Penn+Box

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Penn+Box is a cloud-based collaboration service providing up to 1 TB of storage per user for securely managing and sharing files and folders within the Penn community and externally. Penn+Box ensures that University data and intellectual property are securely protected. For more information on the service, see ISC's information page on Penn+Box.

Your default e-mail address for Penn Box is *pennkey@upenn.edu* (not *@wharton.upenn.edu*). This can cause confusion when working with colleagues, as folders shared to your Wharton e-mail address will not appear in Box unless your Wharton e-mail address is listed in your Box profile. To fix this, you must add your Wharton e-mail address as an additional e-mail address in Box's settings (see the next section for instructions).

Adding your Wharton E-mail Address to Penn+Box

Before You Start

Be sure that you're able to log into Penn Box using SSO (your PennKey and password), and that you have access to your Wharton e-mail to confirm its addition to Box. If you're unable to, please contact your technical support representative listed at the bottom of this article.

Step-by-Step Guide

1. Log into Penn Box by navigating to the Penn Box site and clicking **Continue**. You will need to log in with your PennKey and its password, and in some cases use two-factor authentication as well.



2. Click your initials in the top-right corner, and click Account Settings.

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3. Under Login and Email Addresses, click Link Email.

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	Legin and Fanal Addresses You can link multiple email addresses to the same account. Any collaboration invites that go to these secondary email addresses will get funneled into your primary Box account. This also prevents anyone from creating a new Box account using that email address. Other users only see your primary email address and in outfications from	Default Enail Address mattic@upenn.edu Link Enail	
	Box continue to be sent to your primary address.		

4. Enter your Wharton e-mail in the Email Address field that appears (be sure it ends in @wharton.upenn.edu).

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jaysonv@wharton.upenn.edu	
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This window appears as a lightbox; simply click Save when d	one.

5. Open your email and check for a message from Box to verify your e-mail address. Click the **Verify Email** button in the e-mail.

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6. This will open a new browser window that will verify your Wharton e-mail address. Click **Continue to Your Account** to re-open Box.



- 7. Navigate back to **Account Settings** (see Step 2).
- 8. Verify your e-mail address is listed in the Login and Email Addresses section.

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		where all box notifications will be sent.	iavsonv@wharton.upenn.edu - Make Primary Remove				
© 2020 Box Inc		Tip: Linking additional emails will allow you to use one account to collaborate					
© 2020 Box Inc.		with upper	Add Email				

If you see your e-mail listed here, you're all set - feel free to check if a folder shared with you is now listed.

<u>Note:</u> You do not have to make your Wharton e-mail address the primary address on the account. Feel free to leave the default settings. Do not remove your @upenn.edu address, however.

Questions?

You can review the Penn+Box FAQ on the University's website, or contact your IT representative:

- Academic Departments may contact Academic Computing Services at acs-support@wharton.upenn.edu.
- Administrative Departments may contact Administrative Support at admin-support@wharton.upenn.edu.
- Students may contact Student Support at support@wharton.upenn.edu.