



Get Started With Box

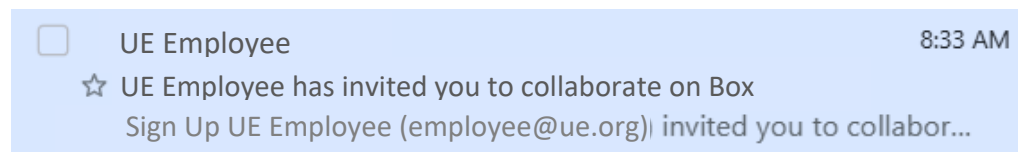
Use Box for sending highly confidential, regulated information or large files. Examples include:

- Personally identifiable information
- Protected health information
- Security and access credentials
- Large video, image, or audio files

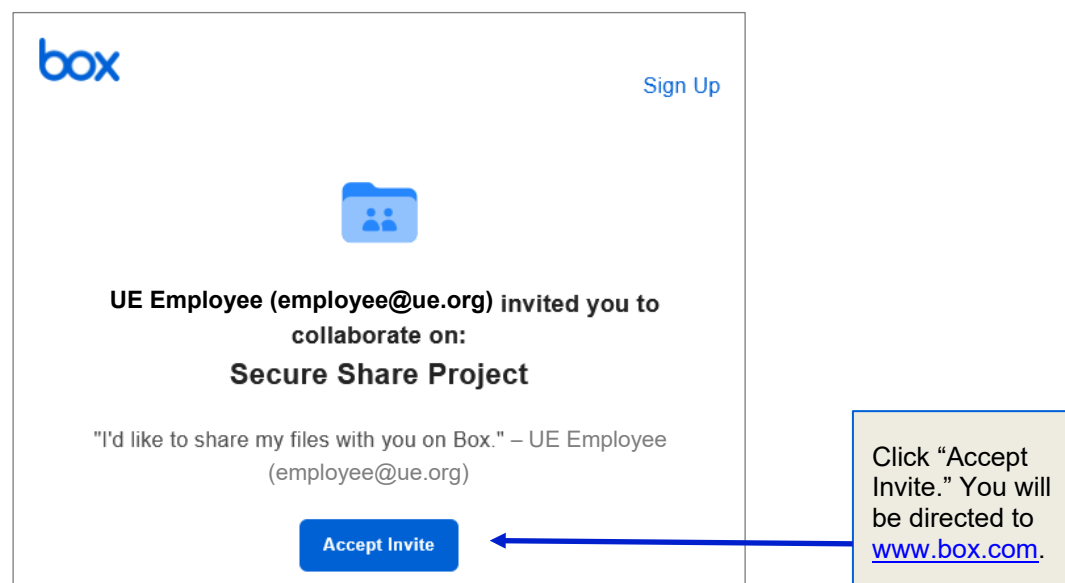
Box accepts all file types (PDFs, Word, Excel, images, media, etc.) up to 150 GB.

Follow these steps to access files in Box.

Step 1: Check Your Email for a Box Invitation



If you are a new user, when you open the email, you will see:



If, however, you have an existing Box account, click "Go to folder."



Tip: Your Box account belongs to you. United Educators (UE) only shares the files you need. Updates to those files will appear automatically.

Step 2: Sign Up for Your Account

If you are an existing Box user, sign in by choosing “Not a part of United Educators Management Company.” Then enter your Box email address and click Next.

The image shows a 'Sign In to Your Account' dialog box. A callout box on the left points to the 'Not a part of United Educators Management Company' button. Below the dialog box is a copyright notice.

Sign In to Your Account

United Educators Management Company uses your network credentials. Please continue to log in to Box using your network account.

Continue

Not a part of United Educators Management Company

© Copyright © 2026 United Educators

United Educators Insurance, A Reciprocal Risk Retention Group has provided you with access to their Box.com account to share files online.

If you have any questions, please contact Launch@UE.org.

If you are a new user, enter your name, create a password, and provide any other required account information.

The image shows a 'Sign In to Your Account' dialog box. A callout box on the right points to the 'Sign Up' link in the footer. The dialog box includes an email address input field, a 'Next' button, a 'Sign in with Google' button, and a footer with a 'Sign Up' link.

Sign In to Your Account

Email Address

Next

or

 **Sign in with Google**

Not your device? Sign in privately. [Learn more](#)

Don't have an account? [Sign Up](#)

If you do not already have an account, click "Sign Up."



After you click “Sign Up,” you will see this:

Create Your Account

 Josh Poltilove has invited you to collaborate on "Secure Share Project"

Signup for a Box account to accept invite

Full Name

Business Email Address

Password

Confirm Password

Phone Number

☐ I live in the European Economic Area or U.K.

☐ By checking this box, you agree to Box's [Terms of Service](#) and confirm you have read Box's [Privacy Policy](#). You also agree to receive emails from Box regarding product and service updates, special offers, events and webinars, and other marketing materials. You may unsubscribe at any time.

