

# Box.net

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# Box.net

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S'enregistrer

Je me connecte au site  
<http://www.box.net>

The screenshot shows the Box.net homepage. At the top left is the Box logo with the tagline "store here, access anywhere". To the right are login fields for "email / username:" and "password:", with a "Login" button and a "problems?" link. Below the navigation bar are tabs for "Home", "Individual", "Business", "Enterprise", and "Signup". The main content area features a large banner with the heading "Access and share your files online" and three bullet points: "Work on files from anywhere", "Protect your important files", and "Collaborate and share online". A green button labeled "Register for Box.net" is highlighted with a blue circle, with a callout box below it stating "(No software to install!)". Below the banner is a section for "Introducing OpenBox" with logos for Zoho, Picnik, and Scribd. At the bottom are three columns: "Box for Individuals", "Box for Businesses", and "Box for Enterprises", each with a "learn more" button. A blue line connects the "Register for Box.net" button to a callout box at the bottom of the page.

- Je m'enregistre en cliquant sur [Register for Box.net](#)

# Pour créer mon compte...

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- 1. Je sélectionne l'offre gratuite "Lite" qui me propose 1 Go de stockage

## 1. Select your Box Account:

**Lite**  
1 GB, share & store documents & smaller files

**Individual** Free 14-day trial  
5 GB, share & store photos, docs & larger files  
\$7.95 per month or \$79.95 per year

**Business** Free 14-day trial  
15 GB, optimized for business collaboration  
\$19.95 per month or \$199.95 per year

## 2. Select your Login information:

Email: mdelmas@free.fr

Confirm Email: mdelmas@free.fr

Password: \*\*\*\*\*

Confirm Password: \*\*\*\*\*

Your Name: Marie Delmas

**Continue**

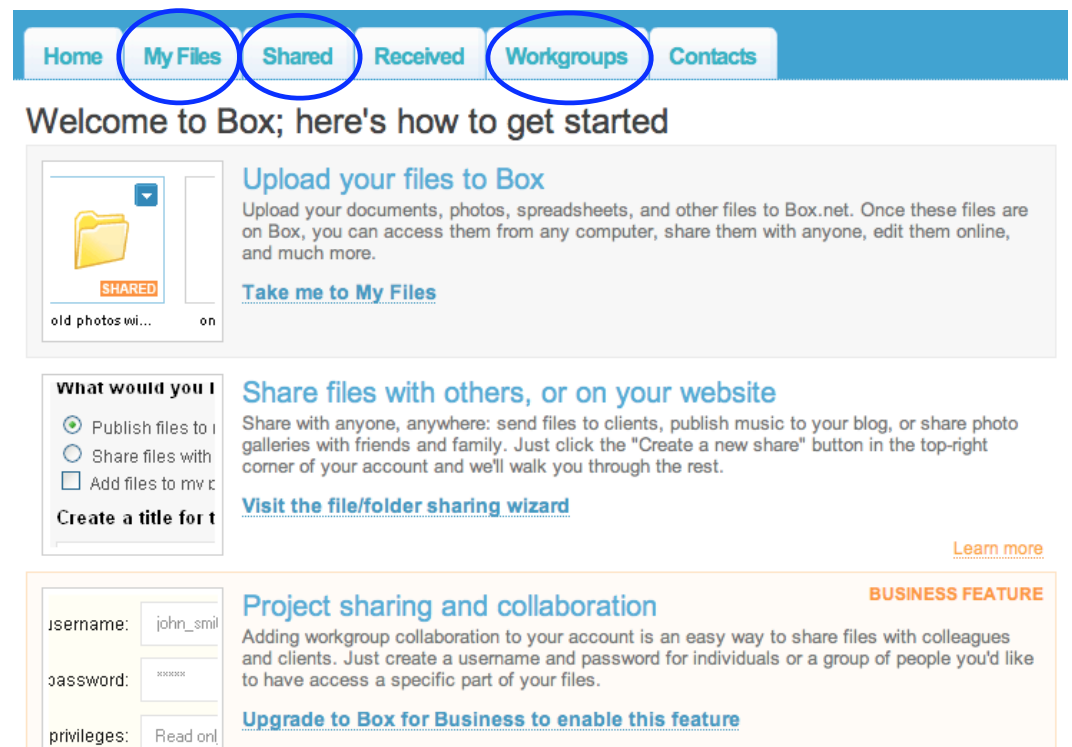
- 2. Je saisis les coordonnées demandées

- et je clique sur **Continuer**

# Mon compte est désormais ouvert...

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- Je peux donc télécharger un fichier à mettre en ligne
- Je peux partager des fichiers
- Je peux partager des projets et donner accès à un groupe de personnes.



