This week's Did You Know:

**BOX SHARING PERMISSIONS**

Pitt's online file storage and sharing service, Box, offers **unlimited storage** and the ability to upload individual files up to **15GB** in size. All regular students, faculty, and staff get a free account as long as they are affiliated with Pitt. To get started, go to [my.pitt.edu](http://my.pitt.edu) and click the **Box** link at the top of the page.

You can share files with anyone, even people outside of Pitt. You can either share a link to a particular file or invite people to collaborate by sharing permission to an entire folder.

To invite people to share the contents of a folder:

1. In a Box folder you want to share, click the **Share this Folder** link on the right
2. Click on **Invite Collaborators**
3. Enter the **email addresses** of your collaborators
4. Choose the **Invitee Permissions** level (see chart below for a breakdown of each level)

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<thead>
<tr>
<th>Permission Levels</th>
<th>Upload</th>
<th>Download</th>
<th>Preview</th>
<th>Get Link</th>
<th>Edit</th>
<th>Delete</th>
<th>Owner</th>
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5. Click **Send Invites**

To share a link to a single file, especially a large file you can’t attach to an email:

1. Once the file is uploaded, **hover** over the file, then click the **Share** button
2. You can email the shared link by setting the **access type** to either:
   a. People with the link (anyone)
   b. People in your company (anyone at Pitt)
   c. People in this folder (people you have already shared the folder with)
3. You can alternately use the **Email Address** field at the bottom of the form, and Box will email a link to the file to the address you specify

Keep in mind that **not every type of data can be stored on Box**. For more information on other features, check out [http://technology.pitt.edu/services/cloud-storage-box-and-onedrive](http://technology.pitt.edu/services/cloud-storage-box-and-onedrive), or email the KITS help desk at [it@katz.pitt.edu](mailto:it@katz.pitt.edu).

**NEW GUEST WIRELESS PROCESS**

Previously, only Pitt faculty and staff were able to create guest wireless accounts for their campus guests, but now students can also create guest wireless accounts. Guests can also request their own accounts, using the name of their university sponsor.
To create a temporary (up to 30-day) account for your guest:

1. Go to my.pitt.edu
2. Log in with your Pitt user name and password
3. Complete the multifactor authentication
4. Choose Guest Access from the My Resources menu
5. Click Access Guest Wireless
6. Click Create New Guest Account (you can also create multiple accounts at one time)
7. Enter all required information, and click Create

It is best to create your guest’s account before your guest arrives at Pitt. Your guest will use the email address entered into the form in the “Guest Email” field as their user name when logging in to the GUEST-WIRELESS-PITNET network on campus. Their password will be sent as a text to their mobile phone.

Your guests can also create their own accounts by going to guestwireless.pitt.edu. If you would like more information about setting up guest wireless accounts, or would like to send information to a guest, go to technology.pitt.edu/help-desk/how-to-documents/pittnetwireless-guest-wireless-access.

And don’t forget:

Need help with CourseWeb (Blackboard)? Have questions about recording with Panopto? You can visit CIDDE’s Faculty Knowledge Base at http://www.etskb-fac.cidde.pitt.edu/.