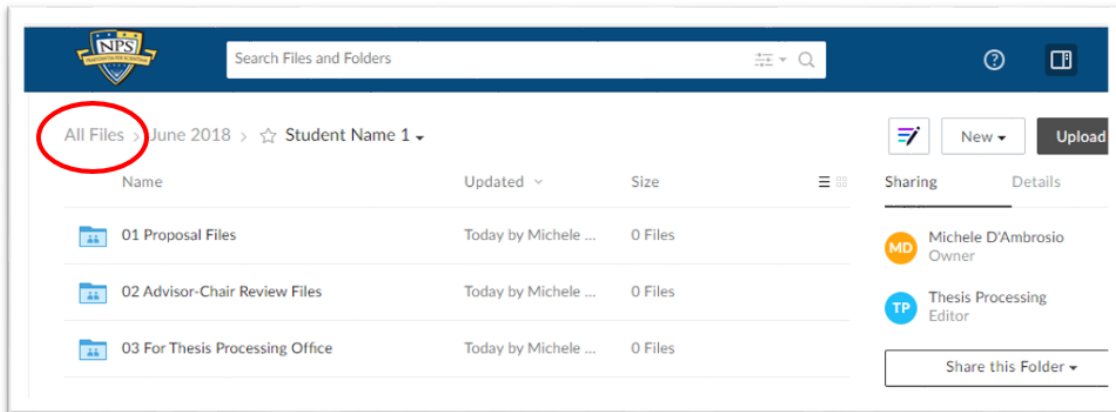# Inviting Collaborators

Collaborators include advisors, program officers, academic associates, ed techs, and chairs or deans

A **collaborator** is an individual who has been invited into a file or folder. When a user is added to a file or folder as a collaborator, the item will appear in their **All Files** page.


If you send a collaboration invitation to a person without a Box account, that person will be prompted to sign up with Box before being able to access the content.
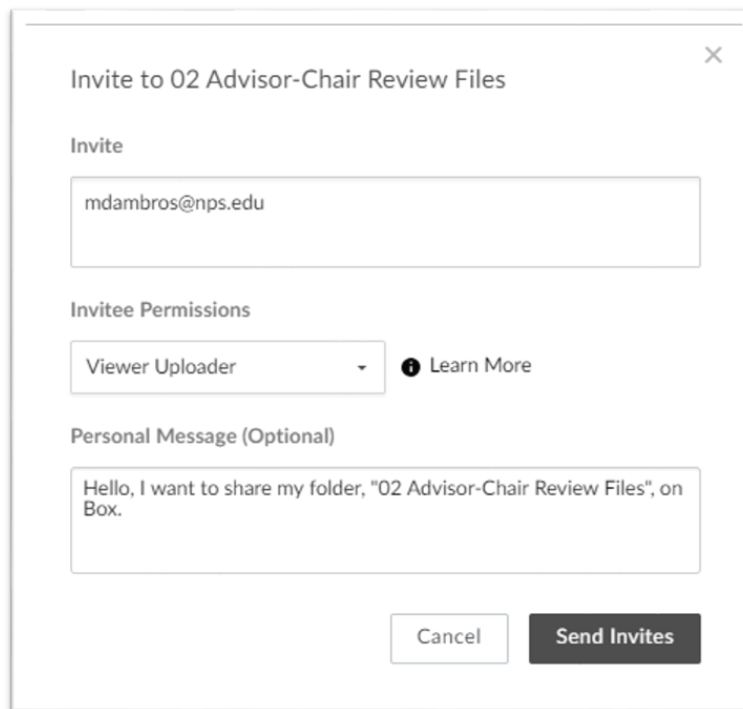
To invite a collaborator into a folder:

Head to a folder, such as your "Advisor-Chair Review Files" folder, to invite collaborators.

Select the **"Share"** button at the right, and in the dropdown menu that appears, click **Invite Collaborators**."
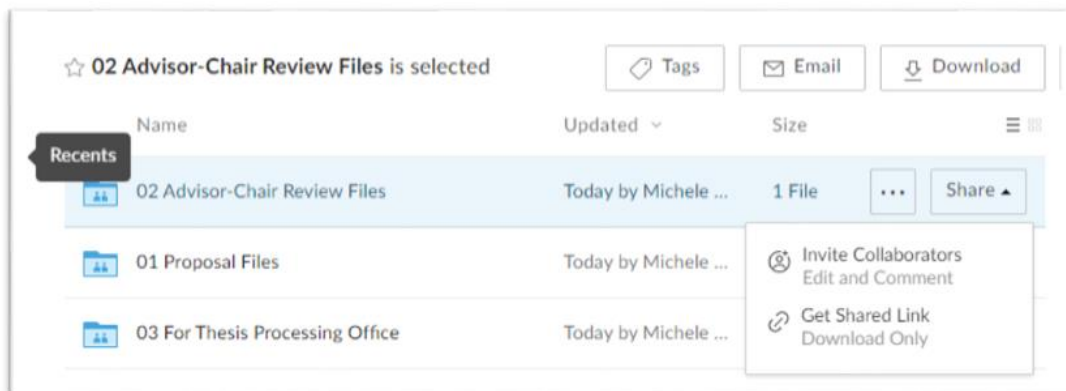
Type in the name or the email address of the individual you would like to add and select Send Invites. If the name does not automatically come up, use the individual's user name.
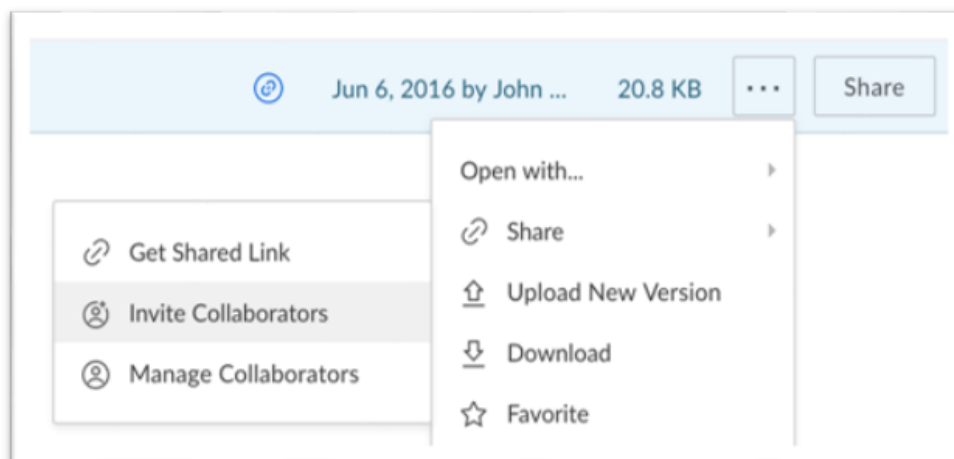

To invite a collaborator into a single file:

- Open the folder in which the file is located.
- Right click the file or click the ellipses (...) to open the More Options menu.
- Click Share.
- Select Invite Collaborators.

- Once you have invited collaborators to the file, the Collaborator badge will be displayed beside the file's name.

Notes:
- When inviting collaborators to a single file, use the Editor access level.
- If you are a collaborator on a file only and not the parent folder, Box Edit will not be able to open the file. This issue will be resolved in a future release. As a workaround, please request to be added as a collaborator on the file's folder in order to open the file using Box Edit.
- For NPS Box-related questions, please contact the Technology Assistance Center, https://www.nps.edu/web/technology/support or Cloud Services Manager Kirk Benson knbenson@nps.edu.