Two Ways to Connect to BrockBox
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BrockBox is a service offered by Brock University that allows users with a valid Campus AD account to access their personal folders and shared folders from outside Brock.

Connection Method 1

1. Open a web browser (e.g. Internet Explorer, Firefox, Safari) and go to the portal at https://my.brocku.ca

2. Log in using your Campus ID and password

3. Select the "My Work" Tab

4. Select "BrockBox".

5. Log in again using your Campus ID

If successful you will see a window with a list of folders which you can access via from the web. For users with a Windows computer linked to Campus Active Directory servers, this will include the My Documents folder.

Connection Method 2

1. Open a web browser (e.g. Internet Explorer, Firefox, Safari) and go to http://your.brocku.ca/files

2. Log in when prompted using your Campus ID and password.

Tip: After you have used either of these methods to log in, you can bookmark the BrockBox page to have quicker access when you return.

IMPORTANT: *The Web site may not be fully compatible with Internet Explorer 8, 9 or 10 and may not be displayed correctly. You can enable Compatibility View for the Web site to see whether that resolves the problem. To enable Compatibility View, click the Compatibility button in the top-right corner of the window.*

Upload and download documents back and forth:

If you want to upload documents **to BrockBox** from your local computer:

1. Open BrockBox through a web browser (see above methods)
2. Go to the folder into which you want to import the document (s)
3. Click Upload in the Menu bar
4. In the dialogue box click the "…" at the right side of the first rows of blanks
5. You can select a number of files to upload by filling in other blanks
6. Select the file and click Open
7. Click upload
8. Click on tiny – box (in top right corner) to close the dialogue box.
9. Now the file(s) should be uploaded successfully. Please re-visit the folders to verify.
10. **Additional options:** When you click on upload link you will be presented with two options to upload files. Simple and Silverlight. Simple allows you to select files one at a time to upload. However if you want to upload multiple files at once you can use the Silverlight option. When you click on Silverlight it might prompt you to install the plugin Silverlight.

If you want to take a document **from BrockBox** and work on it on your local computer:

1. On your computer, open BrockBox through a web browser (see above methods)
2. Browse through your folder to the file you need.
3. Click on File that you want from your documents
4. It will ask if you want to Open or Save and have a blank space for the destination
5. Select a destination on the local computer where you would like to save it
6. Click Save As, not open. Save it in your computer where you can easily find it. Such as on your desktop.
7. The pop-up will say "download complete".
8. Click Close
9. Document should now be on your local computer.