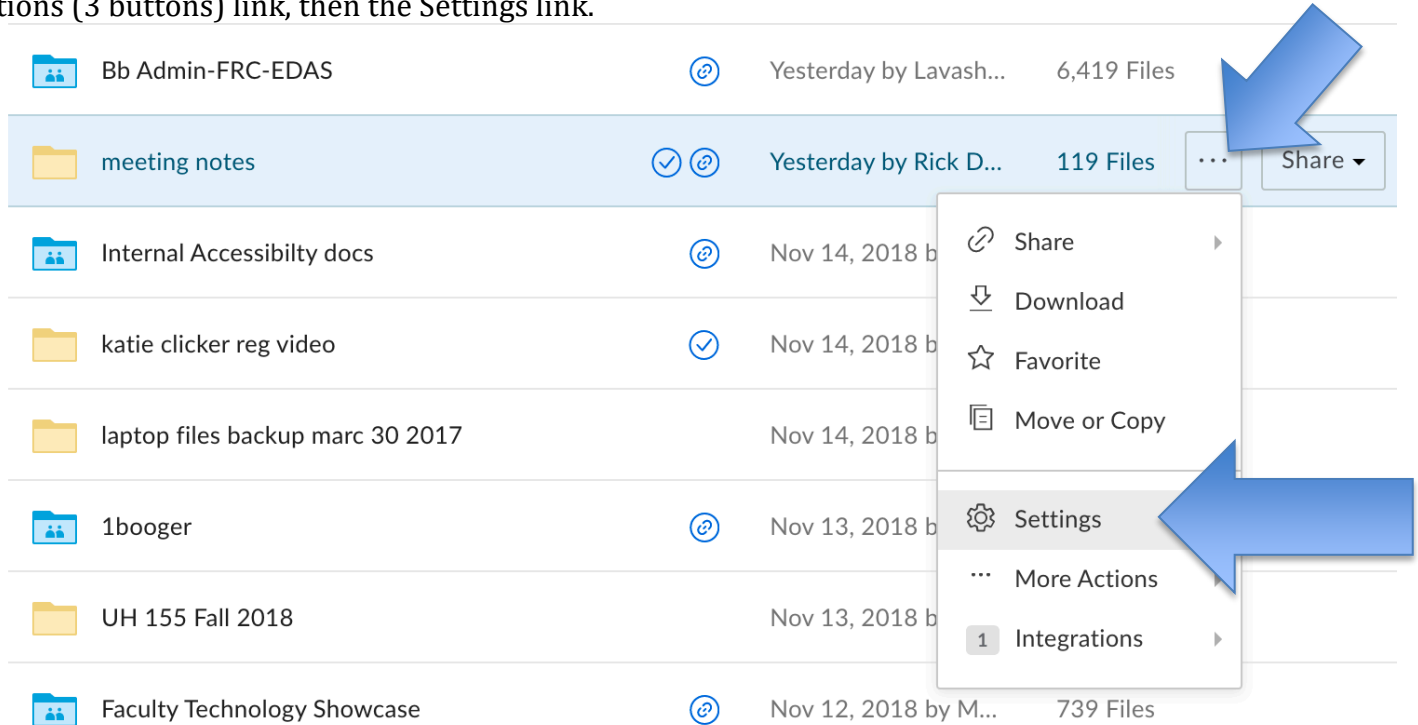


Adjusting Individual Folder Notification Settings

It is possible to adjust the notification settings for individual Box folders.

Log into Box, then select the folder that you'd like to receive notifications for, and click on the More Options (3 buttons) link, then the Settings link.



This will open the Settings page for the folder. At the very bottom of that page, you'll see the Emails and Notifications settings that can be adjusted.

meeting notes > Settings

Cancel Save Changes

overlay of the current viewer's user name and time of access across a document's contents to deter unauthorized sharing. If turned on, it will apply to all images, text-based documents and presentations in this folder and subfolders.

Note: PDF notes, video, audio, flash and 3D files are currently not supported. Turning this feature on will prevent Previewer Uploaders, Viewers and Previews from viewing these file types.

Uploading

Email Uploads
Allow people in this folder to upload files via email.

Allow uploads to this folder via email ⓘ

Overwrite files with the same name when uploading by email or widget

Automated Actions

Delete or Unshare
Set a date to automatically delete or unshare this folder.

Auto-delete this folder on a selected date

Unshare this folder on a selected date

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

Disable all email notifications for all collaborators

Notify me when someone

Previews

Downloads

Uploads

Deletes

Adds a comment

Click “Override default settings for this folder and all subfolders,” then select the actions you want notifications for, then Save Changes.

For more information, contact the Faculty Resource Center at 205.348.3532
or frc@ua.edu
or visit our website at <http://frc.ua.edu>.

Last updated 16 November 2018