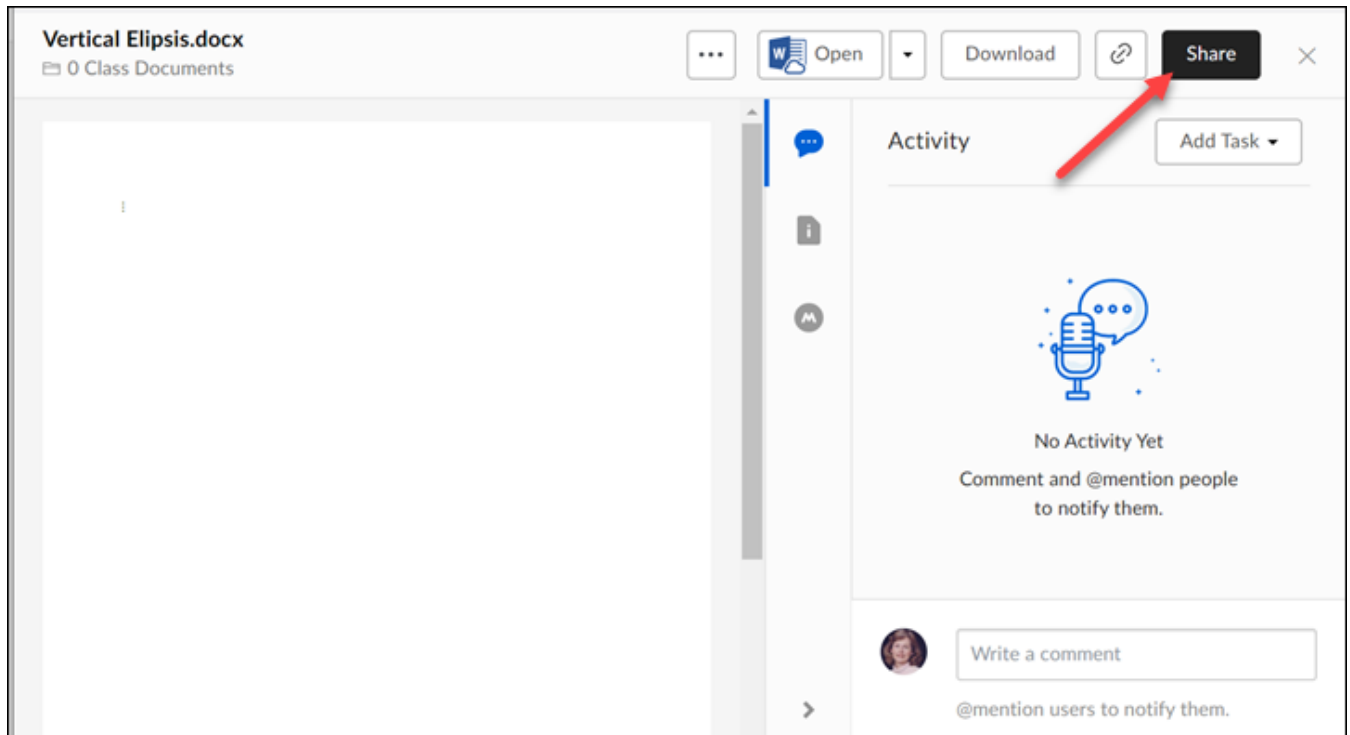


How to password protect a Box file

1422 Laurie Sherrod June 7, 2022 [Box](#)

Log in to Box and click on a file to preview it.

Click on **Share**.



Click on **Enable shared link** to turn it on.

Share 'Vertical Elipsis.docx'



Invite People

Add names or email addresses

Invite as Editor ▾

Share Link



Enable shared link

Click on **Invited people only**. Change it to **People with the link**.

Share 'Vertical Elipsis.docx'



Invite People

Add names or email addresses

Invite as Editor ▼

Share Link



Shared link is enabled

[Link Settings](#)

<https://clemson.box.com/s/czmmt7dbpp25bdg>

Copy



Invited people only ▼



Now click on **Link Settings**.

×

Share 'Vertical Elipsis.docx'

Invite People

Add names or email addresses

Invite as Editor ▾

Share Link

Shared link is enabled

Link Settings

https://clemson.box.com/s/czmmt7dbpp25bdg

Copy

People with the link ▾ Can view and download ▾

This content is publicly available to anyone with the link.

Now you will see the option to password protect the file as well as several other settings. Click **Save** to save any settings you change. If you added password protection, after you click Save you will be asked to set a password for the file.

Shared Link Settings

×

This content is publicly available to anyone with the link, and can be viewed or downloaded. [Learn more about shared link settings.](#)

Link Expiration

☐ Disable Shared Link on

Password Protect

☐ Require password

Non-private custom URL

☐ Publish content broadly with a custom, non-private URL

Allow Download

☒ Allow users with the shared link to download this item

Direct Link

https://clemsn.box.com/shared/static/qjpqzvnj10ra3

Copy

Cancel

Save

If you have any more questions about this, email ITHELP@clemsn.edu or call 864-656-3494.

Online URL: <https://hdkb.clemsn.edu/phpkb/article.php?id=1422>