Box Instructions

Introductory guide for trusted partners.

Box is a document collaboration tool that MPS use to share files with external partners. If you are receiving or sending electronic files to the MPS, you may be asked to register for a **free Box account** when you click the hyperlink, in order to share that content with the MPS.

Please go ahead and sign up for this solution the MPS are using and enjoy more efficient transfer and communication with the Met.

Steps to sign up:

1) If you haven't already been directed by a link in an email to, sign up for a free Box account at:
   https://account.box.com/signup/n/personal#6hgyu

2) You will need to confirm your email address in the signup process.
3) Share the email address you used with your MPS contact.
4) When the MPS share a folder with you, you will find this folder when you log in at box.com

See the following Box Community links for general advice on functions in the Box:

- The Basics of Box
- Upload Your Contents to Box
- Collaborate on Files

The MPS contact will advise you on specific processes for the work you will be sharing with the Met and what functions you will have in Box.

Please see below instructions to send to your IT dept if you are having difficulty with Box on your organisation's IT.

When you cannot access the Box from your work internet, please send assurance details and then the following guidance to appropriate management and IT services within your organisation.

Use Box site's domain names instead of a particular site IP address as IP addresses can change frequently and without notice. (Please configure host names to recognise any sub-domain of:

*.box.com, *.boxcloud.com, *.boxlocalhost.com, *.box.net, *boxcdn.net, *.boxrelay.com

To make use of the integrated Excel Online Previewer (which is not mandatory), you will need to add the following specific host names:

Excel.officeapps.live.com, s1-excel-15-cdn.office.net, fs.microsoft.com, c1-excel-15.cdn.office.net

You can also go to Microsoft's page to review Office 365 URLs and IP address ranges.

If you are unable to whitelist the sub-domains shown in the list above, please allow these specific host names:

www.box.com, www.box.net, app.box.com, account.box.com, ent.box.com, developer.box.com, docs.box.com, a.box.com, m.box.com, upload.app.box.com, upload.box.com, upload.box.net, notes.services.box.com, api.box.com, community.box.com,support.box.com, status.box.com, blog.box.com, view-api.box.com, view.box.com, upload.view-api.box.com, {your custom sub-domain}.box.com, {your custom sub-domain}.app.box.com, {your custom sub-domain}.account.box.com, {your custom sub-domain}.ent.box.com, public.boxcloud.com, dl.boxcloud.com, dl2.boxcloud.com - dl20.boxcloud.com, edit.boxlocalhost.com, 2.realtime.services.box.net, e3.boxcdn.net, cdn01.boxcdn.net - cdn20.boxcdn.net, app.boxrelay.com

2) Enable HTTPS (port 443) for the domains above.

Due to the numerous firewalls available we cannot provide specific instructions **for each firewall** beyond what is listed above. If you are using a firewall or proxy such as Websense, Blue Coat, etc., please create a Box User Services case and request the additional hostnames that are used with Enterprise accounts.