

# District Court of the Virgin Islands



## Box File Sharing External User Guide

April 29, 2026

## 1. INTRODUCTION

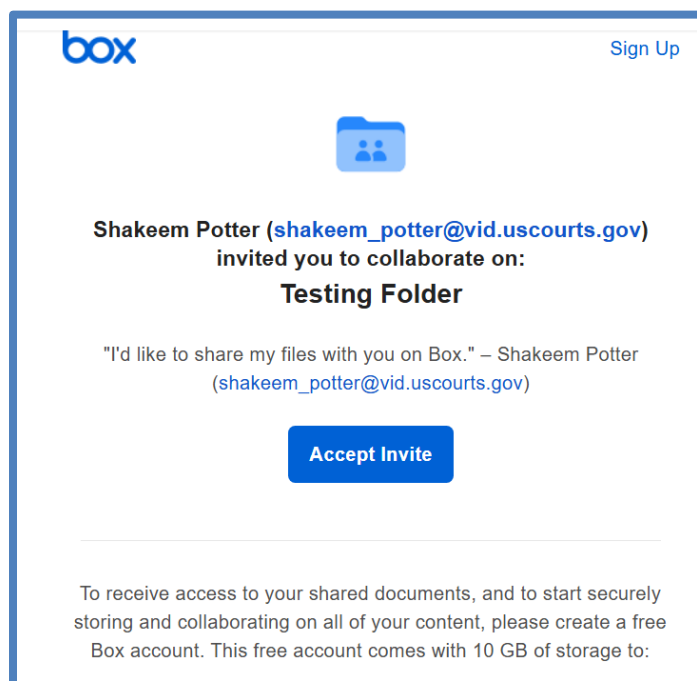
This document provides external users with instructions for accessing and using BOX to collaborate securely with the District Court of the Virgin Islands. BOX enables secure file sharing for documents and exhibits without requiring physical media.

## 2. Accept the Box Invitation

You will receive an **email invitation** to collaborate on a Box folder.

1. Open the invitation email.
2. Click '**Accept Invite**'.
3. You will be redirected to BOX.

This will take you to the Box website to create or sign into your account.




## 3. Create Your Box Account

If you do not already have a Box account, you will be prompted to create an account.

1. Enter your name, email, and password.
2. Click '**Submit**'.
3. If you already have an account, sign in.

If you already have a Box account using the invited email address, simply sign in.

### Create Your Account

 Shakeem Potter has invited you to collaborate on "Testing Folder"

**Signup for a Box account to accept invite**

Full Name

Business Email Address

Password Good

Confirm Password

Phone Number

I live in the European Economic Area or U.K.

By checking this box, you agree to Box's [Terms of Service](#) and confirm you have read Box's [Privacy Policy](#). You also agree to receive emails from Box regarding product and service updates, special offers, events and webinars, and other marketing materials. You may unsubscribe at any time.

[Submit](#)

**Your Current Plan:**

**Box Individual**

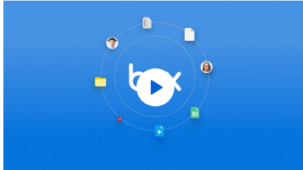
- ✓ 10 GB Storage
- ✓ 250 MB file upload limit
- ✓ 1 file version

[+ Show More Features](#)

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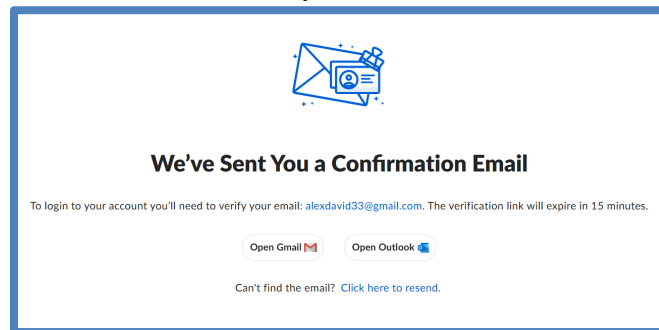
**Today's Total** Free

