

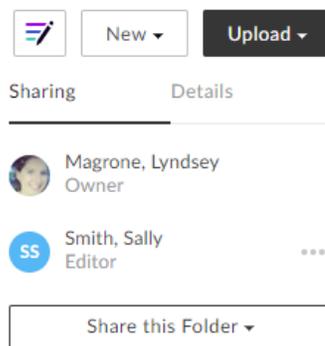
Reassigning Box Folder Ownership

When someone separates from UMKC, their UMKC Box account is automatically disabled, and data that they owned will not be visible to collaborators. To prevent the loss of their data, ownership of their folders will need to be transferred to another UMKC user.

If the Box user still has access to their account, they can transfer ownership of their folders themselves by following the steps below.

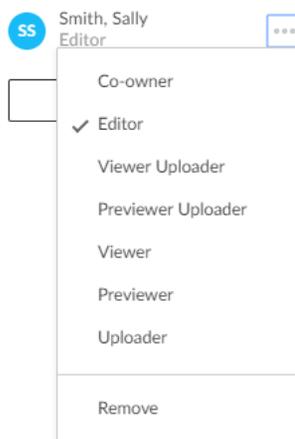
Note: If the Box user does not have access to their Box account, the department needing access should contact the IS Call Center so an Administrator can reassign ownership.

1. Locate the folder where ownership will be changed and click on the folder to enter it. The list of people with permissions to the folder will be displayed on the right:



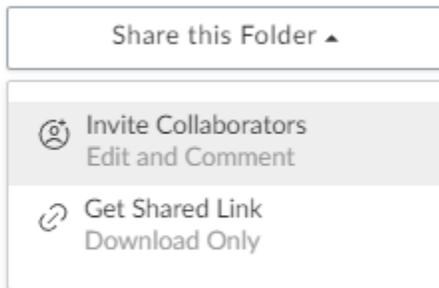
In this case, Lyndsey is the Owner, and Sally is an Editor. To transfer ownership to Sally, we must first make her a Co-Owner.

2. To change an existing collaborator to a Co-Owner, click the three dots [...] next to the collaborator's name, then select *Co-Owner* from the drop-down list:



Note: If the person you want to make the new owner is not an existing collaborator:

- a. click **Share this Folder**, then **Invite Collaborators**



- b. Type the desired collaborator's last name, locate the user in the list, set **Invitee Permissions** to *Co-owner*, and click **Send Invites**

Invite

smith, sally|

Smith, Sally
smithsallybb@umkc.edu

Co-owner ▾ ⓘ Learn More

Personal Message (Optional)

Hello, I want to share my folder, "Work Files", on Box.

Cancel Send Invites

3. Once the collaborator is a Co-Owner, they can be changed to an Owner. Click the three dots [...] next to the collaborator's name, then select *Owner* from the drop-down list:



When you click on *Owner*, you will get the following warning message:

Change Item Owner ×

By making this collaborator the Folder Owner you become an Editor and no longer own the folder. Any collaborators who have been added directly to this folder will see it in their root folders. Any collaborators who have been added at the parent-folder level or above will no longer be collaborators. Do you want to continue?

Cancel

Okay

This warns the current owner that:

- a. Changing someone else to Owner will result in the original owner's permissions being downgraded to Editor in the affected folder
- b. Collaborators that had rights to this folder by virtue of being collaborators in folders further up the folder chain will lose access to this folder, since the owner will be changed – they will need to be added back as collaborators by the new owner
- c. Collaborators that had rights directly to this folder or to folders below it will retain access

If this is acceptable, click **Okay** to change folder ownership.

4. If the new owner wants to remove access to this folder from anyone, including the former owner (now Editor), follow the following steps:
 - a. Navigate to the folder you want to modify
 - b. Click the three dots [...] next to the name of the person whose permissions will be revoked
 - c. Click **Remove**