Box for Workgroups

THE SIMPLE SOLUTION TO A COMPLICATED PROBLEM

Stanford University

Box for Workgroups

EASY FOR GROUPS OF PEOPLE (PROJECT TEAMS, DEPARTMENTS, CLASSMATES, ETC.) TO SHARE AND COLLABORATE ON DOCUMENTS AND FILES.

DOCUMENTS PLACED IN THE WORKGROUP FOLDER ARE OWNED BY THE WORKGROUP, NOT AN INDIVIDUAL.

WORKGROUPS PERSIST AS GROUP MEMBERS COME AND GO.

Stanford University

Creating a Box Workgroup Folder

1. GO TO THE WORKGROUP MANAGER TO CREATE A WORKGROUP (workgroup.stanford.edu)

OR

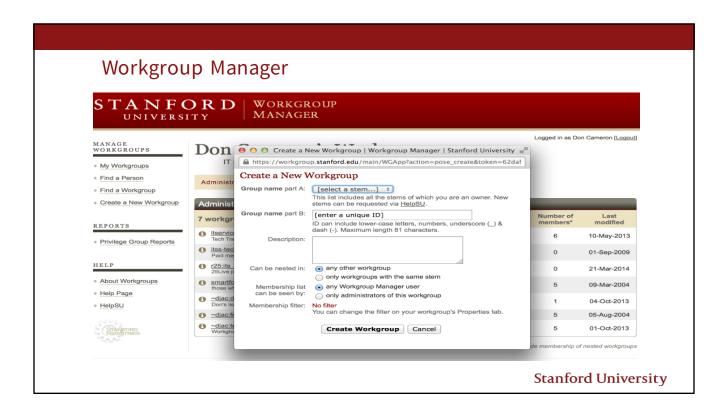
IF YOU ALREADY HAVE A WORKGROUP, GO TO THE WORKGROUP INTEGRATION TOOL (workgroup.stanford.edu) TO LINK YOUR WORKGROUP.

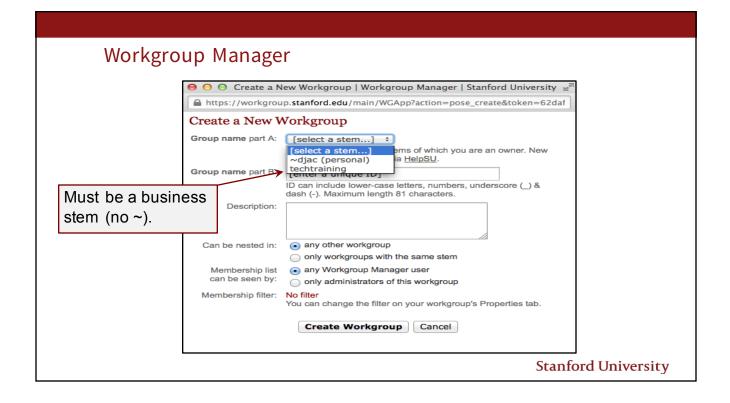
- 2. CLICK CREATE A NEW WORKGROUP.
- 3. BOX MUST BE LINKED TO A BUSINESS (NOT PERSONAL) STEM.

Stanford University

How do I get a stem?
TO REQUEST A NEW STEM, SUBMIT A HELPSU REQUEST AT:
REQUEST CATEGORY: ADMINISTRATIVE APPLICATIONS
Request Type: Workgroup Manager
 INCLUDE THE FOLLOWING INFORMATION: THE STEM NAME (NO SPACES)
 THREE STEM ADMINISTRATORS' SUNET IDS
 A BUSINESS JUSTIFICATION FOR THE STEM
• IF A STEM EXISTS, YOU MAY BE DIRECTED TO TALK TO THE STEM OWNER FOR ACCESS TO THAT STEM.
Stanford University

