

## How to share Box files using a link

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Here is a way to share files if the requester is not a Clemson user.

Create a folder and put all of the files in that folder.

Click on that folder to open it.

Click on the **Share** button.

Select **People with the link**, and then **Copy** the link to the folder.

Send out an email and paste in the link.

(note that when you select "People with the link" there is an option to only let them view, or let them download and view)

If you have more questions, email [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu) or call 864-656-3494.

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