# UT Box Settings for Note Exchange

## Part One:

### Share a UT Box folder with the volunteer taking notes:

1. Create and name a folder in your UT Box account
2. Share access to the course volunteer: In the Invite Additional People field enter an email address or enter an EID. The EID will populate an EID email (format- EID followed by @eid.utexas.ed ). This address will forward the invitation to the student’s Utexas email address.



1. Access Level Chart:

Upload permissions will be necessary for a volunteer to add notes to the folder. Choose with in the Permission Levels: Previewer Uploader, Viewer Uploader, Editor, an Owner. Keep in mind sometimes upload issues happen. For casees in which the volunteer needs to remove a file- file is incomplete or wrong file was uploaded- Editor or Owner permission levels are needed.



## Part Two:

### Sharing Folder with SSD Students:

The same sharing method detailed above can be applied to the SSD student. One of the advantages of sharing documents through the shared folder, all parties will get an email notification.

However, confidentiality is important! When inviting others to have access to a folder, other users will see each other’s names listed. This can be a confidentiality issue for the SSD Student. If the student prefers anonymity, here is an alternative sharing method.

Anonymously Share a Folder:

1. Right click on the folder you are wanting to share and choose the option Share. If you are in the folder, there will be a *Shared link* option on the righthand side of the page.



1. In the dialogue box that appears, you will have the option to copy a shared link. This link will allow anyone with the link to access the folder content. By default, the link will only be active for 30 days and the settings will allow the user to open the files in UT Box, as well as download content. The following link settings can be changed: Link expiry date, password requirement, create a non-private URL, download ability. This method keeps the SSD student confidential. However, the SSD student with shared link access will not be notified of uploaded materials by email.