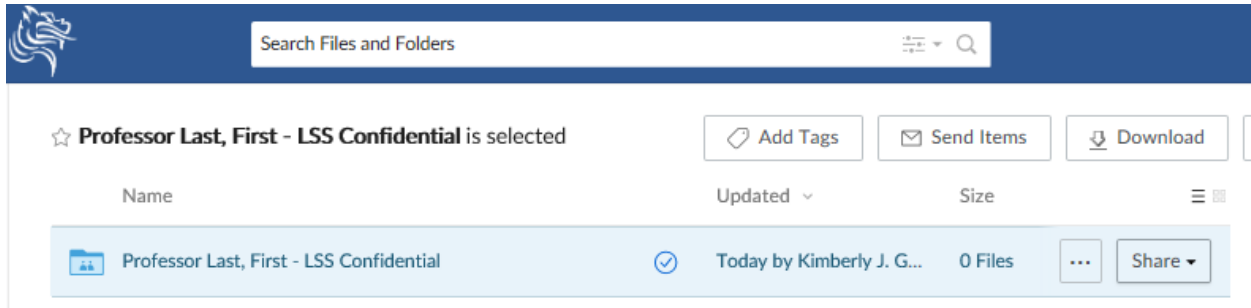
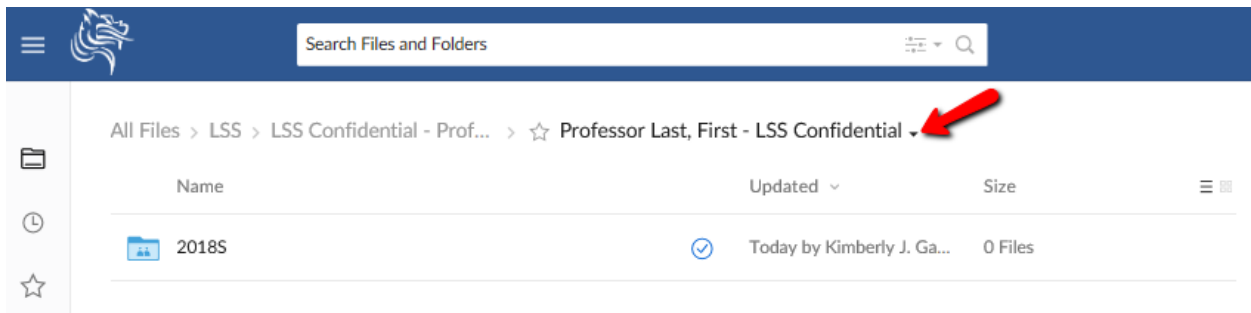


How to change the folder-level Notifications Settings in BOX so that you are notified when new documents are uploaded into your LSS Confidential folder:

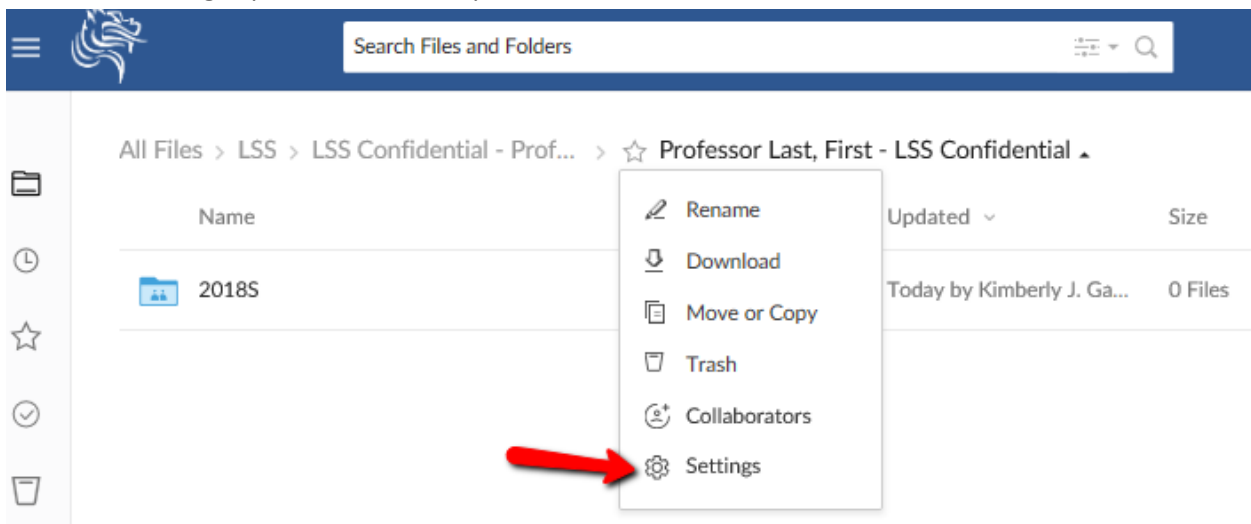
- 1) From the www.pacificu.edu homepage, select the “MyPacific” link at the top right of the page. Click the “Access Box Files” icon to **Log into BOX** using your PUNet ID and password.
- 2) Select the **LSS Confidential** folder that has been shared with you:



- 3) Click the **drop-down arrow** to the right of the folder in question



- 4) Select the **Settings** option from the drop-down menu



- 5) Scroll down to the Email and Notifications section. Select “Override default settings for this folder and all subfolders”, and check the “Uploads” box and any additional that you would like.

Email and Notifications

Notifications

Control the frequency and type of email updates generated from this folder.

- Use my default notification settings
- Override default settings for this folder and all subfolders

These notification preferences are inherited from this folder's parent folder.

Notify me when someone

- Previews
- Downloads
- Uploads
- Deletes
- Adds a comment

With this setting in place, you will receive an email notification whenever LSS uploads a new, or amended, Accommodation Notification to your LSS Confidential BOX folder.