

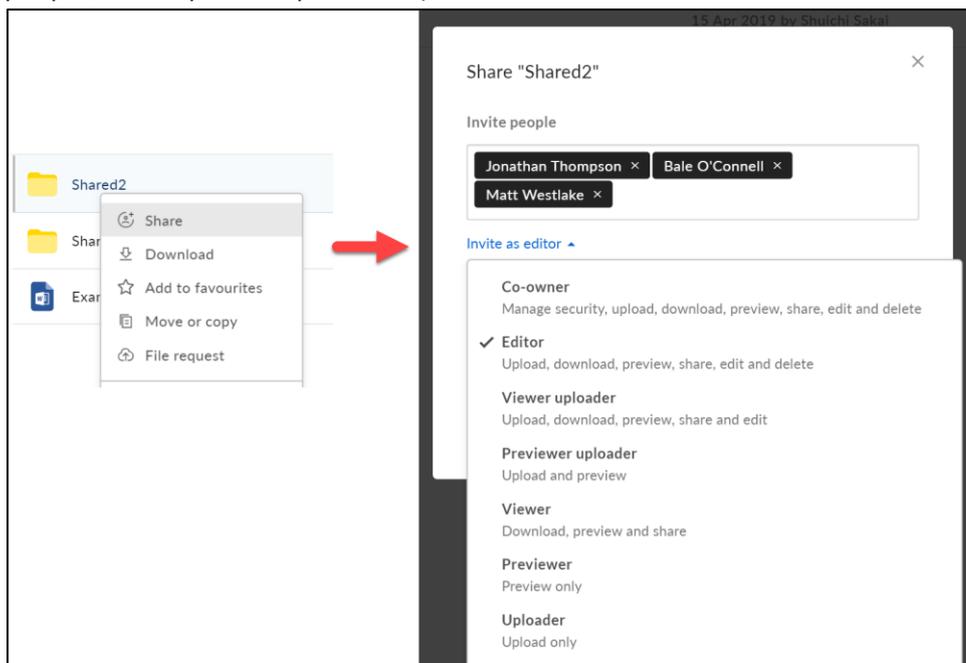
Secure collaboration in box

Box is a great tool for collaboratively working on a file or a set of files. It's important to use it in a secure manner, as actions such as creating anonymous links (which can be used by anyone who knows about them) can easily lead to unintended sharing and data breaches. The guideline below describes how to securely share and collaborate on documents both within and outside of the University.

Sharing through collaboration (recommended method)

Instead of creating shareable links, we recommend that you add collaborators to a file or folder with specific access rights (read, edit, download, etc).

1. Right-click on the file or folder you would like to collaborate on, and click **Share**.
2. Enter the names of people you would like to share the item with.
Note: If you are collaborating with someone outside of the University, enter their email address. If they do not have a Box account, they will be prompted to create one.
3. Specify the appropriate access level (if you need to configure different levels for different people, then repeat the procedure) and click **Send**.

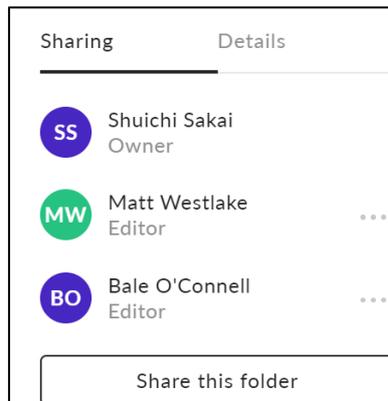


Note: If you would like a group created in Box to facilitate sharing with the same set of people in multiple folders, contact the Service Desk.

Once a folder is shared, the icon changes colour to blue, and shared files will display a person icon to indicate that it is being shared.



4. To see the current list of collaborators, click on the file or folder and check who has access. For sensitive files/folders, you should review this list regularly and remove people who no longer require access.



People who have access to a folder will automatically have access to all files and subfolders within it. You cannot give someone access to a folder while limiting access to lower level files or folders.

