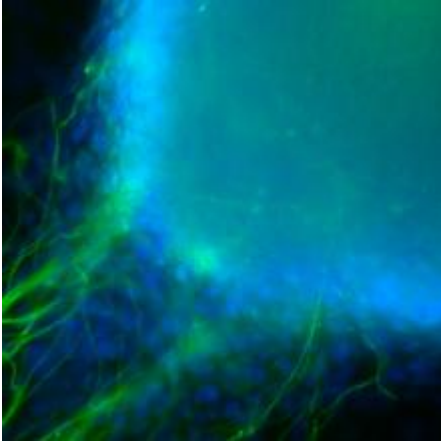


## External Collaborators



Dejon Lewis on February 14, 2020

### *For UCSF Box users:*

If you are interested in using UCSF Box with external collaborators, invite <sup>[1]</sup> them to your shared folder by typing their email into the text box where you would usually invite a UCSF collaborator. This will send them an email that invites them to collaborate on your folder. Then direct them to this page for instructions on how to set up their own Box account. After they have created their own Box account, you'll be able to add them as a collaborator to your folder as if they were a part of UCSF.

This method does not work if you are trying to share restricted data <sup>[2]</sup> with a non-UCSF collaborator. Please click here <sup>[3]</sup> to use one of our suggested workarounds <sup>[3]</sup> instead.

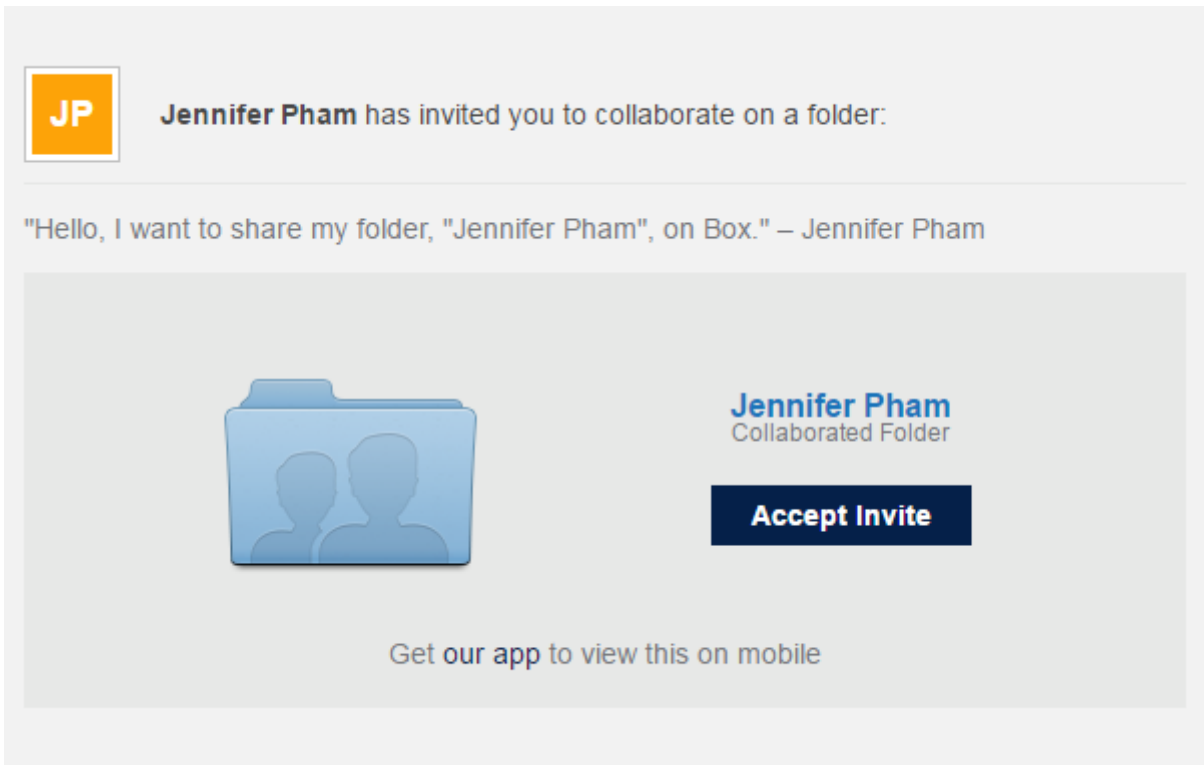
If your external collaborator only needs read-only access to your files and does NOT need the ability to edit your files, you can use a shared link <sup>[4]</sup> instead.

---

### *For external collaborators:*

If you are external to UCSF and need the ability to edit Box data, you will need an account to be able to upload files and make changes. Follow the instructions below to set up a free Box account.

1. You will receive an email from your UCSF collaborator that looks like this. Click on **Accept Invite**.



2. You will be directed to this page. Click on the lower section that says Not a part of University of California, San Francisco? [5]

## Part of University of California, San Francisco?

University of California, San Francisco uses your network username and password to login to Box. Continue to login to Box through your network.

Continue

[Not a part of University of California, San Francisco?](#)

3. If you already have a Box account, log into your account on the login screen here. Once you log in, you will be directed to your UCSF-owned file. If you do not yet have a Box account associated with the email address that the UCSF collaborator used to share the file with you, click on **Sign Up**.



Box Blog

Sign Up

If you already have  
a Box account

If you have  
never used Box

## Sign In to Your Account

Email Address

Password

Sign In

[Reset Password](#) [Sign In with SSO](#)

4. To create a new account, you will be directed to Box's sign up screen [6]. Click on **Individual Plans** to sign up for a free account.

