





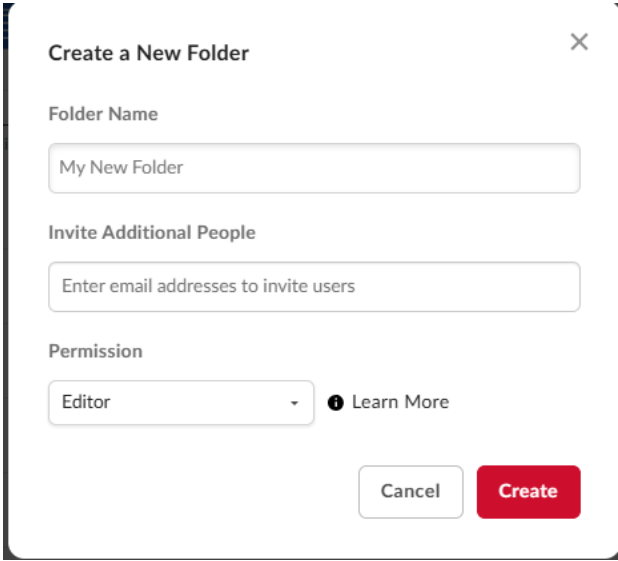
How to create a Box Folder

December 2025

Summary: This process outlines one way to create a Box folder.

Prerequisites:

1. Wabash IT has provided you with a Wabash ID (that you use to log into MyBash, Self Service, your desktop, etc.)

Step	What to Do	Who	How to Do It
1	Log into the web version of Box.	Employee	Please access the web version of Box .
2	Create new folder	Employee	<ol style="list-style-type: none">1. Once in Box, make sure you are in the Files tab. In the menu on the left, you should see this tab selected. If not, click on it. 2. In the upper right-hand corner of the screen click on the New button. 3. Select Folder from the drop-down menu.
3	Name the folder	Employee	<p>This popup box should appear:</p>  <p>Folder Name: Enter the title of your new Box folder.</p> <p>Invite Additional People: If you are completing forms and saving sensitive or confidential information, you may leave this blank so that only you have access to the folder. If someone else needs access to this information, you may add their email address in this field.</p> <p>Permission: If you have invited additional people to this folder, you may choose what type of access they may have to the folder. Click on the Learn More link to view the options and types of permissions.</p>

			<table><tr><th>Permission Levels</th><th>Upload</th><th>Download</th><th>Preview</th><th>Get Link</th><th>Edit</th><th>Delete</th><th>Owner</th></tr><tr><td>Co-owner</td><td>•</td><td>•</td><td>•</td><td>•</td><td>•</td><td>•</td><td>•</td></tr><tr><td>Editor</td><td>•</td><td>•</td><td>•</td><td>•</td><td>•</td><td>•</td><td></td></tr><tr><td>Viewer Uploader</td><td>•</td><td>•</td><td>•</td><td>•</td><td>•</td><td></td><td></td></tr><tr><td>Previewer Uploader</td><td>•</td><td></td><td>•</td><td></td><td></td><td></td><td></td></tr><tr><td>Viewer</td><td></td><td>•</td><td>•</td><td>•</td><td></td><td></td><td></td></tr><tr><td>Previewer</td><td></td><td></td><td>•</td><td></td><td></td><td></td><td></td></tr><tr><td>Uploader</td><td>•</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Permission Levels	Upload	Download	Preview	Get Link	Edit	Delete	Owner	Co-owner	•	•	•	•	•	•	•	Editor	•	•	•	•	•	•		Viewer Uploader	•	•	•	•	•			Previewer Uploader	•		•					Viewer		•	•	•				Previewer			•					Uploader	•						
Permission Levels	Upload	Download	Preview	Get Link	Edit	Delete	Owner																																																												
Co-owner	•	•	•	•	•	•	•																																																												
Editor	•	•	•	•	•	•																																																													
Viewer Uploader	•	•	•	•	•																																																														
Previewer Uploader	•		•																																																																
Viewer		•	•	•																																																															
Previewer			•																																																																
Uploader	•																																																																		
			<div>When ready, click the Create button.</div> <div>Create</div>																																																																
4	Folder Created	Box	Your new folder should now be available in your Files section.																																																																