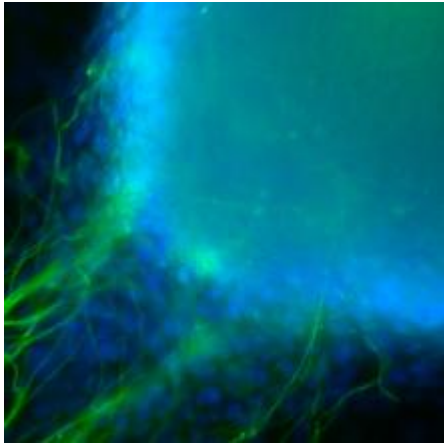


## Email Uploads




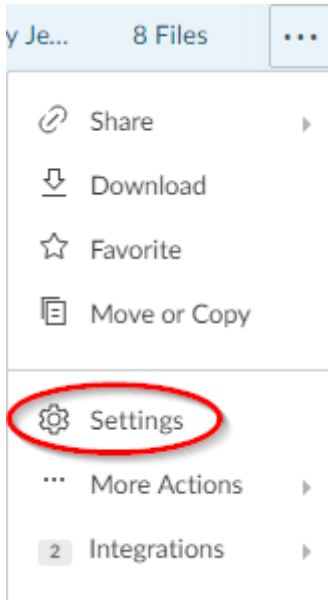
Dejon Lewis on February 14, 2020

UCSF Box allows you to designate folder(s) in which users can email files directly to Box by sending an attachment to a unique email address. The upload is secure because Box scans every attachment before it is uploaded to Box and quarantines the attachment if malware is discovered. Once the file has been posted to Box, CipherCloud will scan it for UCSF PHI as it would if it were uploaded via the Box web console or via Box Sync.

**i** Email attachments will be uploaded, as long as they do not collectively exceed 80 MB. The body of the email itself will not be uploaded.

Follow the instructions below to enable email uploads.

1. Log in to your UCSF Box account <sup>[1]</sup> and select the  options icon for the folder you would like to enable email uploads to and select **Settings** <sup>[2]</sup>.



2. Scroll down to **Uploading** and select the **Allow uploads to this folder via email** checkbox.

### Uploading

#### Email Uploads

Allow people in this folder to upload files via email.

