







# Data Transfer

Encrypted and stress free with Cryptshare.  
Guide and Terms of Use.

-  Secure email
-  Secure File Transfer
-  Compliance
-  Integrations and Automation



## Guide on how to use Cryptshare

### Send messages and files securely

The Cryptshare® Web application allows you to easily and securely exchange sensitive information by storing encrypted files\* and messages on your Cryptshare server. The files can be retrieved with a password. The server informs the recipient and sender about the operations on the server enabling you to keep on top of what is going on with your data.

When you configure Cryptshare for the first time your identity is authenticated via your e-mail address. This verification is valid for a typical maximum period of 30 days, although this is a configurable setting. After that time, you are required to verify again when logging in.

When you change your email address you need to verify again. You are recommended to set a password of at least eight alphanumeric characters but password rules are also configurable and may be varied by policy rules and due to classification of your data.

To illustrate the functionality of the Cryptshare web application, the following two procedures are explained below:

1. Procedure when providing files: pages 3 - 10
2. Procedure when retrieving files: pages 11 – 12

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### Release Notes

Please find information on release notes and new product features in our partner area here: <https://login.cryptshare.com/>

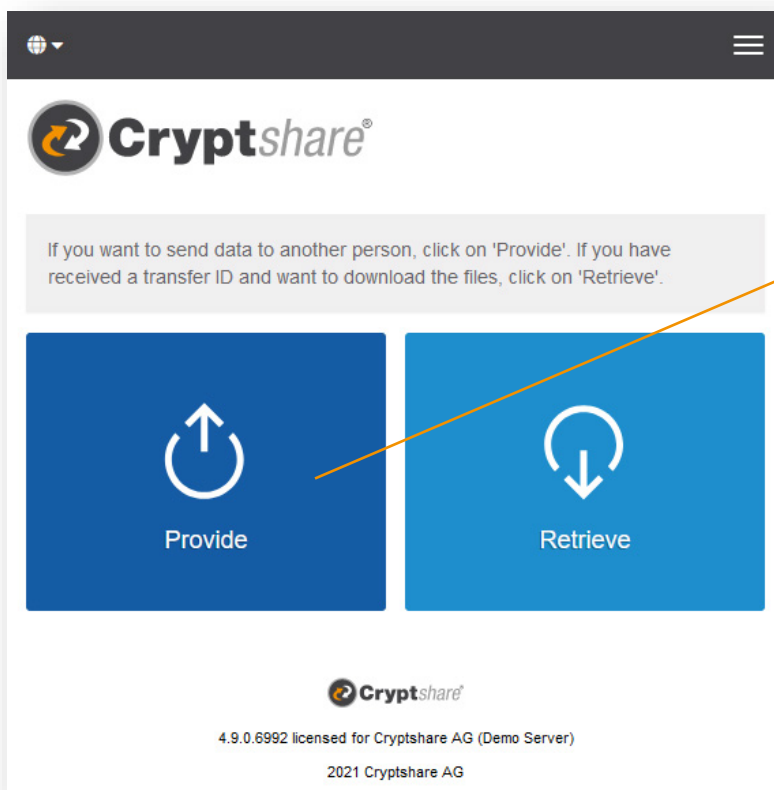
as of May-21 Cryptshare uses a 256 Bit AES Encryption.

## Procedure when providing files

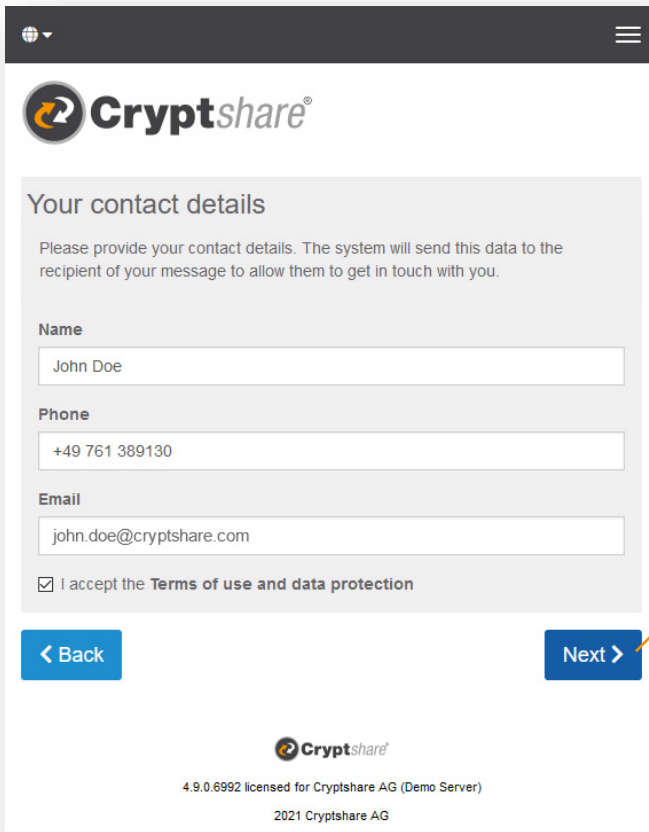
The steps needed to exchange information are explained in the screen masks.

