Moving files from Furman Box to your personal Box account

1. Create a Box account with a personal email address (skip this step if you already have a personal Box account)
2. Login to your Furman Box account
3. Share the folder(s) you would like to transfer with your personal Box account
4. Logout of Furman Box
5. Login to your personal Box account
6. Create a folder (FUBox in example below) to hold all of your Furman Box data
7. Create subfolders for each of the folders shared from Furman box
8. Open the folder shared from Furman Box (St Marys College in this example)

9. Select checkbox to select all files on the screen

10. Click Move/Copy

11. Select folder to copy to and click Move to move your data to your personal account
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12. Repeat steps 9-11 until all files have been moved to the new folder on your personal Box account.

13. Repeat steps 8-12 until all data has been moved to your personal Box account.