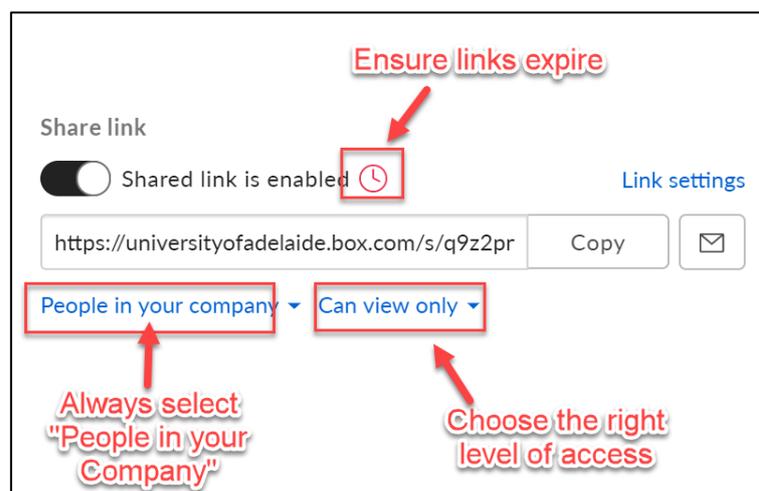
In order to share a folder or file with a different group of people, you need to create a new shared folder.

Sharing by linking (avoid for sensitive documents)

You can choose to collaborate on folders or files via shared links, if the contents of the files are not sensitive (ie not Class 3 data) and are intended for a wider audience within the University.

You should still take the following precautions:

- Create shared links with **People in your company** – this ensures that you need to have a UofA account and know the shared link in order to access the file/folder.
- Select an appropriate access level (view only, etc)
- Set the link to expire automatically within reasonable timeframe
- Consider using an additional password when dealing with sensitive data by clicking **Link Settings**

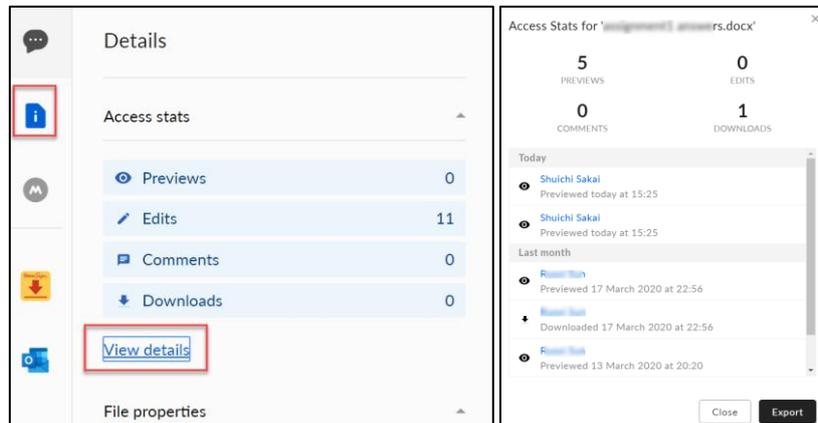


Files and folders shared this way can still be viewed by unintended audience within the organisation if the recipient shares the link with other staff members or forwards the email by

mistake. For sensitive documents, always choose the collaboration method. If you want to collaborate on an individual file without giving access to the folder it's stored in, copy the file to a new folder and provide access to that folder only.

Access Log

You can see who has viewed, edited and downloaded a shared file by clicking on the information icon and clicking **View details**.



The image shows two side-by-side screenshots from the OneDrive interface. The left screenshot shows the 'Details' page for a file. On the left sidebar, the information icon (an 'i' in a blue square) is highlighted with a red box. Below the 'Access stats' section, there is a table of activity:

Activity	Count
Previews	0
Edits	11
Comments	0
Downloads	0

At the bottom of this section, a 'View details' link is also highlighted with a red box. The right screenshot shows the 'Access Stats for [redacted] answers.docx' window. It displays a summary of activity:

Activity	Count
PREVIEWS	5
EDITS	0
COMMENTS	0
DOWNLOADS	1

Below the summary, there is a list of individual actions:

- Today**
- Shuichi Sakai** Previewed today at 15:25
- Shuichi Sakai** Previewed today at 15:25
- Last month**
- Ryota Imai** Previewed 17 March 2020 at 22:56
- Ryota Imai** Downloaded 17 March 2020 at 22:56
- Ryota Imai** Previewed 13 March 2020 at 20:20

At the bottom right of the window are 'Close' and 'Export' buttons.