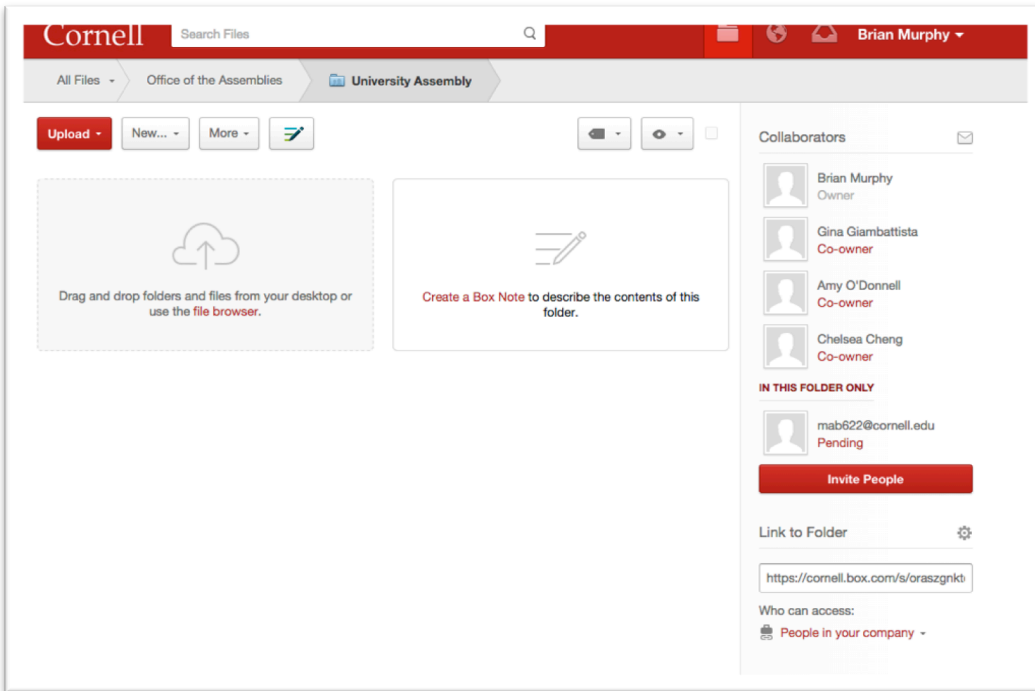
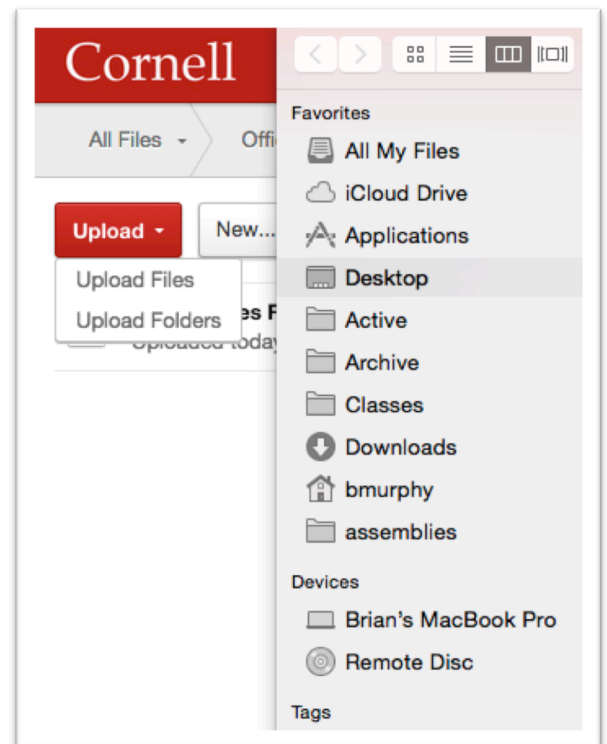


Cornell Box Quick Guide for File Sharing

1. Launch Cornell Box: <https://cornell.app.box.com/files>
 - a. Sign in with your Cornell NetID
 - b. Navigate to the correct folder for your Assembly or Committee

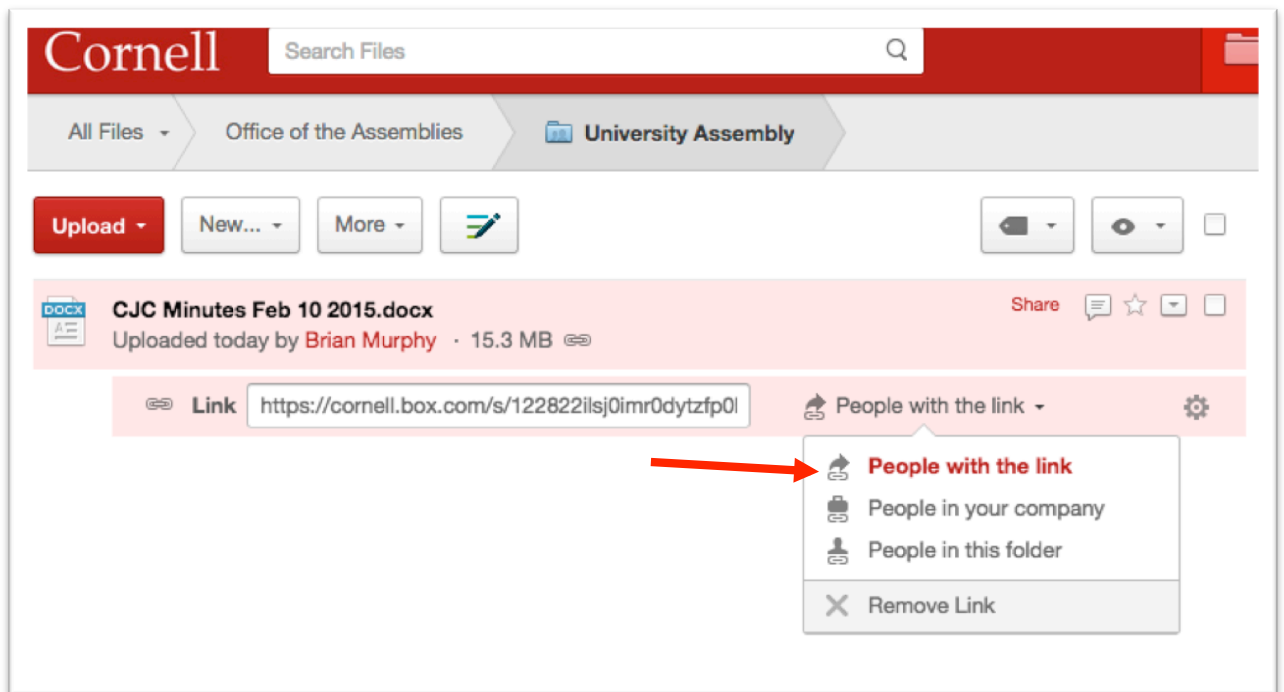


2. Click “Upload” and then File or Folder (if you are sharing multiple documents, you can save time by co-locating them in one folder, and then uploading the folder)





3. Once you have uploaded the appropriate files, click “Share”
 - a. Click the permissions drop-down, and select “People with the Link”



4. Copy the Link, and paste it in the email. Anyone with this link will be able to access/download the file you just uploaded.

