How To Upload Photos & Videos to Box via File Request Link

The following links will be needed for your specific county as you work through the instructions below:

Madison: https://uofi.app.box.com/f/675197b91a714fd3990662f1013b3424

Monroe: https://uofi.app.box.com/f/a7524d31f20a4595827f6c84fca62374

St. Clair: https://uofi.app.box.com/f/bdba6c8702794dc7b2d1dd31eb98cd88
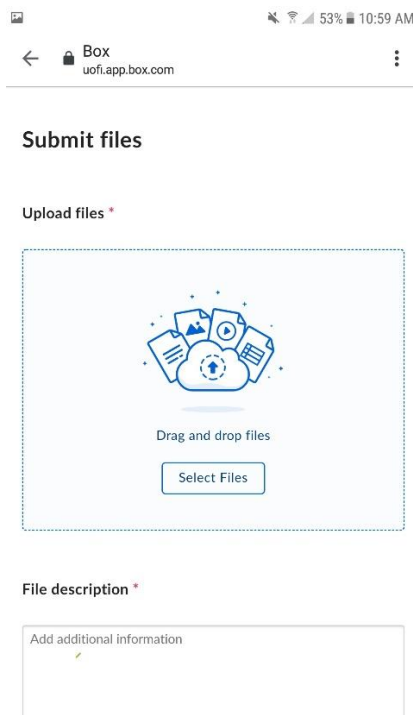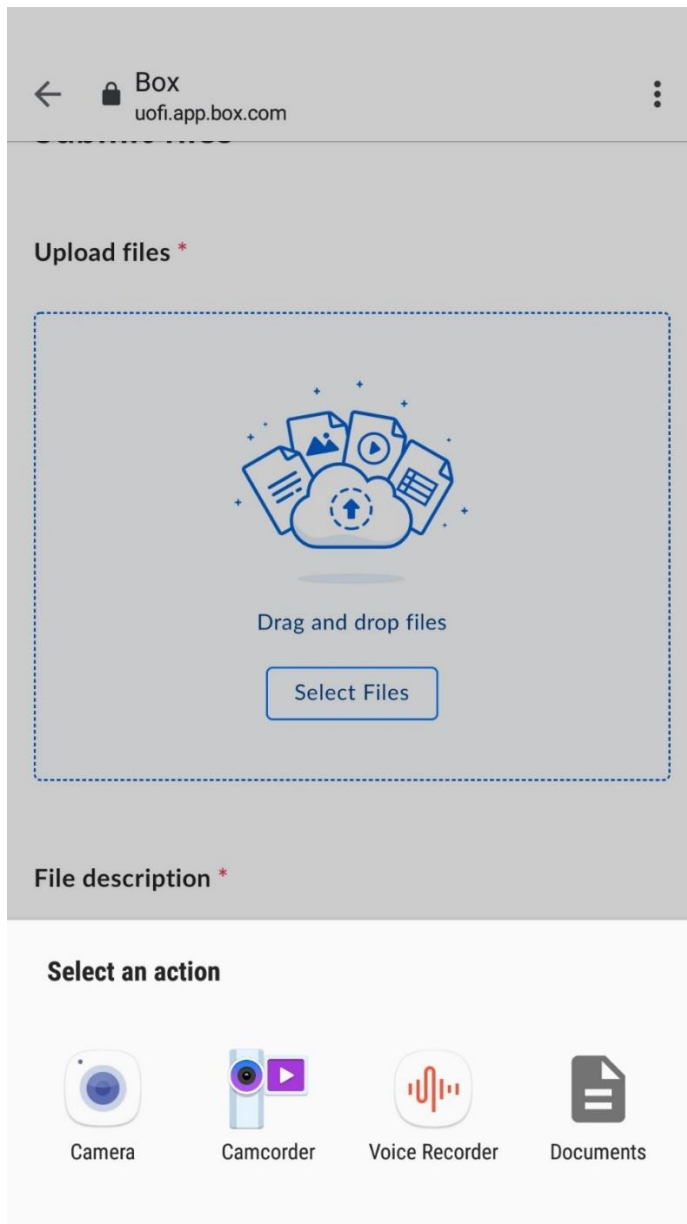
Android

The instructions below were based on a Samsung Galaxy Note 5. Your phone may differ a little bit in what you actually may need to do, but the overall concept will be the same.