Use a browser of your choice and go to the Cryptshare web application on:  
<https://demo.cryptshare.com>

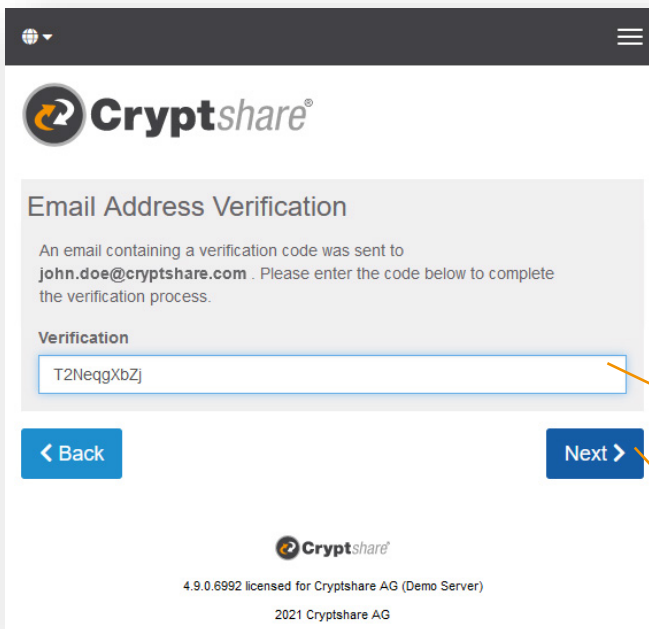
You will see the following start page:



**Step 1**  
Click on **Provide**



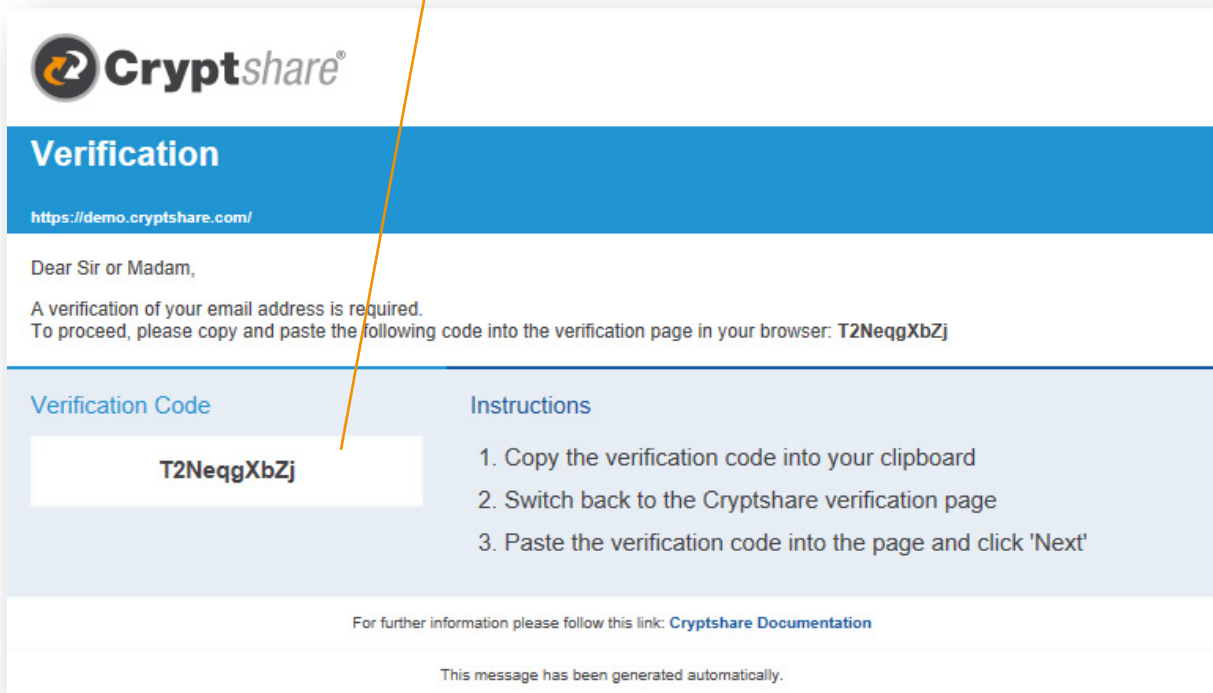
**Step 2**  
Enter your contact information and click on **Next**.



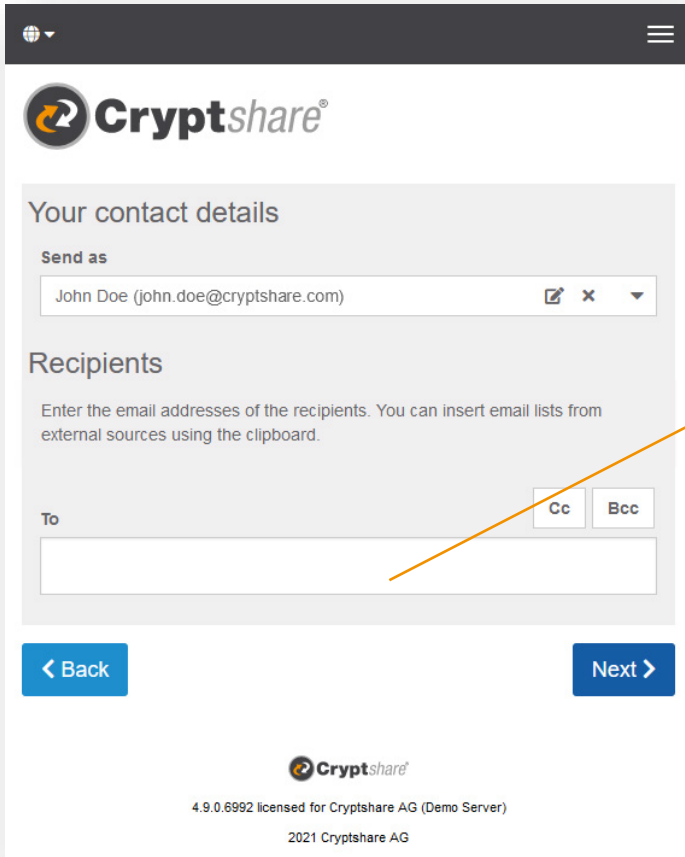
**Step 3**  
**Verification Code:**  
When using Cryptshare for the first time, the authenticity of the email address is checked for reasons of privacy. Verification is necessary after 30 days or when the email address changes.  
After having received the code via email you need to enter it here.

