Storing and Transmitting EC Data in Box

Data that is subject to export controls (see link for more information) requires special provisions to ensure that the data is not stored on foreign servers or accessible by non-US persons. Since many email systems and cloud service providers (including Google Apps for Education) utilize foreign servers, it is important to take special precautions when transmitting and storing export controlled data. Researchers needing to handle export controlled data should contact the Export Compliance Office for assistance creating a Technology Control Plan to ensure the secure handling of the data. UMD Box is an online file sharing and content management service that does guarantee the use of US-based servers and thus can be utilized for transmitting and storing export controlled data. This document provides instructions on how to set up password protected folders within Box that can be shared with individuals approved by the account owner.

Signing into Box is easy and uses your existing UMD credentials.

To access Box: umd.app.box.com
You will be prompted to sign-in with your UMD login.

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2. Inviting to collaborate vs. Sharing a link
   a. Sharing a link
   a. Inviting collaborators
   b. Collaborating on a document

For more information on using Box, see the Division of IT Box site.
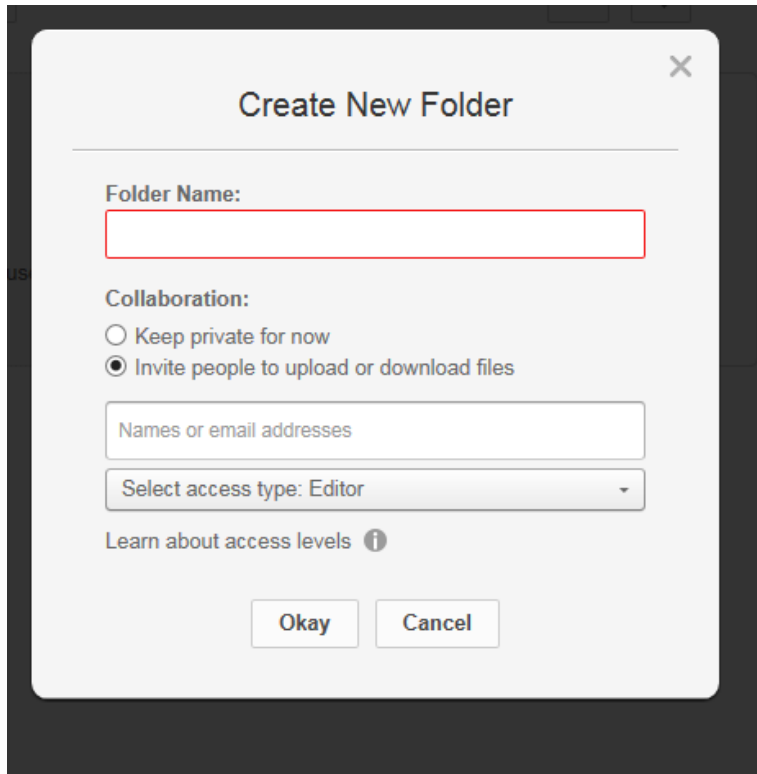For direct assistance, contact the UMD Helpdesk.

To create a new folder:

- Click <u>New</u>
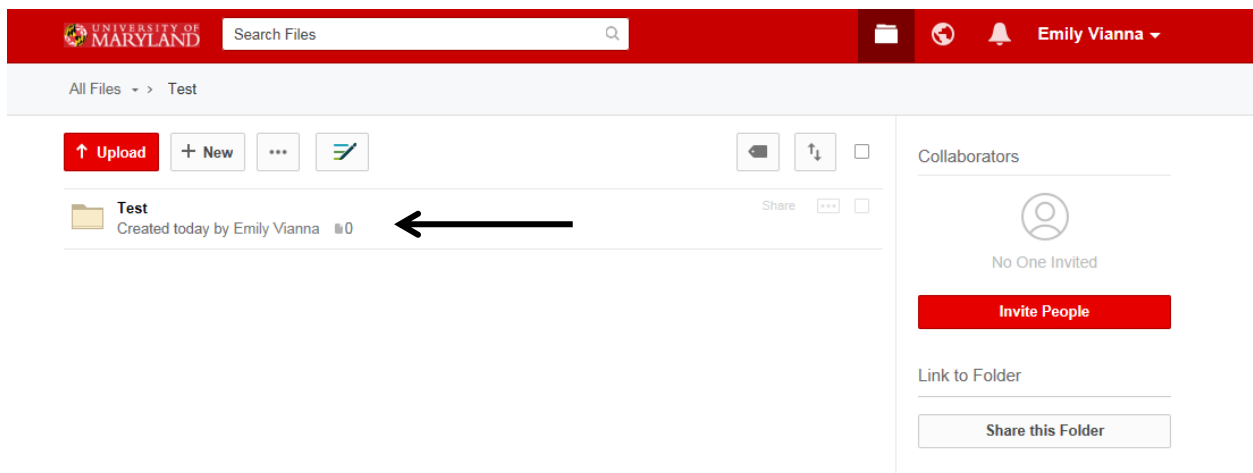- Choose <u>Folder</u> from drop down menu
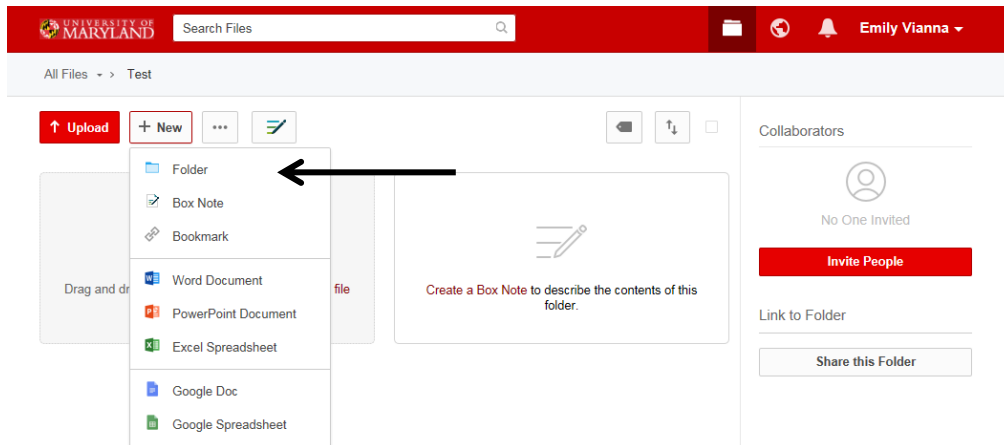
- You will be prompted with Create New Folder
  - Choose a name
  - Choose <u>Keep private for now</u> (you can share the folder after you upload all the documents to it)
  - Press <u>Okay</u>

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Create New Folder

Folder Name:

Collaboration:
○ Keep private for now
● Invite people to upload or download files

Names or email addresses

Select access type: Editor ▾

Learn about access levels ⓘ

Okay   Cancel

o The new folder will now appear on your homepage:

UNIVERSITY OF MARYLAND   Search Files 🔍   📁 🌐 🔔 **Emily Vianna** ▾

All Files ▾ > Test

↑ Upload   + New   ⋯   ≡/   ◀ ↑↓ ☐   Collaborators

📁 **Test**   Share ⋯ ☐   👤
Created today by Emily Vianna 📄0 ⟵   No One Invited

                                                          Invite People

                                                          Link to Folder

                                                          Share this Folder

• Click on your new folder to add documents
   o You can choose to drag and drop the file(s) or you can press Upload

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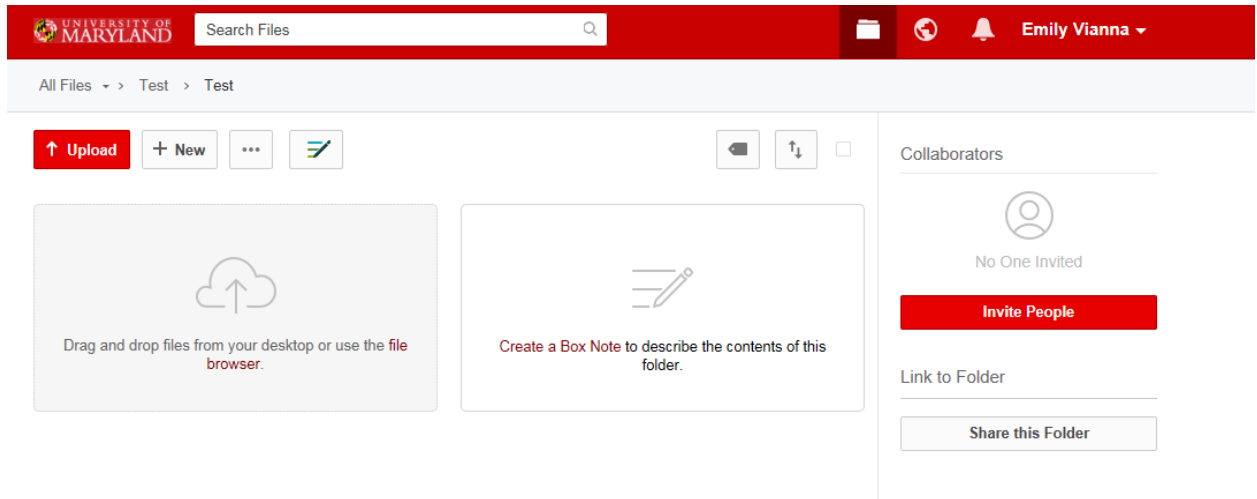
Inviting a collaborator vs. sharing a link

Collaborator: Invite an individual into a folder as a collaborator if you are actively working with them on the document or project. Collaboration provides a two-way relationship; depending on their access level, collaborators can view, edit, upload/download documents, leverage collaboration tools (comments, tasks, etc.), and receive updates on actions taking place in the folder.

