How to Move Vault Collaborative Files to Northwestern Box
Instructions for Windows and Mac Users with Limited Local Disk Space

This document provides Windows and Mac users with instructions for how to move Vault Collaborative files and folders to Box when local disk space is limited. Instructions for Linux users.

Disk space not an issue? Use these instructions: For Windows, Mac, and Linux OS.

If there are files on Vault Collaborative you do not want to keep, just leave them. They will be deleted when Vault is decommissioned on July 29, 2016.

Instructions for Windows

Access Vault Files and Folders:
1. **Right-click** on **Computer** in the **Start** menu or on the desktop and **select** Map Network Drive.

2. **Check** Connect using different credentials.
3. **Enter** the URL for your Vault Home or Projects folder in the **Folder** box:
   - Vault **Home** folder: [https://vault.northwestern.edu/[your_NetID]]
   - Vault **Projects** folder: [https://vault.northwestern.edu/projects/[folder_name]]
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4. Enter your **NetID** and **NetID Password** when prompted. A desktop window will open showing the contents of your Vault Home folder or your Projects folder. It may take some time for the desktop window to open.

**Upload Vault Files and Folders to Box:**
1. *Log in* to your Box account and *select* the option to upload folders.
2. *Drag and drop* files and folders from the Vault desktop window to the Box Folder Uploader window. It may take a few seconds for the files and folders you have moved to appear.
3. *Click* the **Upload** button when you are ready to start copying your selections to Box.

**Instructions for Mac**

**Access Vault Files and Folders**
1. In the **Finder** menu, *click* on **Go** and *select** **Connect to Server**.
2. *Enter* the URL for your Vault Home or Projects folder in the **Server Address** box:
   - Vault **Home** folder: [https://vault.northwestern.edu/[your_NetID]]
   - Vault **Projects** folder: [https://vault.northwestern.edu/projects/[folder_name]]
3. Enter your **NetID** and **NetID Password** when prompted. A desktop window will open showing the contents of your Vault home folder or your projects folder.

**Upload Vault Files and Folders to Box**
1. *Log in* to your Box account.
2. How you upload files and folders to Box will depend on the browser you are using. See **Mac Browser Issues** below. Or, you have the option of using ftp to upload to Box.

**Known Issues**

**Mac Browser Issues**
Firefox - You cannot drag and drop folders to the Box **Folder Uploader** window. Instead, use the **Add Files** option in the **Uploader** window. Also, the Vault folder contents are on the Macintosh HD in Volumes under your NetID or the projects folder name.
Safari – you need to allow Box’s Folder Uploader to operate in Safari’s Unsafe Mode. How do I do this? Like Firefox, you cannot drag and drop folders to the Box Folder Uploader and need to use the Add Files option. Also, the Vault folder contents are on the Macintosh HD in Volumes under your NetID or the projects folder name.

Add Files/Folders Using Box Folder Uploader
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Find Vault Files/Folders in Macintosh HD Volumes

Chrome - Use the **Upload Folders** or **Upload Files** option. Or, instead, go to the **All Files** page in Box and drag files and folders to that. If you drag an item to a folder, it will be uploaded to the folder. Otherwise, it will be uploaded to the files list.

**FTP – Drag and Drop Alternative**
As an alternative to using the drag and drop feature to move your Vault files to Box, you can ftp files and folders from the desktop windows to Box. *FileZilla* and *Cyberduck* are two, no cost ftp clients which can be downloaded from the Internet and easily installed. Because Northwestern uses Single Sign-On (SSO) for logging in to Box, your NetID password will not work with ftp. Instead, you will have to create an external password. Instructions on how to do this and access Box using ftp are at [https://community.box.com/t5/Managing-Your-Content/Using-Box-with-FTP/ta-p/312](https://community.box.com/t5/Managing-Your-Content/Using-Box-with-FTP/ta-p/312)

Learn More
Northwestern Box Service Overview
File Sharing at Northwestern

Support
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IT Support Center
847-491-4357 (1-HELP)
Submit a Support Request