Sharing Links

These instructions explain how share links with users who are not Box account holders and who don't need to collaborate on documents. Sharing a link provides download and read-only access to specific folders and files. Note: documents under the main folder can only be shared with employees. You can share externally under your personal User folder only.
See: Box Overview for more on the file structure of Box.

Quick Start

1. Click the three-dot menu.

2. Select Sharing and Share Link.

3. Enter an email address for the recipient and Send.

Sharing Links

1. Click the three-dot menu to the right of the file name.

A pop-up window opens and displays the link.

[IMGE REDACTED –Client NDA]

2. Enter an email address for the recipient in the email field.

3. Edit the message if needed.

4. Click the Send button.

[IMGE REDACTED –Client NDA]
Advanced Settings screen

Note: Click the Cog icon for Advanced Setting such as Password Protection and Link Expiration.