

Penn+Box

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Penn+Box is a cloud-based collaboration service providing up to 1 TB of storage per user for securely managing and sharing files and folders within the Penn community and externally. Penn+Box ensures that University data and intellectual property are securely protected. For more information on the service, see [ISC's information page on Penn+Box](#).

Your default e-mail address for Penn Box is **pennkey@upenn.edu** (not **@wharton.upenn.edu**). This can cause confusion when working with colleagues, as folders shared to your Wharton e-mail address will not appear in Box unless your Wharton e-mail address is listed in your Box profile. To fix this, you must add your Wharton e-mail address as an additional e-mail address in Box's settings (see the next section for instructions).

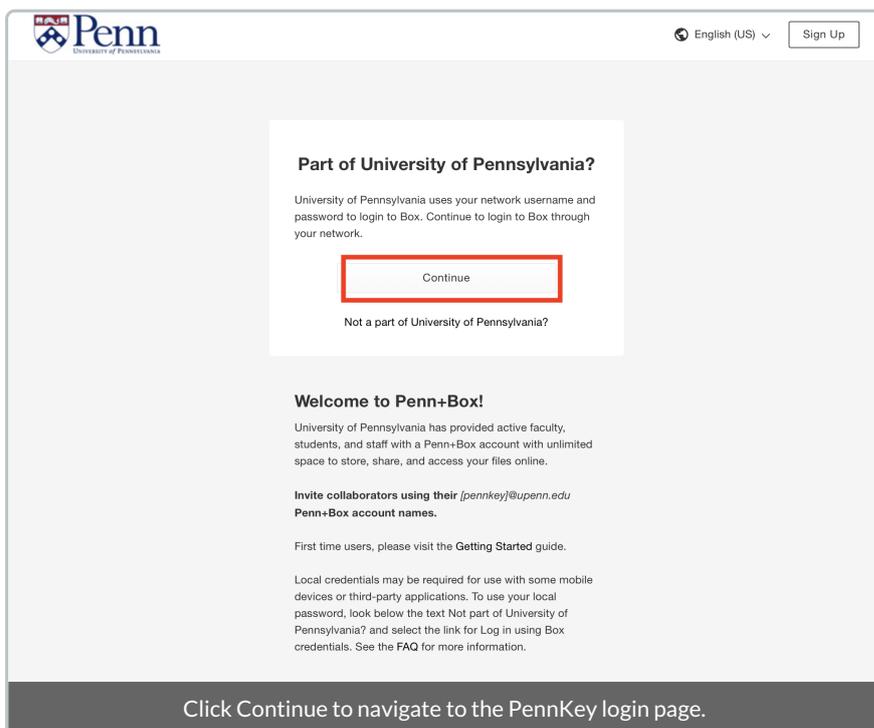
Adding your Wharton E-mail Address to Penn+Box