Click on **Next**.

1. Start your email client (e.g. MS Outlook)
2. Go to your inbox
3. Open the email that was sent to you by the Cryptshare Server automatically
4. Enter the **verification code** in your browser
5. Click on „Next” (see "Step/3")






The screenshot shows an email from Cryptshare with a blue header. The header contains the Cryptshare logo and the word "Verification". Below the header, the URL "https://demo.cryptshare.com/" is displayed. The main body of the email starts with "Dear Sir or Madam," followed by the text: "A verification of your email address is required. To proceed, please copy and paste the following code into the verification page in your browser: T2NeqgXbZj". Below this text, there are two columns. The left column is titled "Verification Code" and contains a white box with the code "T2NeqgXbZj". The right column is titled "Instructions" and contains a list of three steps: "1. Copy the verification code into your clipboard", "2. Switch back to the Cryptshare verification page", and "3. Paste the verification code into the page and click 'Next'". At the bottom of the email, there is a link to "Cryptshare Documentation" and a footer that says "This message has been generated automatically."





**Your contact details**


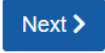
Send as


John Doe (john.doe@cryptshare.com)   

**Recipients**

Enter the email addresses of the recipients. You can insert email lists from external sources using the clipboard.

To  

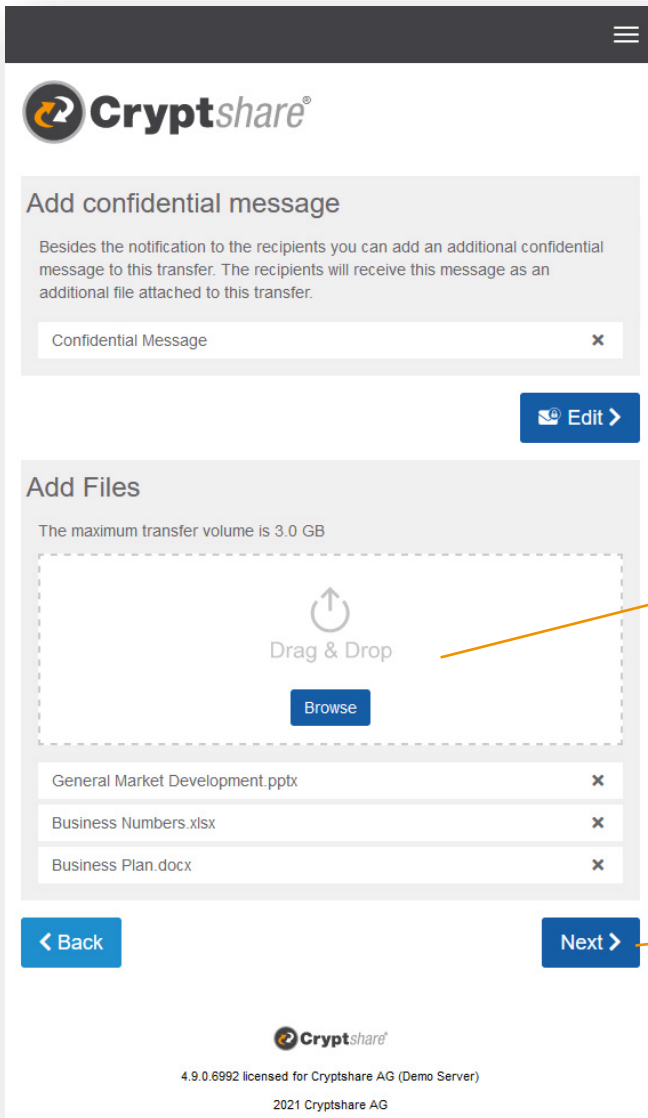
 

  
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2021 Cryptshare AG

**Step 4**  
**Email address of the recipient:**

Enter the recipient's email address here, just like when writing a normal email.

Separate several recipients with a comma or a space.



The screenshot shows the Cryptshare web interface. At the top, there is a header with the Cryptshare logo and a menu icon. Below the header, there is a section titled "Add confidential message" with a text area containing "Confidential Message" and an "Edit" button. Below this is a section titled "Add Files" with a note "The maximum transfer volume is 3.0 GB". It features a "Drag & Drop" area with an "Upload" icon and a "Browse" button. Below the upload area, there is a list of files: "General Market Development.pptx", "Business Numbers.xlsx", and "Business Plan.docx". At the bottom of the form, there are "Back" and "Next" buttons. The footer contains the Cryptshare logo, version information "4.9.0.6992 licensed for Cryptshare AG (Demo Server)", and the year "2021 Cryptshare AG".