The screenshot shows the Box.net user interface. At the top, there is a navigation bar with tabs for Home, My Files, Shared, Received, Workgroups, and Contacts. The 'My Files', 'Shared', and 'Workgroups' tabs are circled in blue. Below the navigation bar, a message reads 'Welcome to Box; here's how to get started'. The main content area is divided into several sections:

- Upload your files to Box:** A section with a folder icon and a 'SHARED' label. It includes the text: 'Upload your documents, photos, spreadsheets, and other files to Box.net. Once these files are on Box, you can access them from any computer, share them with anyone, edit them online, and much more.' Below this is a link: 'Take me to My Files'.
- What would you like to do?** A section with three radio button options: 'Publish files to i', 'Share files with', and 'Add files to my c'. Below this is a text input field labeled 'Create a title for t'.
- Share files with others, or on your website:** A section with the text: 'Share with anyone, anywhere: send files to clients, publish music to your blog, or share photo galleries with friends and family. Just click the "Create a new share" button in the top-right corner of your account and we'll walk you through the rest.' Below this is a link: 'Visit the file/folder sharing wizard' and a 'Learn more' link.
- Project sharing and collaboration:** A section with the text: 'Adding workgroup collaboration to your account is an easy way to share files with colleagues and clients. Just create a username and password for individuals or a group of people you'd like to have access a specific part of your files.' Below this is a link: 'Upgrade to Box for Business to enable this feature' and a 'BUSINESS FEATURE' label.

At the bottom left, there is a form with the following fields:

- Username: john\_smil
- Password: [masked]
- Privileges: Read onl

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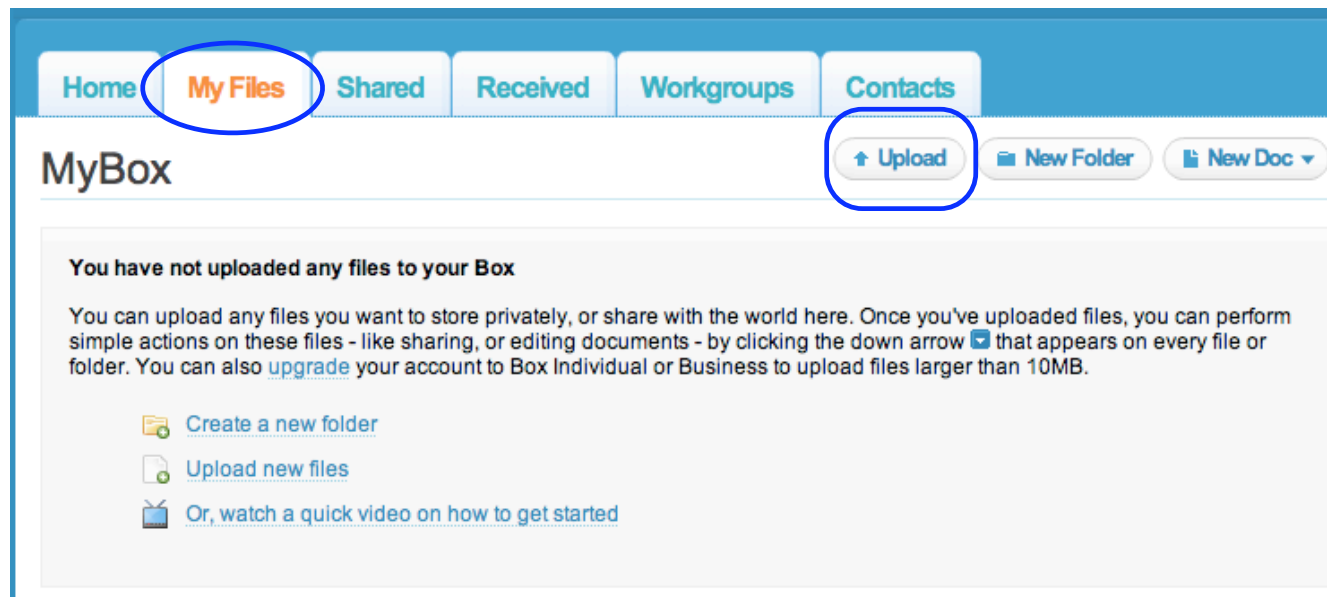
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Télécharger un fichier

