Getting Started with UA Box

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

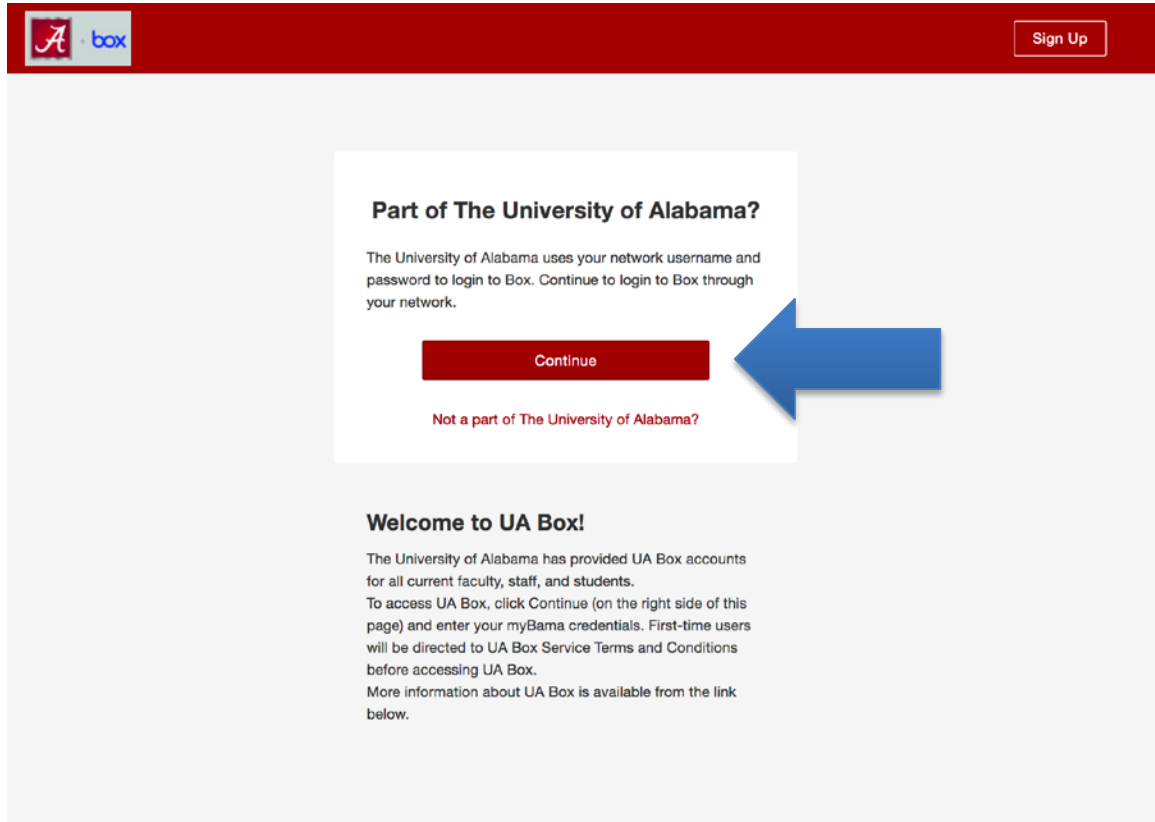1. Sign in to myBama.ua.edu with your myBama username and password.

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.

3. 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:
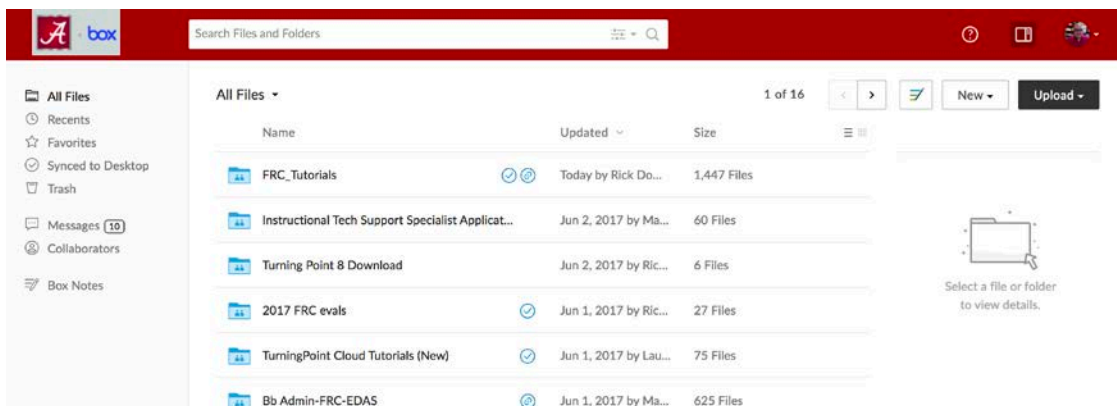
Adding Email Aliases to UA Box

