

How to select the content type for receiving email notifications on Box online

myguide.org

Step: 01

Welcome!

In this Guide, we will learn how to select the content type for receiving email notifications on Box online

box	Search Files and Folders	Welcome!		Get More Storage	
 ► All Files ● Recents ● Synced ➡ Trash ⇒ / Notes ▲ Admin Console ★ Favorites > Drag items here for quick access 	All Files Name demo.docx v2 demo demo Demo Files Meeting Agenda.boxnote Job Profile Docdocx Sox for Android Intro.mp4	Welcome! In this Guide, we will learn how to select the content type for receiving email notifications on Box online	Size 10.8 KB Files 3 Files 1.9 KB 60.5 KB 29.7 MB	Image: Share	New Upload V V
© 2020 Box Inc.					•



Click on "profile icon"

ЬОХ	Search Files and Folders	E ⊂ Click on "profile icon"
 ► All Files ● Recents ● Synced ■ Trash ⇒ Notes ▲ Admin Console ★ Favorites Drag items here for quick access 	 ☆ demo.docx is selected Name i demo.docx v i demo i Demo Files i Meeting Agenda.boxnote 	⊘ Tags ☑ Email ② Download ☑ M rsion Updated ∨ Size III > Details 10.8 KB ···· Share III > 0 Files 3 Files III > 1.9 KB ···· Share File Properties
	Job Profile Docdocx Image: Solution of the solution	60.5 KB 2 Saved Versions 29.7 MB Description Enter a description Owner ashvinirawal1995@gmail.com Created Feb 6, 2020, 4:29 PM Modified Feb 6, 2020, 4:29 PM Size Size Size Size
© 2020 Box Inc.		



Click on "Account Settings"

бох	Search Files and Folders	至 + Q Get More Ste	orage 😨 💆 🌲 🔥
 All Files Recents Synced Trash Totas Admin Console ★ Favorites Drag items here for quick access 	<pre> demo.docx is selected Name of demo.docx ♥2 demo demo demo Demo Files Meeting Agenda.boxnote Job Profile Docdocx file Box for Android Intro.mp4 </pre>	Image: Tags Image: Email Image: Click on "Account Setting Updated → Size Image: Click on "Account Setting 0 Files Image: Click on "Account Setting 10.8 KB Image: Click on "Account Setting 0 Files Image: Click on "Account Setting 11.9 KB Image: Click on "Account Setting Image: Click on "Account Setting 12.9 KB Image: Click on "Account Setting Image: Click on "Account Setting 13.8 KB Image: Click on "Account Setting Image: Click on "Account Setting 14.8 KB Image: Click on "Account Setting Image: Click on "Account Setting 15.8 KB Image: Click on "Account Setting Image: Click on "Account Setting 19.8 KB Image: Click on "Account Setting Image: Click on "Account Setting 19.8 KB <td< th=""><th>View Profile Account Settings Collaborators Updates Apps Help Terms Privacy Policy Acknowledgements File Prop Log Out 2 Saved Versions Description Enter a description Owner ashvinirawal1995@gmail.com Created Feb 6, 2020, 4:29 PM Modified Feb 6, 2020, 4:29 PM</th></td<>	View Profile Account Settings Collaborators Updates Apps Help Terms Privacy Policy Acknowledgements File Prop Log Out 2 Saved Versions Description Enter a description Owner ashvinirawal1995@gmail.com Created Feb 6, 2020, 4:29 PM Modified Feb 6, 2020, 4:29 PM
© 2020 Box Inc.			10.8 KB



Step: 04

Click on "Sharing"

box	Search File Get More Storage ? 2 4 A *
 All Files Recents Synced Trash Notes Admin Console ★ Favorites 	Account Sharing Security Profile Diagnostics Integrations Account Sharing Security Profile Diagnostics Integrations Image: Comparison of the 64% of customers on your plan who upgrade for more storage, bigger max file sizes, and advanced security features like 2-step verification and the admin console's reporting capabilities where you can extract insights about your account and collaborator activity. Upgrade Your Account
Drag items here for quick access	General Options Home Page All Files - Files and Folders Per Page - 20 - Time Zone - GMT-08:00 America/Los Angeles PST - Language
© 2020 Box Inc.	Display Item Tags



Email notifications to receive

Select for which actions and on what type of content you would like to be notified via emails

box	Search Files and Folders	-1			Get More Storage	?	2	A -	
 All Files Recents Synced Trash 7/ Notes 	Account Settings Save Changes Account Sharing Security Profile Diagnostics Integrations Image: Automatically accept incoming collaboration invitations Integrations Integrations Integrations								
 ✓ Notes I Admin Console ✓ Favorites ✓ Drag items here for quick access ✓ Quick access 	Email Notifications Select for which actions and on what type of content you would like to be Email notifications to receive Select for which actions and on what type of content you would like to be notified via emails	Notification Email Select Notifications to Reciev In Items I Ov Downloads Uploads Comments Previews Deletes V	re in In Items I've Joined iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii						
	General Emails and Notifications	Keep me updated with D Login Activity: Get notifie	d when your account is ac	ccessed from a new device.					



Click on "Save Changes"

box	Search Files and Folders	t∓ ∗ Q			Get More Storage	9 E	1 4	<u> </u>
 All Files Recents Synced Trash 	Account Settings	Security Profile	Diagnostics	Integrations	Click on "Save Changes"		Save Cl	nanges
 If Notes If Admin Console ★ Favorites ▼ Drag items here for ouick access 	Email Notifications Select for which actions and on what type of content you would like to be emailed.	Notification Email	2					
quero deceso		In Items I OwDownloadsUploadsCommentsPreviewsDeletes	In Items I've Joined					
© 2020 Box Inc.	General Emails and Notifications	Keep me updated with	l when your account is a	ccessed from a new device.				



Thank You!

myguide.org