# Pour télécharger un fichier...

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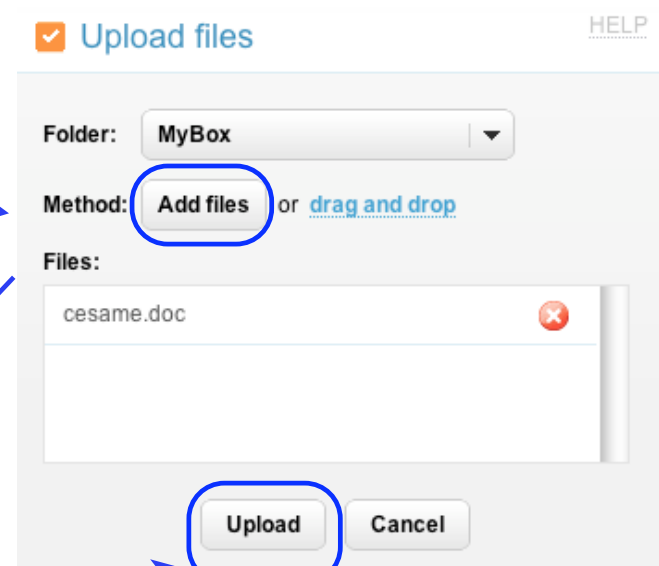
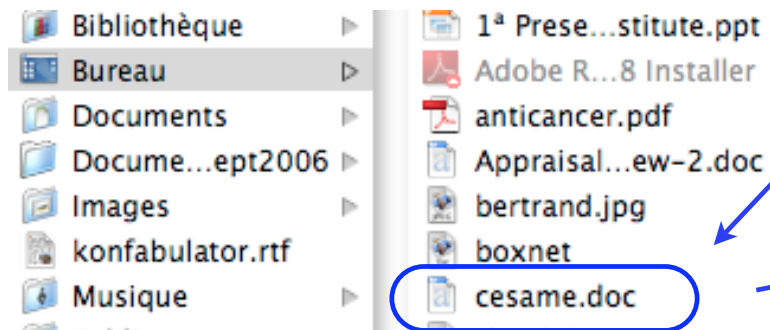
- Je me positionne sur l'onglet "My Files"



- Je clique sur **Upload** pour télécharger un fichier...

## Je choisis le fichier à mettre en ligne...

- Je clique sur **Add Files** pour ajouter un fichier
- Je sélectionne le fichier choisi

