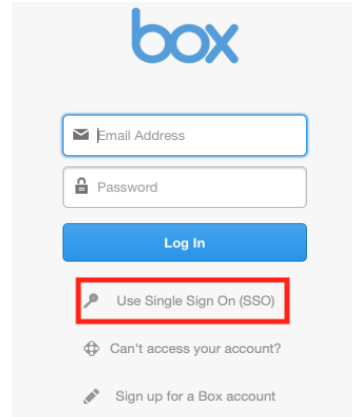
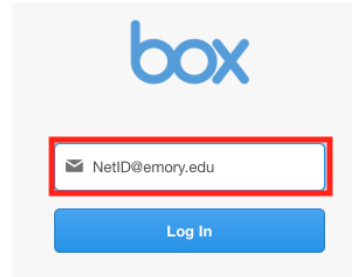


1. Download **BoxSync** click for [Mac](#) or [Windows](#) and follow the installation instructions
2. To login click on **Single Sign On (SSO)**



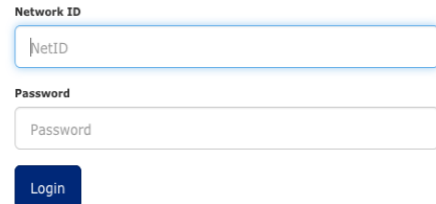
The image shows the Box login page. At the top is the 'box' logo. Below it are two input fields: 'Email Address' and 'Password'. A blue 'Log In' button is positioned below the password field. A red rectangular box highlights the 'Use Single Sign On (SSO)' link, which is accompanied by a key icon. Below this link are two smaller links: 'Can't access your account?' and 'Sign up for a Box account'.

3. Enter you **NetID@emory.edu** and press **Login**



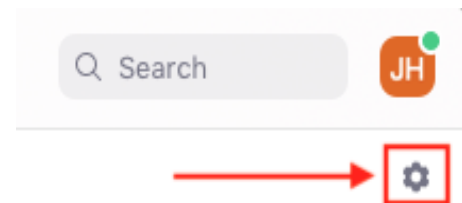
The image shows the Box login page with the email address 'NetID@emory.edu' entered into the 'Email Address' field. A red rectangular box highlights the email field. The 'Log In' button is visible below the field.

4. Enter your Emory login credentials and press **Login**



The image shows the Emory login page. It has two input fields: 'Network ID' and 'Password'. The 'Network ID' field contains the text 'NetID'. Below the password field is a blue 'Login' button.

5. Login to the [Zoom Client](#) and click on **Settings**



6. On the left column, click on **Recording**

 Virtual Background


 **Recording**


 Advanced Features

7. Replicate your recording settings per this picture

Choose a location to save the recording to after the meeting ends

Record a separate audio file for each participant

Optimize for 3rd party video editor 

Add a timestamp to the recording 

Record video during screen sharing

Place video next to the shared screen in the recording

8. Under **Local Recording** click on the **Drop Down Menu**

Store my recordings at:  /Users/jholgui/Docume... 

9. **Choose a New Location**, choose **BoxSync**, pick your desired folder and click on **Choose**

10. Your recordings are now set to upload to **Box**, congratulations!

11. Test by doing a test recording (at least 1 minute)

If you have any questions, please contact [VideoServices@emory.edu](mailto:VideoServices@emory.edu)