

CS - Box - Share a File or Folder

Downloaded on — July 18, 2025, 5:39 p.m.

When sharing a folder or a file in Box, there are some levels to the folder structure that need to be considered.

- When sharing a folder, any subfolder(s) will be shared as well.
- Any files inside of the folder and subfolders will be shared as well

There are two ways to share a file/folder in Box -- (1) through a shared link and (2) through inviting individuals as collaborators.

Public access links are set to expire after 30 days but can be extended as needed. **Shared links** can only be accessed by *external* users in the following folders:

- "05_Client_Share" folder, as well as the sub-folders and files within the "05_Client_Share" folder.
- Within the "02_Visual_Advocacy" folder, the "03_PowerPoint" folder, as well as the sub-folder and files within the "03_PowerPoint" folder

If a public link was created for a file/folder outside the above listed and shared externally before July 23rd, the link will continue to work for those external users until expired.

To share content at the folder or file level outside of the above listed folders/sub-folders, individuals must be invited as **collaborators**. Collaborators will need to create a Box account, if they don't already have one, in order to access content. This option is best suited for individuals outside our organization, such as contractors or clients that may not have access to the content.

All collaborator invites are set to expire 90 days from the shared date but can be extended as needed.

1 Are you sharing via Box File Explorer or Web Version of Box?



Answers

☐ Web Version	2
☐ File Explorer	10

2 Are you sharing via a shared link or via inviting as a collaborator?



Reminder:

There are two ways to share a file/folder in Box -- (1) through a shared link and (2) through inviting individuals as collaborators.

Public shared links can only be accessed by *external* users in the following folders:

- "05_Client_Share" folder, as well as the sub-folders and files within the "05_Client_Share" folder.
- Within the "02_Visual_Advocacy" folder, the "03_PowerPoint" folder, as well as the sub-folder and files within the "03_PowerPoint" folder

To share content at the folder or file level outside of the above listed folders/sub-folders, individuals must be invited as collaborators. Collaborators will need to create a Box account, if they don't already have one, in order to access content. This option is best suited for individuals outside our organization, such as contractors or clients that may not have access to the content.

Answers

☐ Shared Link	6
☐ Collaborator	3

3 In the Top Right Corner, Select the Share Button

When adding collaborators to share content, it is recommended that you start with providing access to the child folder at the lowest level of the content they need to access (e.g., sharing collaborators to the "02_Visual Advocacy" folder instead of the main project folder).

When sharing a child folder with a collaborator, it may be beneficial to rename the child folder to include the project number. Collaborators cannot see the parent folder of the child folder they have been shared to, so adding the project number to the child folder may eliminate confusion for users that are working on multiple projects.