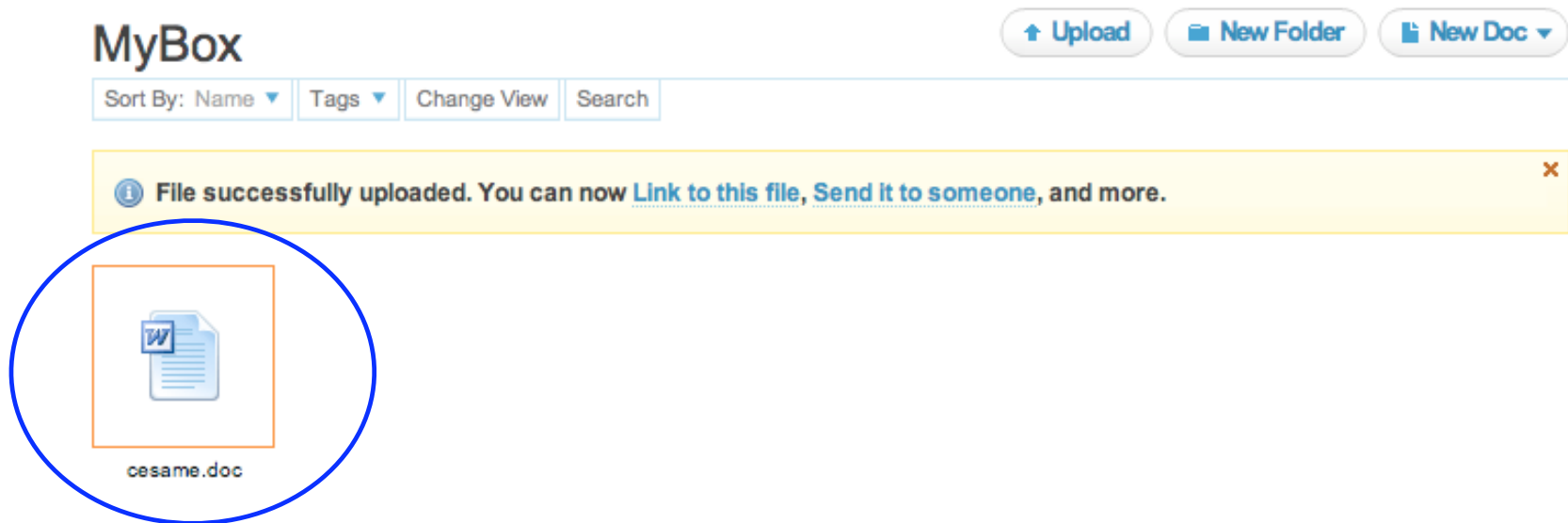


- Et je valide le téléchargement en cliquant sur **Upload**

## Le fichier est alors stocké en ligne...

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- Le document apparaît dans l'espace " My Box"



The screenshot displays the 'MyBox' interface. At the top right, there are three buttons: 'Upload', 'New Folder', and 'New Doc'. Below these, there are filters for 'Sort By: Name', 'Tags', 'Change View', and a search bar. A yellow notification bar at the top states: 'File successfully uploaded. You can now [Link to this file](#), [Send it to someone](#), and more.' Below the notification, a document icon representing a Word file is shown, circled in blue. The filename 'cesame.doc' is displayed directly beneath the icon.

- Pour y accéder ultérieurement, il suffira de double cliquer sur l'icône.

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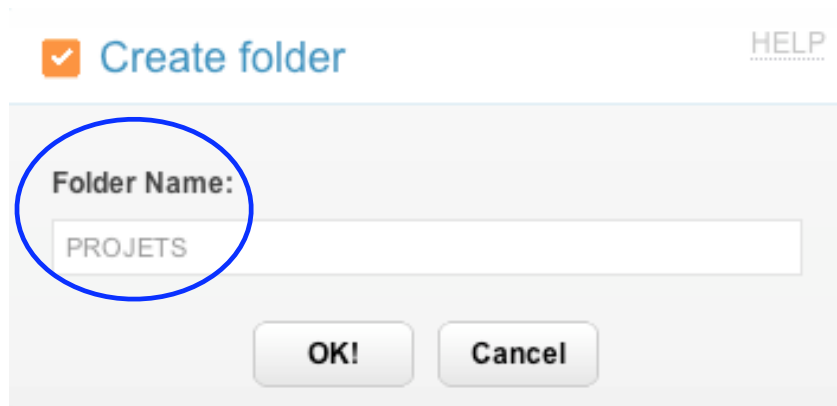
Créer, modifier et supprimer un répertoire

# Pour organiser mes fichiers...

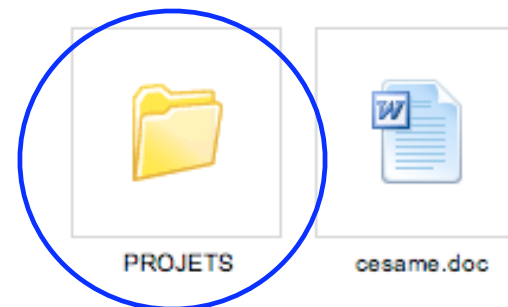
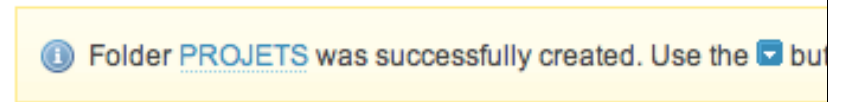
- Je peux créer des répertoires en cliquant sur **New Folder** (Toujours depuis l'onglet "My Files" )



- Je saisis alors le nom du répertoire et je valide par **OK**




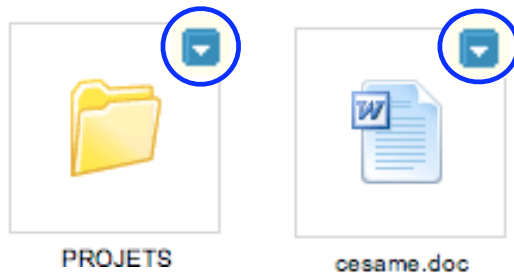
- Le répertoire est alors créé et je peux glisser mes fichiers à l'intérieur.