Before You Start

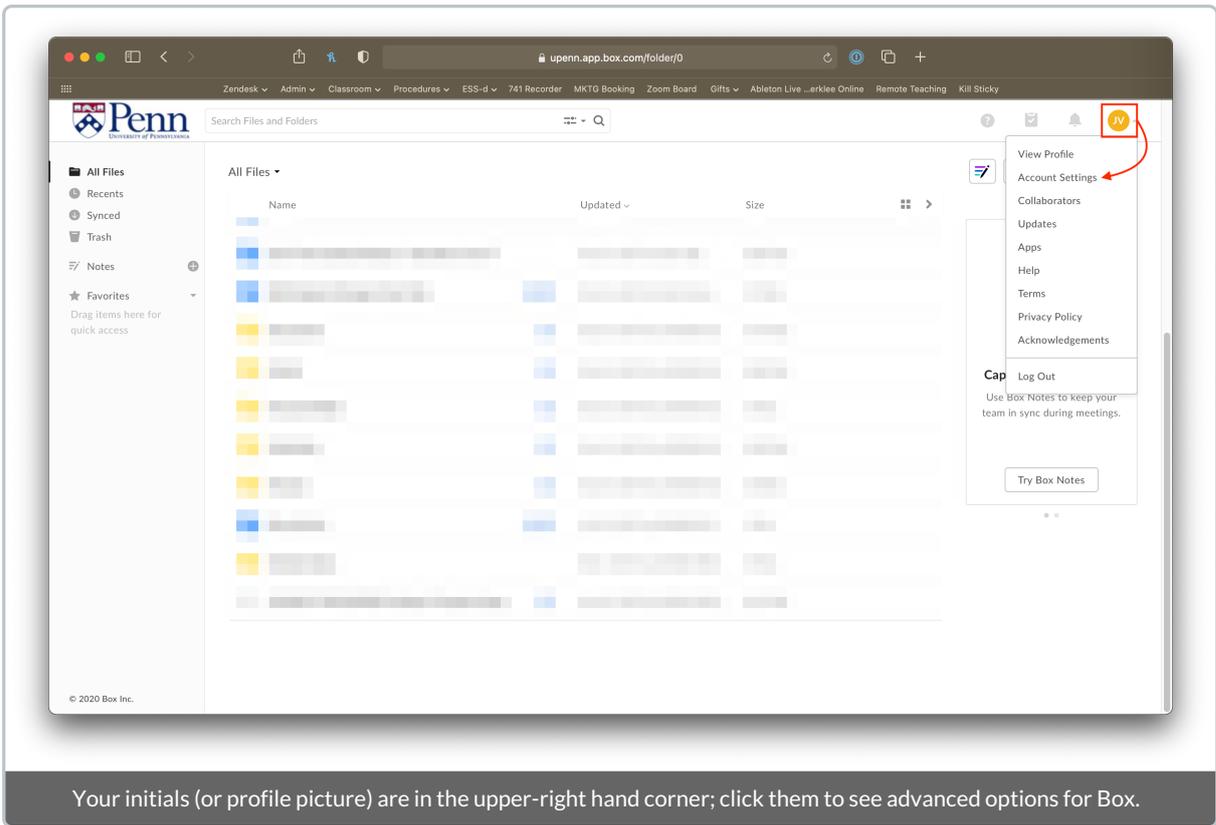
Be sure that you're able to log into **Penn Box** using SSO (your PennKey and password), and that you have access to your Wharton e-mail to confirm its addition to Box. If you're unable to, please contact your technical support representative listed at the bottom of this article.