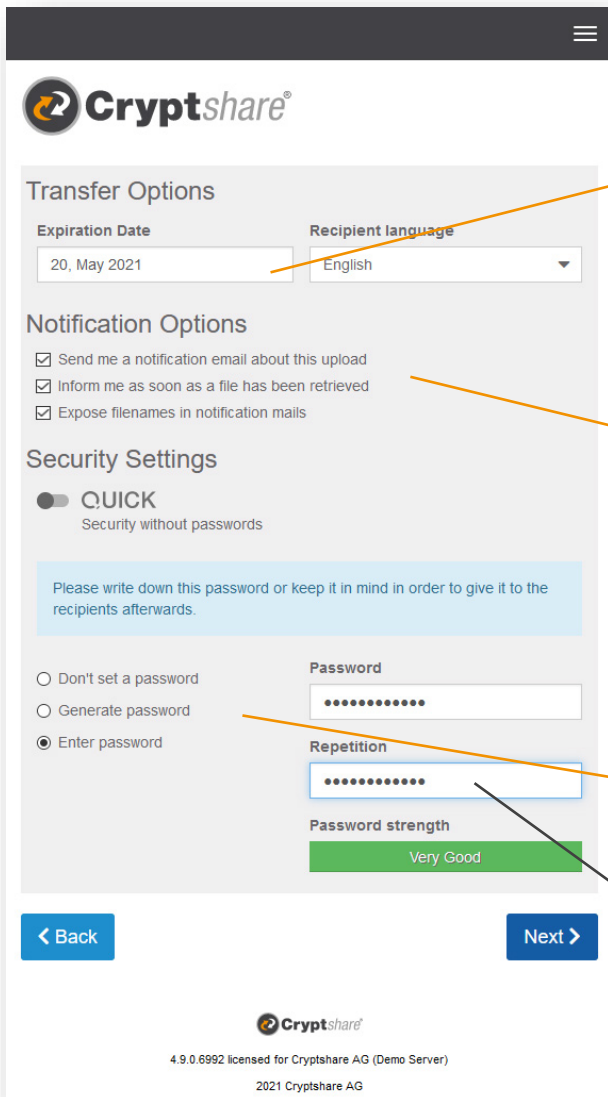
### Step 5 Add files

By clicking on the **Upload Button**, an Explorer-window opens and you may browse your PC for files and add them.

When you have added the files, click on **Next**.

#### Hint:

With Cryptshare you have the choice of shipping files securely and/or transferring a message encrypted. For the latter click on the symbol next to „**Add a Confidential Message**“, enter your message and click on „**Save**“.



**Step 6**  
**Transfer options**

Determine how long the file should be available for retrieval and in which language the recipient should be notified.

You can choose if you want to be notified about the delivery and the retrieval of the transfer and you can decide, whether the name of the file should be shown in the notification email to the recipient.

Finally, you can decide if you want to apply a password and if so, what kind and strength of password should be applied. \*

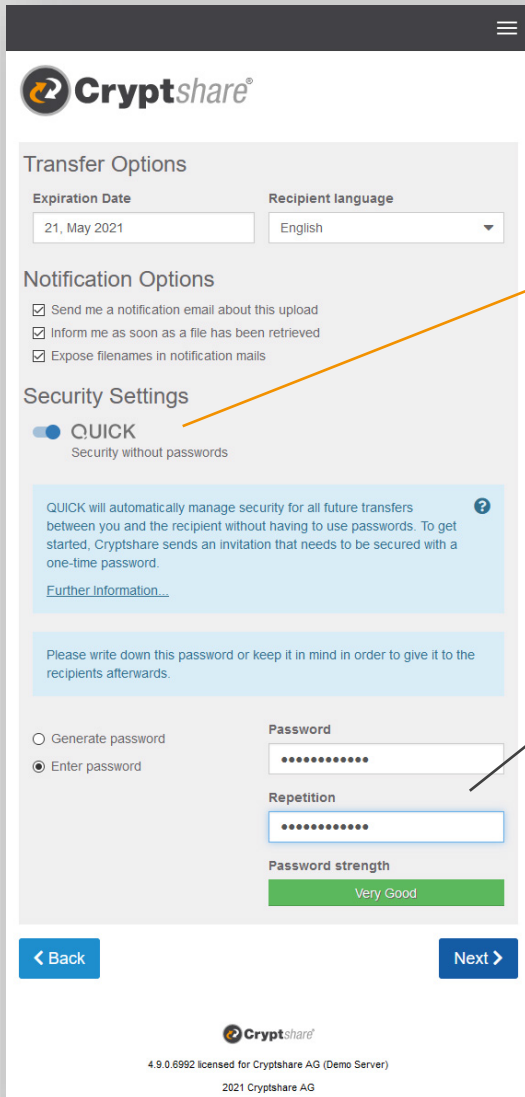
Mark your password here. Copy it to the clip board with "CTRL" + "C".

\* To secure your transfer you can choose from **several password options**:

1. The option **Don't set a password** enables the sender and the recipient to exchange large files very easily without having to exchange passwords. Nevertheless, the data is transferred fully encrypted. However, the level of security is lower, since anyone gaining access to the notification email, has access to the files.
2. Alternatively, you can have the system **generate** a secure **password** for you. (Write down or save this password, it will not be stored anywhere.)
3. Or **enter a password** of your choice.

**Please note:** Share your password with the recipient via telephone or SMS, otherwise they will not have access to the documents and/or message.





**Transfer Options**

Expiration Date: 21, May 2021  
Recipient language: English

**Notification Options**

- Send me a notification email about this upload
- Inform me as soon as a file has been retrieved
- Expose filenames in notification mails

**Security Settings**

QUICK  
Security without passwords

QUICK will automatically manage security for all future transfers between you and the recipient without having to use passwords. To get started, Cryptshare sends an invitation that needs to be secured with a one-time password.  
[Further Information...](#)

Please write down this password or keep it in mind in order to give it to the recipients afterwards.

