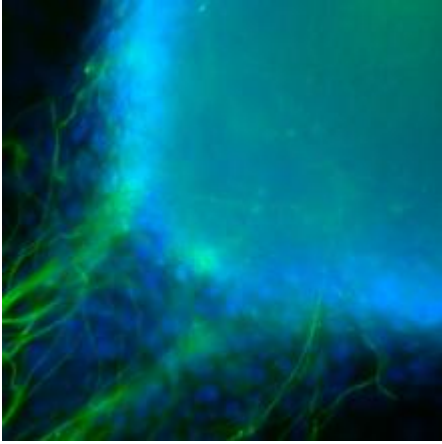


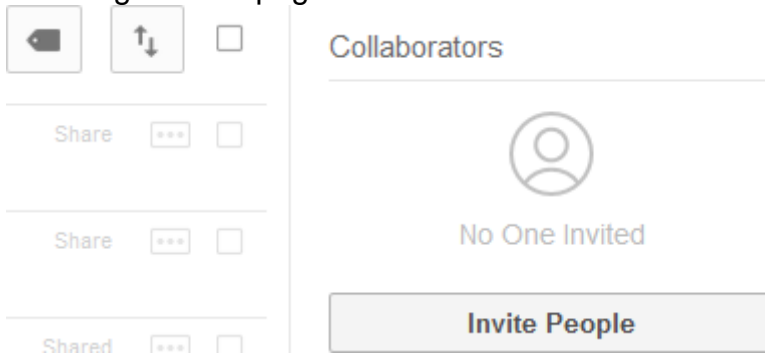
Invite Collaborators



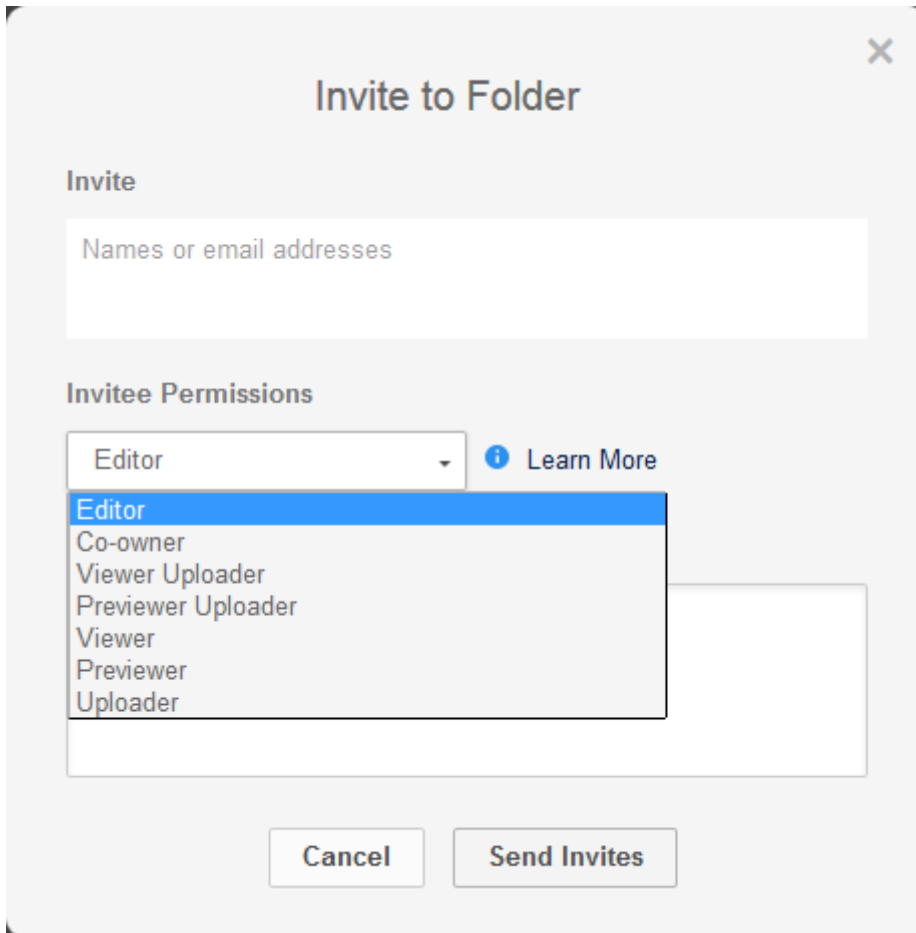
Dejon Lewis on February 13, 2020

Only the folder's Owner, Co-owner, or Editor can invite collaborators. For an explanation of the different Permission Levels, click here [\[1\]](#).

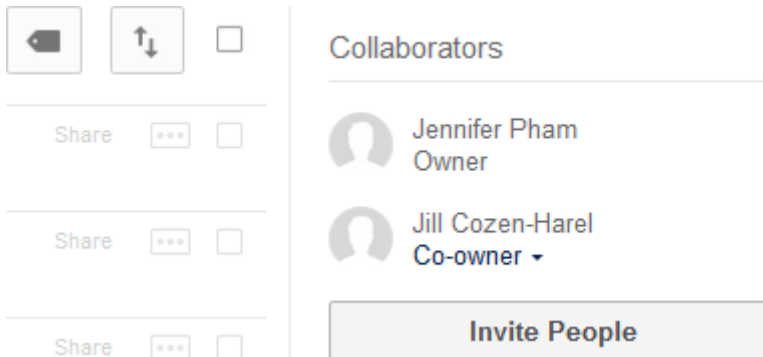
1. Click on the folder you would like to add collaborators to. Click the **Invite People** button to the right of the page.



2. Type the name of the collaborator in the **Invite** text area and select the collaborator's permission level in the **Invitee Permissions** drop down menu. After you have confirmed your selections, click **Send Invites** to finalize your selection.



3. Once you have started to invite collaborators to your folder, they will show up in the **Collaborators** section.



i After you have invited a collaborator to your folder, your collaborator will receive an email that looks like this. If they have a UCSF Box account, the link will direct them to log in via MyAccess. If they are an external collaborator ^[2] and do not have a Box account, they will need to make their own free Box account by following these instructions ^[2].



Mon 4/9/2018 10:48 AM


jennifer.pham@ucsf.edu on behalf of Box <noreply@box.com>

Jennifer Pham has added you to a collaborated folder on Box

To ADMIN Jennifer Pham

i If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Jennifer Pham has added you to a folder:

 Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the

F
Collab
https://ucsf.box.com/folder/48562903968?utm_source=trans&utm_medium=email&utm_campaign=collab+auto+accept+user
Ctrl+Click to follow link

View Folder

Get **our app** to view this on mobile

"Hello, I want to share my folder, "Folder", on Box."



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Required Service Information

UCSF Box [3]

Images

Navigation icons: back, share, and a square icon.

Share [three dots] [square]

Share [three dots] [square]

Share [three dots] [square]

Collaborators



No One Invited

Invite People

Invite to Folder

Invite

Names or email addresses

Invitee Permissions

Editor [dropdown arrow] [Learn More](#)

- Editor
- Co-owner
- Viewer Uploader
- Previewer Uploader
- Viewer
- Previewer
- Uploader

Cancel Send Invites

Navigation icons: back, share, and a square icon.

Share [three dots] [square]

Share [three dots] [square]

Share [three dots] [square]

Collaborators



Jennifer Pham
Owner



Jill Cozen-Harel
Co-owner ▾

Invite People



Mon 4/9/2018 10:48 AM

jennifer.pham@ucsf.edu on behalf of Box <noreply@box.com>

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*//-->

Source URL: <https://it.ucsf.edu/services/ucsf-box/additional/invite-collaborators>

Links

- [1] <https://it.ucsf.edu/services/ucsf-box/additional/permission-levels>
- [2] <https://it.ucsf.edu/services/ucsf-box/additional/external-collaborators>
- [3] <https://it.ucsf.edu/services/ucsf-box>