

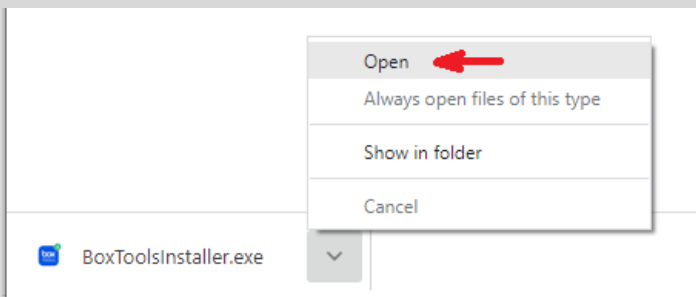
BOX Edit for Windows

Quick Start Guide for External Users

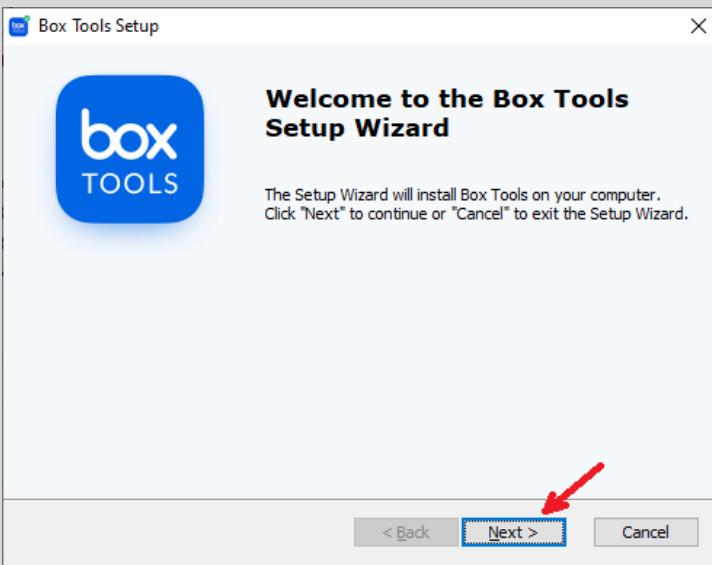
The Box Edit application provides convenient access to edit and save Microsoft Office files stored in Box using the desktop version of the Microsoft Office application. Box Edit supports Microsoft Word, Microsoft PowerPoint, and Microsoft Excel files.

Installation for Windows

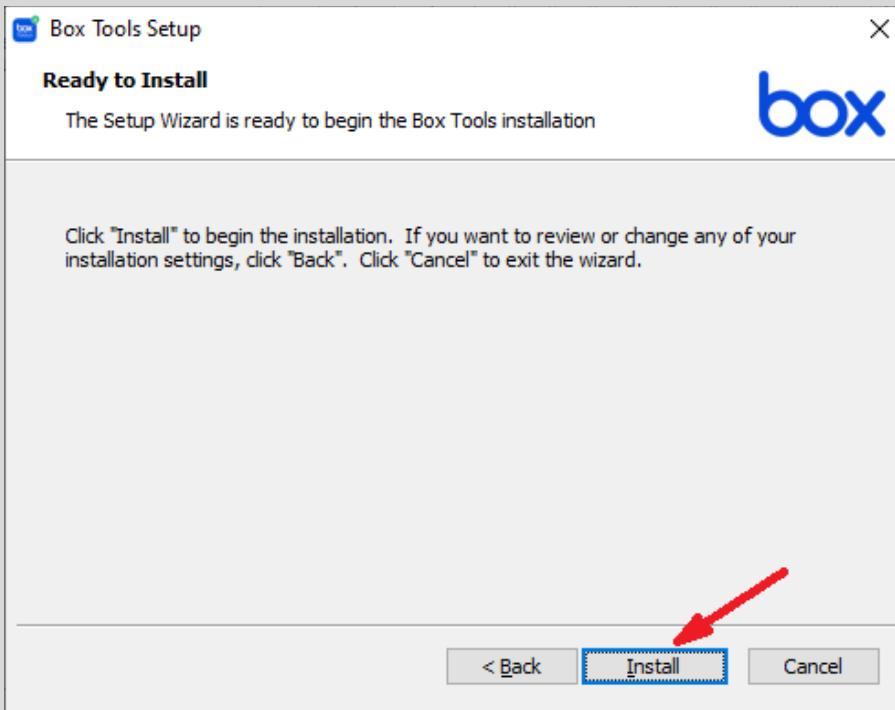
- Using the Chrome Browser, Navigate to Box Tools at [Download Box Tools for Windows](#)
- In the Chrome Browser's lower left corner, Select "Open" menu item from the downloaded file "BoxToolsInstaller.exe"