Workgro	oup Manager		
STANF UNIVERS	MANTAGED		
MANAGE WORKGROUPS » <u>My Workgroups</u> » <u>Find a Person</u> » Find a Workgroup	Don Cameron's Workgroups IT Services, Course and Marketing Coordinator Administrator Member	Logged in as Do	on Cameron <u>(Logou</u>
» Create a New Workgroup	Administrator Of		_
REPORTS	7 workgroups	Number of members*	Last modified
» Privilege Group Reports	itservices:techtraining Tech Training group in IT Services.	6	10-May-2013
	itss-techport:access Paid members of TechPort, starting 9/1/07.	0	01-Sep-2009
HELP	<u>r25:its technology training</u> 25Live privileges for IT Services' Technology Training Staff	0	21-Mar-2014
» About Workgroups	smartforce:techport those who can access techport	5	09-Mar-2004
» Help Page	<u>~djac:dons-list</u>	1	04-Oct-2013
» HelpSU	<u> <u> </u></u>	5	05-Aug-2004
STANFORD	<u>~djac:techbriefing</u> Workgroup test for Tech Briefing	5	01-Oct-2013





group Manag	
😑 😑 🕤 Create a N	lew Workgroup Workgroup Manager Stanford University 🖉
https://workgrou	up.stanford.edu/main/WGApp?action=pose_create&token=b6a0(
Create a New V	Vorkgroup
Group name part A:	techtraining This list includes all the stems of which you are an owner. New stems can be requested via <u>HelpSU</u> .
Group name part B:	Techie_Festival ID can include lower-case letters, numbers, underscore (_) & dash (-). Maximum length 81 characters.
Description:	A group for use for Techie Festival.
Can be nested in:	 any other workgroup only workgroups with the same stem
Membership list can be seen by:	 any Workgroup Manager user only administrators of this workgroup
Membership filter:	No filter You can change the filter on your workgroup's Properties tab.
	Create Workgroup Cancel

STANF UNIVERS		WORKGROUP MANAGER		
MANAGE WORKGROUPS		ng:techie_festival se for Techie Festival sessions	Logged in as D	Don Cameron <u>[Logoı</u>
 » My Workgroups » Find a Person » Find a Workgroup 	Members Add a Memb	Administrators Properties Privilege Group er Import a Member List Nest a Workgroup Add a Certificate		
» Create a New Workgroup REPORTS	Workgroup 0 members	Members	nip status	Remove
» Privilege Group Reports				Remove selected members
HELP » About Workgroups				
» Help Page » HelpSU	Your	workgroup is set up!		

	FORD ERSITY	INFORMATION TECHNOLOGY SERVICES	Search Stanford
Expand Menus	Home Page	Service Catalog Status & Metrics About Us	
AFS Quota Request Request additiona Secure AFS Group I Request an AFS s Secure AFS Groups	group or departmental s il quota for your personal Request pace for handling restric List gs for Secure AFS space BS	AFS account.	
	for Shared Email service	. I 	

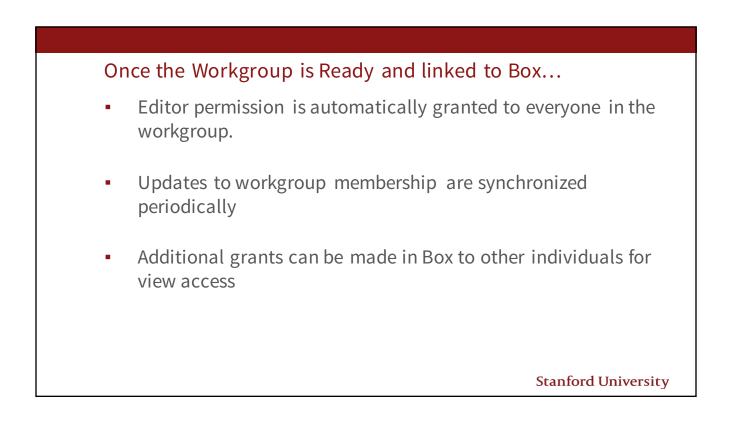
Scroll Down to Workgroup Integration	
SCIOLE DOWN COONESSING for your personal or group web aite. Personal Coole daily access logs for your personal or group web aite. Personal Coole daily access logs for your personal or group web aite. Personal Coole daily access logs for your personal or group web aite. Personal Coole daily access logs for your personal or group web aite. Personal Coole daily access logs for your personal or group web aite. Personal Coole daily access logs for your personal or group web aite. Personal Coole daily access logs for your personal or group web aite. Personal Coole daily access logs for your sectore web server. (Two-Step Authentication Required) Personal Coole daily access logs for your scanford web aite or view existing virtual hosts. Personal Coole daily access log logs for your Stanford web aite or view existing virtual hosts. Personal Coole daily access log logs for your scanford web aite or view existing virtual hosts. Personal Coole daily access log logs for your scanford web aite or view existing virtual hosts. Personal Coole daily access log logs for your scanford web aite or view existing virtual hosts. Personal Coole daily daily access log logs for your scanford web aite or view existing virtual hosts. Personal Coole daily	
Last modified 2014-08-15	
Stanford University IT Services Computing and Communication HelpSU © Stanford University. <u>Terms of Use Copyright Complaints</u>	
	Stanford University

