


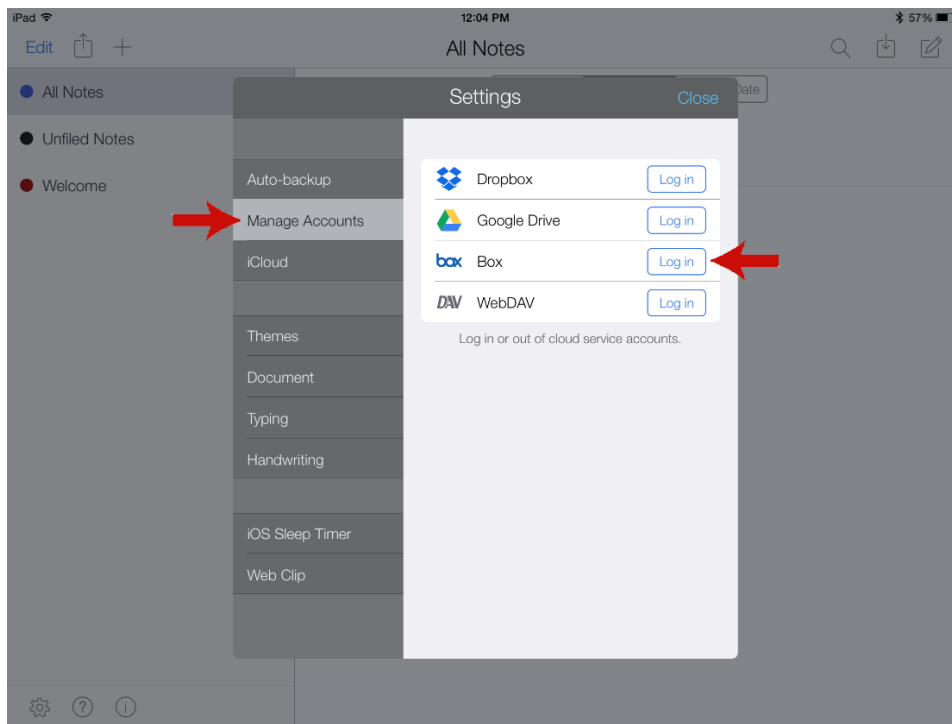
# **Connecting Notability to Box Folders**

Before proceeding with this document:

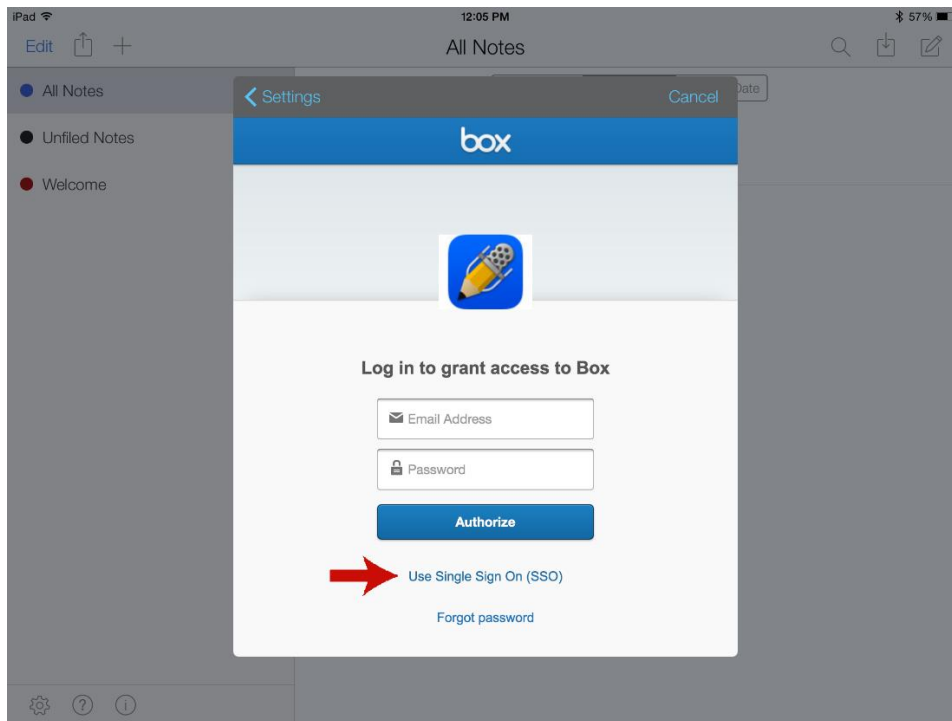
1. Verify that you have initialized your NetID and that you know your NetID credentials.  
<http://netidtest.urmc.edu>
2. Verify that you have logged in to Box and have accepted the Terms of Service.  
<http://www.urmc.rochester.edu/libraries/miner/about/computing/ipad/documents/initializingyourboxaccount.pdf>