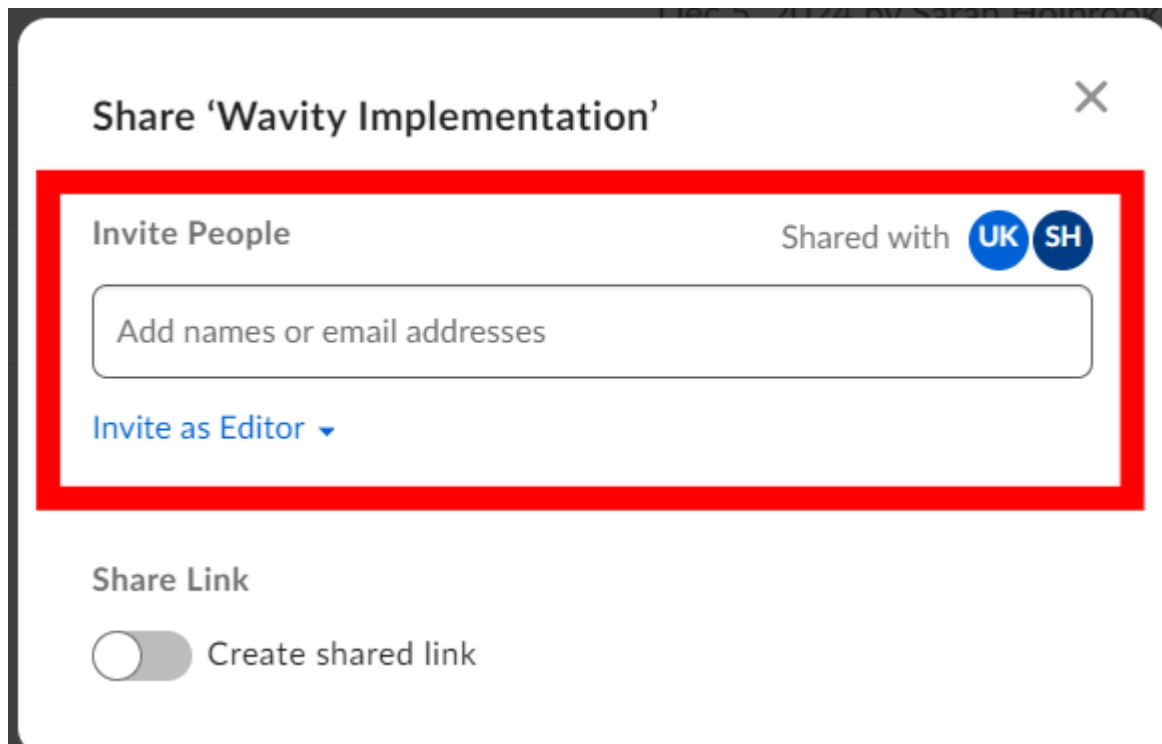
4 Add Collaborators

Reminder: If you invite someone as a collaborator, they will have to create or sign in to a Box account.

This will open up a sub-menu where you can enter the email address of the person(s) you would like to invite to the folder.

1. Enter the email address of the person with whom you want to share the folder
2. Multiple email addresses may be added by hitting "Return" after each address
3. Using the "Invite as" drop down list, set the security restrictions for your guests. For further information on what each permission level allows, view [Understanding Collaborator Permission Levels – Box Support](#).

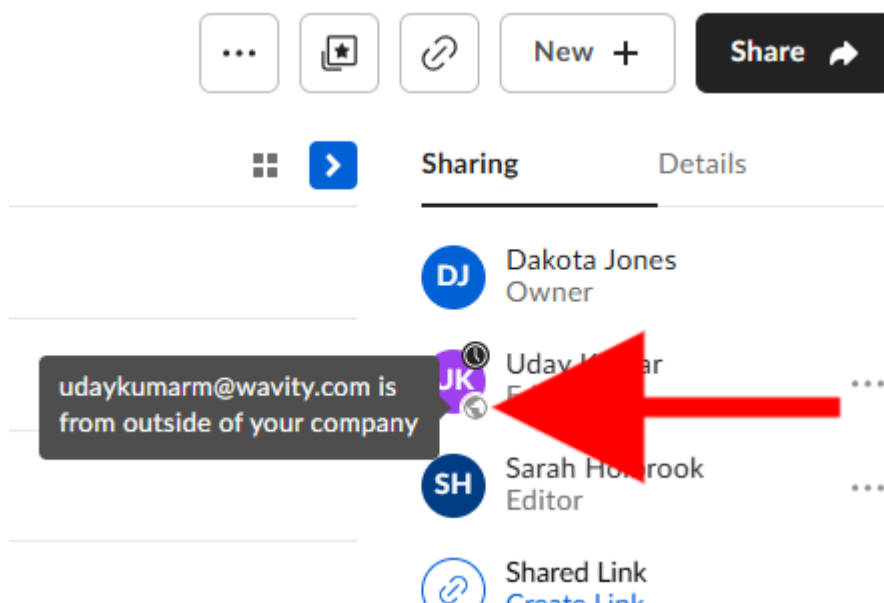
4. Add a message to your guest and hit "Send" so that box.com will send each guest an individual email inviting them to join the shared folder
5. You will see the names of your guests (or email addresses) listed as collaborators