(tools.star	ford odu)	
(10015.518)	nord.edd)	
STANFOR UNIVERSITY	D INFORMATION TECHNOLOGY Services	Search Stanford
Expand Menus Home Page	e Service Catalog Status & Metrics About Us	
Workgroup In	ntegration	
Active Direct or services that least with schargeroug active Direct with schargeroug the schargeroug t	provides basic document management an . Use this tool to create a new Box workgro Stanford Workgroup name and membershi up folder is created, you can manage memi or within Box. Non-Stanford users can onl cannot be used to create Box workgroup f	oup folder using the p. Once the Box bership from Workgroup ly be added from within folders from personal ust have the same name , the members of the

r25:its_tecnnology_training	Box.com Group Google Group	(Add)	
	Guest Active Directory	(Add)	
	Mailing List	(Add)	
	PTS	(Add)	
	WIN Active Directory		
		(Add)	
	Zimbra List	(Add)	
smartforce:techport	Box.com Group	(Add)	
	Google Group	(Add)	
	Guest Active Directory	(Add)	
	Mailing List	(Add)	
	PTS	(Add)	
	WIN Active Directory	(Add)	
	Zimbro Liet		
techtraining:techie_festival	Box.com Group	(Add)	0
	Google Group	(Add)	0
	Guest Active Directory	(Add)	0
	Mailing List	(Add)	
	PTS	(Add)	
	WIN Active Directory	(Add)	
	Zimbra List	(Add)	
~djac:dons-list	Box.com Group	Workgroup cannot be linked to this service.	
	Google Group	Workgroup cannot be linked to this service.	\langle
	Guest Active Directory	(Add)	0
	Mailing List	(Add)	0

STAN UNIVE		INFORMATION TECHNO Services	DLOGY	Search Stanford
Expand Menus	Home Page	Service Catalog Status & Metri	cs About Us	
Click the Link Workgro become collaborators You can use Workgrou directly from Box. WARNING: The proce allow up to 24 hours for Link to new Box.com	bup button to create a top with "Edit" permissions v up Manager to maintain r ess of linking a workgr or the Box workgroup fol a Group: tech	tion for Workgroup techtrainin bevel departmental folder in Box. All members of within the Box folder. membership for Stanford users. You can invite nor oup to Box can take some time. Do not click re der to appear in your list of folders in Box. training:techie_festival	not editable,	it Google Groups
Link Workgroup	Back to List	Click Link Workgroup		

STANFORD	Information Technology Services	Search Stanford
Expand Menus Home Page Workgroup Inte	Service Catalog Status & Metrics About Us	
T Services * Infrastructure Tools * Workgroup Int Edit Box.com Group Integr Click the Link Workgroup button to create a become collaborators with "Edit" permission You can use Workgroup Manager to mainta directly from Box. WARNING: The process of linking a work allow up to 24 hours for the Box workgroup	The workgroup linkage process may take a few minutes. Please do not reload.	y tions Please
Link to new Box.com Group: te Link Workgroup Back to List Last modified 2014-08-15	chtraining:techie_festival	



Stanford Search Files	Q 🗇 🖉
Upload - New - 🗾	Ť4 ~
techtraining_techie_festival Updated Aug 20, 2014 by don cameron	Share 🚖 🔽 🗌
III Updated Jun 9, 2014 by Joseph G Knox B3 12 @	Share 🚖 💌 🗌
Learn Feature Recordings Updated May 20, 2014 by ksavell D19 15	Share 🚖 💌 🗌
2013 Event Photos Created Apr 1, 2014 by Dave Ream DO 11 00	Share 📩 💌 🗌
2013 Photos Updated Nov 26, 2013 by Dave Ream	Share 📩 🖅 🗌