## Pour ouvrir, partager, modifier ou supprimer...

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- Il suffit de cliquer sur la petite icône  en haut à droite du fichier (ou répertoire)
- Je choisis alors l'option souhaitée...



- je peux l'ouvrir en téléchargeant le document , l'envoyer, le copier/coller, le modifier, lui affecter des tags ou encore le supprimer.

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Créer un nouveau document

## Je peux créer un nouveau document directement...

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- Toujours depuis l'onglet "My Files", je clique sur **New Doc**

- Je donne un nom à mon fichier

↑ Upload    📁 New Folder    📄 New Doc ▾

Create a document HELP

Create new document directly from your web browser that will be saved to Box.net. You can always edit it later by clicking the file menu and selecting "edit."

Name: [Upload a new file instead](#)

CR\_AG\_DEC07

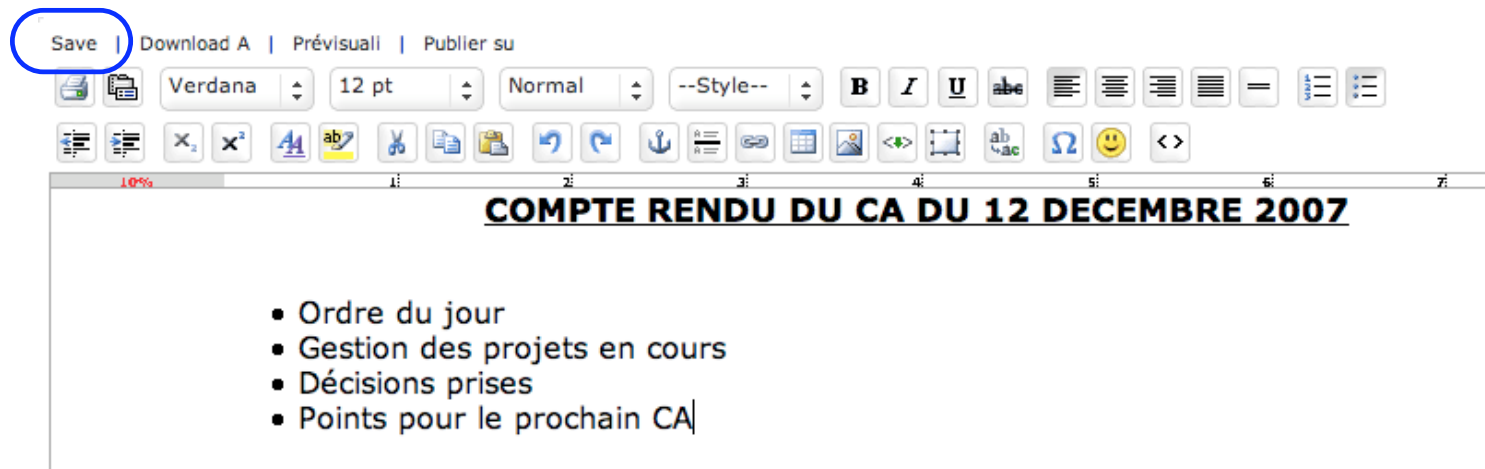
OK!    Cancel

- et je valide par **OK**

# Je peux saisir le contenu de mon document...

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- J'ai le choix entre un contenu "texte" ou "tableur"
- Je saisis mes informations et j'enregistre en cliquant sur **Save**



The screenshot displays a rich text editor interface. At the top, there is a menu bar with options: "Save", "Download A", "Prévisuali", and "Publier su". Below the menu bar is a toolbar containing various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link, unlink, insert image, and other functions. The main editing area shows a document with the following content:

**COMPTE RENDU DU CA DU 12 DECEMBRE 2007**

- Ordre du jour
- Gestion des projets en cours
- Décisions prises
- Points pour le prochain CA

