







# Data transfer

Encrypted and stress-free with Cryptshare.  
User guide and terms of use.

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

## Guide to using Cryptshare for Office 365 & Outlook

### Sending files and messages securely

The Cryptshare Outlook add-in offers an easy way to send ad hoc messages or files of any size, any time.

To use Cryptshare daily, it is easiest to do so directly within your e-mail program.

Advantages resulting from the integration into MS Outlook and Office 365 are:

1. The ability to send and receive secure e-mails and large files from the familiar Outlook or Office environment.
2. Access to the address books integrated in Outlook.
3. Use of the formatting options of Outlook Editor.
4. Storage of sent and received messages in your own mailbox.
5. Convenient attachment of files and entire folder structures (e.g. by using drag & drop).

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### Release Notes

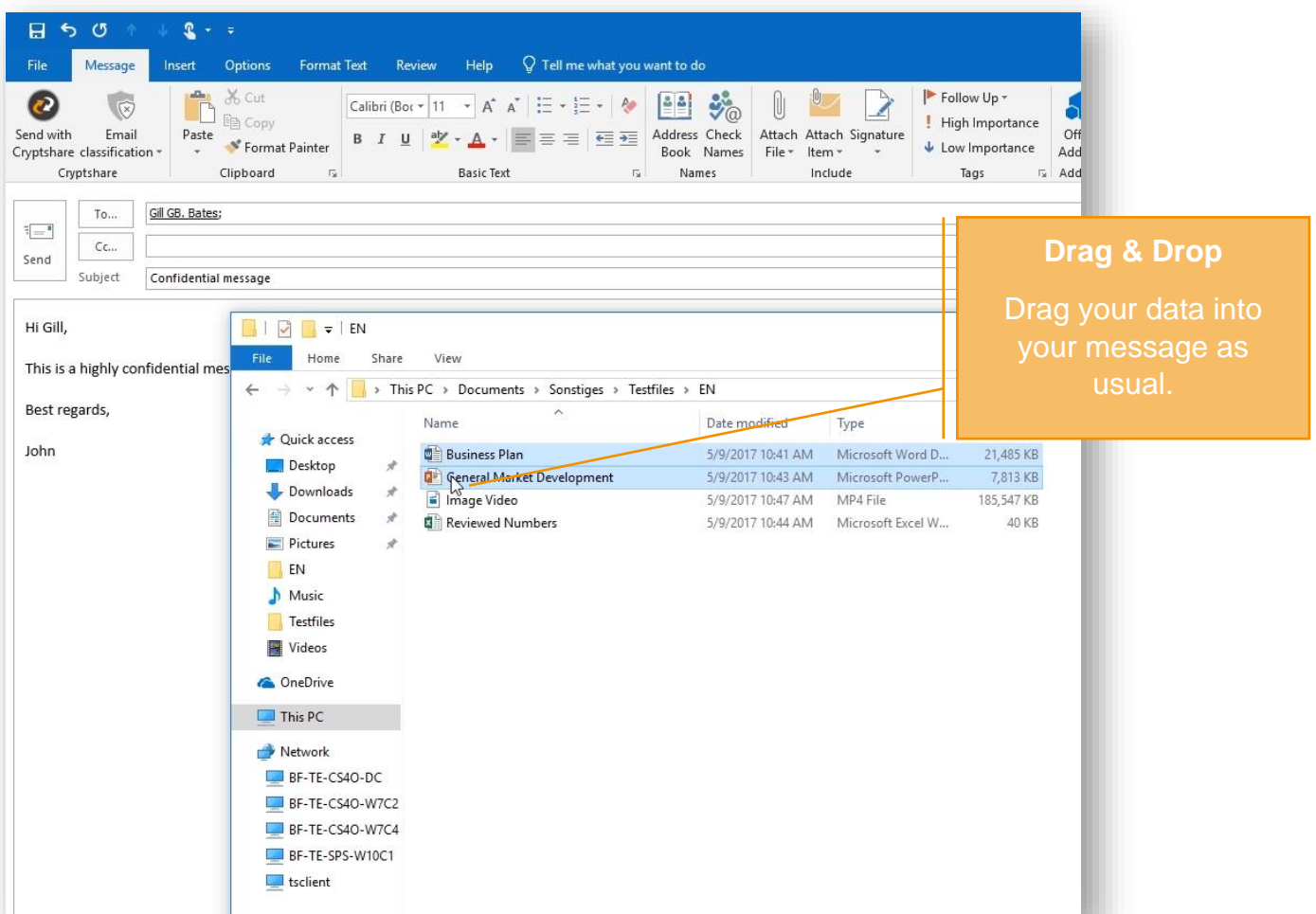
You can find information on release notes and new product features in our partner area here: <https://login.cryptshare.com/>

