
8. The Box Sync uninstall may take several minutes. At the *Disk clean up complete!* confirmation screen, select **Close**.



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](#).

## Notes

- 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](https://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](https://box.com), visit the [Box.com](https://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.**

<b>This article applies to</b>	OHSU staff, OHSU students
<b>Last updated</b>	20 Mar 2020
<b>Keywords</b>	install Box Drive for secure cloud file sharing