# Box.net

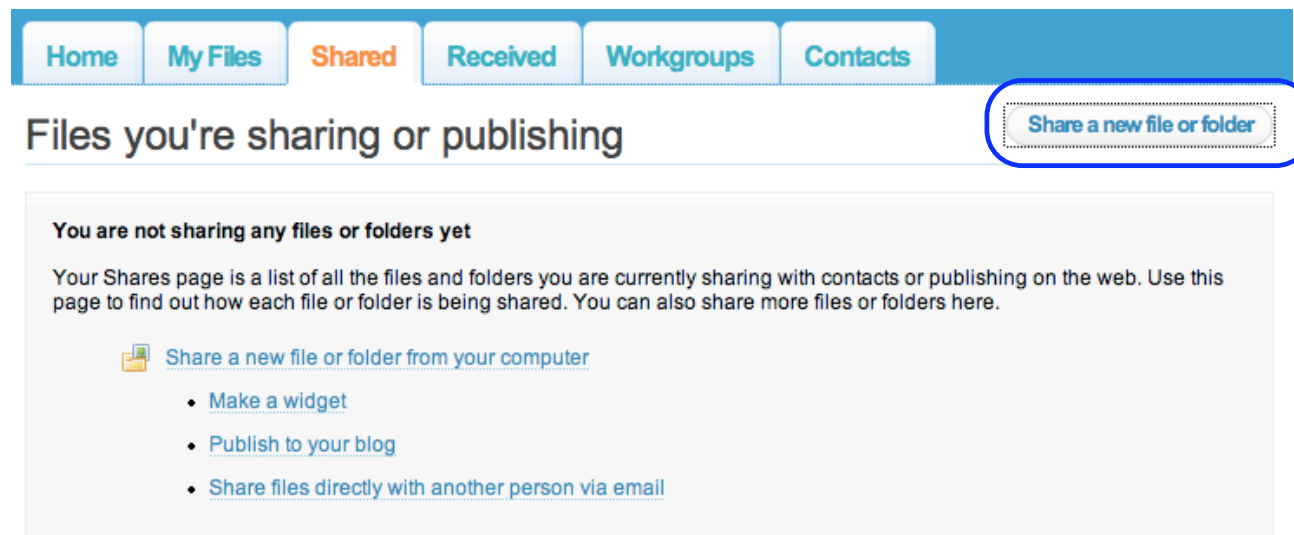
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Partager un fichier ou un répertoire

# Pour partager un nouveau document ou répertoire...

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- Je me positionne sur l'onglet "Shared"



- Je clique sur [Share a new file or folder](#) pour partager un fichier ou un répertoire...

# Je choisis parmi les options proposées...

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- Publier sur le web (blog ou site)
- Partager avec un cercle de personnes identifiées : mes interlocuteurs recevront alors un mail contenant un lien vers le fichier partagé
- Intégrer un fichier sur mon espace de stockage public
- Je donne un titre à ces fichiers
- et je clique sur **Next**

## Share or publish files

**1** What would you like to do?

- Publish to the web or make a widget**  
Share files on your blog, or link to them from a webpage
- Share with specific friends or colleagues**  
Recipient(s) will receive a link to the files in their email
- Add files to my public Box** (<http://public.box.net/mdelmas66564>)  
Your personal space to share with friends and family

**2** Create a title for the files:

**Description:** (optional)

**Tags:** (optional)

Please separate individual tags with commas

**Next** Next step: Select files from your computer to upload

# Pour partager, je précise les éléments...

- en choisissant mes contacts en cliquant sur **Add**

- en ajoutant l'email de mon ou mes correspondants

- et je clique sur **Next**

## Share or publish files

**1** What would you like to do?

- Publish to the web or make a widget**  
Share files on your blog, or link to them from a webpage
- Share with specific friends or colleagues**  
Recipient(s) will receive a link to the files in their email
- Add files to my public Box** (<http://public.box.net/mdelmas66564>)  
Your personal space to share with friends and family

Who would you like to share with?

Type here for fast search or add new email **Add**

chloe.lavie@free.fr (chloe.lavie@free.fr)