Proceed to the next page.

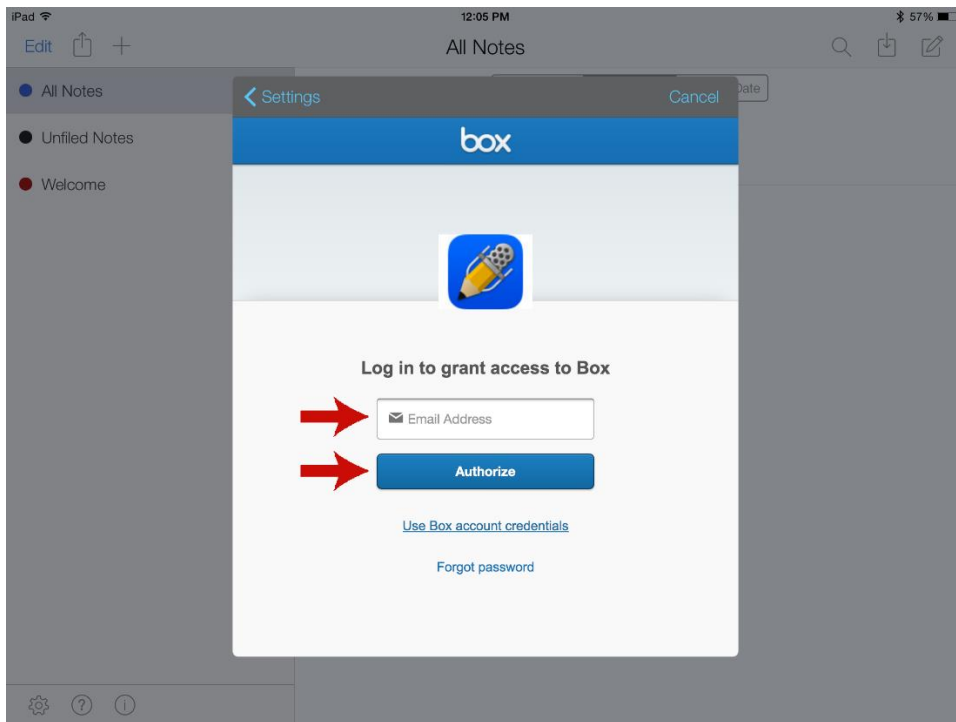
- Start Notability
- Tap on the 'Settings' cog  in the lower left corner.
- Next, tap on 'Manage Accounts'.
- Tap the 'Log in' next to Box.