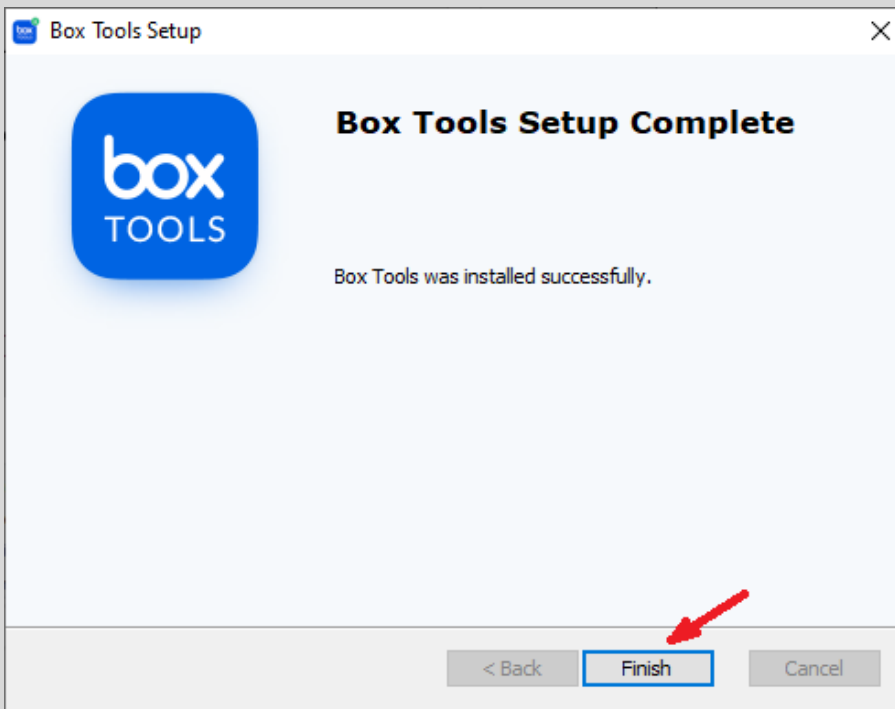
- Select "Next" to proceed



- Select "Install" to install Box Tools

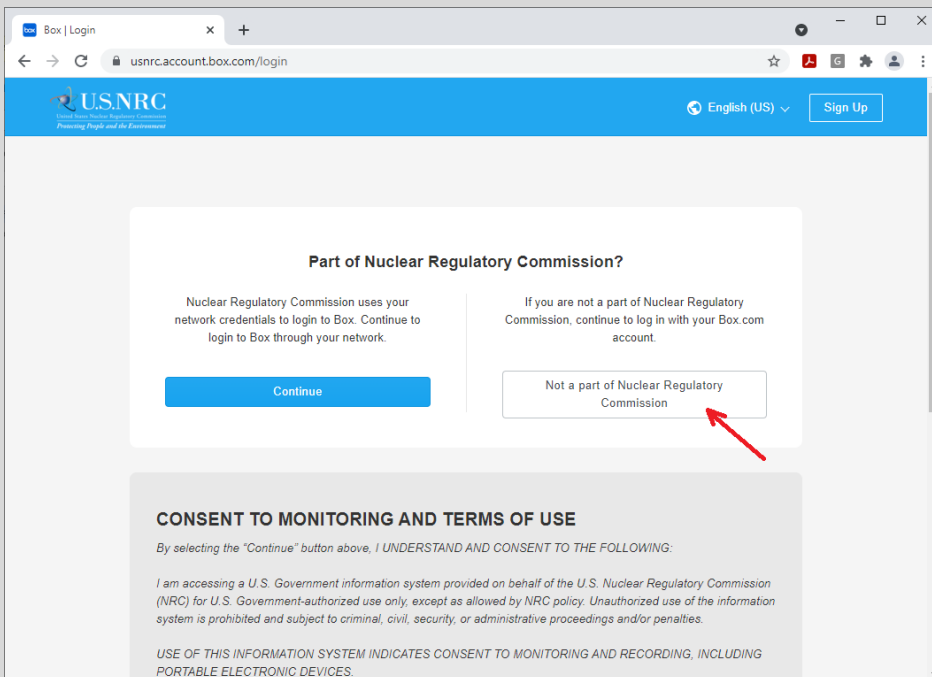


- Select “Finish” to complete the Box Tools installation

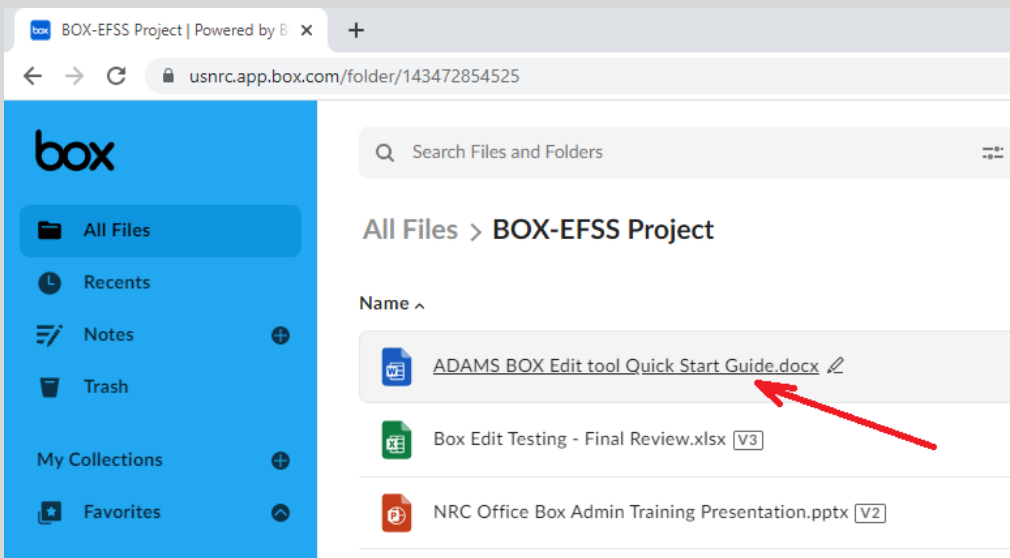