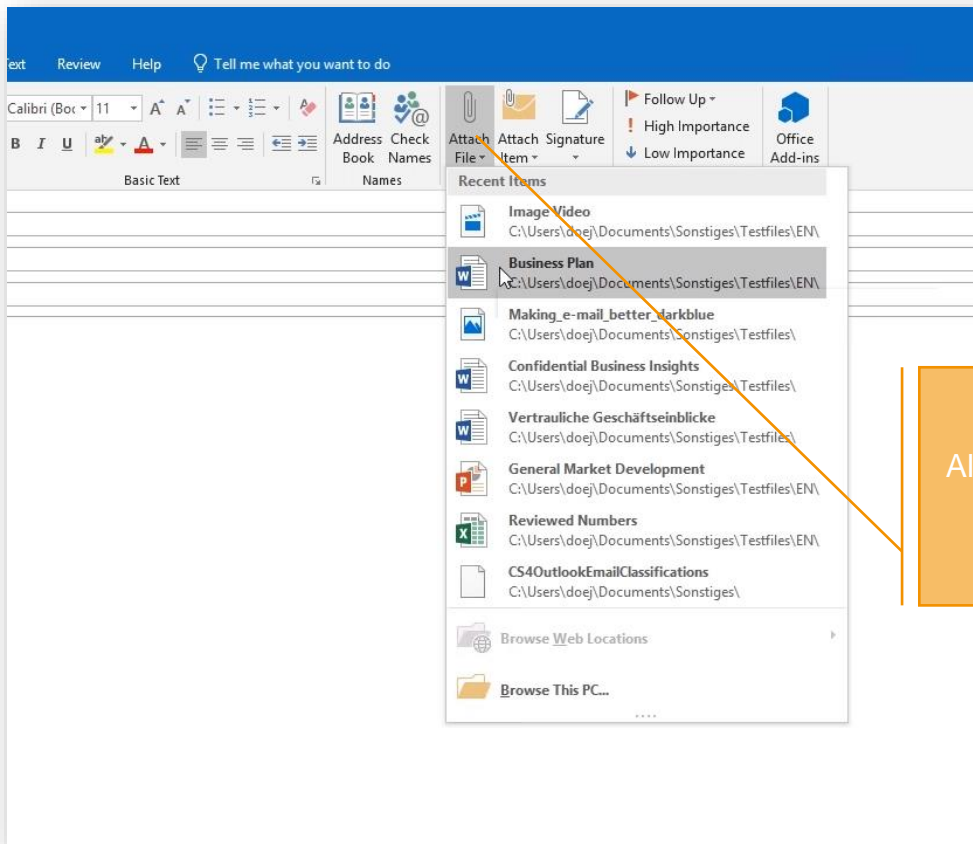
\*As of 03.2016, Cryptshare uses 256-bit AES encryption.

## Workflow for the provision of files

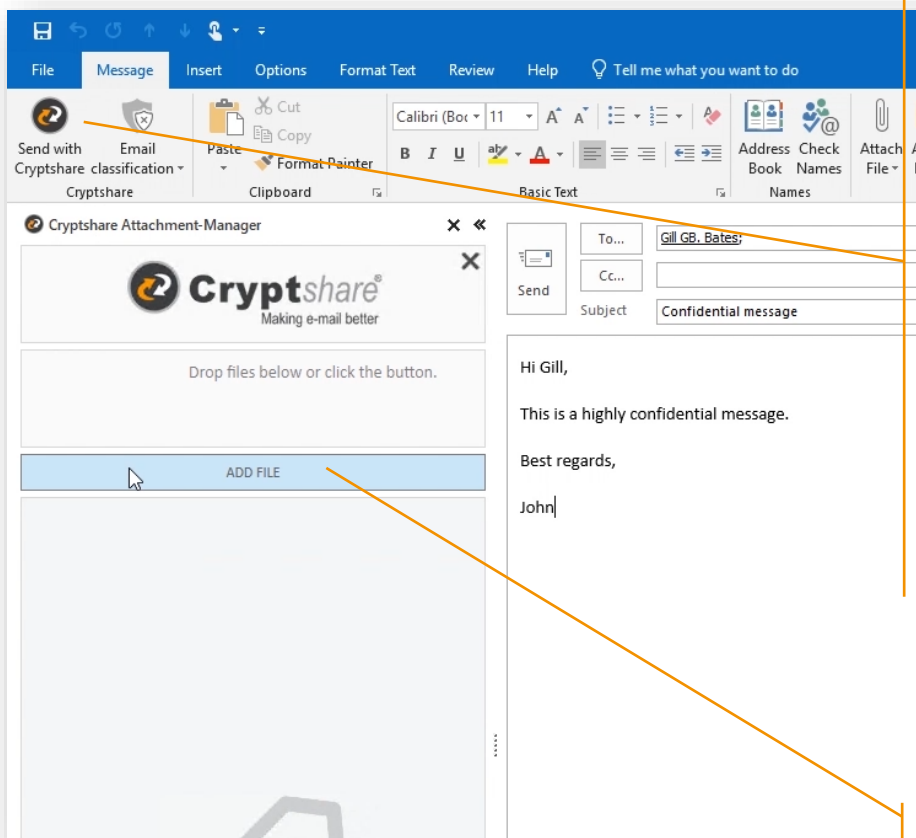
The steps required for exchanging information are described in the individual screen templates.

