1. www.Furman.Box.com or www.Furman.edu (and select BOX on the right)

2. Log in with your Network Name (ex. mvick) & Network Password

3. Create a New Folder

4. Name the New Folder (do NOT invite anyone yet)

5. New Folder is now ready

6. Open Folder & Upload Song(s)/Files(s)

7. Choose specific Song(s)/Files(s) from your HardDrive

8. Uploading........
9. Song is now ready (add more song if you like too)

10. Customize Folder link, Set Expiration & Share the folder......

11. Customize the URL

12. Set Auto-Expiration

13. Click in the Invite Collaborators field & select Advanced Options

14. This window will pop-up....... 

15. Select Access Type to PREVIEWER. 
(This permission is only for previewing only NOT downloading) 
After you have set the correct permission, type the user’s email in and Invite.

16. More Options for the Folder......

Please let me know if you have any questions or would like me to stop by, Thanks........mv