Submit

Your Current Plan:

Box Individual

- ✓ 10 GB Storage
- ✓ 250 MB file upload limit
- ✓ 1 file version

[+ Show More Features](#)

Today's Total **Free**

Learn more about Box



If you are prompted to choose a payment plan, there are free options available.

After you create an account, you will see a message like this:



Account Created Successfully

Verify Your Email to Continue

To log in to your account, please verify your email address: recipient@example.com
Check your inbox for a confirmation link.

 [Open Gmail](#)

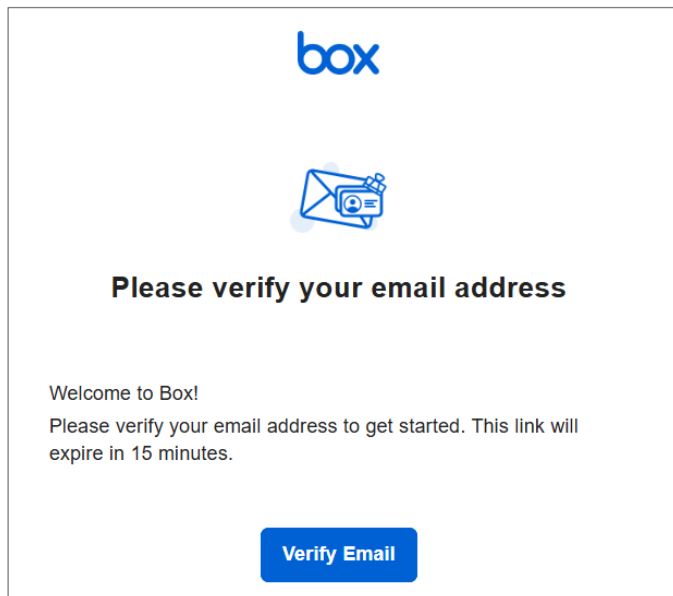
 [Open Outlook](#)

Can't find the email? Check your spam folder, or [click here to resend the confirmation email](#).



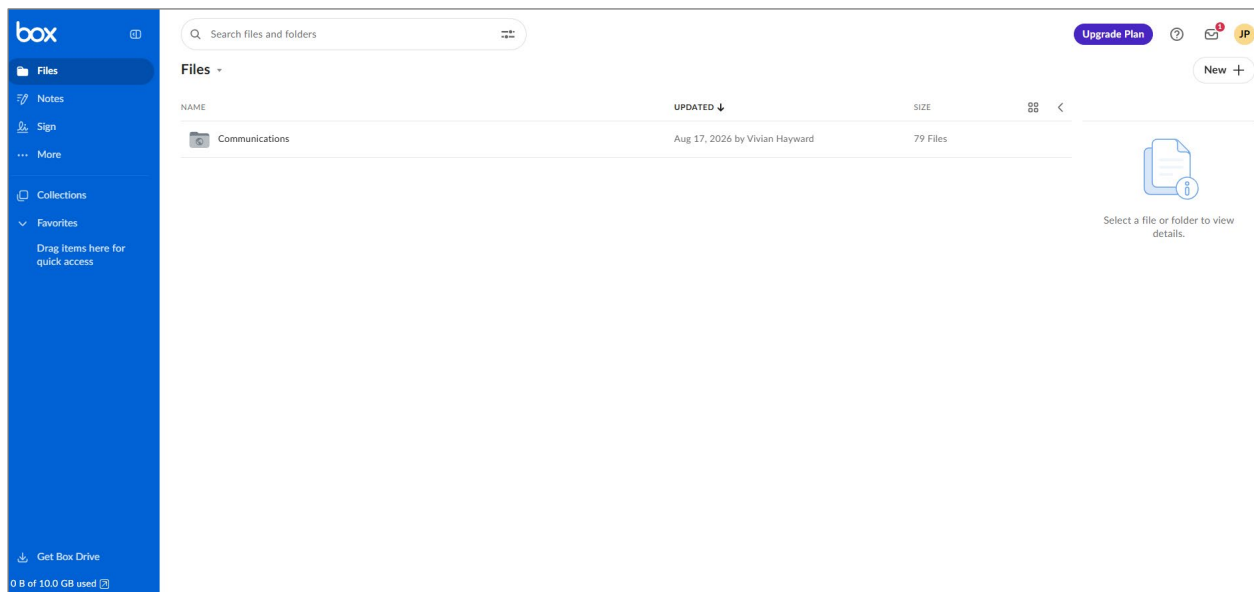


Next, you must verify your email address:



Step 3: Access Your Shared Files

Once you set up your account, your shared files will appear automatically in your Box account.