Use your county's link above via email click on it and you will be taken to a webpage that looks like this.

Tap on Select Files.

Tap on Documents. At this point you will be taken to your camera roll where you can select the photos or videos you want to upload.

Once you have made a selection the image/video name will populate in the upload files section.

Upload files *
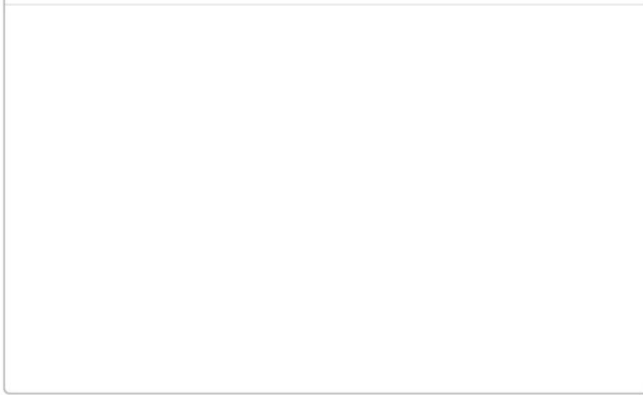
	20200509_143017.jpg	
🖼	3.28 MB	✕

Add another file

File description *

This is a test description.

Once you have selected the file that you would like to upload please insert a description of this file as well.
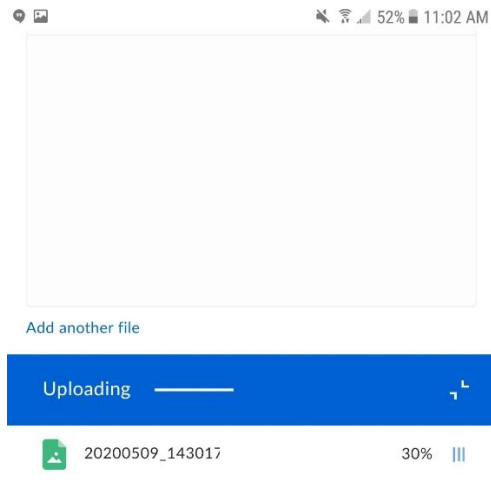
Add another file

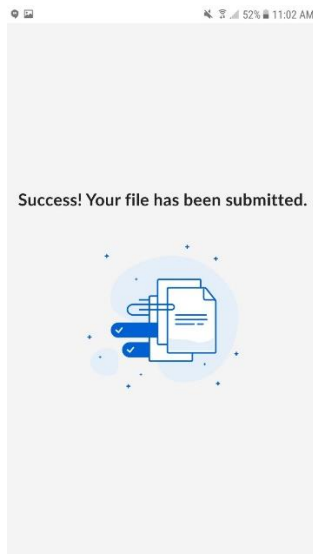## File description *

This is a test description.

Submit

Before submitting, please be sure you trust this site, have the rights to the data, and want to share this content to the owner of this file request.

Box Terms of Service | Box Privacy Notice

When your description is finished tap on submit and you will see the screen below.
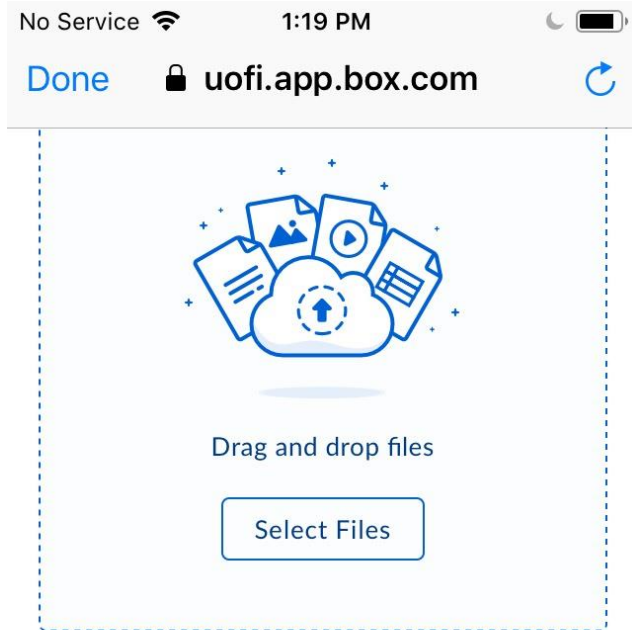

After your image/video has completed the upload process you will see the screen below and then you can exit.