To send a message or large files securely from Outlook, first create a new e-mail as you usually would.





**Paper clip icon**  
Alternatively, use the paper clip icon to insert the desired files.

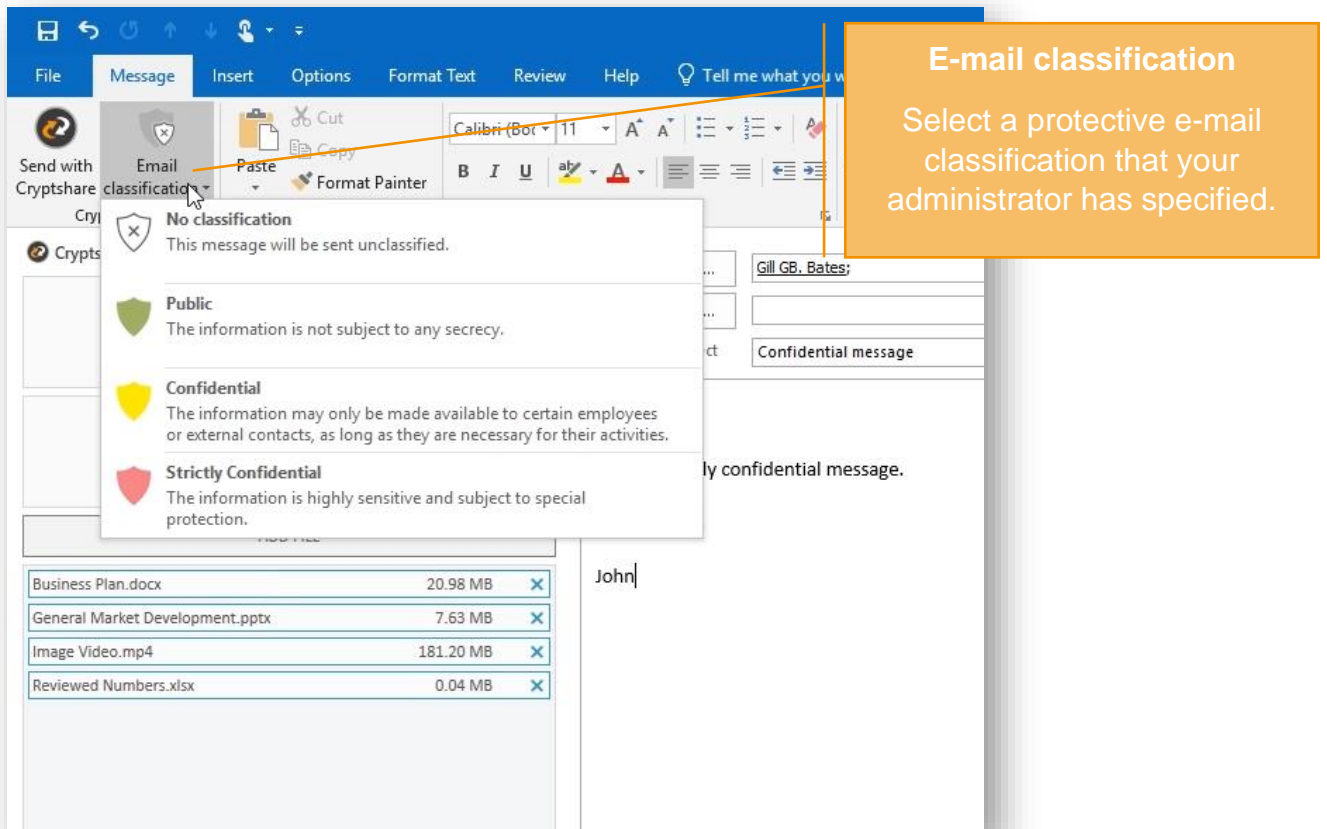


**Cryptshare symbol**  
To activate sending via Cryptshare, click on the Cryptshare icon in the upper left corner. This activates the Cryptshare sidebar.  
Additionally, the use of the sidebar also allows you to attach larger files to your message than you would be able to with the paper clip button.

**Click ADD FILE.**

When you have finished the message, click on "Send" as usual.

In addition to manual activation, Cryptshare can also be activated by selecting a protective e-mail classification, or when attaching a file that exceeds an administrator-defined size limit. In any case, existing attachments are also copied into the sidebar and can be edited there.



## Transfer Dialog

After clicking the send button, a dialogue opens in which you can determine settings for the transfer.