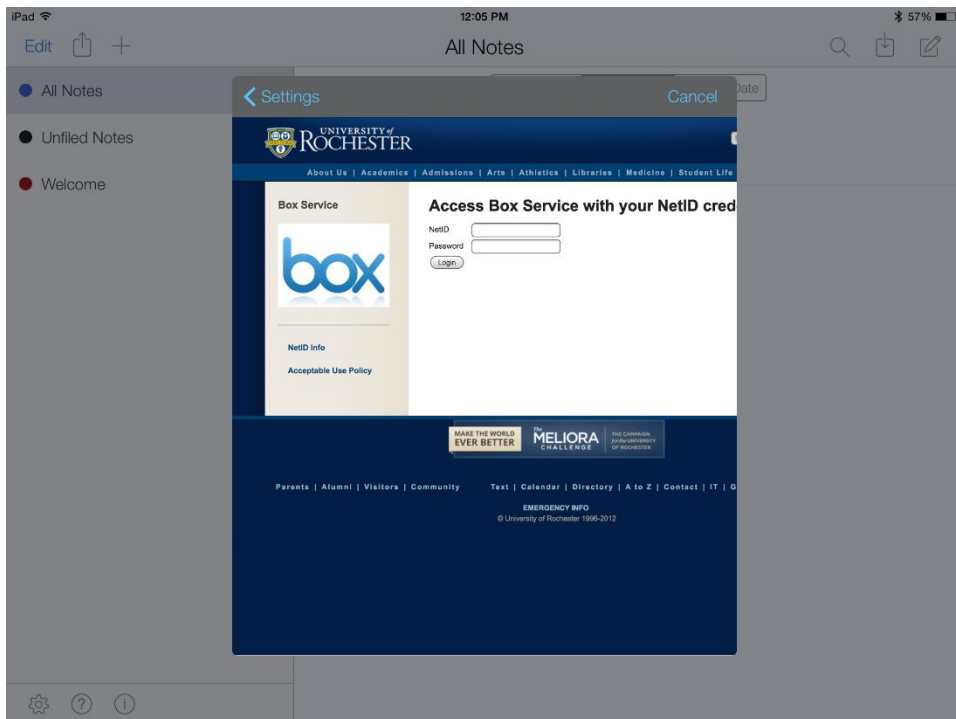
- Tap on Use Single Sign On (SSO).



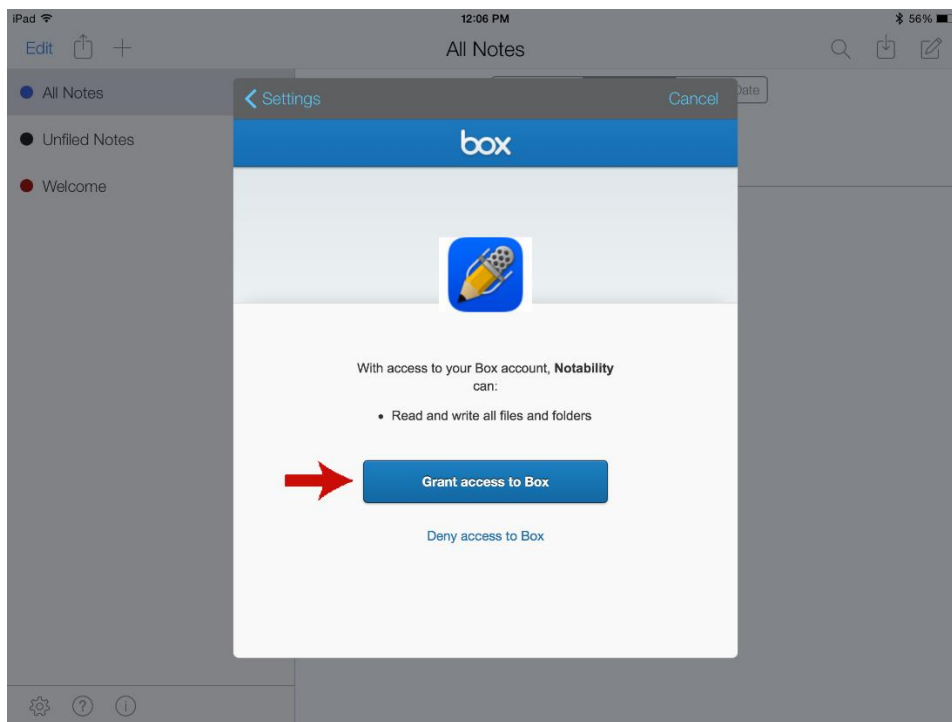
- Enter your URMC email address and then tap 'Authorize'.



