**What is Box?**

Box is a cloud-based data storage solution. This system eliminates complications present in the current data retrieval system.

**Using Box:**

We will send you an invite to a Box account associated with your researcher code.**

**Note:** We highly suggest that each researcher have his or her own researcher code, as only one email address is associated with the account.

You will receive notifications when your results are uploaded, so you will know the instant your results are ready!!

Create a folder in your personal Box account, move the files there and then share that folder as you see fit. (We will be deleting files from Box regularly.)

If you are trying to access from the YNHH internet, you will have to VPN in. If you have questions, please contact us at dnasequencing@yale.edu or 7-2566.

**How to:**

*Download entire folders:* click on the box on the right side of the page, select the download arrow

*Use Box Sync:* click on the arrow next to your name in the upper right corner. Select **Get Box Sync** and follow the instructions for download. **(Hint: This must be installed by an administrator. If you have admin rights and it will not install, right click on the installation icon and say Run as Admin. If you do not have admin rights, you will need ITS to help install. Call the help desk at 5-3200.)**
Once installed, you will be able to select which folders you would like to sync on your desktop. This will negate the need for signing into Box.com and downloading files, they will simply sync to the folder on your desktop.

*See more files per page:* click on the arrow next to your name in the upper right corner. Select **Account Settings – General.** You can then change the **Items per page on All Files,** under **User View Settings.**

*Invite users to the folder:* In the folder, on the right side you will see a button that says **Invite People.** Click that, enter the email addresses of the people you wish to invite and give them an access level.

*Sort files:* click on the eye icon on the upper right of the page. You can then sort the files for your convenience.