### Encryption

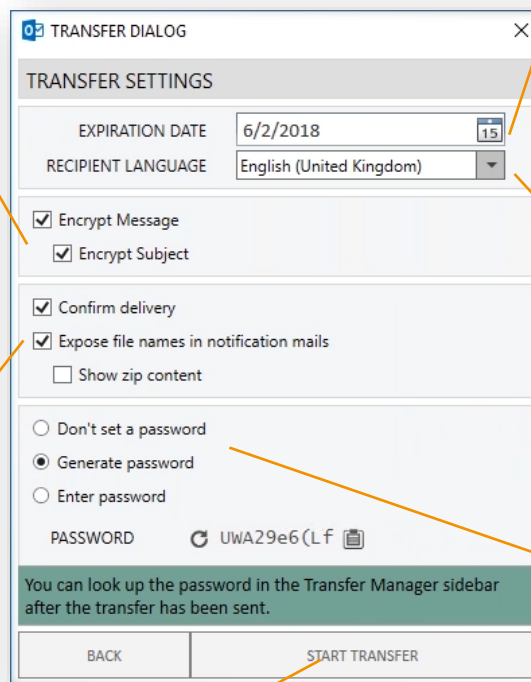
Specify whether your message or the subject line should be encrypted.

### Delivery options

Select what information you would like to receive about the provided files.

### Send

Start the transfer of the files.



The screenshot shows the 'TRANSFER DIALOG' window with the following settings:

- TRANSFER SETTINGS**
- EXPIRATION DATE: 6/2/2018
- RECIPIENT LANGUAGE: English (United Kingdom)
- Encrypt Message
- Encrypt Subject
- Confirm delivery
- Expose file names in notification mails
- Show zip content
- Don't set a password
- Generate password
- Enter password
- PASSWORD: UWA29e6(LF)
- Message: You can look up the password in the Transfer Manager sidebar after the transfer has been sent.
- Buttons: BACK, START TRANSFER

### Expiration date

You determine how long the files should be available to download for the recipient.

### Recipient language

Select the language in which the recipient is to be informed about the provided data.

### Password options

There are various password options available to secure your transfer.

## Transfer Dialog (QUICK Technology)

After clicking the send button, a dialogue opens in which you can determine settings for the transfer.

### Encryption

Specify whether your message or the subject line should be encrypted.

### Delivery options

Select what information you would like to receive about the provided files.

### Activating QUICK

Click on the **button** to activate QUICK for a permanent secure connection.

### Send

Start the transfer of the files.

### Expiration date

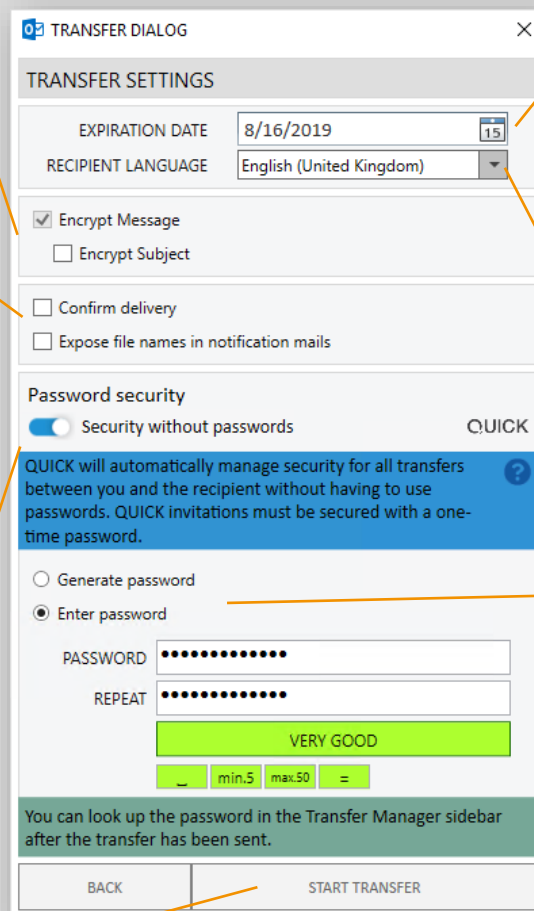
You determine how long the files should be available to download for the recipient.

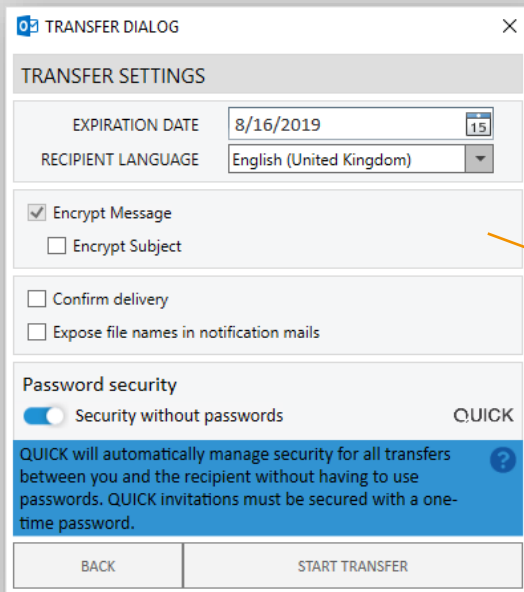
### Recipient language

Select the language in which the recipient is to be informed about the provided data.