Step-by-Step Guide

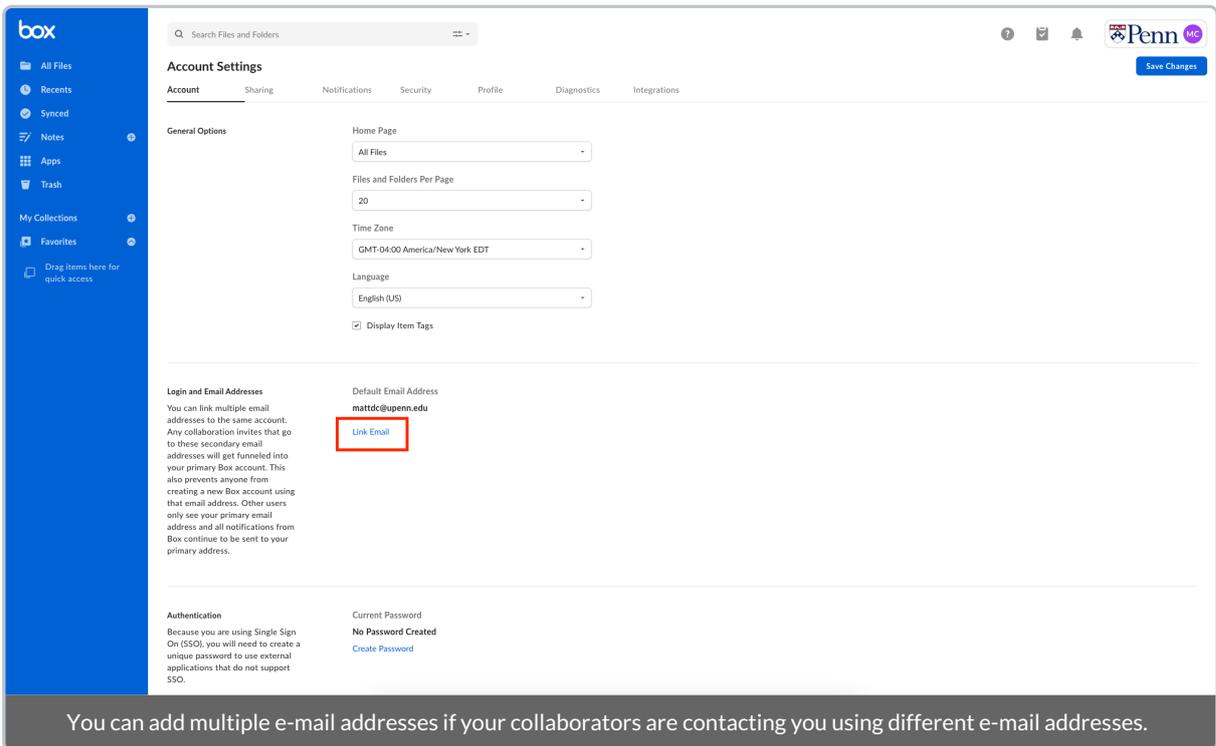
1. Log into Penn Box by navigating to the **Penn Box site** and clicking **Continue**. You will need to log in with your PennKey and its password, and in some cases use two-factor authentication as well.



