

OVERVIEW

What is Box?

1. Cloud based Access to documents from anywhere with an Internet connection.
2. Built-in collaboration tools such as comments, version history, email notifications, and task management.
3. Access to documents from mobile devices (iOS, Android, Windows Phone)
4. Easy sharing of files and folders with collaborators outside the University of Missouri
5. Ability to manage permissions of folders and files, including revoking access.
6. File transmission and storage encryption



FAQ

How do I access Box?

- <https://box.com>
- <https://missouri.app.box.com>, if you are a University employee and want to use it.

What is the difference?

Very little. <https://box.com> is for people who do not work at the University of Missouri. <https://missouri.app.box.com> is for those who work at the University of Missouri and want to use it. Perks include additional storage space.

How much does box cost to use?

Nothing, it is absolutely free.

How is Box tied to the user(s)?

Box is tied to the user based on the email address that is given to the coordinator.

Who do I contact for Support?

If you have questions or comments, please reach out to your coordinator.

Show-Me ECHO box Guide

Once you have registered for Show-Me ECHO, you will receive an invite to the ECHO Box account. We will be using box to share our ECHO documents (including: didactics, cases, resources, recommendations, etc.).

You will receive an email invite from *UMHS MTN Telehealth*.

Click **Accept Invite** in the email, which will take you to EITHER:

box.com/pricing home page (*Note: you do not need to pay for the use of Box.*)

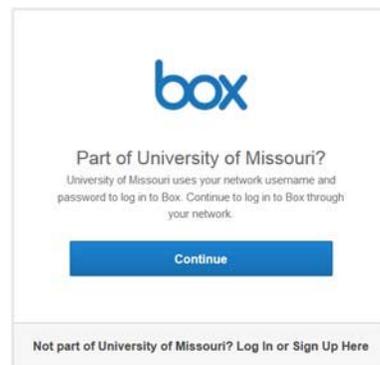
You will click on the **Personal Plans** option, and then you can click **Sign Up** for the free personal account.



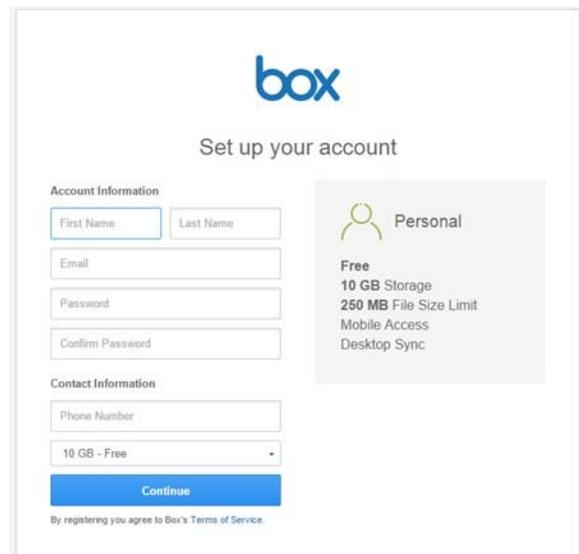
OR

If there are users who are affiliated with the University of Missouri (University email account) Box will ask you if you are part of the University of Missouri. If so, then click continue. If you are not, click **“Not part of University of Missouri? Log in or Sign Up Here”**

NOTE: Don't worry, if you are not a University employee you can still use box.

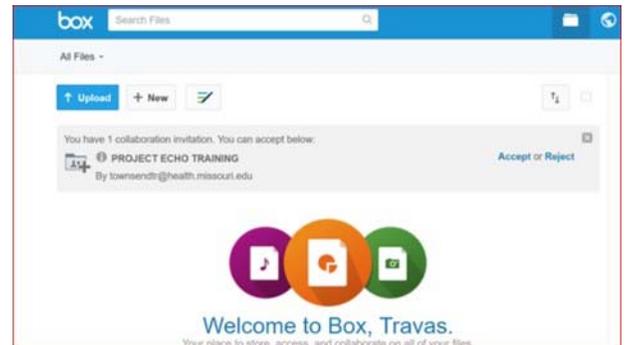


You will then be prompted to set up your box account. *Note: If you are a part of the University of Missouri, please use your University email.*