Generate password  
 Enter password

Password: [masked]  
Repetition: [masked]  
Password strength: Very Good

[Back](#) [Next >](#)

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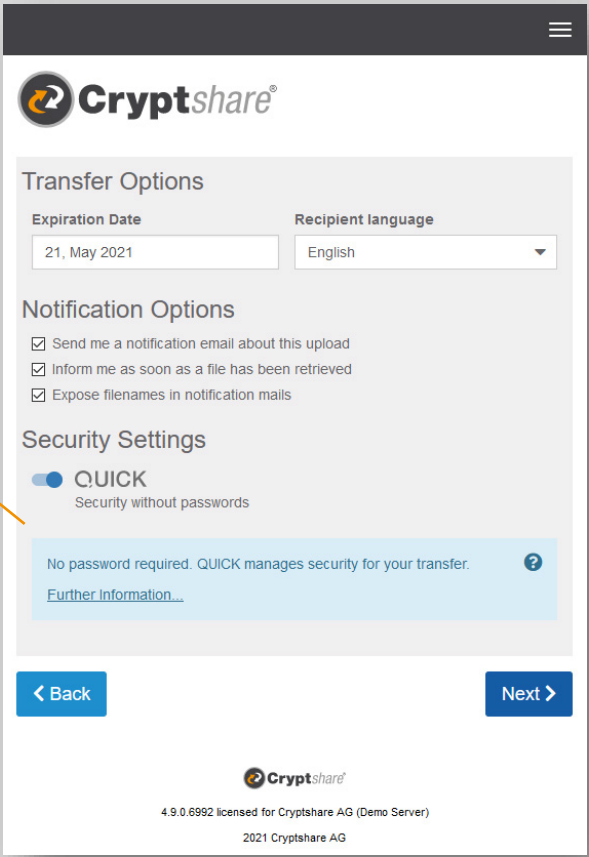
**Step 6 (QUICK Technology) Transfer options**

Click the button to **activate QUICK** and establish a permanent secure connection to the recipient.

Create a password for establishing the QUICK connection. To activate QUICK, the recipient must enter this password this one time.

**Step 6 (QUICK Technology) Transfer options**

Once the QUICK connection with the recipient is activated, entering passwords is no longer necessary.



**Transfer Options**

Expiration Date: 21, May 2021  
Recipient language: English

**Notification Options**

- Send me a notification email about this upload
- Inform me as soon as a file has been retrieved
- Expose filenames in notification mails

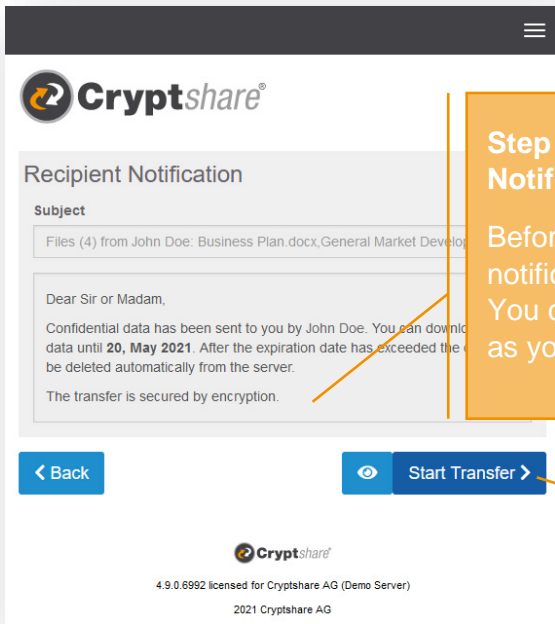
**Security Settings**

QUICK  
Security without passwords

No password required. QUICK manages security for your transfer.  
[Further Information...](#)

[Back](#) [Next >](#)

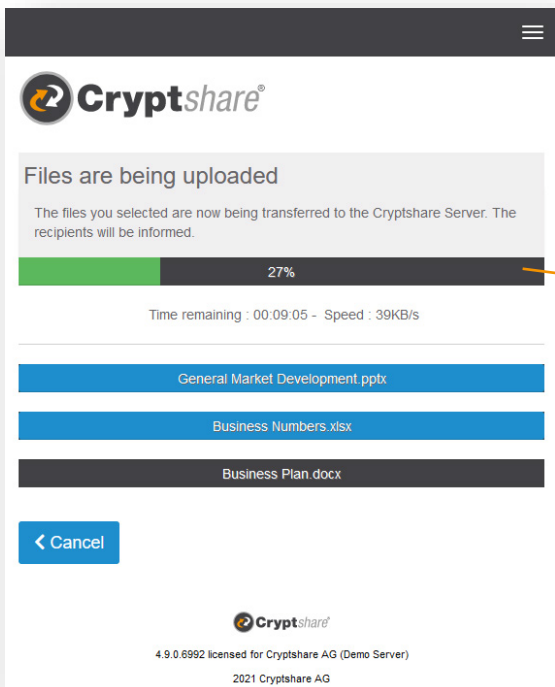
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### Step 7 Notification of the Recipient

Before starting the transfer, you will see the standard notification informing the recipient about your transfer. You can now alter the email or the subject of your email as you want to present it to the recipient.

If you do not wish to carry out any further changes, click on **Start Transfer**.