**Learn more about Box**



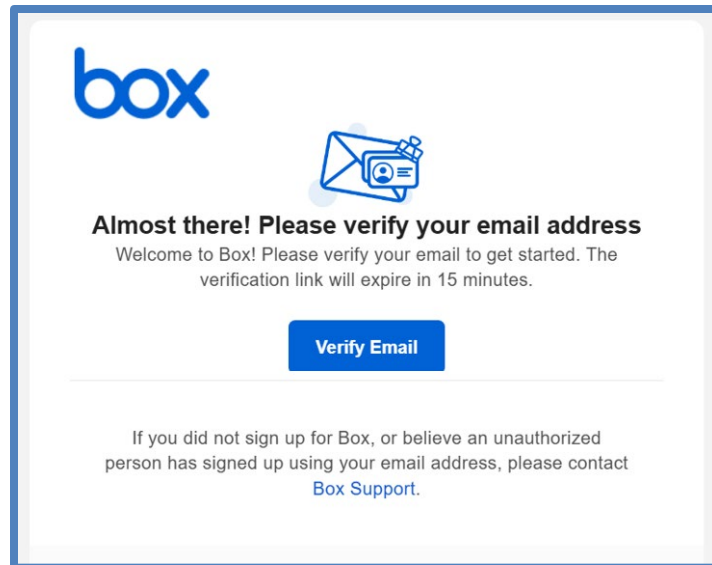
## 4. Verify Your Email Address

Box requires email verification before your account can be used.



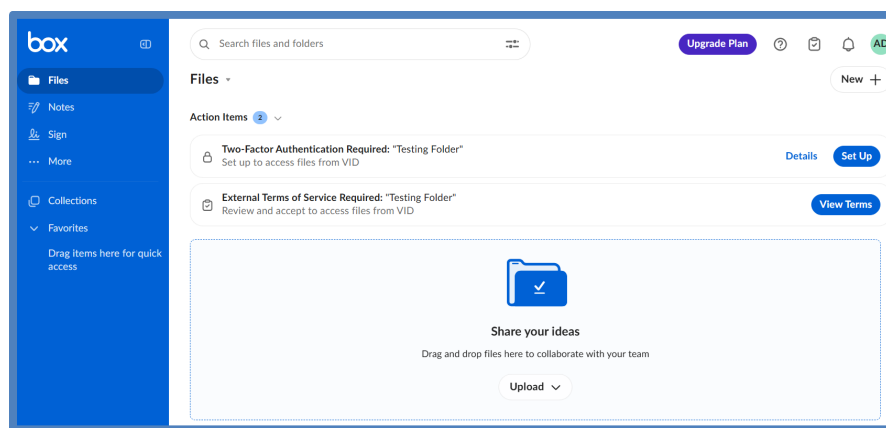
1. Check your email for a verification message.
2. Click 'Verify Email'.
3. If not received, check spam or click on the resend link.