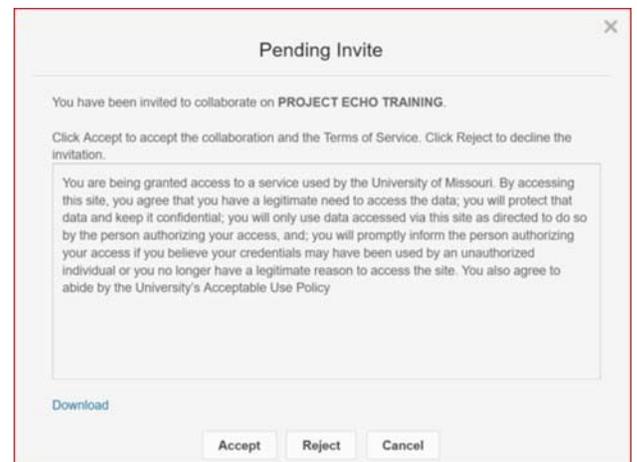


After you have confirmed your email address and logged into Box using your new account, you will have to **agree and accept** “Terms of Service”. **Once this has been finished, you now have access to Box.**

Once logged in, you will see that you have access waiting on you to either confirm or deny. Usually it will be in the form of Accept or Reject. To accept, simply click on the accept link.

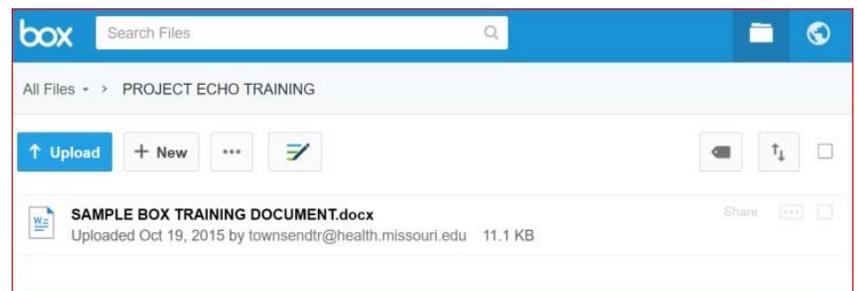


The image on the right shows where you click again.

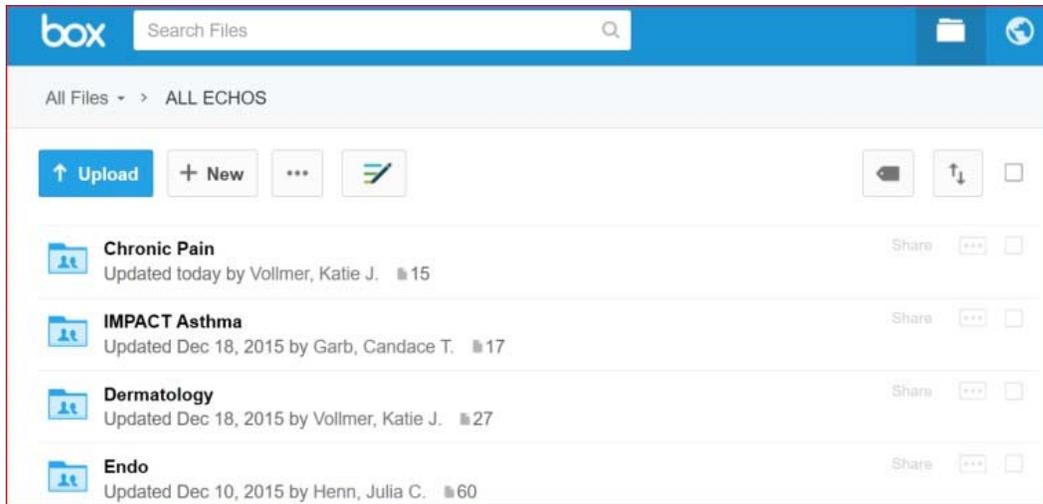


Congratulations!

You now have access to the folder. You can see the “People” icon on the folder. This shows the folder is shared.



Show-Me ECHO BOX



NOTE: Your access to certain directories and documents is determined by us. If you feel you need more in-depth access, please contact your coordinator.

Other Types of Access

- Access Prior Case Presentations & Recommendations
- Access Didactic Presentations
- Download any relevant resources or tools
- Find the Case Presentation Templates