### Password options

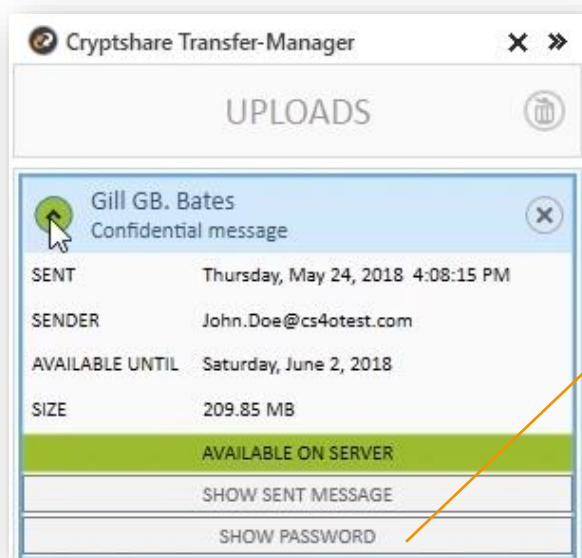
To establish a permanent connection, the **recipient** needs to enter a first-time single-use password to activate QUICK.





### QUICK activated

View of the already verified QUICK connection. No more action is needed here.



### Show password

The password you used is stored locally encrypted and can be made visible again using the "SHOW PASSWORD" button.

This way, you won't forget one-time passwords.

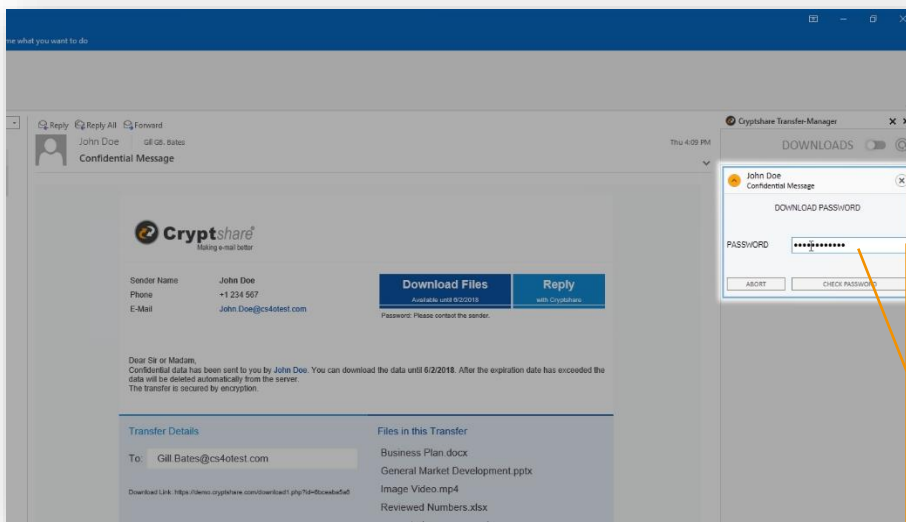


## File retrieval process

If the recipient does not have a Cryptshare for Office 365 & Outlook installation, the files can be retrieved via the Cryptshare web application.

## Receiving Cryptshare transfers in Outlook

If Cryptshare for Office 365 & Outlook is installed, incoming transfer notifications are detected and a corresponding item is inserted in the download manager.



### Retrieval of data

Here you can start the data retrieval. To do so, please enter the password you received from the sender.



### Download options

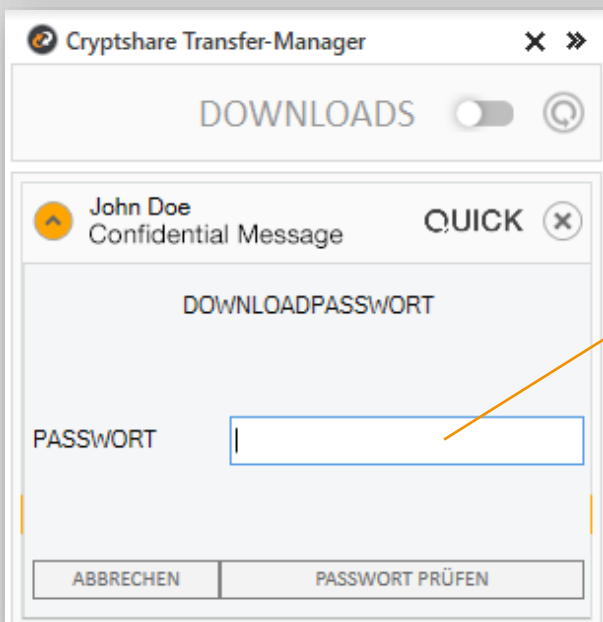
Depending on the content of the transfer, different options are displayed.