Edit a Microsoft Office Word Document using Box Edit

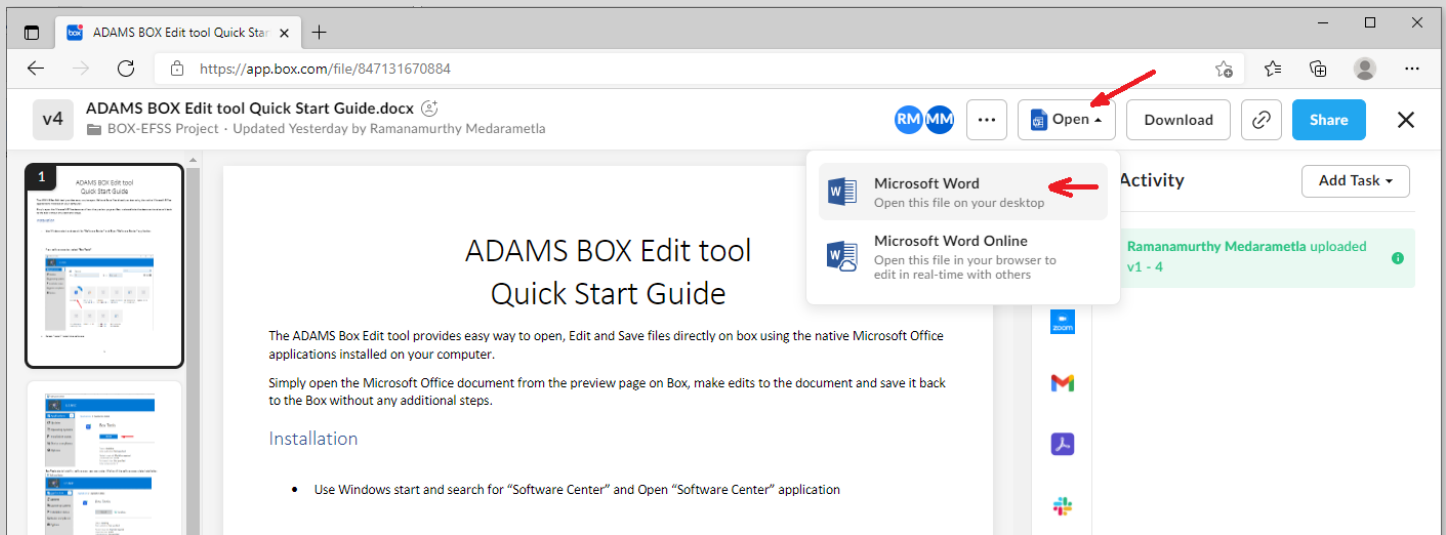
- Using the Chrome Browser, navigate to Box at <https://usnrc.box.com>
- Select “Not a part of Nuclear Regulatory Commission” and login to Box