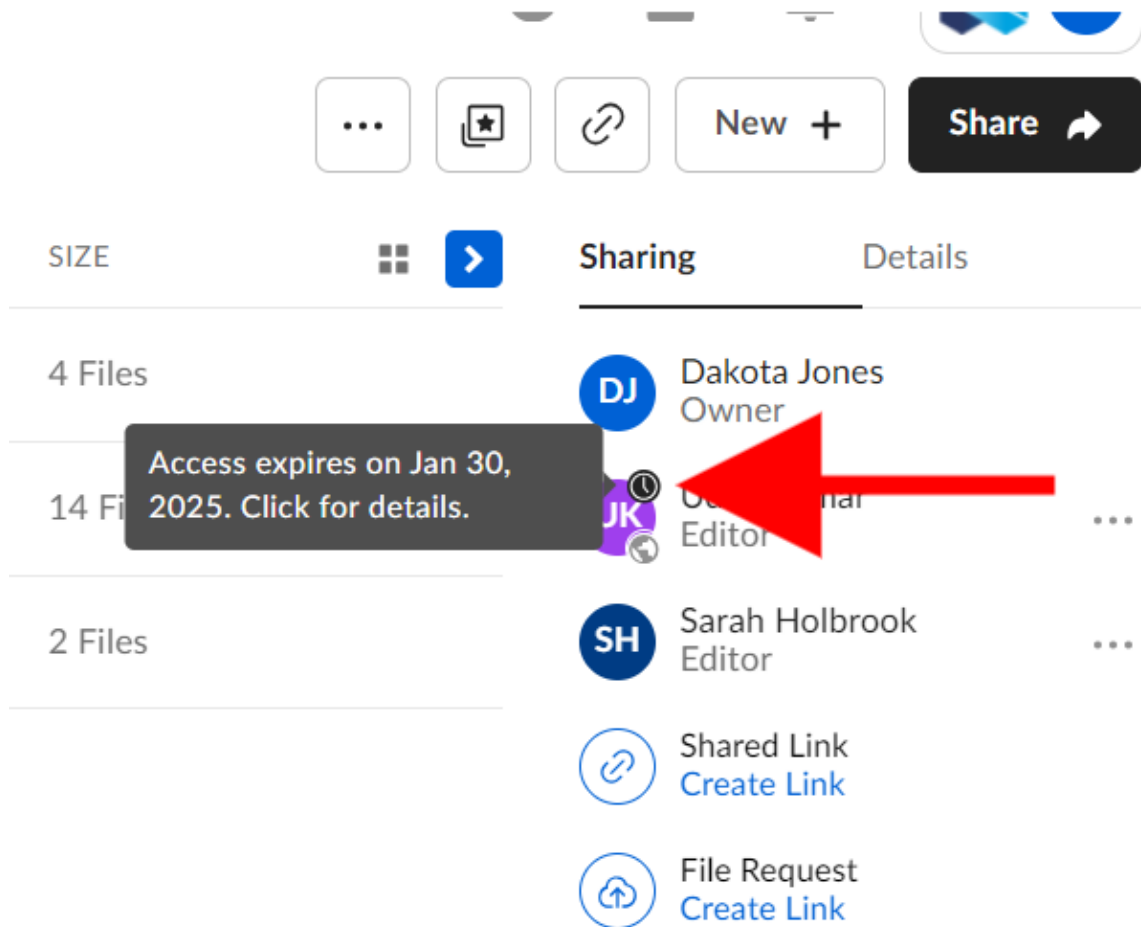
5 Collaborator Details



- All collaborator invites are set to expire 90 days from the shared date but can be extended as needed. For instructions on how to extend the expiration date of a collaborator's access, view [CS - Box - Tips, Tricks, and FAQ](#).
- Collaborators can be identified by a world icon located on the bottom right of their initials.



- If their access is set to expire soon, a small clock icon will show on the top right of their initials.



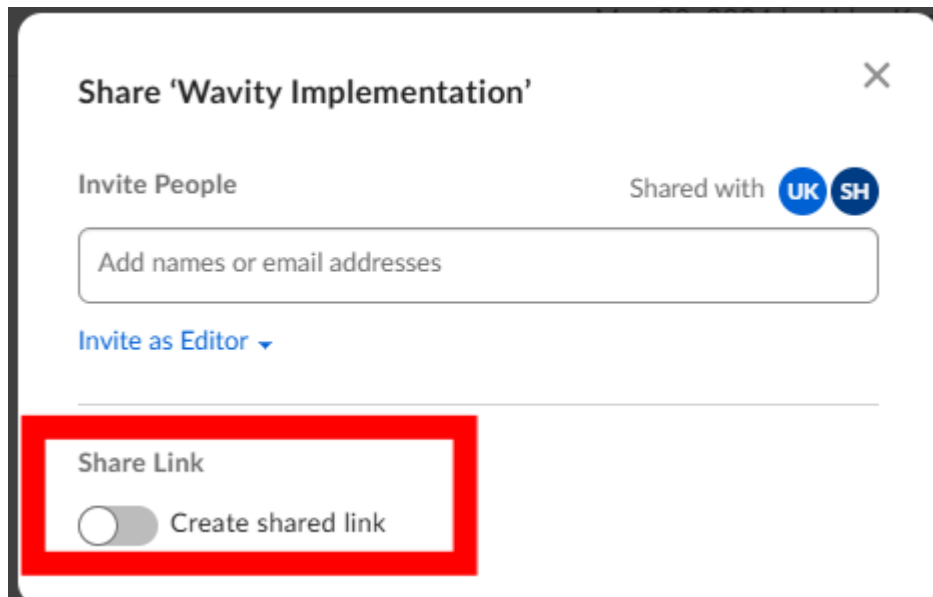
NEXT STEP [12: END OF PROCEDURE](#)