**PLEASE NOTE:** The verification link typically expires after 15 minutes.

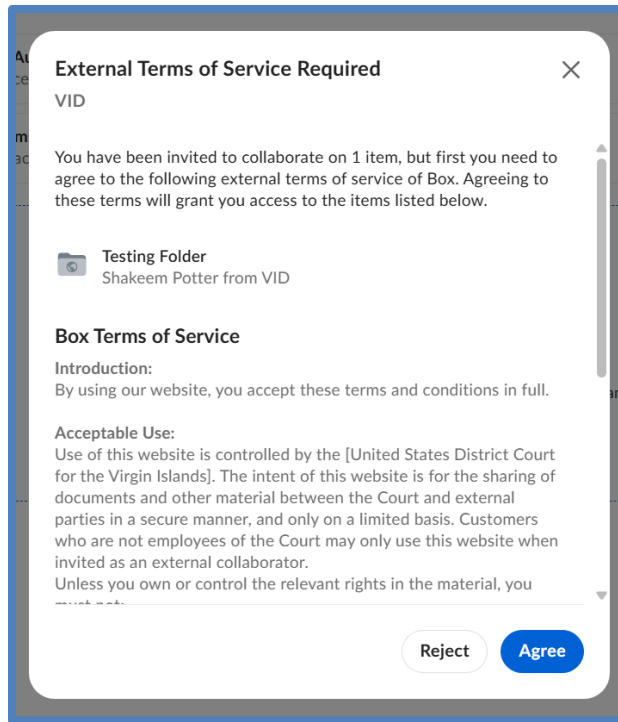


## 5. Terms of Service and Two-Factor Authentication

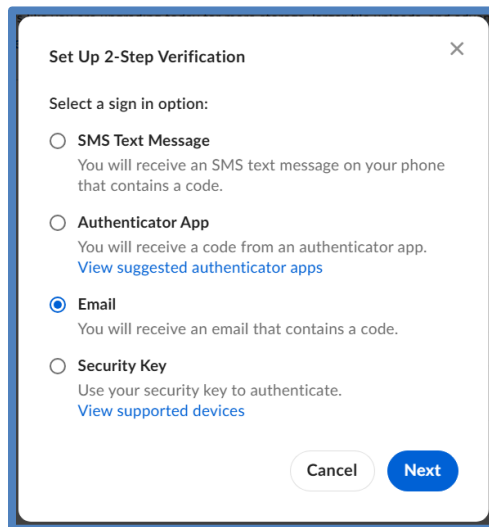
Once your account is verified, you will be redirected to your **Box Files Dashboard** where you will need to accept the Virgin Islands District Court's Terms of Service Agreement and set up two factor authentication. Once these steps are done you will then be able to access the shared folder.



Click "View Terms" to review and agree to the Terms of Service.



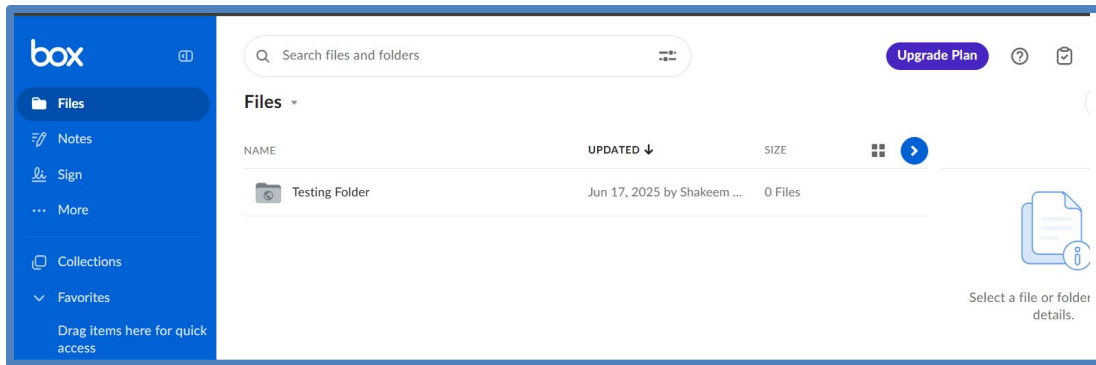
## Set up Two-Factor Authentication.