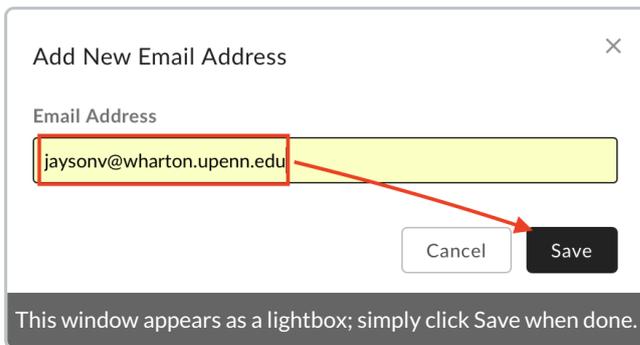
2. Click your initials in the top-right corner, and click **Account Settings**.



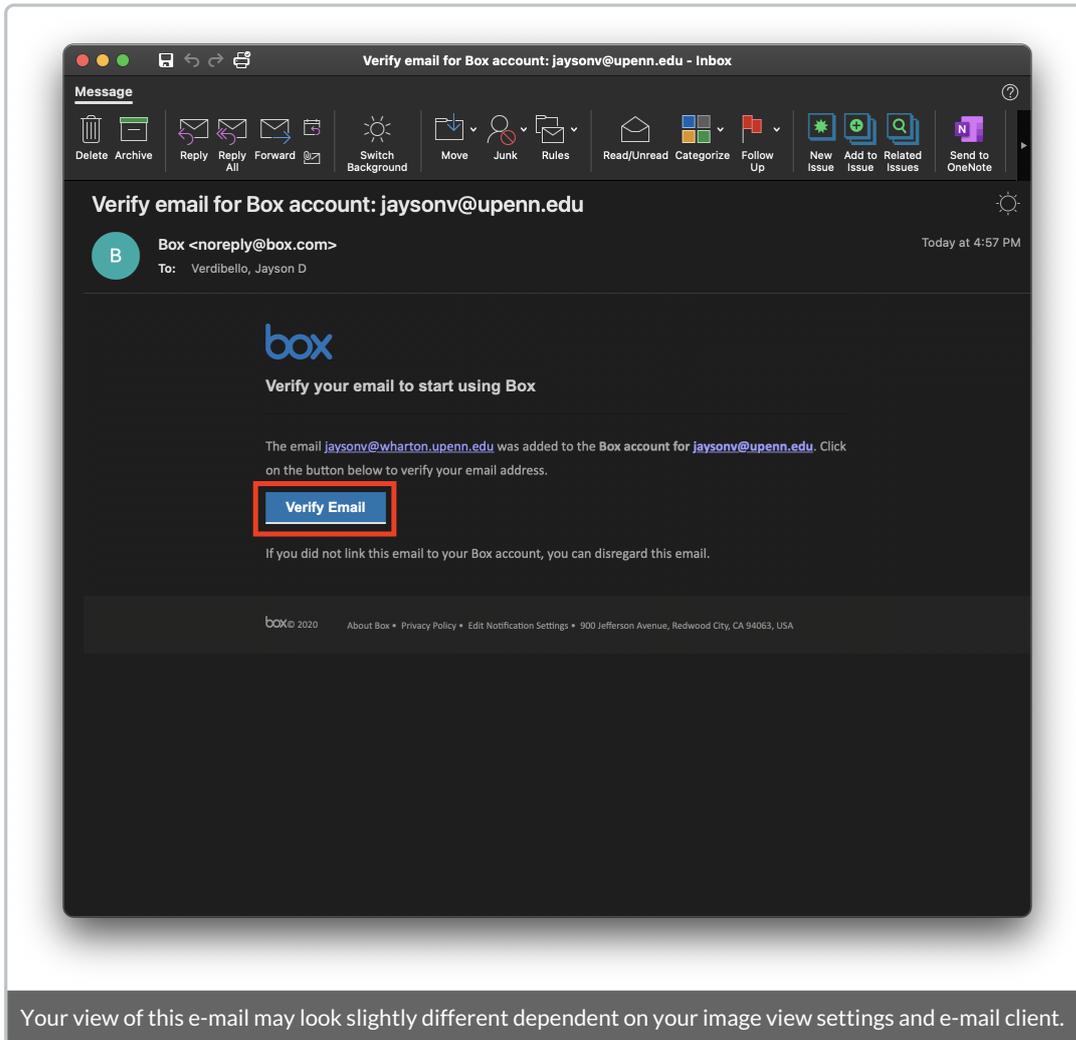
3. Under *Login and Email Addresses*, click **Link Email**.



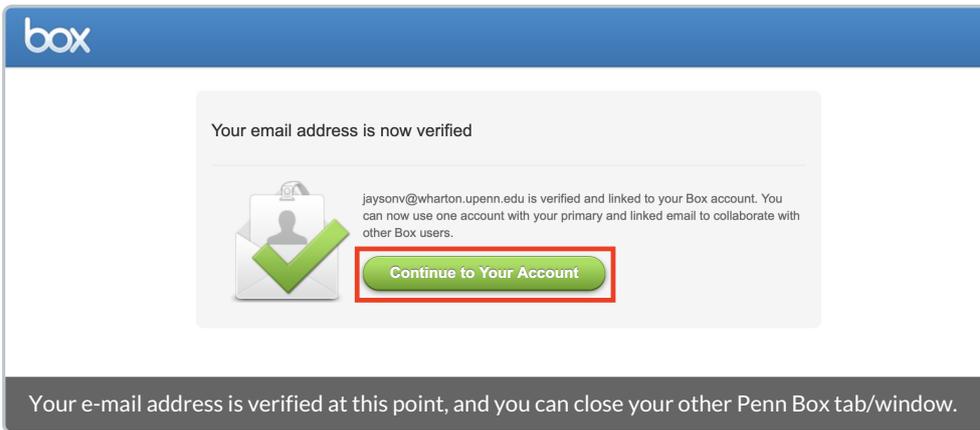
4. Enter your Wharton e-mail in the **Email Address** field that appears (be sure it ends in *@wharton.upenn.edu*).



5. Open your email and check for a message from Box to verify your e-mail address. Click the **Verify Email** button in the e-mail.