## File retrieval process (QUICK Technology)

If the recipient does not have a Cryptshare for Office 365 & Outlook installation, the files can be retrieved via the Cryptshare web application.

## Receiving Cryptshare transfers in Outlook (QUICK Technology)

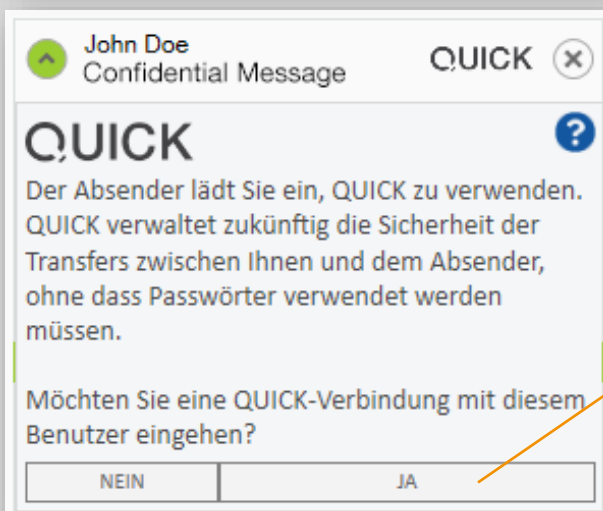
If Cryptshare for Office 365 & Outlook is installed, incoming transfer notifications are detected and a corresponding item is inserted in the download manager.



The screenshot shows the 'Cryptshare Transfer-Manager' window. At the top, there is a 'DOWNLOADS' section with a toggle switch and a refresh icon. Below this, a notification for 'John Doe Confidential Message' is shown with a 'QUICK' label and a close button. The main area is titled 'DOWNLOADPASSWORT' and contains a 'PASSWORT' label next to an empty text input field. At the bottom, there are two buttons: 'ABBRECHEN' and 'PASSWORT PRÜFEN'.

### Entering a password for a QUICK connection

Enter the password you have received from your communication partner.



The screenshot shows the 'Cryptshare Transfer-Manager' window with a confirmation dialog. The notification at the top is the same as in the previous screenshot. The dialog is titled 'QUICK' and contains the following text: 'Der Absender lädt Sie ein, QUICK zu verwenden. QUICK verwaltet zukünftig die Sicherheit der Transfers zwischen Ihnen und dem Absender, ohne dass Passwörter verwendet werden müssen.' Below this, it asks 'Möchten Sie eine QUICK-Verbindung mit diesem Benutzer eingehen?' and provides 'NEIN' and 'JA' buttons.

### Activate QUICK

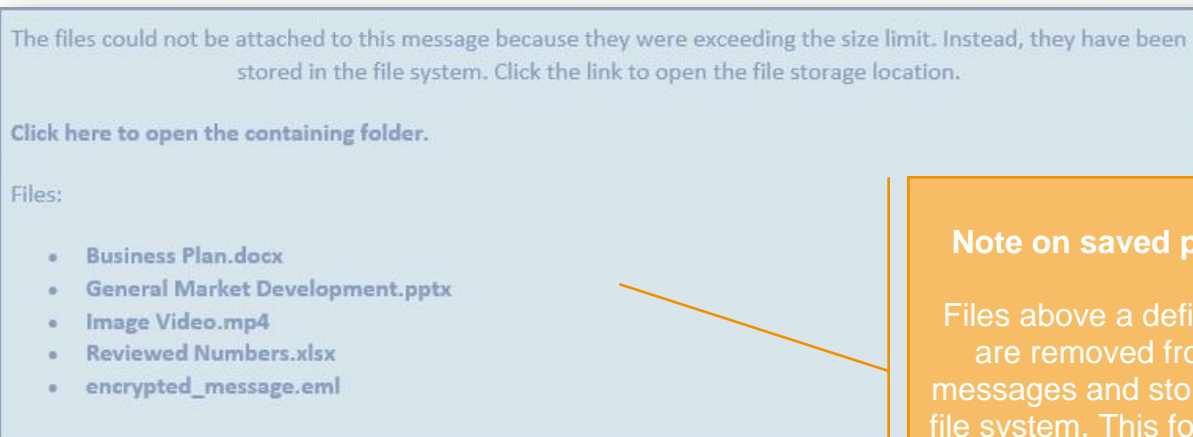
After entering the password, you will be prompted to establish a QUICK connection with this user.

Confirm by clicking "Yes".

For future transfers you now no longer need to enter passwords.

Encrypted messages can be imported directly into the inbox of MS Outlook. Any file attachments can be attached to the imported encrypted message. In addition, or alternatively, you can also save the message as an .eml file and the file attachments in their original format in the file system.

## Size limits



The files could not be attached to this message because they were exceeding the size limit. Instead, they have been stored in the file system. Click the link to open the file storage location.