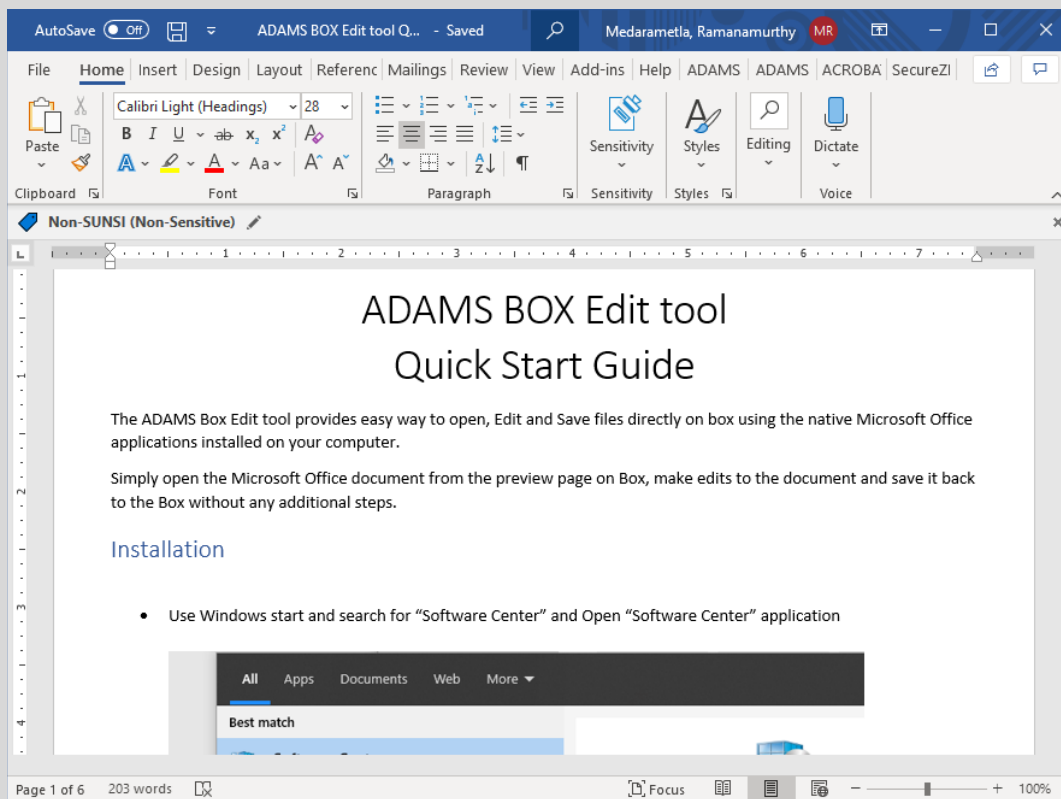
- Navigate to the Microsoft Word document in Box
- Select the link of the Microsoft Word document