Once you see this screen you can close and then repeat the steps above to upload more pictures or videos.
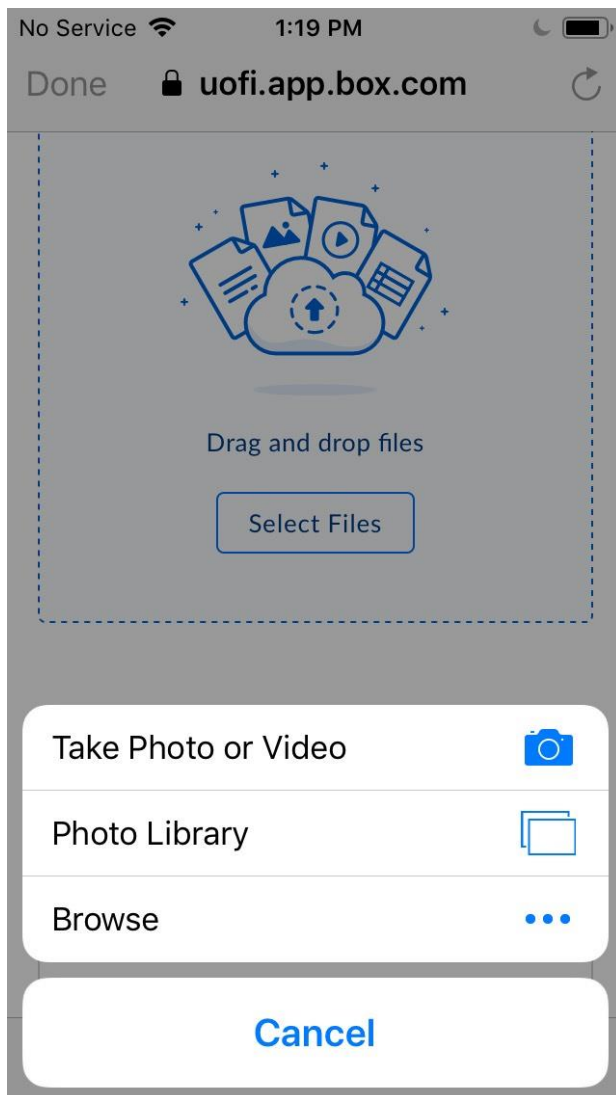
iOS

Click on the link for your county at the top of this document and you will see a screen that looks like:
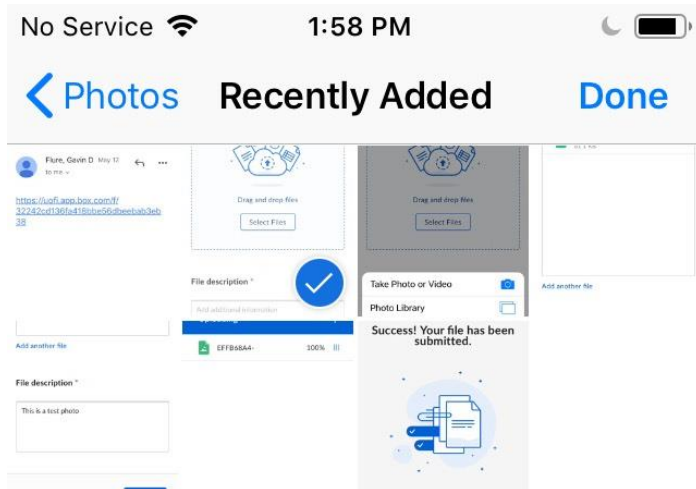

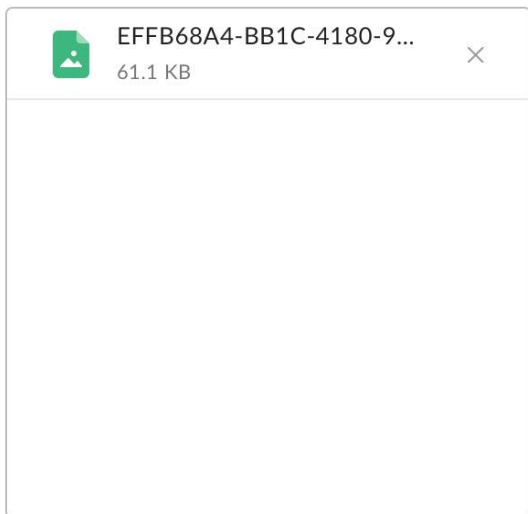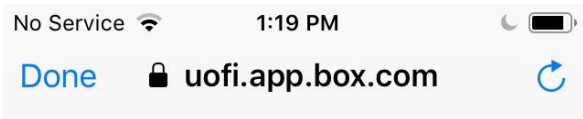Tap on select files and you will see the following screen.