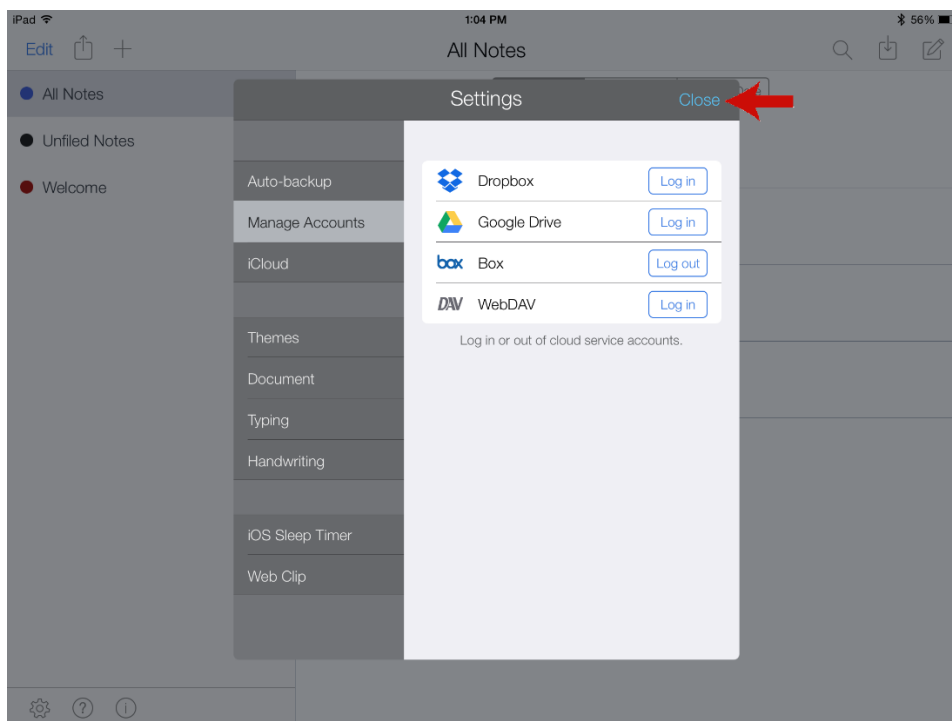
- Enter your NetID username and password and tap Login.



- Tap on 'Grant access to Box'






- You will be returned to Notability and the 'Settings' screen. Note that the Box line now says 'Log out'. You will stay logged in to Box until you choose to log out. Tap 'Close' to return to your Notability library.