- Allow uploads to this folder via email ⓘ

#### Upload Email Address

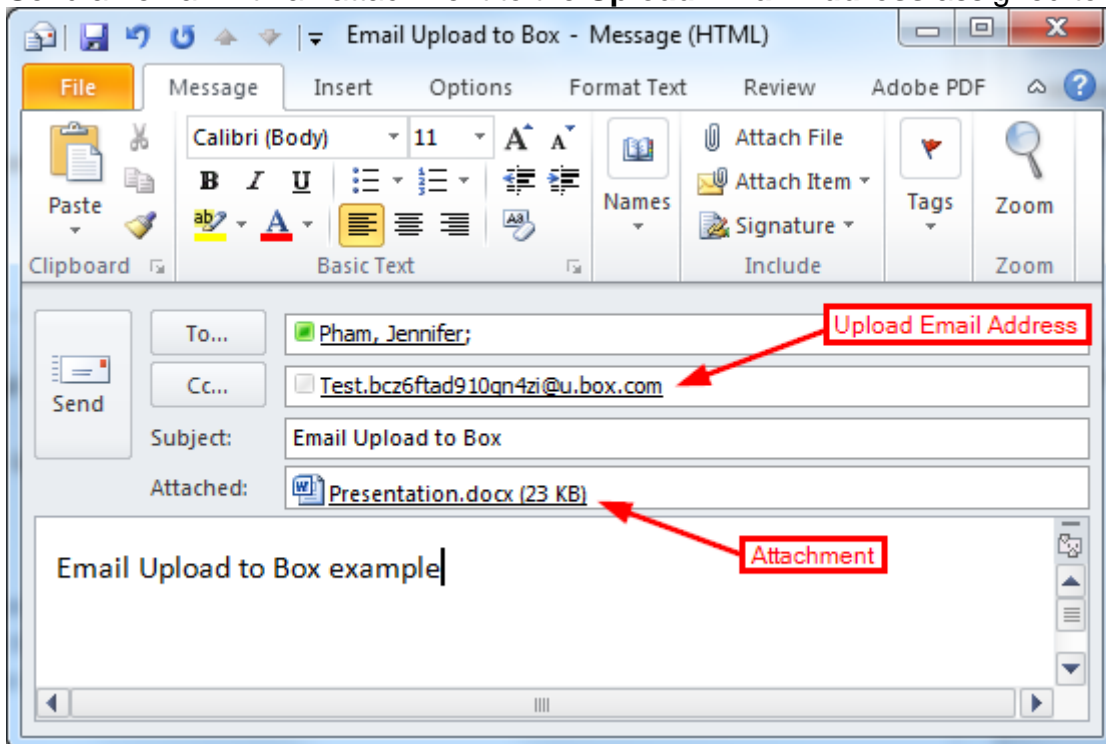
Test.bcz6ftad910qn4zi@u.box.com

Copy

- Only allow email uploads from collaborators in this folder

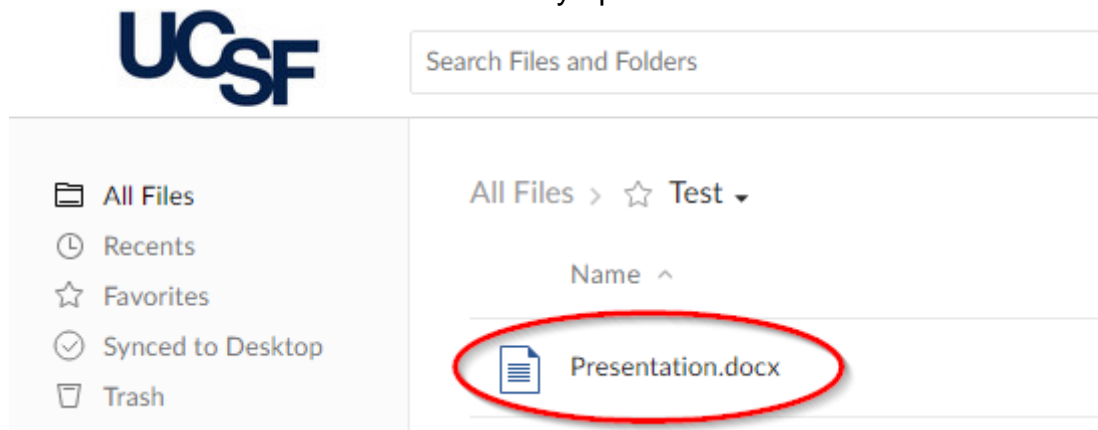
- Overwrite files with the same name when uploading by email

3. Send an email with an attachment to the **Upload Email Address** assigned to your folder.



4. The attached file will appear within the Box folder that was designated for email uploads.

Both folder owner and the sender of the email containing the attachment will receive a notification that it has been successfully uploaded.



## Email Uploads Settings

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### Uploading

#### Email Uploads

Allow people in this folder to upload files via email.

Allow uploads to this folder via email ⓘ

#### Upload Email Address

Test.bcz6ftad910qn4zi@u.box.com

Copy

Only allow email uploads from collaborators in this folder

Overwrite files with the same name when uploading by email or widget

1. **Allow uploads to this folder via email** ? Selecting this will activate the Email Uploads feature. Once activated, emailing the provided **Upload Email Address** will upload email attachments into this folder. Only editors, co-owners, and owners can activate the Email Uploads feature.
2. **Only allow email uploads from collaborators in this folder** ? Restrict the ability to upload email attachments to this folder to only users who are a collaborator of this folder. Only editors, co-owners, and owners can select this setting.
3. **Overwrite files with the same name when uploading by email or widget** ? While this setting is not recommended, it replaces files of the same name with the newest version. When unselected, files with the same name will automatically be renamed so that no data is deleted. Only co-owners and owners can select this setting.

