

# Getting Started with UA Box

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## About UA Box

The University of Alabama, through its participation in the Internet 2 community <http://www.internet2.edu>, offers Box accounts to UA faculty, staff, and students. These accounts allow for unlimited cloud storage, secure file and data sharing and collaboration with others at UA, as well as with outside collaborators.

## About Your Account

In order to better serve the campus community, OIT automatically creates UA+Box accounts for students, faculty, and staff. Users may login to UA+Box by clicking the UA+Box link on the Tech tab in myBama.

## Accessing UA Box

1. Sign in to [myBama.ua.edu](http://myBama.ua.edu) with your myBama username and password.

The image shows the myBama login page. On the left is a large red square with a white 'A' logo, which is the University of Alabama logo. To the right of the logo is the 'myBama' text logo. Below the logo is a login form with two input fields: 'myBama Id:' and 'Password:'. The 'myBama Id:' field contains the text 'myBama Id' and the 'Password:' field contains the text 'myBama Password'. To the right of these fields is a 'Submit' button. Below the login form are several links: 'New myBama users - create your password.', 'Change your password.', 'Set up DUO.', 'Request DUO pass codes.', 'Student Parent or Guest Login.', and 'Student Financial Account Authorized User.'. At the bottom of the page is a copyright notice: 'Copyright © 2013 The University of Alabama | Tuscaloosa, AL 35487 | Disclaimer | For assistance contact the IT Service Desk at (205) 348-5555 or itsd@ua.edu'.

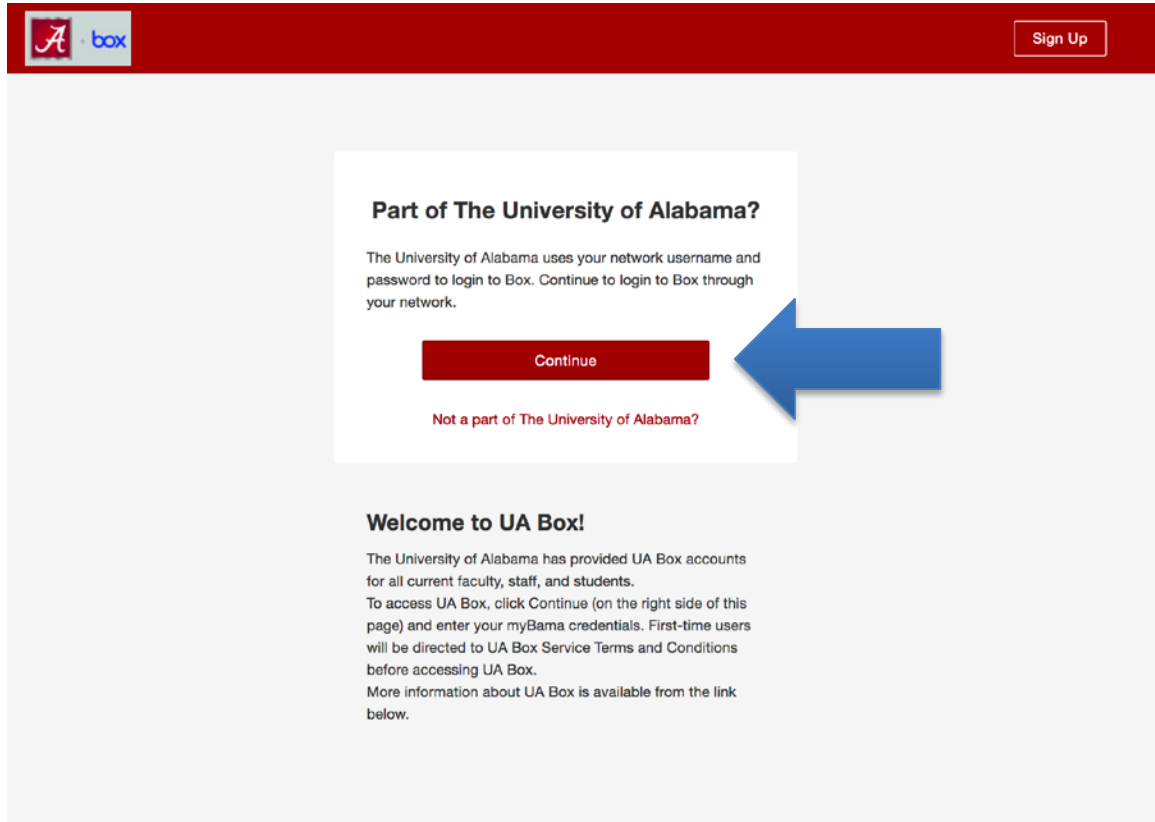
2. Go to the Tech Tab. In the Software Spotlight channel, click on the link for “Click here for your first time setup”. Here, you can also find more information about UA Box.