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Try a 2-week free trial. Cancel at any time. ▾

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## Starter

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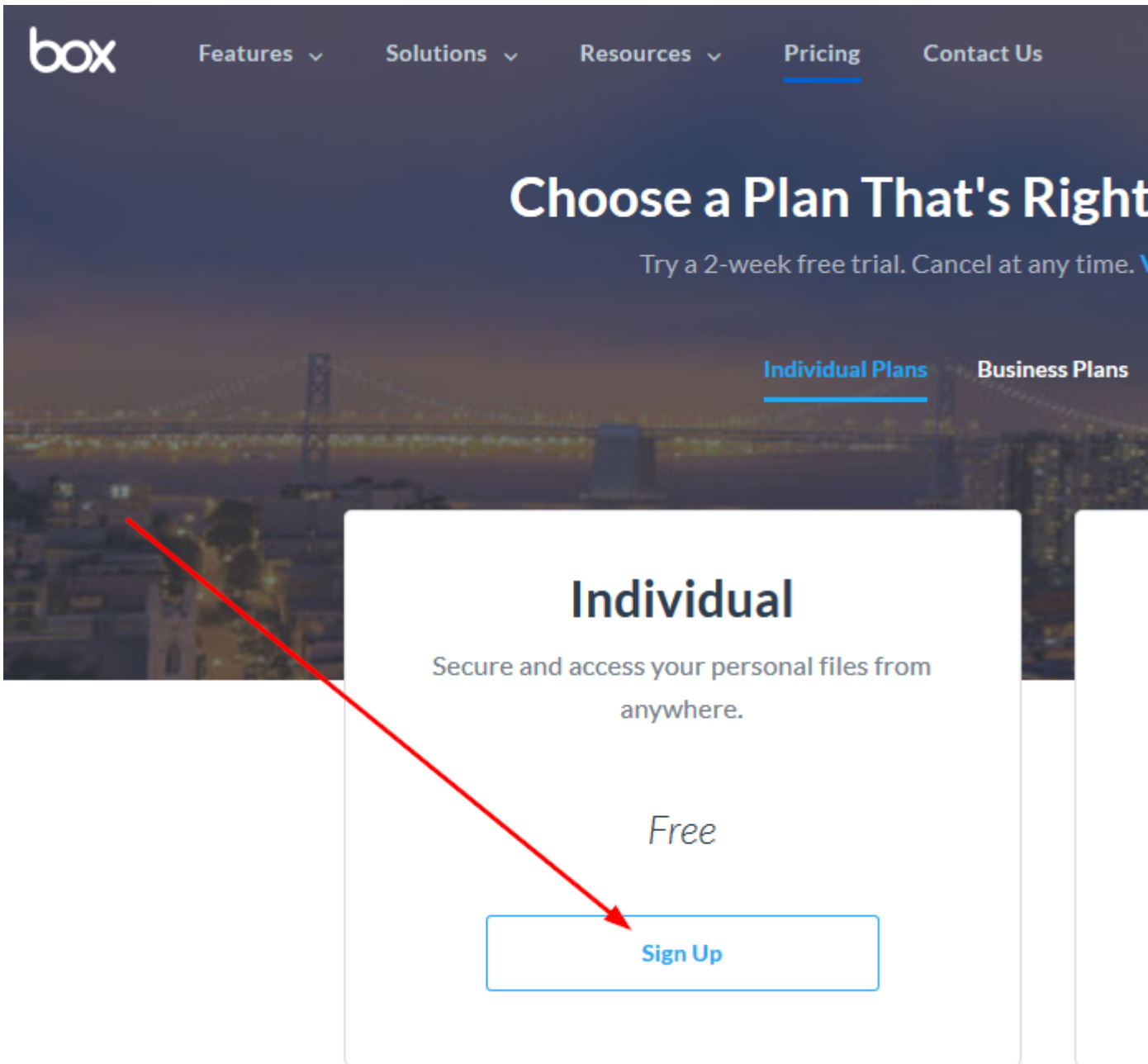
## Business

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5. Then click on **Sign Up** and follow those instructions.



6. Once you create an account, you will be directed to your UCSF-owned file.

## Required Service Information

UCSF Box <sup>[7]</sup>

## Images



Box Blog

Sign Up

If you have never used Box

If you already have a Box account

## Sign In to Your Account

Email Address

Password

Sign In

[Reset Password](#) [Sign In with SSO](#)

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[Continue](#)

[Not a part of University of California, San Francisco?](#)





**Jennifer Pham** has invited you to collaborate on a folder:

"Hello, I want to share my folder, "Jennifer Pham", on Box." – Jennifer Pham



**Jennifer Pham**  
Collaborated Folder

**Accept Invite**

Get our app to view this on mobile

**GET IT HELP.** Contact the Service Desk online, or phone 415.514.4100

[Site Login](#) [Site Index](#)

[Suggest an IT Improvement](#) | © UC Regents

\*//-->

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

**Links**

- [1] <https://it.ucsf.edu/services/ucsf-box/additional/invite-collaborators>
- [2] <https://it.ucsf.edu/services/ucsf-box/additional/ciphercloud>
- [3] <https://it.ucsf.edu/services/ucsf-box/additional/workarounds-sharing-sensitive-data-non-ucsf-collaborators>
- [4] <https://it.ucsf.edu/services/ucsf-box/additional/shared-links>
- [5] <https://account.box.com/login>
- [6] <https://www.box.com/pricing>
- [7] <https://it.ucsf.edu/services/ucsf-box>