GETTING STARTED- 5 SIMPLE STEPS

Welcome to Box! Box enables you to access the most up to date version of your documents anywhere, and on any device. Box users are able to create online workspaces to collaborate more effectively with colleagues, ensuring all have access to the most up to date file versions.

1 Accessing your account for the first time

    A. Look for an email with subject line: [Action] You may now access Box
    B. Navigate to [kp.app.box.com](kp.app.box.com), click the 'Continue' button and log in with your Web Single Sign On credentials.
        Click here for more information on Web Single Sign On.
    C. Accept the Terms and conditions

2 Download the Box Mobile App (Android and iOS)

    D. From your KP-issued or BYOD approved device, download 'Box' from the iTunes app store or Google Play

3 Download Box Sync (admin right required)

    E. Navigate to myit.kp.org. **Click on** "PC Software Request." Click "Next." Enter your computer's asset number (e.g. AM3494235). In "Search for Software" field, enter "Sync." Submit your request to the service desk to get this application pushed to your desktop.

4 Download Box Edit

    F. Follow this link and follow the on screen instructions to download Box Edit: https://www.box.com/box-for-devices/

5 Congratulations you are now ready to begin using Box!