Select Photo Library and you will then choose Camera Roll. Once you have selected the image or video you would like to upload tap Done.

Once your image/video has been selected please put a description in below the file selection box.
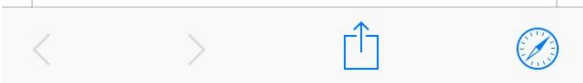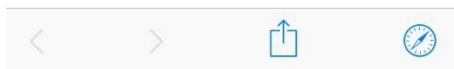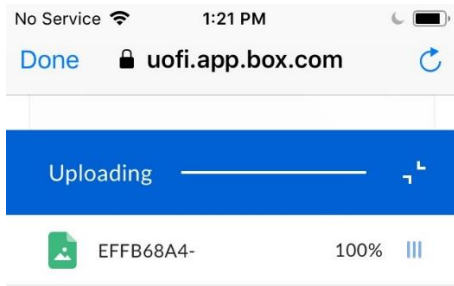
EFFB68A4-BB1C-4180-9... ✕
61.1 KB

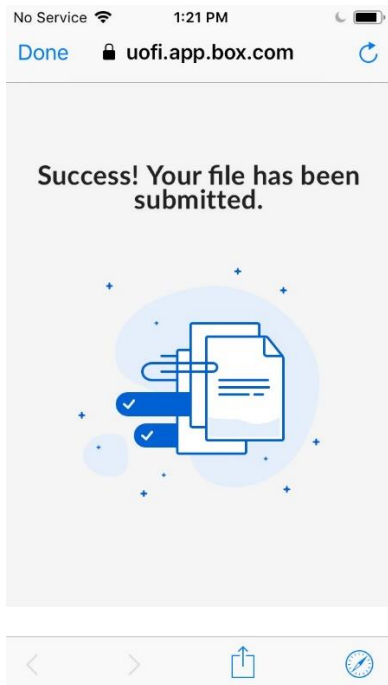Add another file

File description *

This is a test photo

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Once that has been completed tap on the Submit button below the file description box and you will see a progress bar.

Once your image/video and description have finished uploading you will see the screen, and you can tap done.

Once you see this screen you can close and then repeat the steps above to upload more images/videos
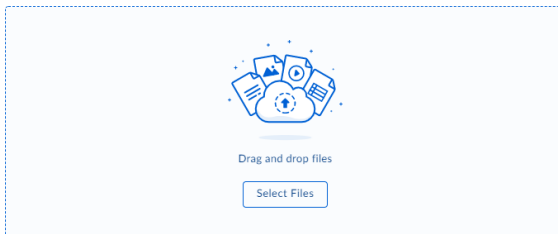
Computer

Click on the link for your county at the beginning of these instructions.
Once you click on that link you will see the screen below and then click on Select Files.

Submit files

Upload files *

Drag and drop files

Select Files

File description *
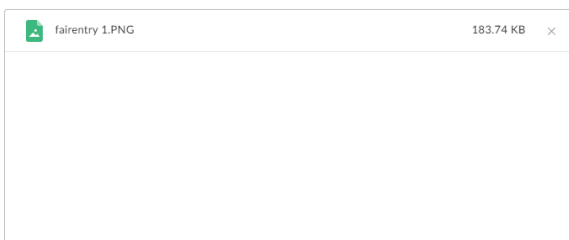
This is just another test.

Submit

Once you click Select Files you will be taken to the last folder that you accessed on your computer. Once you have the image/video selected click on Open in the lower right-hand corner of that window.

You should now see the image in the next window. Please add a description of your image/video and then click Submit.

Submit files

Upload files *

fairentry 1.PNG   183.74 KB   ×

Add another file

File description *

Last test.

Submit

Once you click submit you will see a progress bar until the upload has finished and then you will see.

Success! Your file has been submitted.

Once you see this screen you can close and then repeat the steps above to upload more images/videos.