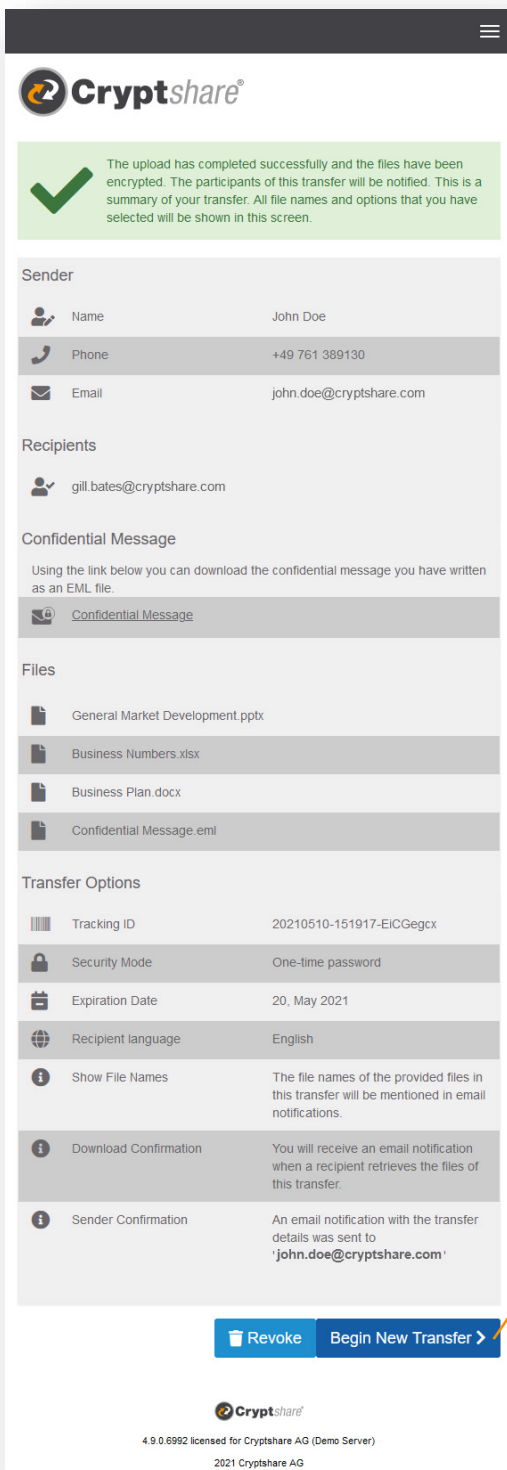
### Step 8 The Transfer

After having started the transfer, your files are transmitted securely to the Cryptshare Server and are stored there encrypted. The progress of the uploading process is displayed.

## Summary

After all files were uploaded, you can see all details about the transfer in an overview.

This window is shown while the transfer is still being encrypted on the Cryptshare server. When it comes to large files, this may take a while. In the meantime, no other action may be carried out in this window. But you may close it.

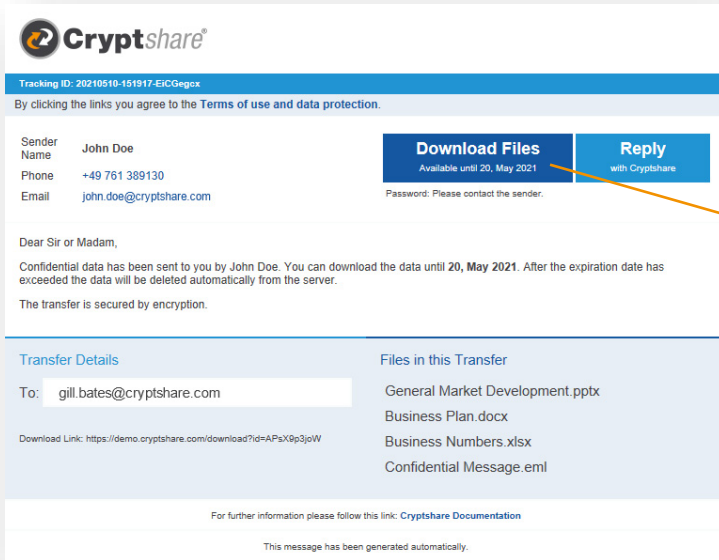


When the encryption is finished, you can start a new transfer. To do so, click on **Begin New Transfer**.

When you have finished, you can close the window.

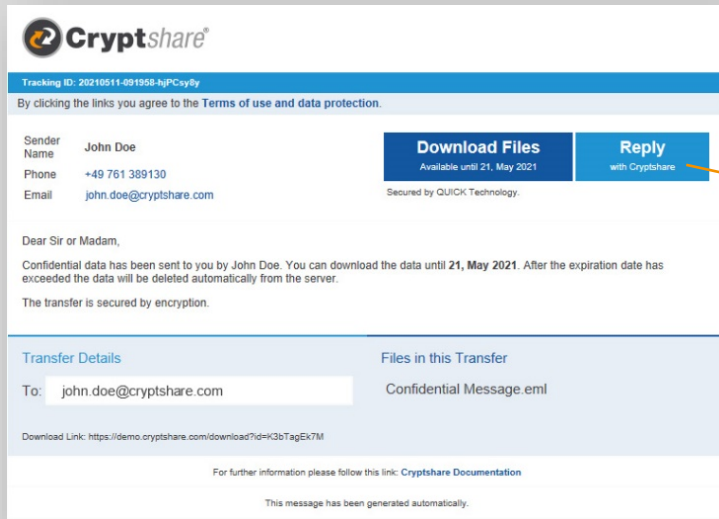
## Procedure when retrieving files

When you receive a Cryptshare transfer you are notified by email. It includes details about the sender and a link to retrieve the files:



