File Sharing – Box at BCM Workgroup Best Practices

In order to ensure orderly maintenance and security of the Box workgroups, account owners will be asked to adhere to the following best practices:

- Immediately upon first login to bcm.box.com, ensure the account’s profile information is up to date. The account name is the name that users will see as the owner of the group’s content. See FAQ for information on how to update account settings.
- Create a root-level folder named for the group that consist of W-(dept. name)-(team). All content for the organization should be held inside this folder. This is the folder that the co-owners will see in their Box accounts.
- Invite a minimum of two co-owners to that root-level folder, including at least one full-time BCM employee (faculty or staff), preferably the account owner.
- Account owner should log out of the Box Group account and have a co-owner log into their Box account to manage subfolder creation, collaborations, and content creation.

A Box Group account should not be managed on a day-to-day basis through direct login with the group account credentials.

If the group currently has content in folders owned by personal Box accounts, transfer ownership of those folders to the group account. Click here for detailed instructions.

Co-Owner Responsibilities

Co-owners will be responsible for maintenance of membership changes and transfer of ownership when there is a change in co-owners. In cases where both Co-owners must change, Baylor IT Box administration can assist in their removal from the group account, and in assignment of new group co-owners. To request assistance; contact the IT Help Desk at 713-798-8738.

Group Admin Responsibilities

A Group Admin will have a miniature version of the Admin Console that only affects the users inside of their Group. Responsibilities of a Group Admin include:

- Logging into group member accounts for auditing
- Creating new user accounts in the group
- Managing group member accounts
- Creating folder access for the group
- Reporting on their group’s activity
A good candidate for Group Admin is someone who needs oversight into a subset of users without needing to make changes to the account as a whole. Potential Group Admins are:

- Department Heads
- Team Leads/Project Managers
- HR Personnel
- Regional Leads

For example, if you have a group called “Marketing,” the head of the department would be a good choice for a Group Admin so he or she could manage the group’s folder access and monitor their activity.