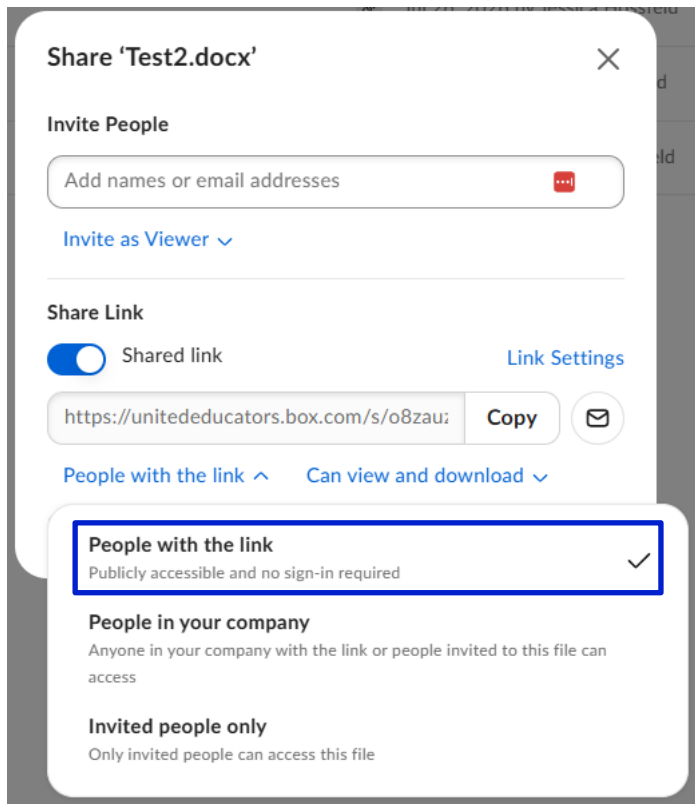
Step 4: Share a File for Temporary Use

You do not need a Box account to share a file publicly.

Click the share button — which resembles an arrow — next to the document or folder.



Then, under Share Link, select the option “People with the link.”





To restrict who can access the link and require an account, choose “Invited people only.”

The screenshot shows a 'Share Test2.docx' dialog box with the following sections:

- Invite People**: Includes a text input field labeled 'Add names or email addresses' with a red '+' icon to its right. Below it is a link 'Invite as Viewer' with a dropdown arrow.
- Share Link**: Features a toggle switch for 'Shared link' (which is turned on), a 'Link Settings' link, a text field containing the URL 'https://unitededucators.box.com/s/o8zau;', a 'Copy' button, and an email icon.
- Invited people only**: A link with an upward arrow.
- People with the link**: A section with the subtext 'Publicly accessible and no sign-in required'.
- People in your company**: A section with the subtext 'Anyone in your company with the link or people invited to this file can access'.
- Invited people only**: A section with the subtext 'Only invited people can access this file' and a checkmark icon.

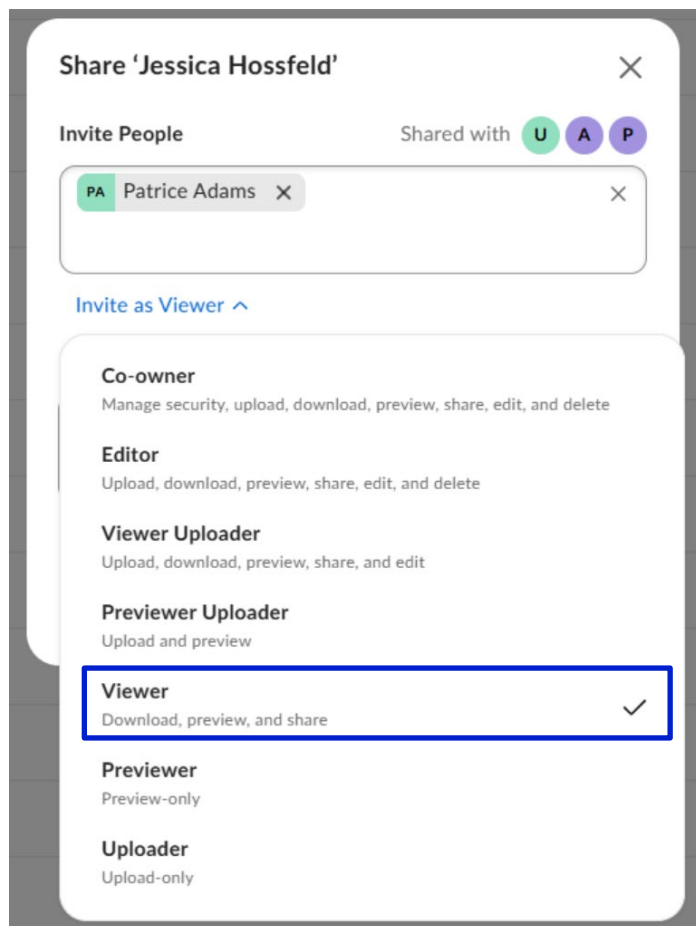
Two blue arrows point to specific elements:

- One arrow points from a text box to the red '+' icon in the 'Add names or email addresses' field.
- Another arrow points from the same text box to the 'Invited people only' option in the bottom section.

Under “Invite People,” select the names or email addresses of the people with whom you want to share the file.



You can change a person's permissions. The default should be "Viewer." Depending on the permissions, the person will have increased capability within the file or folder.



Note: Files will be available for 90 days from when they were uploaded.

Contact uesupport@ue.org if you have any questions.

Thank you for working with UE. We hope you enjoy using Box.