

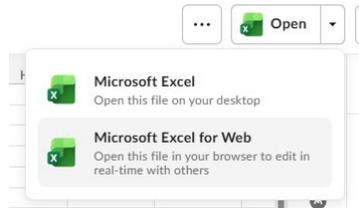
How to Enable Box for Microsoft 365 for Web

*Note: this How-to guide uses a Microsoft Excel file as an example, but it is applicable to all Microsoft Word, Excel, and Powerpoint files. **Box for Microsoft 365 for Web** only needs to be enabled/added once for your Box account, and then you can edit any Word, Excel, and Powerpoint files stored in your Box account on ucla.box.com, and you do NOT need to have a licensed installation of the respective Microsoft 365 application on your computer.*

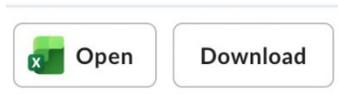
Box for Microsoft 365 for Web is an integration that allows Box users to edit their Microsoft Word, Excel, and Powerpoint files with Microsoft 365 web clients.

Box for Microsoft 365 for Web is not integrated by default, so you will need to manually enable/add it to your Box account, unless you've added it previously.

If you view a Word, Excel, or Powerpoint file on Box.com and the **Open** button has a down arrow that reveals an option for "Microsoft Word/Excel/Powerpoint for Web" when you click the down arrow, like the image below, then congrats, you have already added the Microsoft 365 for Web integration and do not need to do anything else.

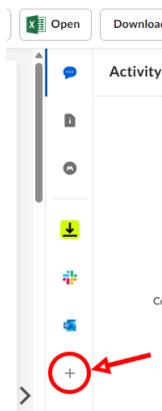


But if you view a Word, Excel, or Powerpoint file on Box.com, and the **Open** button looks like the image below, then you will need to add the **Microsoft 365 for Web** integration.

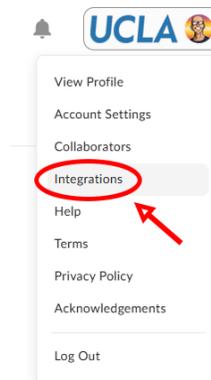


If you do not have the option for "Microsoft Word/Excel/Powerpoint for Web", then you'll need to add the "Box for Microsoft 365 for Web" integration by either:

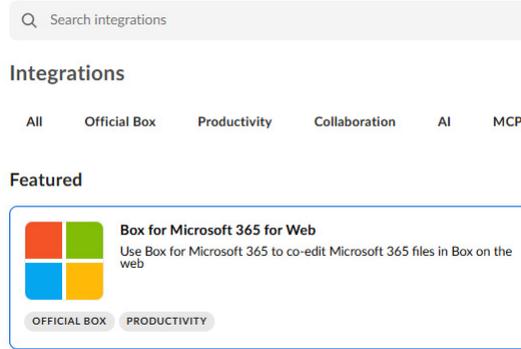
Option 1: Click the "+" at the bottom of the righthand menu when viewing a Microsoft file:



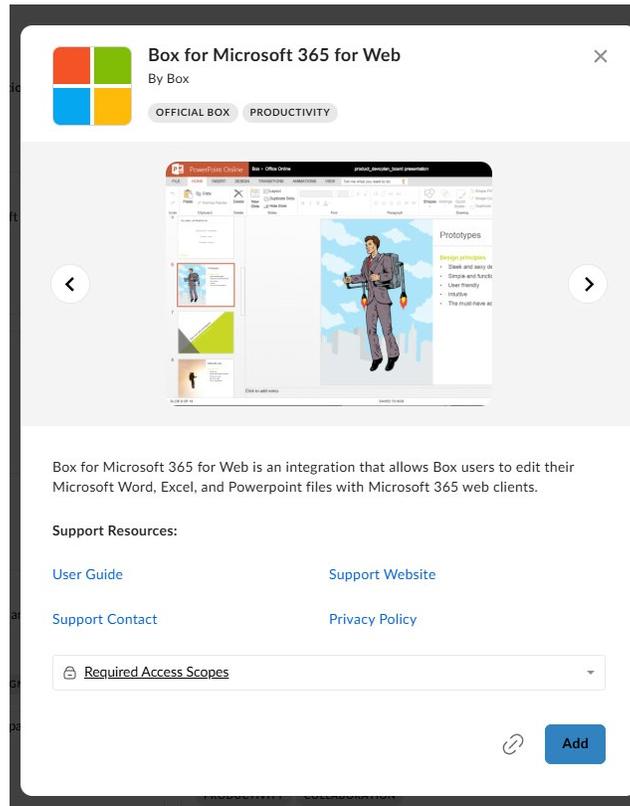
Option 2: Click your initials (or profile image) in the top righthand corner while viewing any UCLA Box folder, and then click "Integrations":



Then, on the **Integrations** page, find “Box for Microsoft 365 for Web” (it will probably be the first Featured integration, or you can use the “Search integrations” field at the top of the Integrations page):



Click the **Box for Microsoft 365 for Web** integration, and then click the **Add** button in the popup (confirming any additional prompts):



Congrats, you should now have successfully added the “Box for Microsoft 365 for Web” integration.

Revisit or refresh a Microsoft Word/Excel/Powerpoint file on ucla.box.com, and you should now have the respective **Open > Microsoft Word/Excel/Powerpoint for Web** option so that you can edit a Microsoft file in your web browser.

Note: Depending on whether or not you have a licensed installation of the respective Microsoft 365 application on your computer, or whether or not you have installed a separate **Box Tools** app, your **Open** button might have the “Microsoft Word/Excel/Powerpoint for Web” option above or below an option for “Microsoft Word/Excel/Powerpoint” like the images below. And the “Microsoft Word/Excel/Powerpoint” option might have a link to **Install Box Tools**. Either way, I recommend that you use the “Microsoft Word/Excel/Powerpoint for Web” option instead, because it does NOT require that you have a licensed installation of the respective Microsoft 365 application on your computer.



If you are unable to access ucla.box.com or cannot add **Box for Microsoft 365 for Web** to your UCLA Box account, please contact the UCLA Animation Workshop staff (Josh) or UCLA IT, aka Digital & Technology Solutions (DTS):

<https://ucla.service-now.com/support>

(310) 267-HELP (4357)

help@it.ucla.edu