**2** Create a title for the files:

Projet Ulysseum

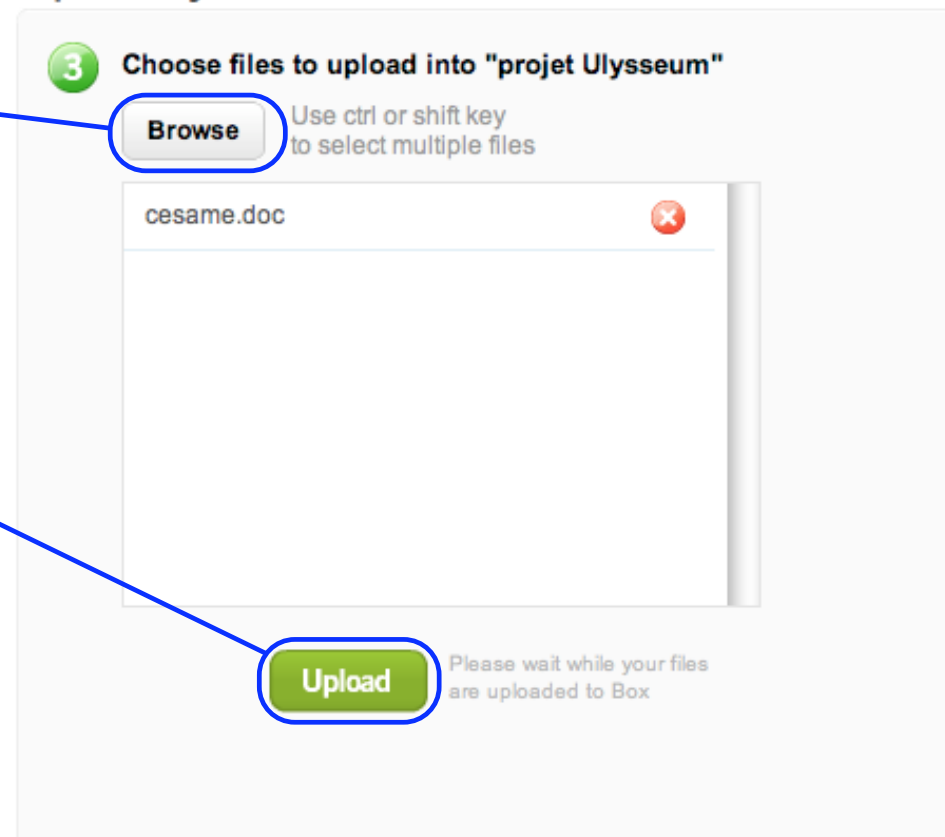
Description: **Next** Next step: Select files from your computer to upload

## Et je choisis le fichier et/ou répertoire à partager

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- en cliquant sur **Browse**
- Après avoir sélectionné le fichier, je termine par **Upload**
- Il est alors enregistré sur votre espace partagé et vos interlocuteurs en sont informés.

### Upload your files to Box



# Box.net

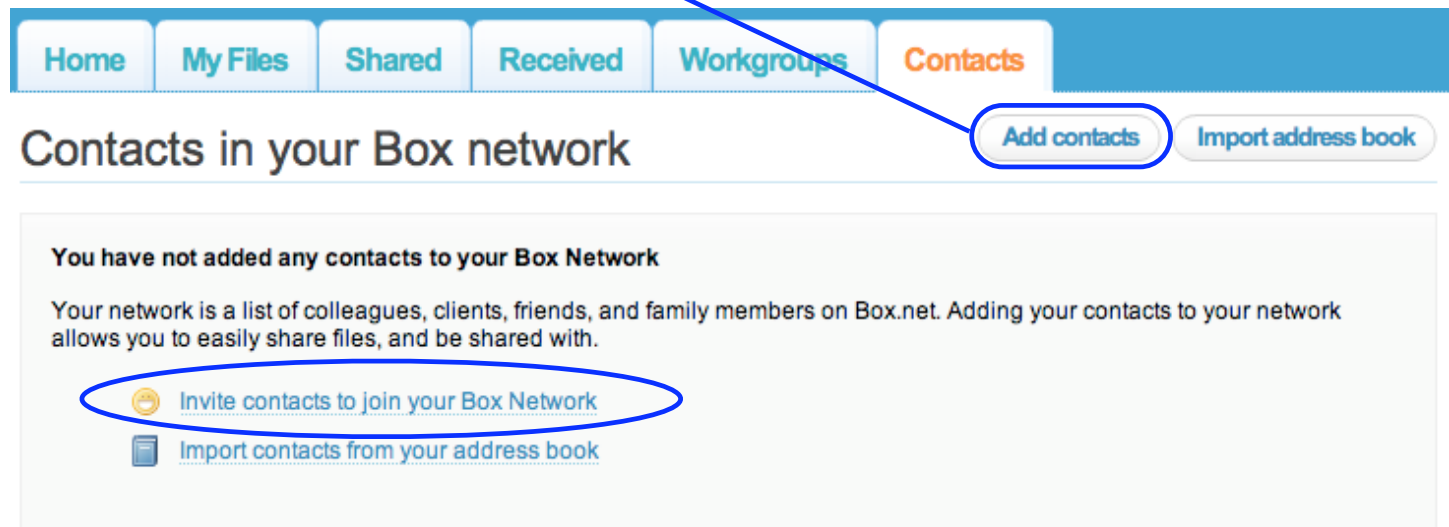
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Ajouter des contacts pour partager mon espace de stockage