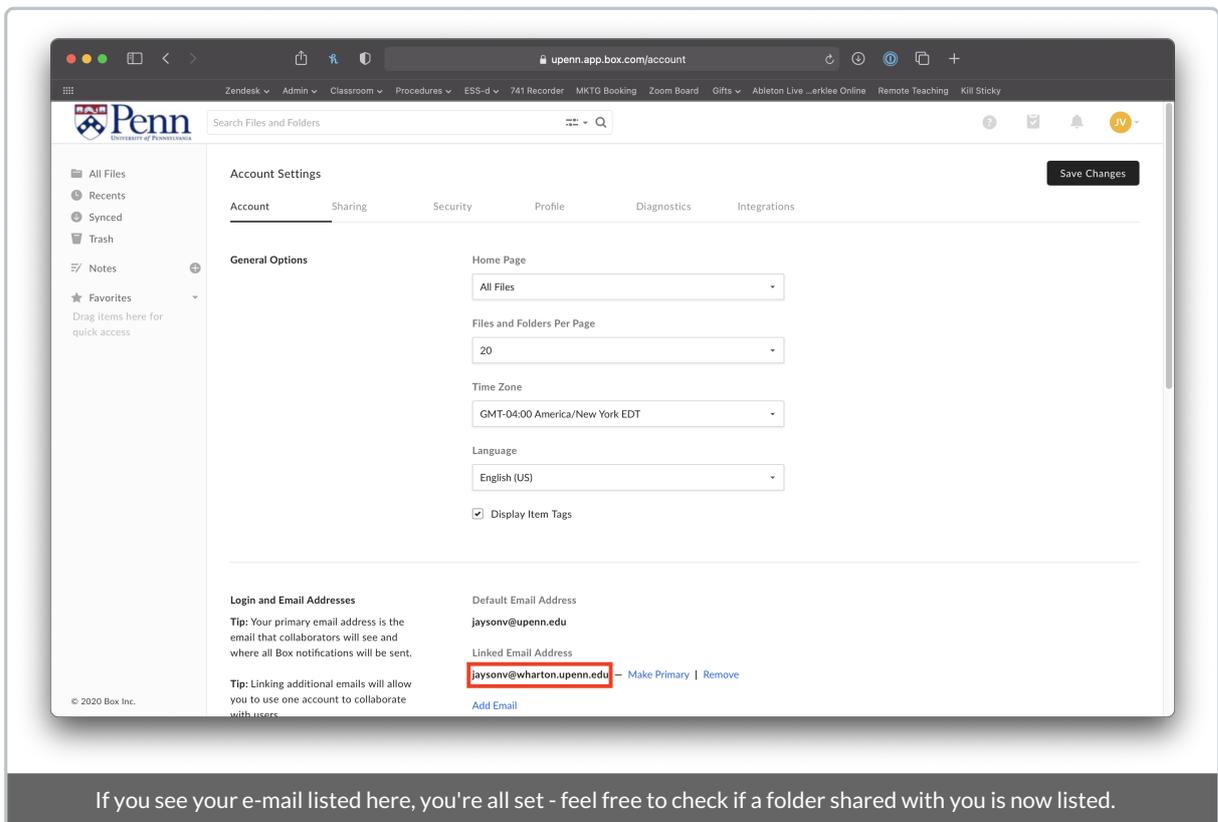


6. This will open a new browser window that will verify your Wharton e-mail address. Click **Continue to Your Account** to re-open Box.



Your e-mail address is verified at this point, and you can close your other Penn Box tab/window.

7. Navigate back to **Account Settings** (see Step 2).
8. Verify your e-mail address is listed in the **Login and Email Addresses** section.



If you see your e-mail listed here, you're all set - feel free to check if a folder shared with you is now listed.

Note: You do not have to make your Wharton e-mail address the primary address on the account. Feel free to leave the default settings. Do not remove your @upenn.edu address, however.

Questions?

You can review the **Penn+Box FAQ** on the University's website, or contact your IT representative:

- Academic Departments may contact Academic Computing Services at acs-support@wharton.upenn.edu.
- Administrative Departments may contact Administrative Support at admin-support@wharton.upenn.edu.
- Students may contact Student Support at support@wharton.upenn.edu.