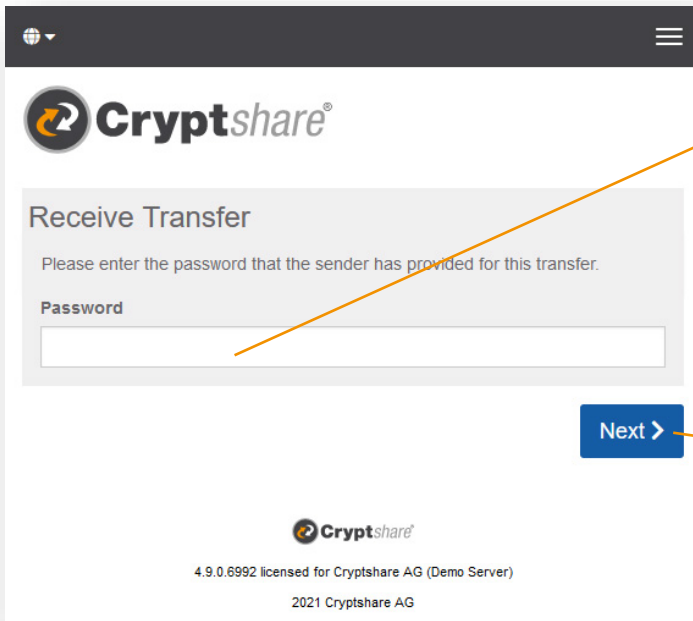
### Step 1 Notification of the recipient

To retrieve the files, click on the link **Download Files** in the email.



### Step 1 (QUICK Technology) recipient notification

To retrieve the files, click the retrieve files link in the email.



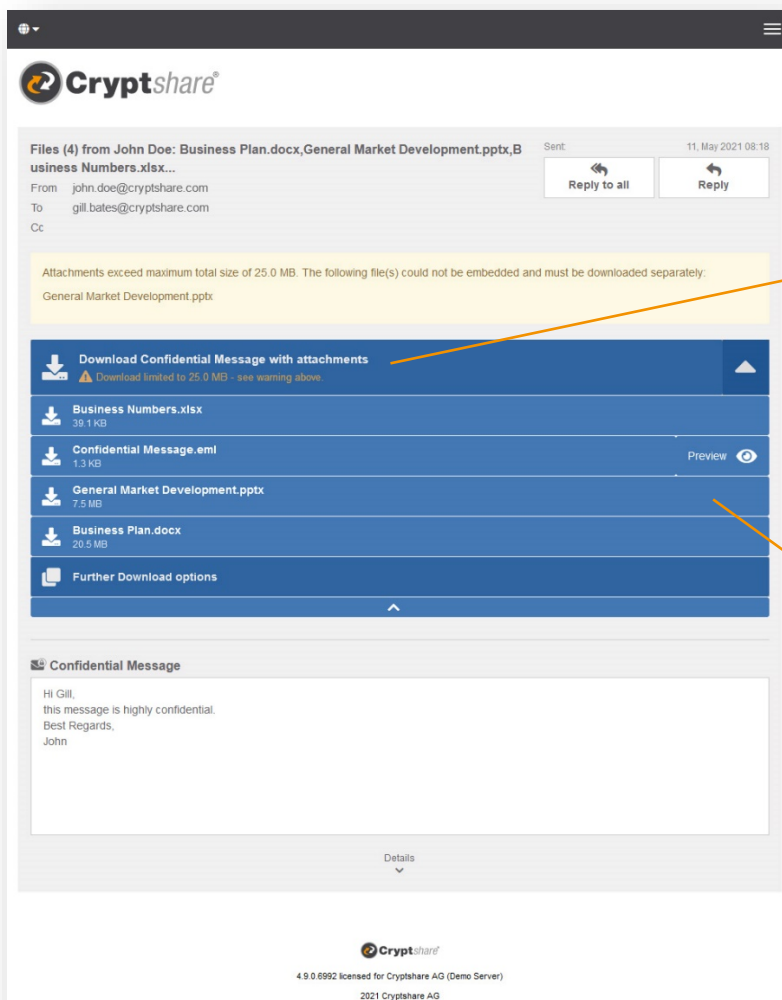
## Step 2 Enter Password

The web interface appears in which the transfer ID has been filled in automatically.

When the sender has set a password, enter it here.

Click on Next.

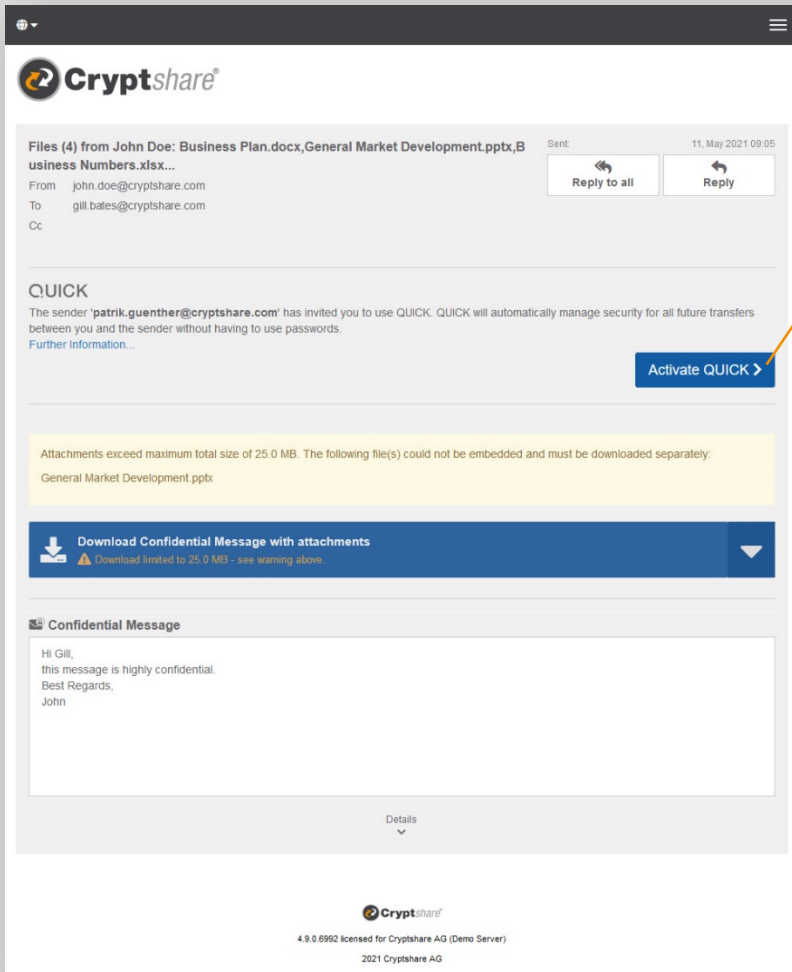
When the sender did not set a password, move on to step 3.