# Je peux ajouter des contacts

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- Je me positionne sur l'onglet "Contacts"
- Je clique sur **Add contacts** pour ajouter mes contacts et les inviter à partager mon espace de stockage Box.net...



The screenshot shows the Box.net interface. At the top, there is a navigation bar with tabs: Home, My Files, Shared, Received, Workgroups, and Contacts. The 'Contacts' tab is selected and highlighted in orange. Below the navigation bar, there is a section titled 'Contacts in your Box network'. To the right of this title, there are two buttons: 'Add contacts' and 'Import address book'. The 'Add contacts' button is circled in blue. Below this section, there is a message: 'You have not added any contacts to your Box Network'. This message is followed by a paragraph: 'Your network is a list of colleagues, clients, friends, and family members on Box.net. Adding your contacts to your network allows you to easily share files, and be shared with.' Below the paragraph, there are two options: 'Invite contacts to join your Box Network' (with a plus icon) and 'Import contacts from your address book' (with a document icon). The 'Invite contacts to join your Box Network' option is circled in blue.

## J'ajoute le mail des personnes à inviter...

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- et je valide par **OK**

Invite more people HELP

Enter email addresses separated by commas

chloe.lavie@free.fr

**+** ADD FROM MY ADDRESS BOOK  
Pull contacts from Gmail, Yahoo, Outlook!

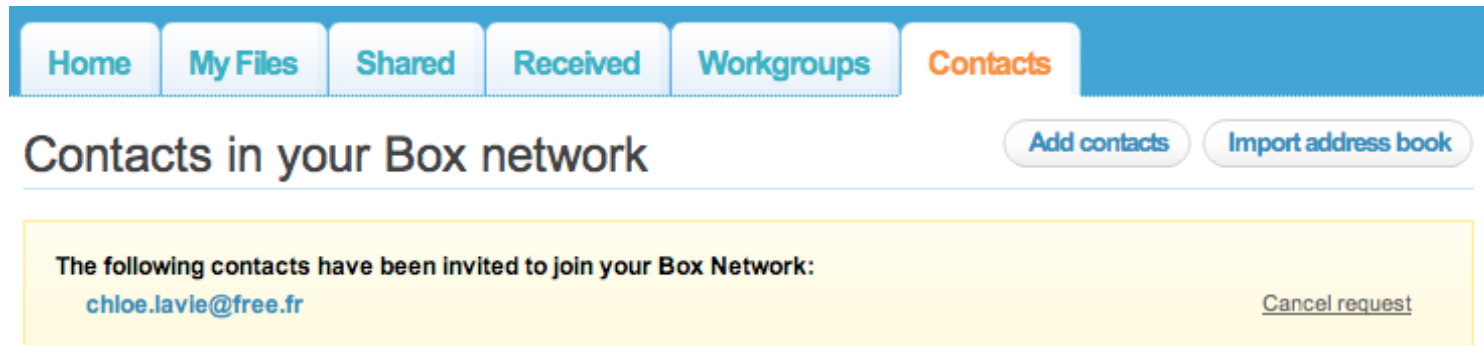
**Ok!** **Cancel**

- Je peux également intégrer des contacts issus de mon carnet d'adresses en cliquant sur **Add from my adress book**

## Je reçois une confirmation...

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- qui me précise les contacts partageant mon espace de stockage.



The screenshot shows the 'Contacts' section of the Box interface. At the top, there is a navigation bar with tabs for 'Home', 'My Files', 'Shared', 'Received', 'Workgroups', and 'Contacts'. Below the navigation bar, the title 'Contacts in your Box network' is displayed, along with two buttons: 'Add contacts' and 'Import address book'. A yellow highlighted box contains the text: 'The following contacts have been invited to join your Box Network:' followed by the email address 'chloe.lavie@free.fr' and a 'Cancel request' link.