# Box Departmental Co-owners

SMU@Box uses a decentralized management model for deployment of departmental folders in Box. This means that individuals are tasked with responding to requests from within their respective managed departments for shared storage, including creating new directories and managing permissions within Box.

 This process is seamless to the end user. They can still submit requests for storage to the OIT Help Desk, who will route the request to the responsible party.

Folder ownership assignments are provided here: [BoxDeptStructure.docx (company only)](https://smu.box.com/s/nzhsqeoh1zfz4kmx81nspux42p1wq6sg)

 If you are a co-owner for a top-level departmental folder in Box, please review the following guidelines, and view the linked training as time allows.

As a departmental co-owner, when you login to Box (smu.box.com), you will see one or more blue (shared) directories named “Boxdept\_*name*”, where *name* = the name of your school or department.

**Please do not share or invite collaborators to these directories.** Box uses “waterfall” permissions, which means that access granted at the upper level cannot be revoked at a lower level. When a request is received for a departmental directory in Box, please create the requested folder as a *subdirectory* of your Boxdept folder. This will ensure that only you and fellow co-owners will have visibility to all of your department’s data.

We suggest using “SMU\_” as a prefix/naming convention for Box Departmental folders. This will help differentiate them from other folders shared within the SMU namespace. We also suggest inviting collaborators with “Viewer Uploader” permissions; this will enable them equivalent access as “Editor”, except without Delete and Download/Sync permissions.

Following launch, we will provide guidance to end users for migrating departmental data from Locker and BStore to Box. Our hope is that the users will perform some housekeeping to identify data to transfer, and data to leave behind, rather than simply “forklifting” the existing directories. This will make for an easier, more efficient migration process. We are also investigating options for content migration.

 OIT’s Box administrators are available and are glad to assist you with any questions or folder deployment issues.

Here are some quick (20m) self-paced training links to get you started:

* [User Essentials](https://box.csod.com/LMS/LoDetails/DetailsLo.aspx?loId=f8745e62-913f-4147-8c4b-6016f88bff17&back=%2fLMS%2fBrowseTraining%2fBrowseTrainingHome.aspx%3ftab_page_id%3d-1700000#t=1)
* [Advanced Folder Structure](https://box.csod.com/LMS/LoDetails/DetailsLo.aspx?loId=faa734b4-346e-423e-8513-5a6125ca23fc&back=%2fLMS%2fBrowseTraining%2fBrowseTrainingHome.aspx%3ftab_page_id%3d-1700000#t=1)
* [Content Migration Strategies](https://box.csod.com/LMS/LoDetails/DetailsLo.aspx?loId=b9207b00-9cb1-447b-8449-3088c3adac7d&back=/LMS/catalog/Welcome.aspx?tab_page_id=-67&tab_id=-1)

Feel free to check out the full Box training catalog [here](https://box.csod.com), and thanks for your assistance!