Inviting Collaborators with Penn+Box

Step 1

Click on the "Invite Collaborators" button.
Step 2

Type the name or email address of the person you’d like to collaborate with. You can invite multiple people by typing additional email addresses.

NOTE: If you are sending to a Penn email address, use @penn.edu instead of @law.upenn.edu.
Step 3

Verify the email address, and click the "Invite" button to send out the invitation.

Step 4

Once your invitation is accepted, your Collaborator's name will appear in the "Collaborators" list.