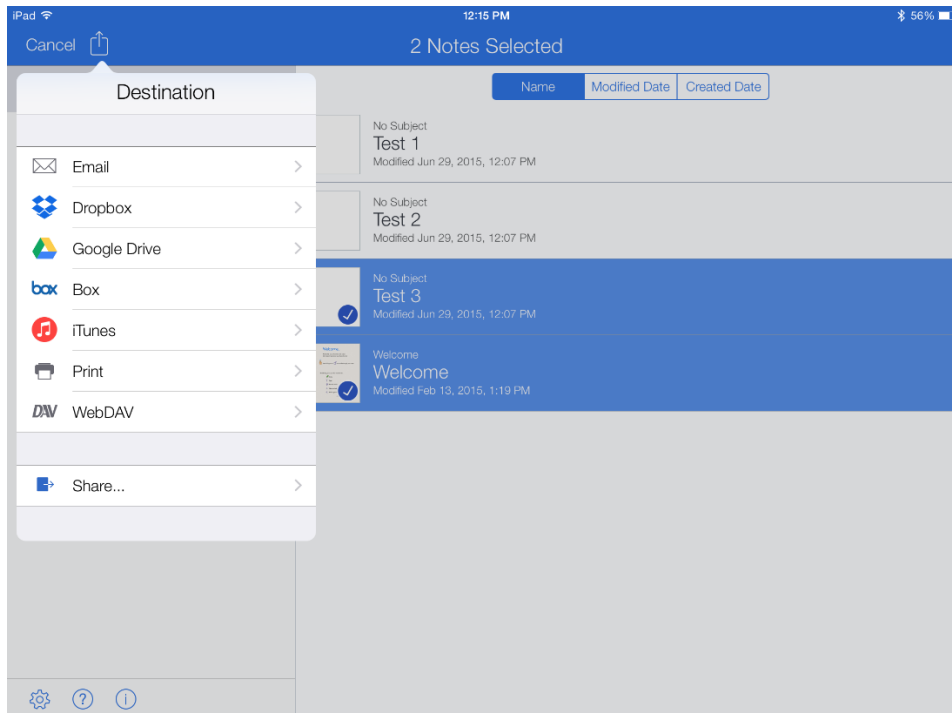


# Uploading Notability notes (files) to Box

There are two ways to upload notes (files) to Box.com from Notability. You can upload from the notes library, or you can upload a note that you have open.


## To upload notes from the notes library:

- Tap the Share icon 
- Select the note(s) to be uploaded to Box.com
- Tap the Share icon  again
- Under Destination select 'Box' 





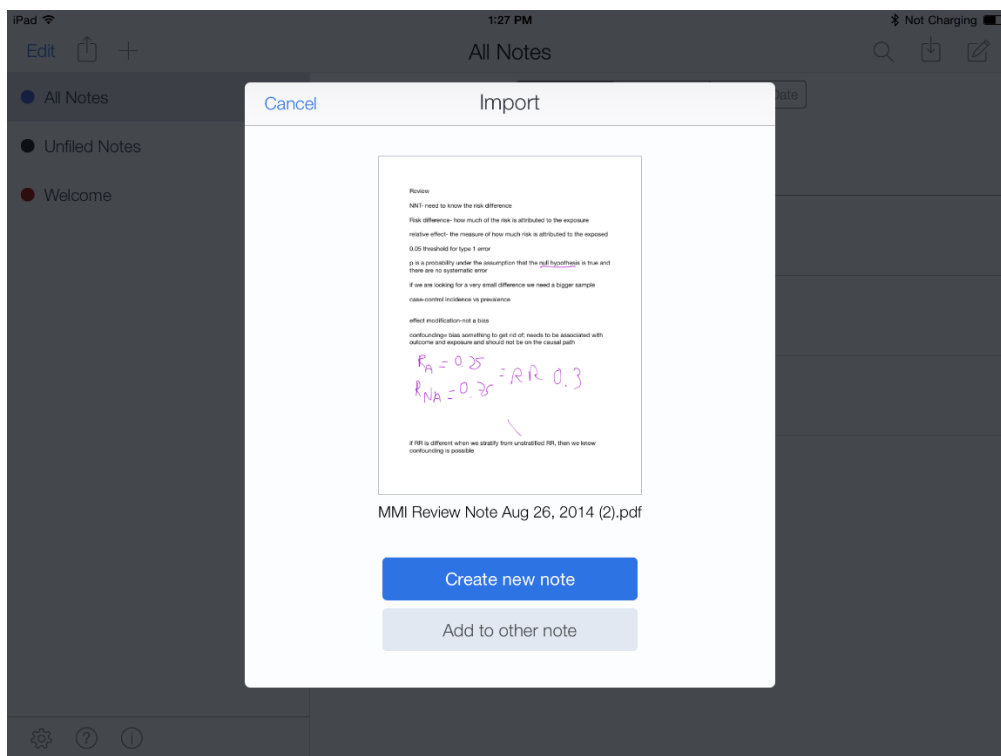
- Tap on 'Folder' to navigate to the desired destination and then tap 'Export to Box'
- Use 'Choose Format' to select file type.
- Tap 'Send to Box' to complete the upload.

## To upload a note to Box with the note open in Notability:

- Tap on the 'Share' icon 
- This will bring up the 'Destination' selector window.
- Tap on 'Folder' to navigate to the desired destination and then tap 'Export to Box'
- Use 'Choose Format' to select file type.
- Tap 'Send to Box' to complete the upload.

## Downloading (Importing) notes from Box to Notability:

- Tap on the Import icon 
- Tap on Box 
- Navigate to the folder that contains the note you want to import.
- Tap on the note to import it.
- You will now see the 'Import' window.



- Tap your selection from the 'Create new note' or 'Add to other note' options.
- Tap 'Import' complete.