The screenshot shows the myBama - Tech portal interface. On the left is a red sidebar with navigation links: Home, Academics, Admissions/Scholarships, Campus Life, Employee, Library, Faculty, Research, and Tech. A blue arrow points to the Tech link. The main content area is divided into several sections:

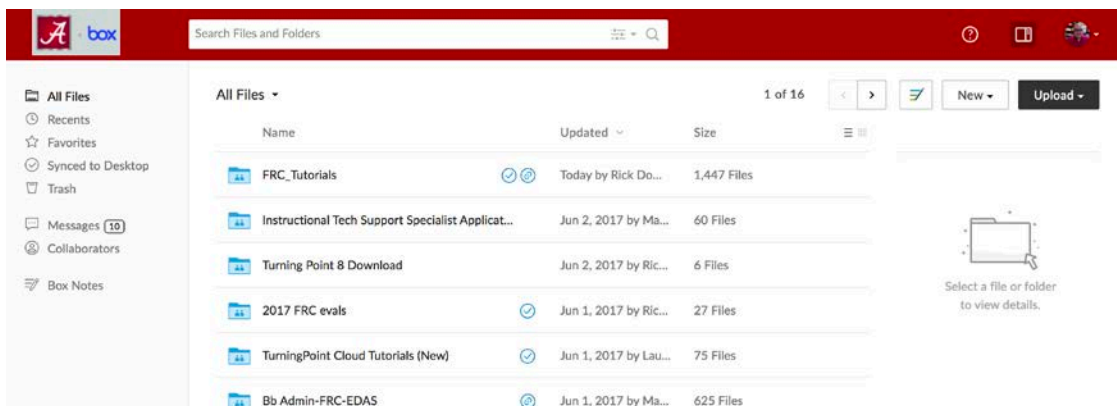
- IT Service Desk**: Describes the support desk for OIT-related services and provides contact information (205-348-5555 or itsd@ua.edu). It includes links for "Submit Service Request" and "Check Ticket Status".
- OIT Services**: Contains a "Reset Your myBama Password" section with a link to reset the password, and an "Activate DUO" section with links for account activation, frequently asked questions, tutorials, and self-service requests.
- UA Box**: Includes a link to "Log into UA Box", described as a free, unlimited cloud storage system.
- Announcements**: Features a post titled "OIT Makes DUO Easier to Use!" explaining the extension of the DUO Remember Me feature and the introduction of two-factor authentication. It includes a green DUO logo and a link to "Activate DUO on your myBama account today!".
- IT Change Calendar**: Lists upcoming system updates and maintenance, including Blackboard Learn PROD Application Upgrade, Microsoft patching, VoIP Firmware updates, and TippingPoint Digital Vaccine Update.
- Software Spotlight**: Promotes UA Box with the text "OIT is excited to announce that Box is now more streamlined with a lighter design and new tools that make it easier than ever before to share and collaborate with friends and colleagues." It features a red box logo and the URL box.ua.edu. A blue arrow points to the "Click here for your first time setup" link.

At the bottom, there is an "OIT" link.

- You will be taken to the UA+Box Welcome page. Click “Continue” to proceed to your UA+Box account.



UA+Box should open with your new account ready to use:



## Adding Email Aliases to UA Box

UA Box accounts are affiliated with the following email addresses by default:

- myBama-username@ua.edu –for all members of the UA community
- Your @crimson.ua.edu email – for UA students