Shared link*: A shared link provides a one-way relationship, allowing the recipient to preview or download a given file or folder. With customizable permission levels, security settings, and a URL that's easy to copy and paste, shared links can be used to send important content both internally and externally. Unlike collaboration, individuals accessing your content through a shared link get "read-only" access and won't be able to make changes to your files. They can continue to reference that link for the most up-to-date version of the content. Think of a shared link as a secure email attachment replacement. This method should only be used with the password option explained later in this instruction.

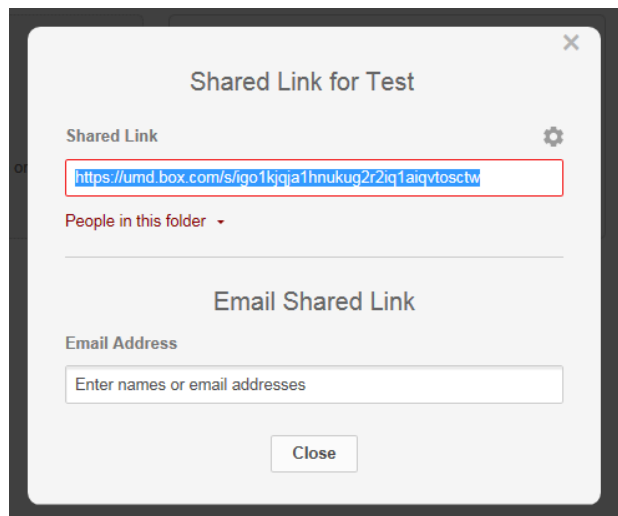***The preferred method from a security perspective is to use the <u>Shared Link</u> with a password.**

