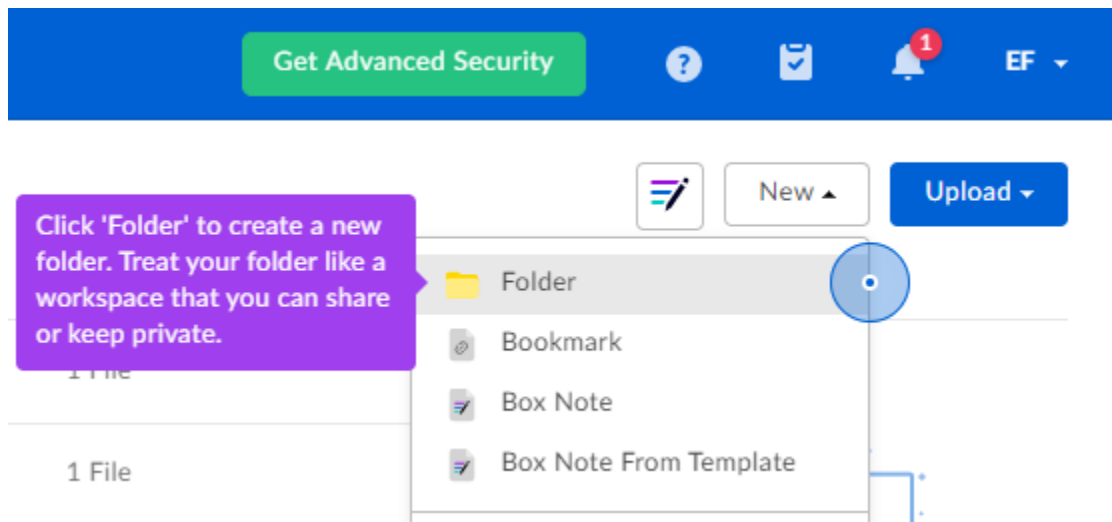


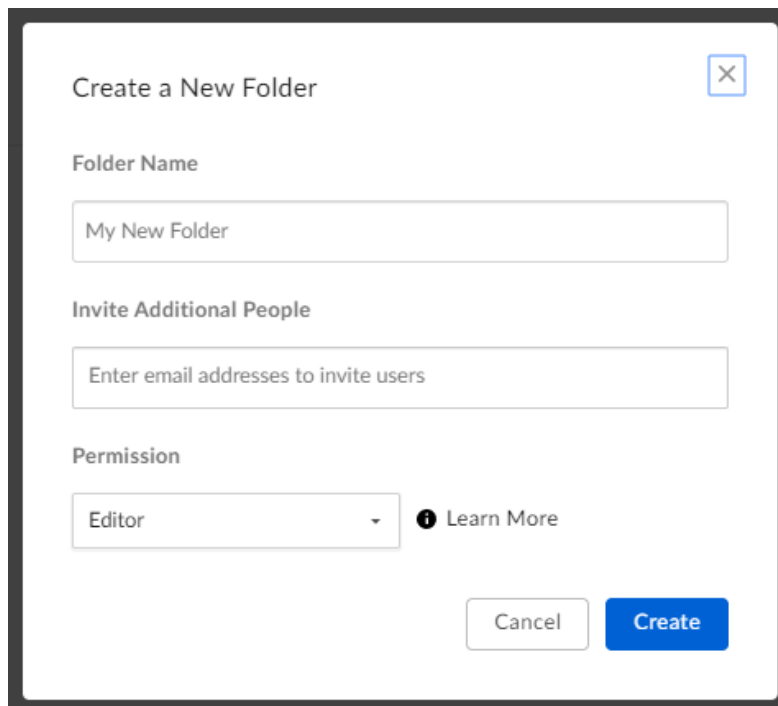
Upload to Box with the File Browse

Uploading a new file or folder to Box is straightforward:

1. Click the New button in the upper-right corner.



2. Select Folder, the box below will pop up

A screenshot of the "Create a New Folder" dialog box. The dialog has a title bar with a close button (X). It contains the following fields and options:

- Folder Name:** A text input field containing "My New Folder".
- Invite Additional People:** A text input field with the placeholder text "Enter email addresses to invite users".
- Permission:** A dropdown menu set to "Editor", with a "Learn More" link next to it.
- Buttons:** "Cancel" and "Create" buttons at the bottom right.

3. Name the Folder "COVID-19 CARES ACT – Agency Name"

Agency Name:

- Type the Name of your Agency

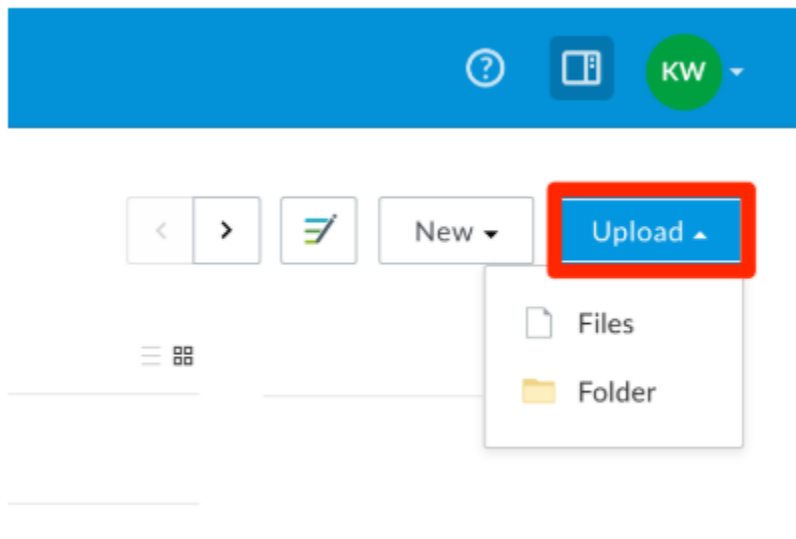
4. Invite Additional Users – Gwinnett Community Development Office

User Email: eryca.fambro@gwinnettcounty.com

Permissions: Editor

5. Click on the Folder that you just created

6. Click on the blue upload button



7. Select the file(s) or folder you'd like to upload.

8. You can select multiple files for upload by holding the Command or Control key (Mac or Windows, respectively) while selecting files. However, you can only select one folder at a time for upload.

9. Click Open or Upload.

If your session is interrupted, Box enables you to resume later uploads of files that are over 100 MB in size.

To resume an interrupted upload:

- In the Uploads Manager header click Resume All, or
- In the Uploads Manager click Resume.

Some Uploads Failed

Resume All

 BabyUnicorn.gif	 
 BasicUnicorn.xlsx	 
 MagicalUnicorn.mov	Something went wrong with the upload. Please try again.  
 BasicUnicorn.xlsx	Something went wrong with the upload. Please try again.  
 MagicalUnicorn.mov	Something went wrong with the upload. Please try again.  