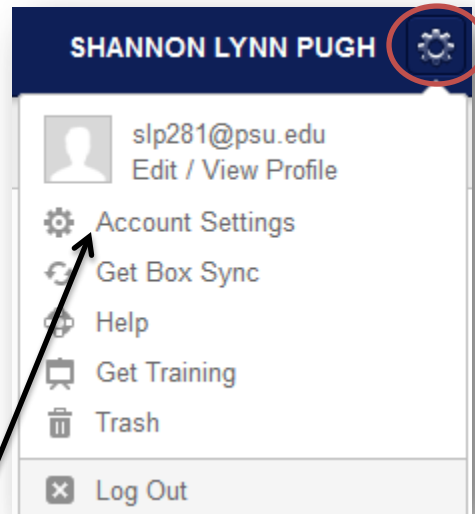


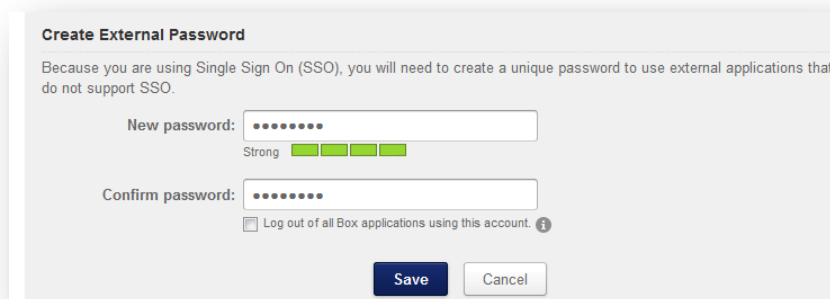
## How to Map Box Space Via Windows

1. First login into <http://box.psu.edu> with your PSU ID and Password (access account)
2. Once logged in click on the **gear setting** on the top right-hand of the page.



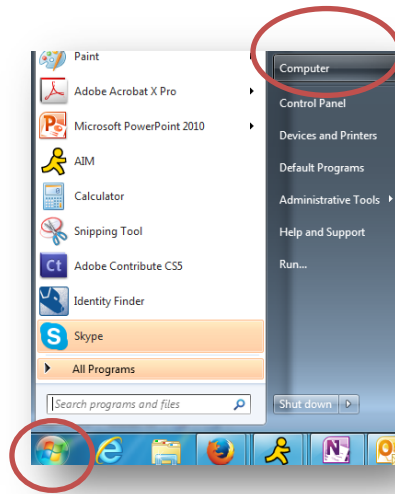
3. Now click on **Account Settings**.

4. Now **edit the password** under **Create External Password** section (most use PSU Access Account Password) then click **Save**.

A screenshot of the 'Create External Password' form. The title is 'Create External Password'. Below the title, a message states: 'Because you are using Single Sign On (SSO), you will need to create a unique password to use external applications that do not support SSO.' There are two input fields: 'New password:' and 'Confirm password:', both containing masked characters. Below the 'New password' field is a password strength indicator showing 'Strong' with four green bars. Below the 'Confirm password' field is a checkbox labeled 'Log out of all Box applications using this account.' with an information icon. At the bottom, there are two buttons: 'Save' (dark blue) and 'Cancel' (light gray).

## Directions for mapping the drive

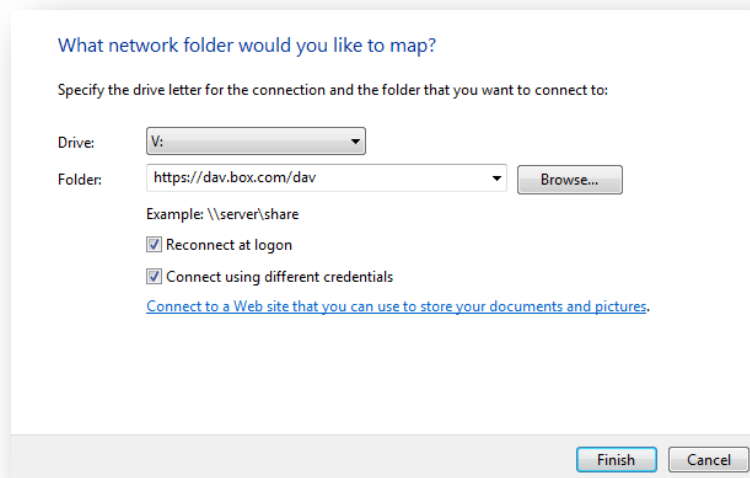
1. On your **Windows Desktop** go to **Start** then click on **Computer**.



2. On the next screen at the top click on

Map network drive

3. This box will appear **select a drive letter** and then type <https://dav.box.com/dav> in the folder. Check the boxes **Reconnect at logon** and **Connect using different credentials**. Click Finish



4. When prompted add your **PSU Username** and the **password** you created in step 4 (box account). Then click ok. Your drive will now be mapped.