## Step 3 Retrieval

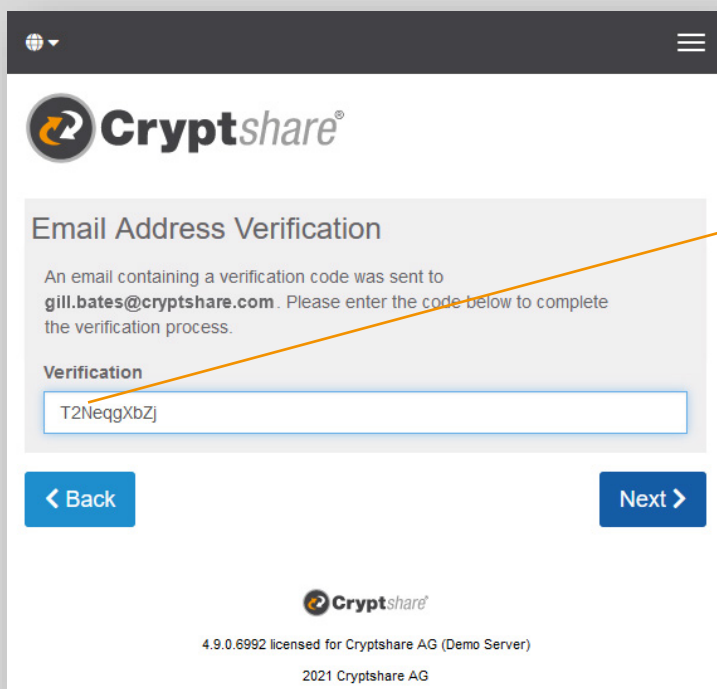
With one click you can save all files as a zip archive

or open all files individually by clicking on the **name of the file**.



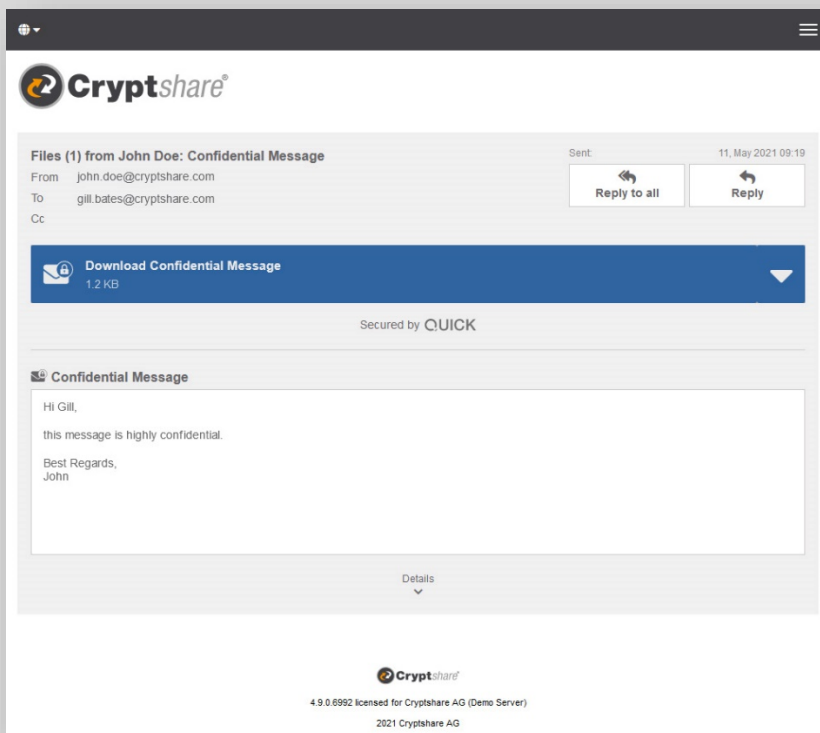
### Step 3 (QUICK Technology) Retrieval

Klicken Sie auf „QUICK aktivieren“. The sender has invited you to use QUICK for a permanent secure connection. Click on “Activate QUICK”.



Enter the verification code you were sent via email and click “Next” to get back to the download

If you have been verified already, this step is skipped automatically.



### Step 3 (QUICK Technology) Retrieval

If there is an active QUICK connection with the sender, you can start the download immediately; entering a password or a verification code is not required. QUICK automatically manages the passwords that protect the data

## Training videos and further information:

- [Cryptshare Youtube Channel](#)
- [Cryptshare Wiki](#)

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As of May-21

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-  Secure File Transfer
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