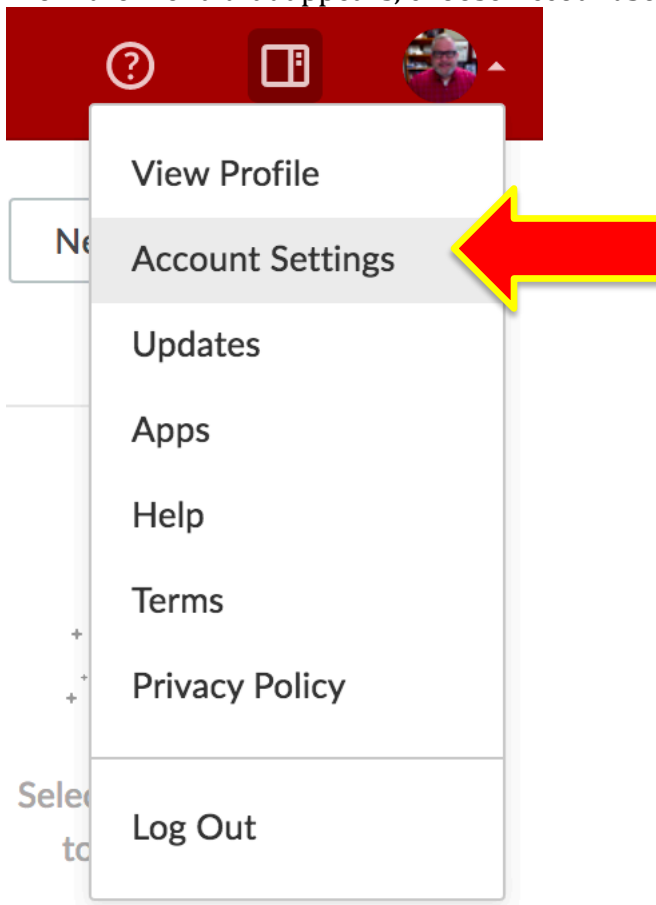
Users will want to add other important email addresses as UA Box aliases. If this is done, someone could share a file or folder with a user's departmental or college email address and it would be available in the user's UA Box account. Otherwise, the item must be shared with @ua.edu or @crimson.ua.edu email addresses.

To add another email address to your UA Box account, follow these steps:

1. Log in to your UA Box account.
2. In the top right corner, click on account icon or photo.



3. From the menu that appears, choose Account Settings.



4. Locate the Login and Email Addresses section and choose Add Email.

Account Settings Save Changes

Account Sharing Security Profile Diagnostics Integrations

**General Options**

Your user profile information will be accessible to anyone that you are collaborated with in a folder.

Home Page  
All Files

Files and Folders Per Page  
20

Time Zone  
GMT-05:00 America/Chicago CDT

Language  
English (US)

☒ Display Item Tags

**Login and Email Addresses**

Tip: Your primary email address is the email that collaborators will see and where all Box notifications will be sent.

Tip: Linking additional emails will allow you to use one account to collaborate with users.

Default Email Address  
rdowling@ua.edu

Linked Email Address  
rick.dowling@ua.edu — Remove  
rdowling@bama.ua.edu — Remove

[Add Email](#)

5. In the field that appears, enter the email address you would like to affiliate with your UA Box account and choose Save.