6 In the Top Right Corner, Select the Share Button



7 Toggle the Share Link

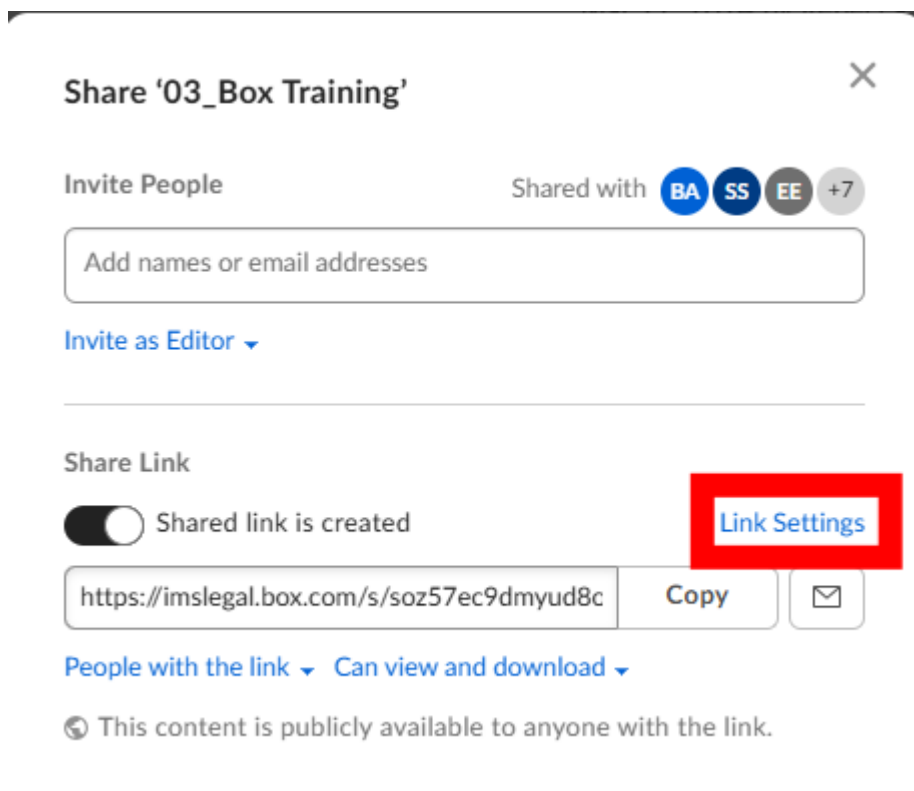
Reminder: The public link will only work if it is the "05_Client_Share" or "03_PowerPoint" folders or the files / sub-folders within them.



8 Link Settings



You can assign passwords, link expiration dates, and a number of other useful options by clicking on the "Link Settings" link.



Shared Link Settings

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This content is publicly available to anyone with the link, and can be viewed or downloaded. [Learn more about shared link settings.](#)

Link Expiration

☐ Disable Shared Link on

Password Protect

☐ Require password

Non-private custom URL

☐ Publish content broadly with a custom, non-private URL

Allow Download

☒ Allow users with the shared link to download this item

Cancel

Save

9 Expiration of Public Shared Links

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Public shared links are set to expire after 30 days but can be extended as needed.