- Select “Open” and Select “Microsoft Word” option

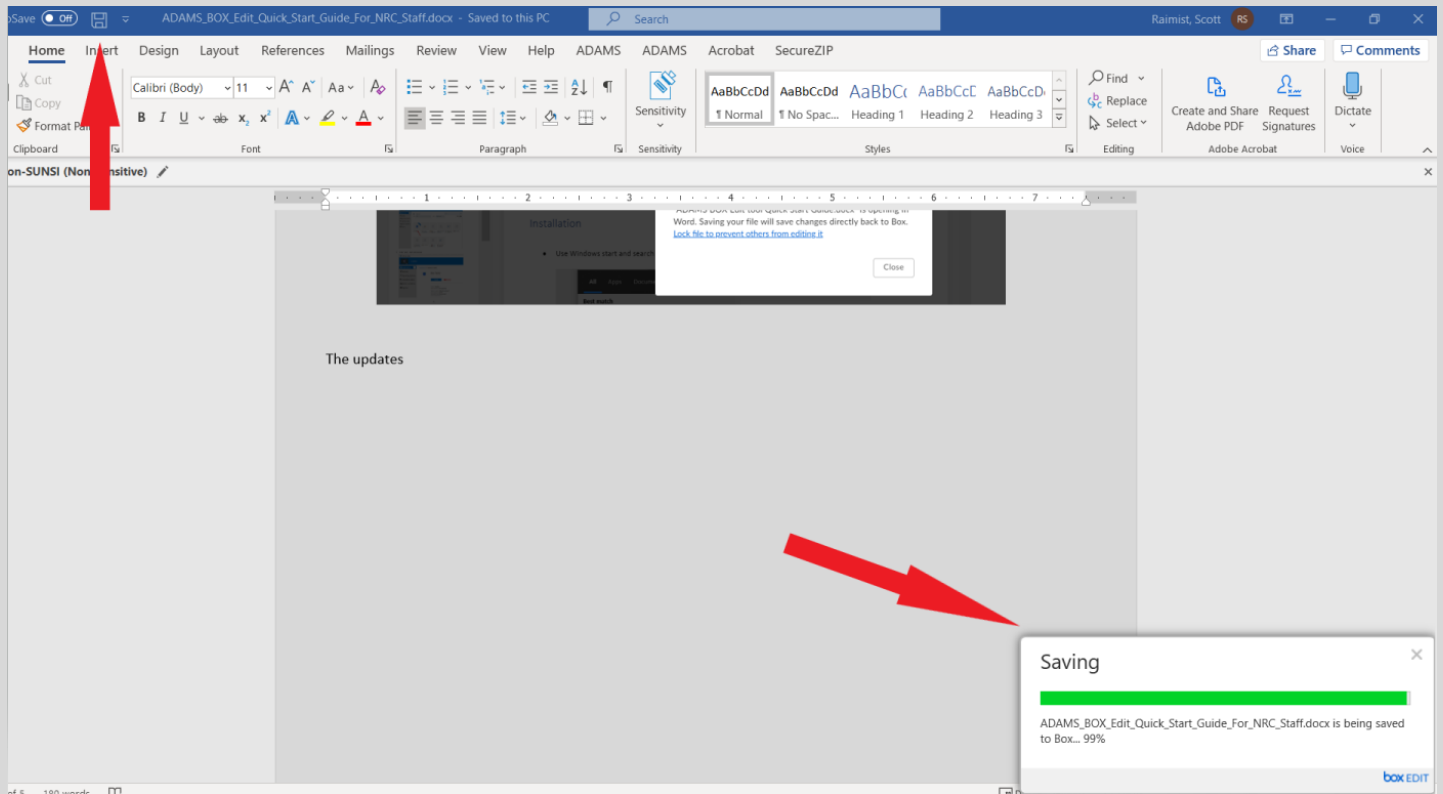


- The document is opened in the desktop version of Microsoft Word for editing



Save a Microsoft Office Word Document using Box Edit

- After editing the document in Microsoft Word
- Select the Save icon in the upper left corner
- A message displays in the lower right corner indicating the document is saved to Box



- Close Microsoft Word and return to the Chrome Browser
- Select Refresh to display the new version of the document in Box