## Required Service Information

UCSF Box <sup>[3]</sup>

## Images

## Uploading

### Email Uploads

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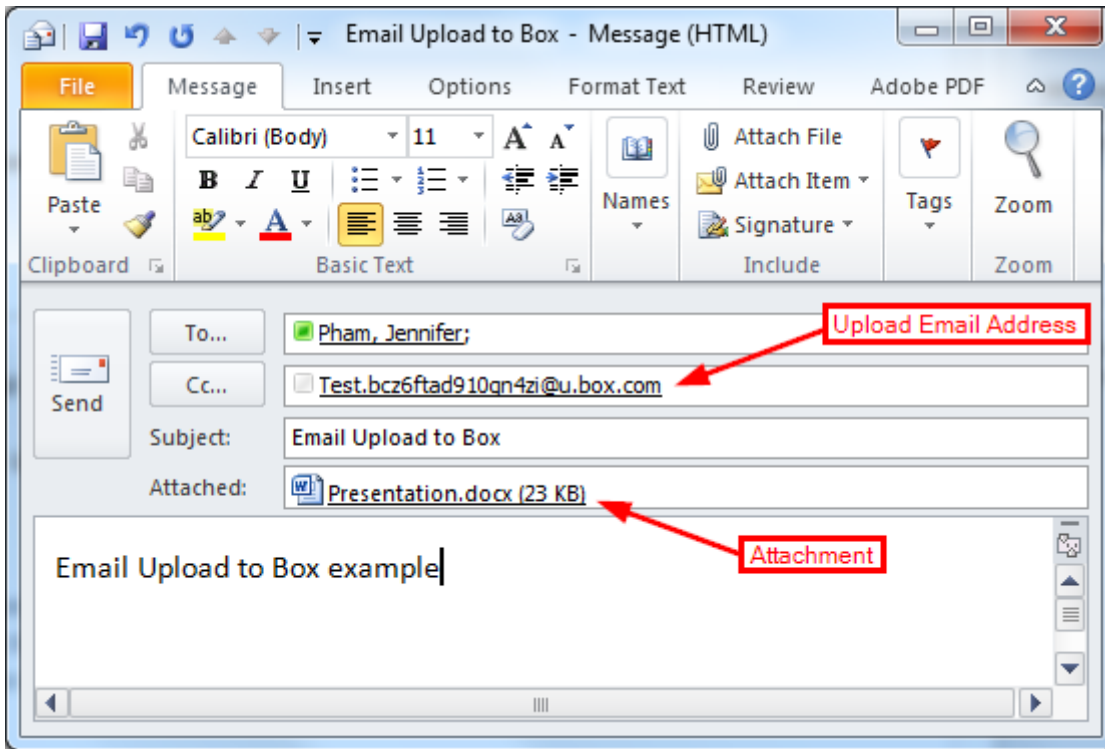
Test.bcz6ftad910qn4zi@u.box.com

Copy

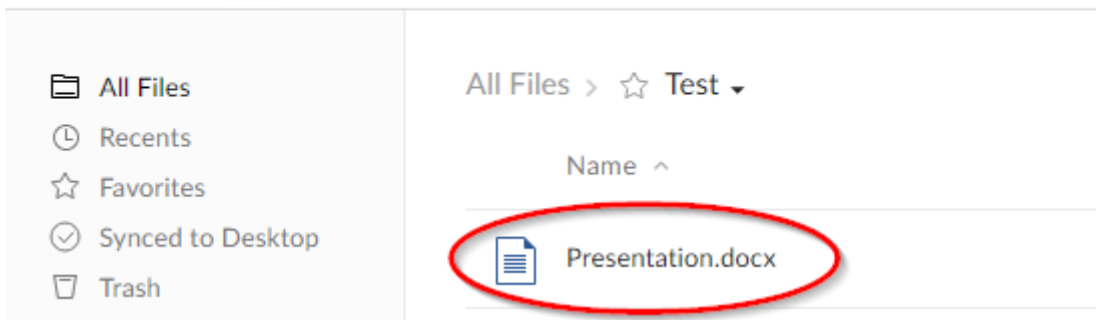
- Only allow email uploads from collaborators in this folder

- Overwrite files with the same name when uploading by email or v





Search Files and Folders



**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/email-uploads>

**Links**

- [1] <https://ucsf.app.box.com/files>
- [2] <https://it.ucsf.edu/services/ucsf-box/additional/folder-settings>
- [3] <https://it.ucsf.edu/services/ucsf-box>