For details on how to extend a public shared link expiration, view [CS - Box -- Tips, Tricks, and FAQs](#)

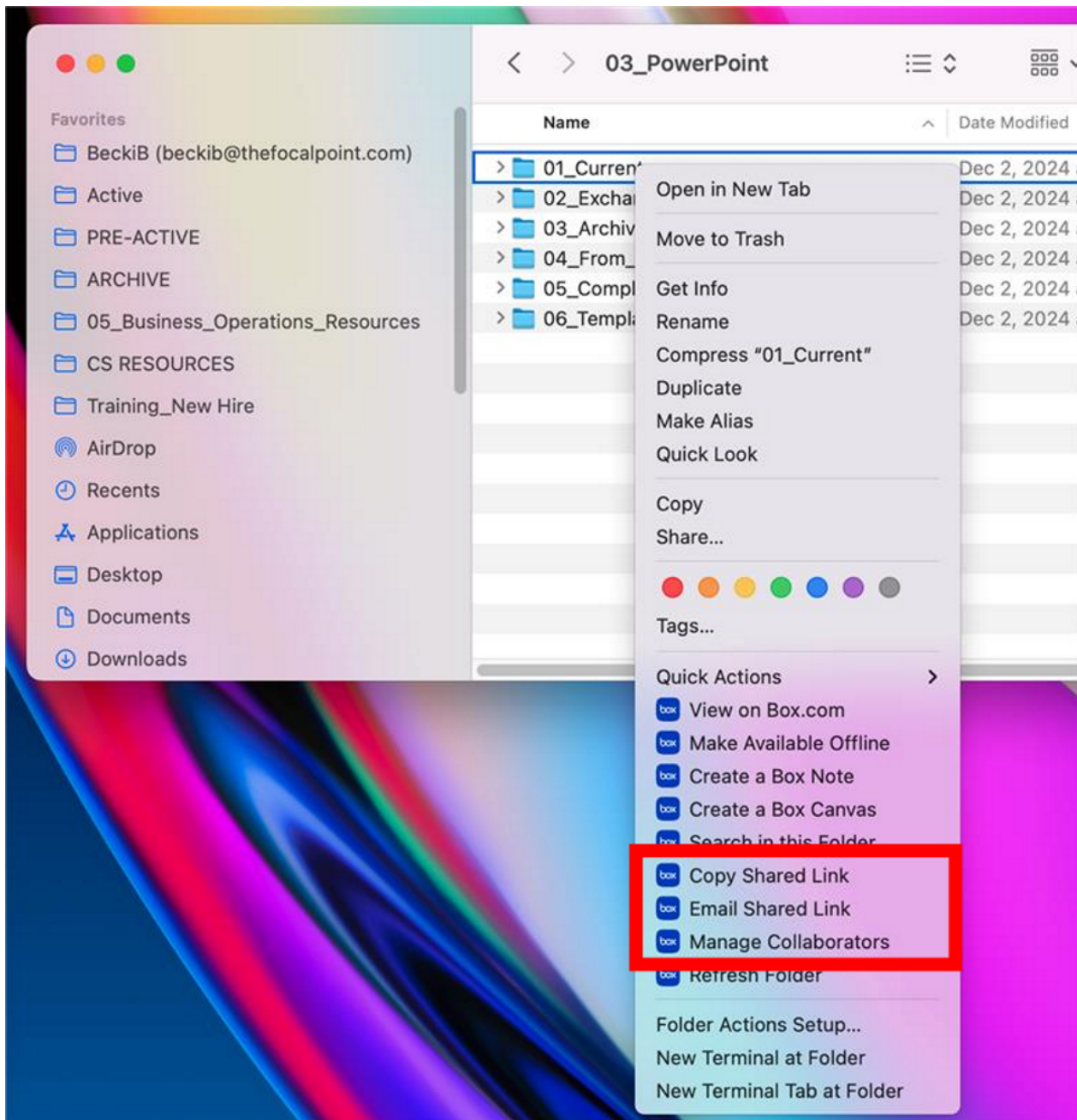
NEXT STEP [12: END OF PROCEDURE](#)

10 Select the file or folder you wish to share

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11 Right click on the File or Folder and Select from the Options

☐



OPTIONS:

- **Copy Shared Link** - it will copy to your clipboard, and you can paste the link into the body of an email or message to a Client or Collaborator.
- **Email Shared Link** - it will open a new email draft (if on a Mac, it will open in Mac Mail) with the link in the body of the email.
- **Manage Collaborators** - it will open up Box in the web version. If you wish to share via collaboration in the web version, start back at the beginning of this procedure and select the "Web Version" option for further instructions.

12 End of Procedure



