

Box File Sharing

Guide for External Collaborators on Z-Health

Centre for Health Economics & Policy Innovation (CHEPI) | Imperial Business School

This guide is for external partners and collaborators invited to access grant proposal materials shared via Box by the CHEPI team at Imperial College London. It covers everything you need to know: accepting your invitation, creating a free Box account, and understanding how your access works.

1. What is Box?

Box is a secure cloud storage and collaboration platform used by Imperial College London to share documents with external partners. When the CHEPI team shares proposal materials with you, you will receive an email invitation. To access the shared content, you will need a free Box account — this takes only a few minutes to set up.

2. Accepting Your Invitation: Step by Step

You will receive an invitation email from Jack Olney (jack.olney@imperial.ac.uk) via Box. Follow the steps below carefully.

1

Open the invitation email

Look for an email from jack.olney@imperial.ac.uk with a subject line similar to "Jack Olney has invited you to collaborate on Box". Check your spam/junk folder if you do not see it within a few minutes.

2

Click "Accept Invite"

In the email, click the Accept Invite button. This will open app.box.com in your browser.

3

Create a free Box account

You will be taken to the Box sign-in page. As you do not yet have an account, click "Sign up" (top right) to create a free Individual account. Use the same email address to which the invitation was sent — the invitation is tied to that specific address.

4

Confirm your email address

Box will send a separate confirmation email. Click the confirmation link before trying to access the shared folder — you will not see the shared content until your email is verified.

5**Log in and access the shared folder**

Once confirmed, log in at app.box.com. The shared CHEPI folder will appear under All Files. Collaborative folders appear at the top of your file list with a blue folder icon.

***Note:** The invitation email address and your Box account email must match exactly. If you already have a Box account under a different address, please contact Heather Lodge (h.lodge@imperial.ac.uk) so the invitation can be re-sent to the correct address.*

***Note:** When you open Box, you may be asked "Part of Imperial College London?" — click "Not part of Imperial College London" and log in with your own Box.com account credentials.*

***Note:** Collaboration invitations do not expire automatically — however, if you have not accepted within 30 days, please confirm with the CHEPI team that your invitation is still active.*

3. How Access and Permissions Work

Waterfall (Inherited) Permissions

Box uses a "waterfall" model for folder permissions. This means that when you are invited to a folder, your access level automatically applies to all subfolders and files within it. You do not need separate invitations for each subfolder — access flows down from the top-level folder to which you were invited.

For example, if you are invited to the top-level project folder, you will be able to see all subfolders beneath it (e.g., Work Packages, Budgets, Annexes). If you were invited only to a specific subfolder, you will see only that subfolder and its contents — not the parent folder or sibling folders at the same level.

***Note:** Permissions can only be changed at the level where collaboration was originally granted. The CHEPI team manages all access settings — please contact them if you believe your access level is incorrect.*

What Inherited Access Means in Practice

Because permissions inherit downward, your role is consistent across the entire folder structure you have been given access to. This means:

- You will see all subfolders within your access area — you cannot be restricted to just one file if you are a folder collaborator.
- The CHEPI team cannot grant you a more restrictive role on a subfolder than the role you hold on the parent folder (though they can grant a higher role on a subfolder if needed).
- If a new subfolder or file is added to the shared folder after your invitation, you will automatically have access to it under the same role — no new invitation is needed.

4. Navigating Box Once You Are In

Once logged in, here is what to expect:

- The shared **Behavioural-Interventions-shared** folder will appear under All Files in your Box account, with a blue folder icon.
- Use the search bar at the top of the screen to find specific files within the shared folder.
- You can upload files by clicking the Upload button within the relevant subfolder.

Previewing and Editing Files

When you click on a file in Box, it opens in preview mode — this means you are viewing a read-only version of the document in your browser. You are not editing it directly.

To edit a file, click the Open button at the top of the preview screen and select your preferred application:

- Microsoft Word for Web — opens the file in your browser for real-time editing (no software installation required).
- Microsoft Word (desktop) — opens in your locally installed Word application (requires Box Tools to be installed).

Note: Important: clicking a file only opens a preview — it does not allow editing. You must click Open and choose an application to make changes. This prevents accidental edits and ensures version control.

Syncing Files to Your Computer with Box Drive

If you would like to sync the shared folder to your computer so you can access files offline, you can download Box Drive — a free desktop application. To do this, look in the bottom-left corner of your Box account and click Get Box Drive. Once installed, the shared folder will appear as a drive on your computer, just like a USB drive or network folder.

Note: Box Drive is optional. Most collaborators will find browser access sufficient for reviewing and editing proposal documents.

Note: Box works best in Google Chrome or Microsoft Edge. If you experience display issues, try refreshing your browser or clearing your cache.

5. Frequently Asked Questions

Do I need to pay for a Box account?

No. A free Individual account is all you need to access shared folders. You will not be charged.

I accepted the invite but cannot see the folder — what should I do?

The most common cause is an unconfirmed email address. Check your inbox for a separate confirmation email from Box and click the link within it. If your email is confirmed and the folder still does not appear, contact Heather Lodge (h.lodge@imperial.ac.uk) as your invitation may need to be re-sent.

Can I share files in the folder with others outside our team?

This depends on your access role. Viewers can generate shared links, but only at the same access level as the existing link settings. If you are unsure whether sharing externally is appropriate, please check with the CHEPI team before doing so.

My invitation went to the wrong email address — can this be fixed?

Yes. Contact the CHEPI team and let them know the correct email address. They will withdraw the original invitation and re-send it to the right address. Your Box account email must match the invitation email exactly.

6. Contact & Support

If you experience any difficulties accessing Box or have questions about your permissions, please contact the CHEPI team at Imperial College London:

Centre for Health Economics & Policy Innovation (CHEPI)

Imperial Business School, Imperial College London

For Box access issues, please contact:

Heather Lodge | h.lodge@imperial.ac.uk

For general Box support and troubleshooting, Box also maintains a help centre at support.box.com.