Setting Up Box Drive to Save ZOOM recordings

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SETTING UP BOX DRIVE FOR ZOOM RECORDINGS

If you are a customer-facing team that needs to record your calls with customers and potentially have PHI in these recordings then saving these recordings to your local device (computer) it will make your laptop a walking vault of PHI, not the safest thing for HIPAA and PHI.

So how do I record these meetings safely to a HIPAA-compliant location without saving it locally? You can use BOX DRIVE.

Sidenote: For anyone that has been using box sync, this still saves recordings locally on your device (laptop). Luckily when you update to BOX DRIVE the setup process will archive those local files to box and will uninstall the box sync program.

Steps to download and setup BOX DRIVE for saving ZOOM recordings directly to box

- 1. Navigate to https://www.box.com/resources/downloads
- 2. Download Box Drive for Mac (if using DrChrono laptop)



Box Drive

Access all your Box files directly from your desktop, without taking up much hard drive space. Box Drive is natively integrated into Mac Finder and Windows Explorer, making it easy to share and collaborate on files.

Download Box Drive for Mac Download Box Drive for Windows (64 bit) Download Box Drive for Windows (32 bit)

3. Open the installer and go through the installation process.



4. You'll need to restart your computer to finish installing.



5. Once restarted navigate to Finder, go to applications, and select BOX:

•••	< > Applications	:≡ ≎		
Favorites	Name	A Date Modified	Size K	lind
🕒 Box 🔶	> 🛃 Adobe Acrobat DC	Dec 10, 2020 at 11:06 AM	F	older
ด AirDrop	🧏 Adobe Acrobat Reader DC	Dec 10, 2020 at 2:35 PM	557.8 MB	pplication
P Recents	🛃 App Store	Jan 1, 2020 at 1:00 AM	23.7 MB 🖌	pplication
	🐼 Automator	Jan 1, 2020 at 1:00 AM	5.3 MB 🖌	pplication
Applicati	BetterSnapTool	Nov 18, 2020 at 9:16 AM	5.7 MB 🖌	pplication
🗖 Desktop	BI BlueJeans	Jan 14, 2021 at 9:36 AM	116.1 MB 🖌	pplication
O Devenie de	🛄 Books	Jan 1, 2020 at 1:00 AM	85.3 MB 🖌	pplication
Downloads	🔤 Box	Today at 2:47 PM	63 MB 🖌	pplication
Creative	🦁 Brave Browser	Yesterday at 10:26 AM	266.8 MB 🖌	pplication
	Calculator	Jan 1, 2020 at 1:00 AM	5.7 MB 🖌	pplication
	📅 Calendar	Jan 1, 2020 at 1:00 AM	15.2 MB 🖌	pplication
🛆 iCloud Dri	😋 Chess	Jan 1, 2020 at 1:00 AM	7.3 MB 🖌	pplication
Desktop	Contacts	Jan 1, 2020 at 1:00 AM	15.6 MB 🖌	pplication
Desktop	麺 Dictionary	Jan 1, 2020 at 1:00 AM	2.8 MB 🖌	pplication
Documents	Discord	Apr 11, 2020 at 9:37 AM	164.4 MB	pplication
	S Evernote	Feb 1, 2021 at 7:28 AM	360.7 MB	pplication
	📑 FaceTime	Jan 1, 2020 at 1:00 AM	13.2 MB 🖌	pplication
Box 🛆	Eind My	lan 1, 2020 at 1:00 AM	18 MR /	Innlication

6. Walk through the box drive tour:



6a. If you have BoxSync you will be prompted to uninstall and archive local files:

						Box Drive	
	< > Box					Box Sync was uninstalled.	
Favorites						Restoring disk space	
Box 🔿						Now that you are using Box Drive, we can clean up your Box Sync content. Don't worry, we will only remove files that are already	
Recents	4 Partnerships	2020-12-15	A	Acccount	AG	saved to Box.	
🙏 Applicati		11.22.26489689		Management_DG			
📃 Desktop							
Oownloads						11%	
Creative	Amanda- Jones-0000001	Amy- Smith-0000001	Arielle- MandelR000001	BD_SPM_DG	D		
Cloud Dri						All of your content is available in your new Box folder.	
Desktop				csv 🛆		boy	
Documents	Charles Whitten	Chris- Genning000001	Chrissy- Bright-0000001	contacts-upload- exampleGrid.csv	Cro er_l		
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Box 🔶							

7. If you want to make sure it was completed, you can use the finder tool and see that box is now a folder option.

•••	< > Box	≔≎~	Ů ♡ ⊕ • Q
Favorites	Name	∧ Date Modified Siz	e Kind
Box 🔺	🗸 🛅 4 Partnerships	Jan 31, 2020 at 4:32 PM	Folder
ด AirDrop	> 💼 3D4Medical	🛎 🛛 Jan 30, 2020 at 4:49 PM	Folder
P Recents	> 🚞 Acxiom	Oct 8, 2019 at 1:48 PM	Folder
	> 🚞 Ambra	🗅 🛛 Jan 30, 2020 at 4:32 PM	Folder
🗛 Applicati	> 🚞 Apple	🗅 May 7, 2018 at 9:48 AM	Folder
🚍 Desktop	> 🚞 Beam Health	🗅 🛛 Jan 30, 2020 at 4:49 PM	Folder
	> 🚞 Better Doctor	🗅 🛛 Jan 30, 2020 at 4:09 PM	Folder
	> 🚞 Birdeye	🗅 🛛 Jan 30, 2020 at 4:10 PM	Folder
Creative	> 🚞 Calibrater Health	🗅 🛛 Jan 30, 2020 at 4:46 PM	Folder
•	> 🚞 Chiron Health	🗅 🛛 Jan 30, 2020 at 4:32 PM	Folder
iCloud	> 🚞 ClearGage	🗅 🛛 Jan 30, 2020 at 5:21 PM	Folder
🛆 iCloud Dri	> 🚞 Cliniconex	🗅 🛛 Jan 30, 2020 at 4:12 PM	Folder
Desktop Documents	> 🚞 Collectly	🗅 🛛 Jan 30, 2020 at 4:43 PM	Folder
	> 🚞 CoverMyMeds	🗅 🛛 Jan 30, 2020 at 4:48 PM	Folder
	> 🚞 CrowdMed	🗅 🛛 Jan 30, 2020 at 4:29 PM	Folder
	> 🚞 Demandforce	🗅 🛛 Jan 30, 2020 at 4:12 PM	Folder
	> 🚞 Diagnoss	Sep 21, 2018 at 10:49 AM	Folder
Box 🔺	> DocSpera	Ian 30, 2020 at 4:48 PM	Folder

8. Now open your zoom app on your laptop, go to your settings/preferences and navigate to recording and set your "Store my recordings at" to your new box folder and select a new location.



9. You should now be all set to record your ZOOM calls directly to your box folder and bypass saving it locally to your computer.