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

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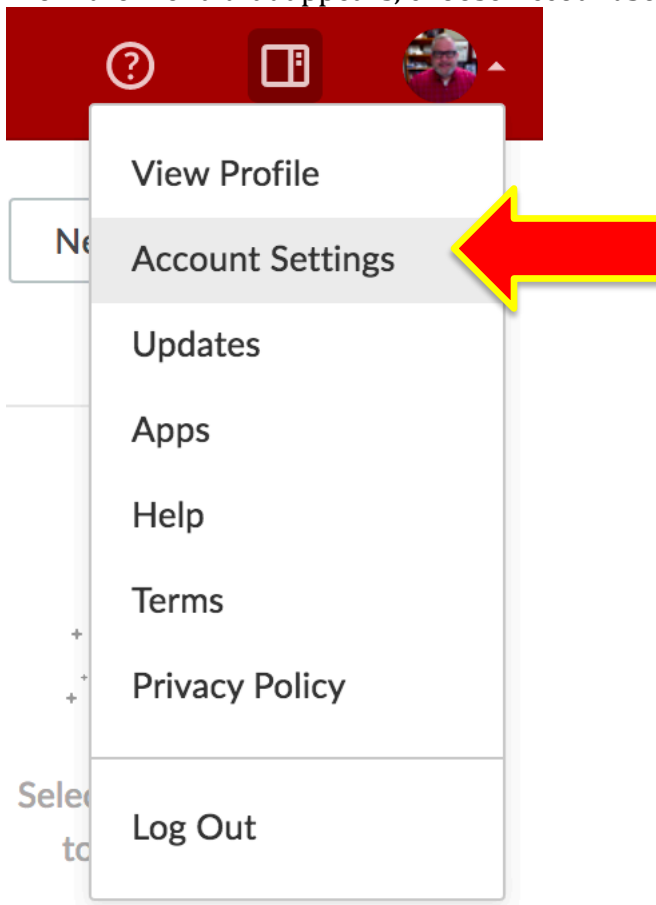- Your @crimson.ua.edu email – for UA students

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.