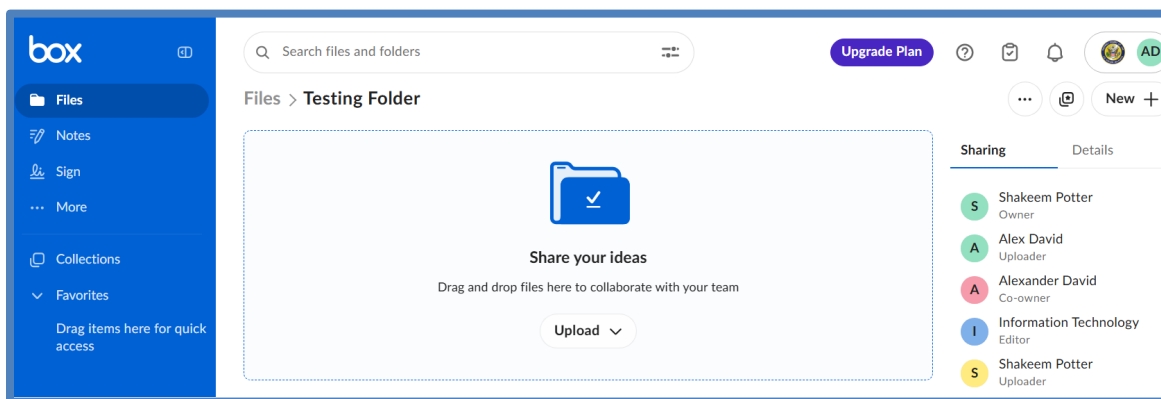
Access to the shared folder is **restricted** if these steps are not completed.

## 6. Access the Shared Folder

Once your account is verified, you agreed to the terms of services, and set up two factor authentication; the shared folder should now appear in your **Box Files Dashboard**.



## 7. Upload Files



1. Drag and drop files into the folder OR
2. Use the Upload button to select files or folders.

## 8. Download Files

1. Select the file.
2. Right-click or use the menu to download.
3. Save to your computer.

## 9. Understanding Permissions

- Viewer – View and download files.
- Uploader – Upload files only.
- Editor – Upload, edit, and delete files.
- Co-owner – Full control of the folder.

## 10. Access the Folder Later

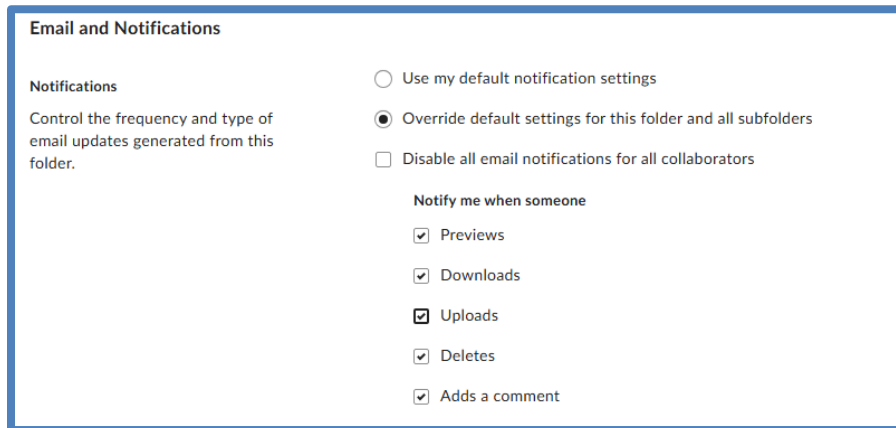
1. Go to <https://davi.account.box.com/login>.
2. Sign in using your email and password.
3. Open Files and select your shared folder.

## 11. Best Practices

- Use the invited email address when setting up your account.
- Do not rename folders unless instructed.
- Set up Email and Notification for folders.

## 12. Recommended Setting

Please see recommended setting below to ensure you receive an email notification once a change is made to a folder you have access to. Ensure to “Save Changes” at the top right corner of the settings page.



**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 on the three dots (ellipsis) next to the folder name and select "Settings", then scroll down until you see the section above.

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### Contact Information-Clerk's Office

Should you have any questions regarding the download of files in BOX, please contact the Clerk's Office in the respective division:

St. Thomas/St. John Division: (340) 774-0640

St. Croix Division: (340) 718-1130