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 <u>Download Box Tools for Windows</u>
- In the Chrome Browser's lower left corner, Select "Open" menu item from the downloaded file "BoxToolsInstaller.exe"

	Open
	Always open files of this type
	Show in folder
	Cancel
🖻 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 <u>https://usnrc.box.com</u>
- Select "Not a part of Nuclear Regulatory Commission" and login to Box

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Part of Nuclear Regulatory Commission?					
	Nuclear Regulatory Commission uses your network credentials to login to Box. Continue to login to Box through your network.	If you are not a part of Nuclear Regulatory Commission, continue to log in with your Box.com account.			
	Continue	Not a part of Nuclear Regulatory Commission			
	CONSENT TO MONITORING AND TER	MS OF USE			
By selecting the "Continue" button above, I UNDERSTAND AND CONSENT TO THE FOLLOWING:					
I am accessing a U.S. Government information system provided on behalf of the U.S. Nuclear Regulatory Commission (NRC) for U.S. Government-authorized use only, except as allowed by NRC policy. Unauthorized use of the information system is prohibited and subject to criminal, civil, security, or administrative proceedings and/or penalties.					
USE OF THIS INFORMATION SYSTEM INDICATES CONSENT TO MONITORING AND RECORDING, INCLUDING PORTABLE ELECTRONIC DEVICES.					•

- 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

