## How to Download Files and Folders from Box

## To Download a Folder:

- 1. Place your mouse to the far right of the folder you want to download.
- 2. Hover until you see see three dots (...) and "More Options" appear.
- 3. Click the three dots and select "Download."



## To Download a Single File:

- 1. Click the folder you want to open.
- 2. Once you open the folder, you will see the files you can download.
- 3. Place your mouse to the far right of the file you want to download.
- 4. Hover until you see see three dots (...) and "More Options" appear.
- 5. Click the three dots and select "Download."

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