

Creating Shared Links on Box

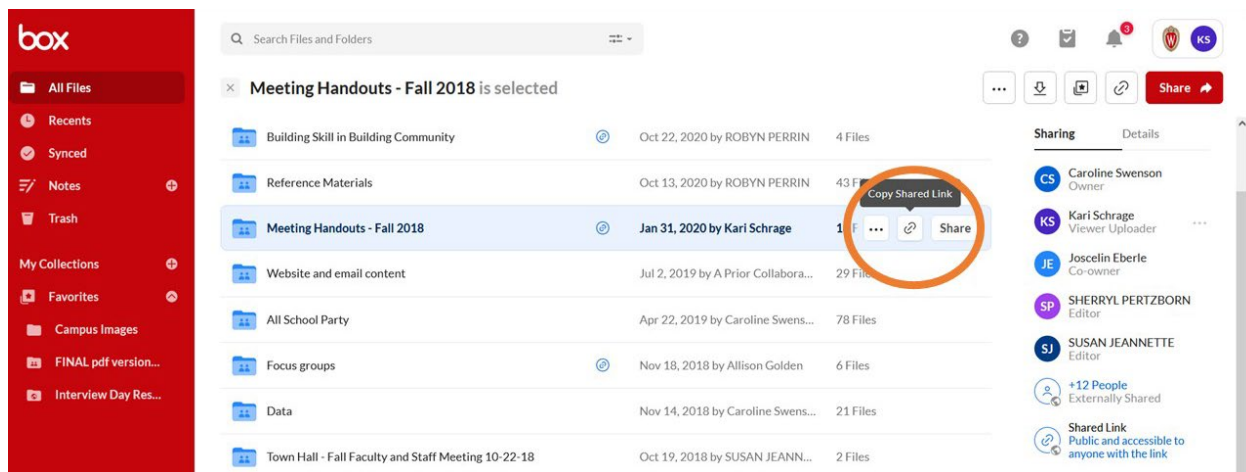
- Adapted from the UW–Madison Knowledge Base. Last Updated Sep 23, 2021

Shared links enable you to manage your files and content locally on a UW-Madison box folder. and share a hyperlink with the UW Health/SMPH webteam. This process is ideal for documents you may need to make updates and changes to (simply revise the existing document) and represents best practices in web access.

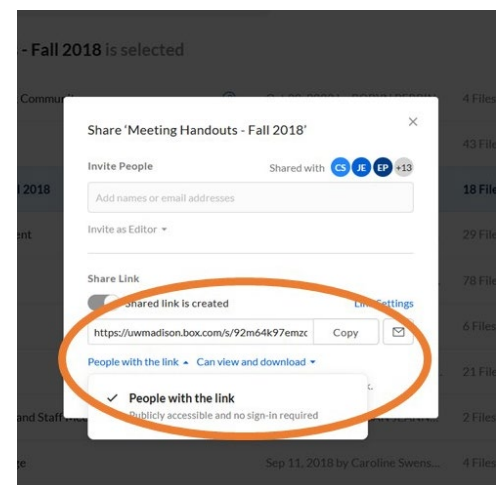
Use these tips to access the share link and to ensure you have set the permissions for global viewing.

Creating a public link

- Open the **Share** window. To do this, in your Box files view, hover over the row of the file or folder you wish to share.
- On the right, click the **link** icon (🔗).



- Once the **share link** window opens, toggle so the link is available to **“People with the link”**
 - UW–Madison has the default set to “people within my organization” This setting blocks any web visitors without a NETID. The webteam does not recommend placing any documents on med.wisc.edu that require NETID access.
- The share link will be copied to your clipboard. This is the link you can add to your web request to add to your webpage.
- Be sure to include a audience focused title in your web request that will be used as a link to the document on Box.



Tip: Need to update/make changes to your file? **Upload a new version**, rather than a new document. That maintains the URL/share link and that new version will be LIVE on the website as soon as you refresh Box. If you ADD it as a new file to the folder, you will need to submit a new web request with the new share link.