Add New Email Address



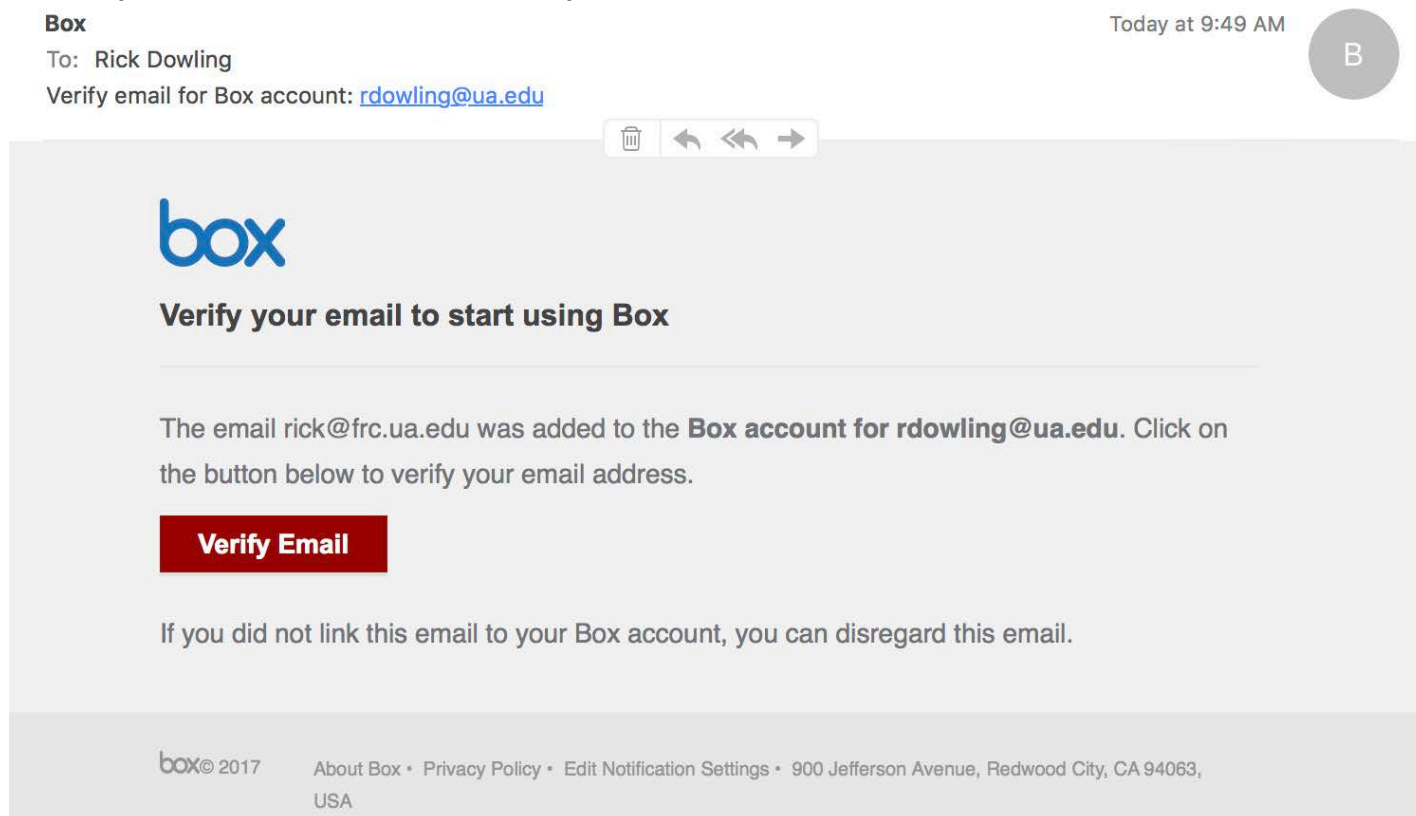
Email Address

Enter an email address

Cancel

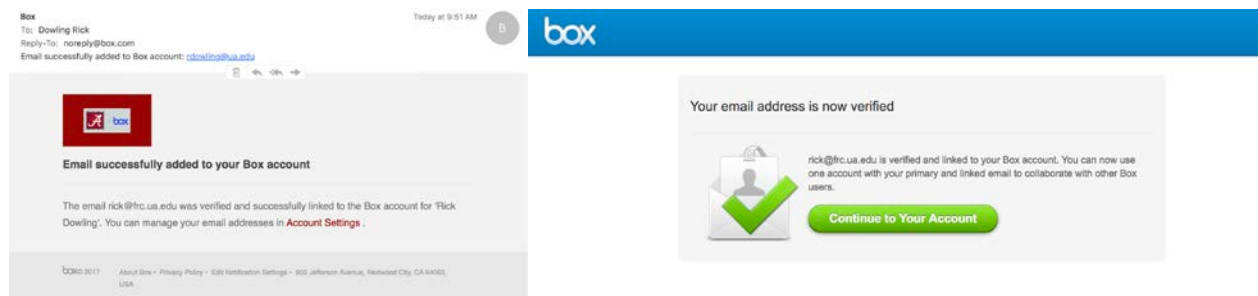
Save

6. UA Box will send a verification message to the new email address. Check the email address you have added and choose Verify Email to confirm the address.



If a verification email from UA Box is not present, check Spam or Junk Mail folders or return to the UA Box account settings and choose Resend Confirmation.

7. After the new address has been verified, you will receive an email confirmation and notification the next time you log in to UA Box:



For assistance using UA Box:

- Students and Staff: contact the University of Alabama IT Service at itservicedesk@ua.edu or 205-348-5555.
- Faculty: Contact the University of Alabama Faculty Resource Center at frc@ua.edu or 205-348-3532.

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