[Click here to open the containing folder.](#)

Files:

- Business Plan.docx
- General Market Development.pptx
- Image Video.mp4
- Reviewed Numbers.xlsx
- encrypted\_message.eml

### Note on saved position

Files above a defined limit are removed from the messages and stored in the file system. This folder does not contain attachments, but only a reference to the file name.

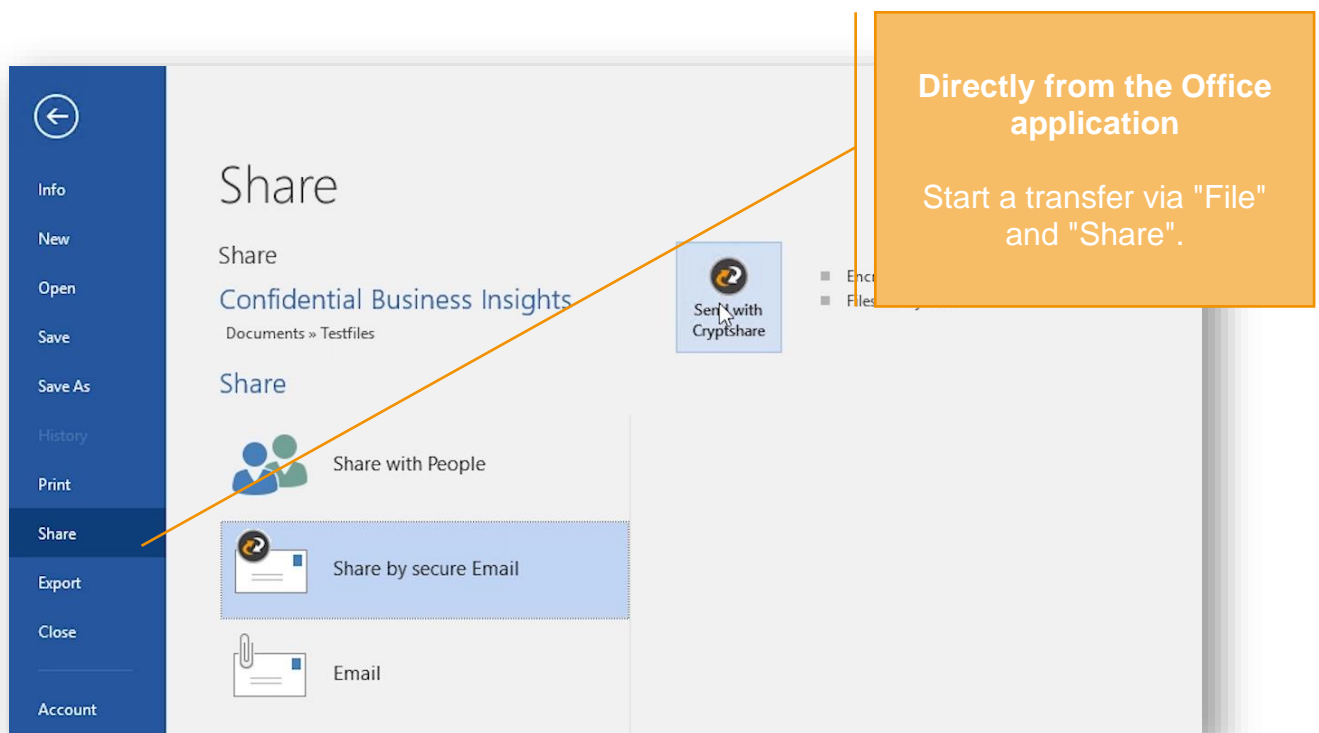
The notification mail is no longer required and can be deleted automatically during the import. After a short period of time, the message and its attachments are available in the recipient's inbox, just like any other e-mail.

## Office Integration

**Sending with a right-click, or directly from within Office applications.**

Send Cryptshare e-mails conveniently from within Office applications. This means that a Word document, an Excel file, or a PowerPoint presentation can now be conveniently sent via "File" and "Share" with Cryptshare. The user enters the recipient's address and the subject, as usual. Done.

Cryptshare has also been integrated into the Microsoft Office package so you can work in your familiar working environment. Better usability saves even more time.