To share link

- Click **…** (next to +New) > Sharing > Share Link

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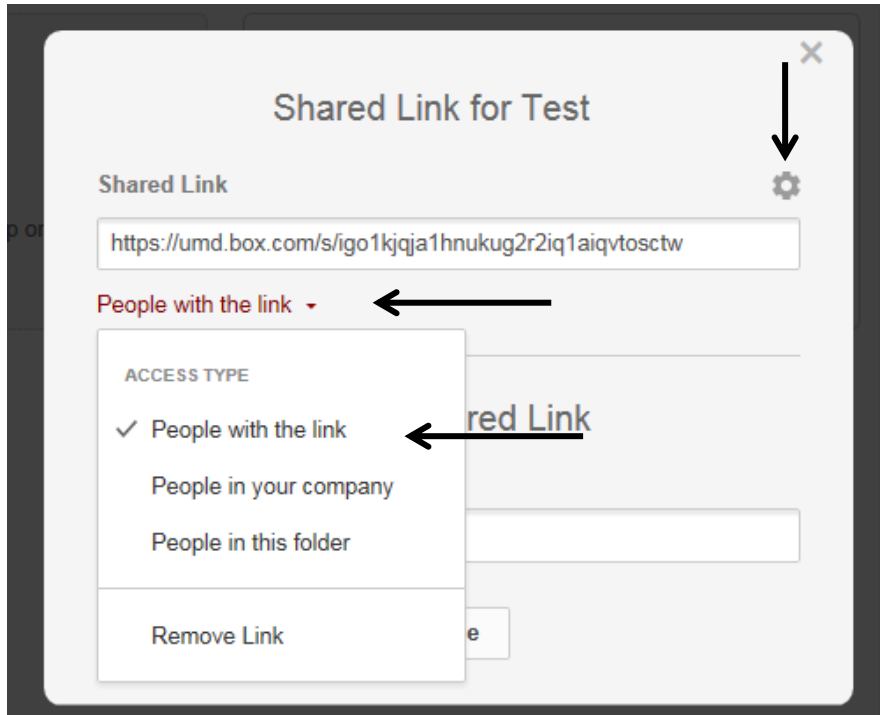For direct assistance, contact the UMD Helpdesk.
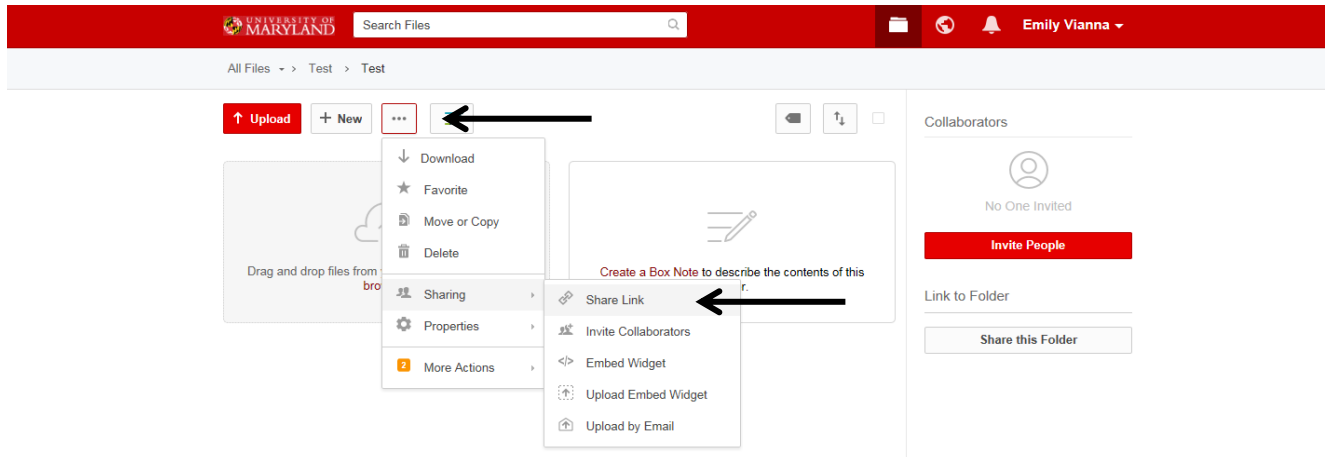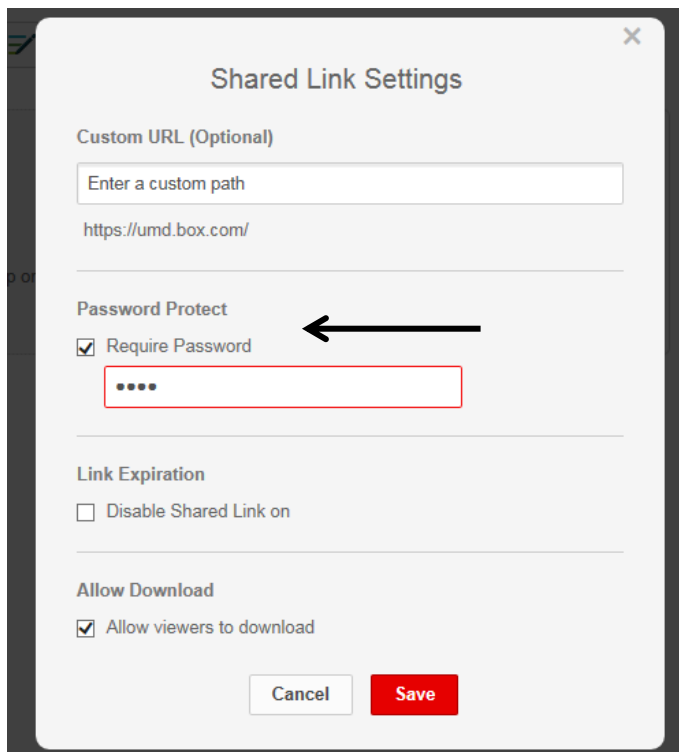
- You will be prompted with:

- Change the access by clicking on *People in this folder*
- Choose *People with this link*
- Click *Advanced Settings* (icon in top right)

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- In *Advanced Settings* chose Require Password and enter your password
- Save

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- You will be returned to the Share Link prompt where you can enter the email addresses of those who you wish to share the folder with. All UMD addresses will autofill.

- Press Send

The individual will receive an email from Box w/ the link to the folder. You will need to contact them separately to share the password. **The password should not be sent with the Box message.**

You can repeat this process for individual files as well.

To invite a collaborator

If you need to collaborate more closely with someone you can use the collaborator option

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- Click Invite People on right side of screen
- Use the prompt to enter the people that are collaborators. All UMD emails will auto-fill.
- To edit the level of permission of collaborator, use the Invited Permission drop down menu. Click Learn More for more information what access each level of permission has.
- Press send

You can do this with individual files as well.

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