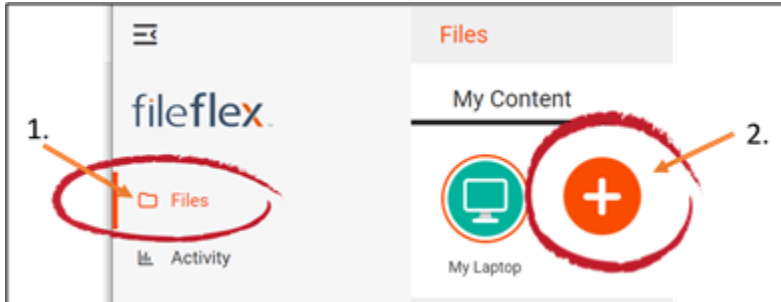


# How to Connect to Box

Note: You will need authorization from your IT department in order to be able to connect to a Box. If you have permission, use the following steps to connect to a Box account.

1. Select the '**Files**' view in the left navigation menu
2. In the My Content tab, select the large red '+' **Add Content Source** icon



Select **Add Content Source** Icon

1. Select the Box icon.
2. Log in to Box by entering the email and password of your account. **Note:** If you don't already have a Box account, you will need to create one first.
3. Give FileFlex permission to view and manage documents in your Box account by selecting **Grant access to Box**.

**Congratulations** - you have connected FileFlex to your Box account. You should continue connecting FileFlex to all your repositories by selecting **Add More**. If finished, click **Done**.