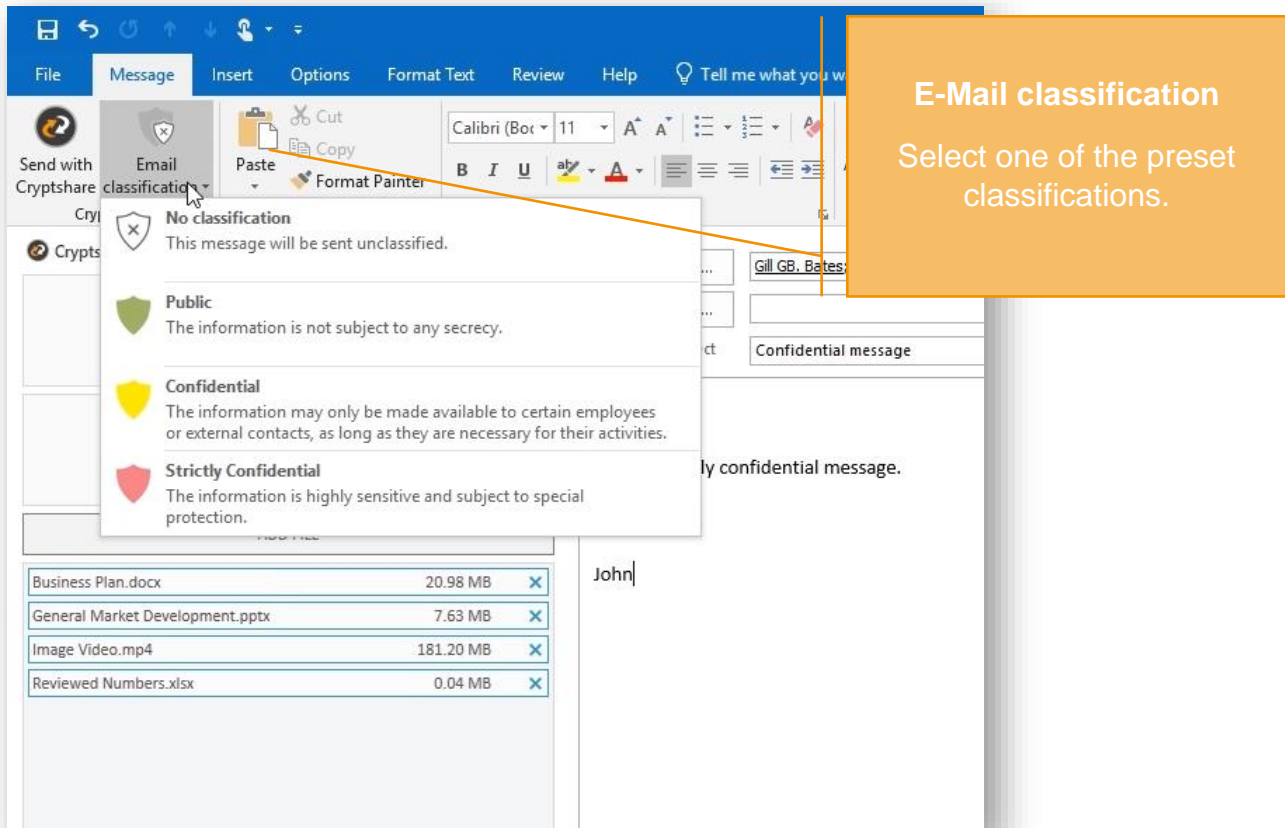


## Protective e-mail classification

**IT compliance made easy, for you and your employees.**

With just one click!

In addition to e-mail encryption, Cryptshare offers the possibility to classify data before transfer with Microsoft Outlook. The classification of data is an important compliance standard required by EU GDPR.



**E-Mail classification**  
Select one of the preset classifications.

Classification	Description
No classification	This message will be sent unclassified.
Public	The information is not subject to any secrecy.
Confidential	The information may only be made available to certain employees or external contacts, as long as they are necessary for their activities.
Strictly Confidential	The information is highly sensitive and subject to special protection.

File Name	Size
Business Plan.docx	20.98 MB
General Market Development.pptx	7.63 MB
Image Video.mp4	181.20 MB
Reviewed Numbers.xlsx	0.04 MB

The Cryptshare transfer settings in the Transfer Dialog are automatically filled in beforehand. Depending on the default settings, it is possible to change individual options.

TRANSFER DIALOG
✕

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**TRANSFER SETTINGS**

EXPIRATION DATE

RECIPIENT LANGUAGE

Confirm delivery

PASSWORD

You can look up the password in the Transfer Manager sidebar after the transfer has been sent.

**Non-critical**

The e-mail text is sent unencrypted. Attachments are sent encrypted via Cryptshare. You do not need to set a password.

BACK
START TRANSFER

TRANSFER DIALOG
✕

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**TRANSFER SETTINGS**

EXPIRATION DATE

RECIPIENT LANGUAGE

Encrypt Message

Encrypt Subject

Confirm delivery

PASSWORD

REPEAT

**GOOD**

abc123 abcABC 123 — min.6 max.50  
≠

You can look up the password in the Transfer Manager sidebar after the transfer has been sent.

**Strictly confidential**

All contents (subject, e-mail text and attachments) are sent encrypted via Cryptshare. You need to set a password. The message must be retrieved by the recipient within 3 days. You will be notified instantly when the recipient downloads the message.

BACK
START TRANSFER

TRANSFER DIALOG
✕

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**TRANSFER SETTINGS**

EXPIRATION DATE

RECIPIENT LANGUAGE

Confirm delivery

PASSWORD

You can look up the password in the Transfer Manager sidebar after the transfer has been sent.

**Confidential**

The e-mail text and the attachments are sent encrypted via Cryptshare. You need to set a password.

BACK
START TRANSFER

## Instructional videos and further information:





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

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