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

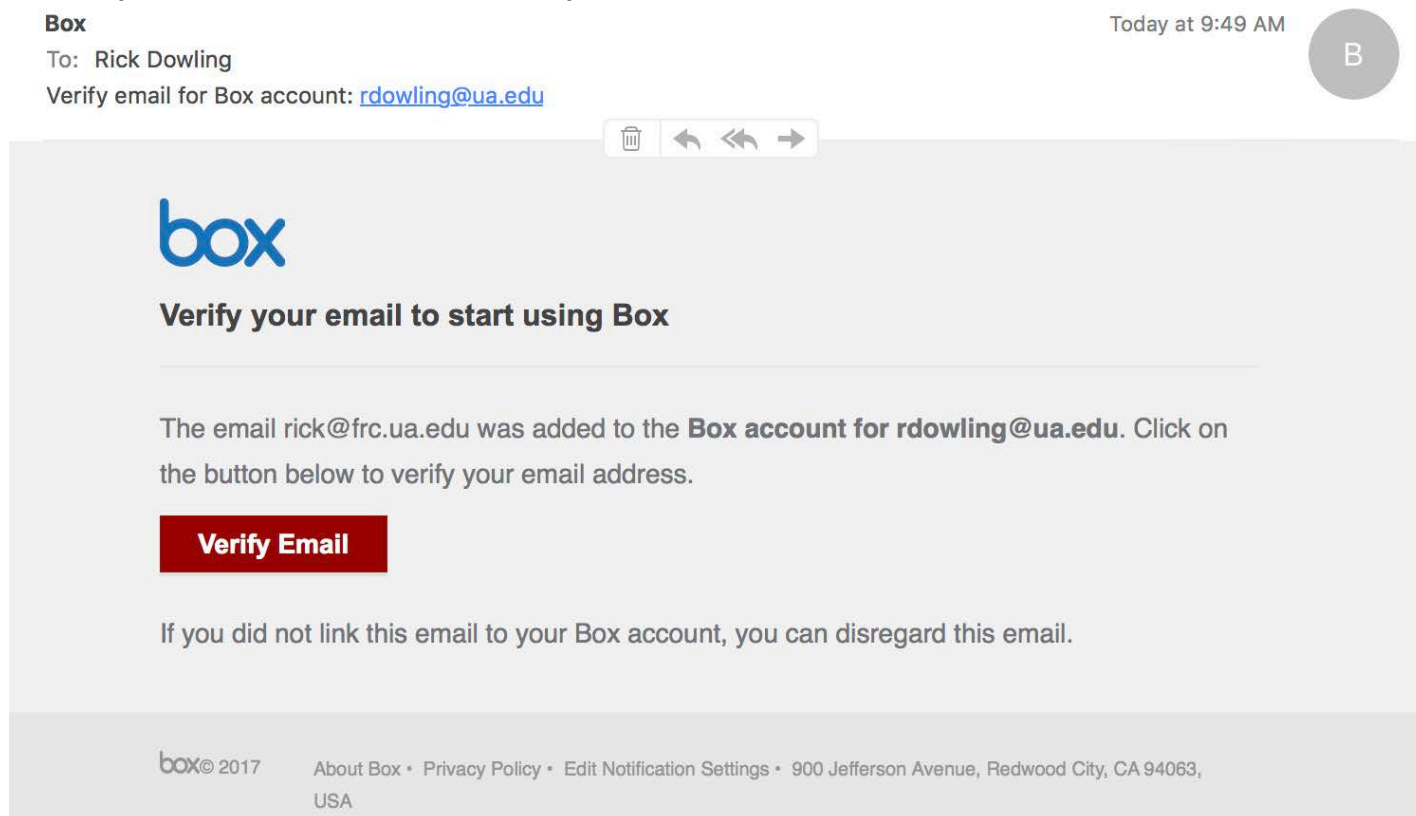6. UA Box will send a verification message to the new email address. Check the email address you have added and choose Verify Email to confirm the address.

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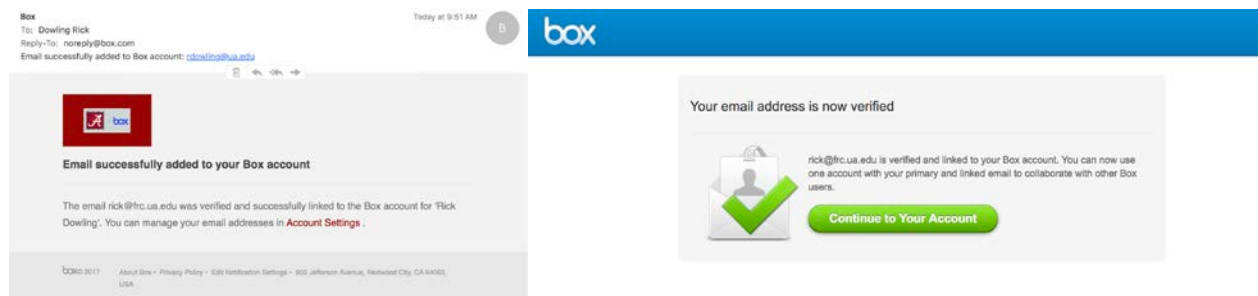
For assistance using UA Box:
   o Students and Staff: contact the University of Alabama IT Service at itservicedesk@ua.edu or 205-348-5555.
   o Faculty: Contact the University of Alabama Faculty Resource Center at frc@ua.edu or 205-348-3532.

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