User Guide

Encrypted and stress-free with Cryptshare for OWA.
Guide and terms of use.

Our thanks to

Microsoft   suse   vmware   HCL
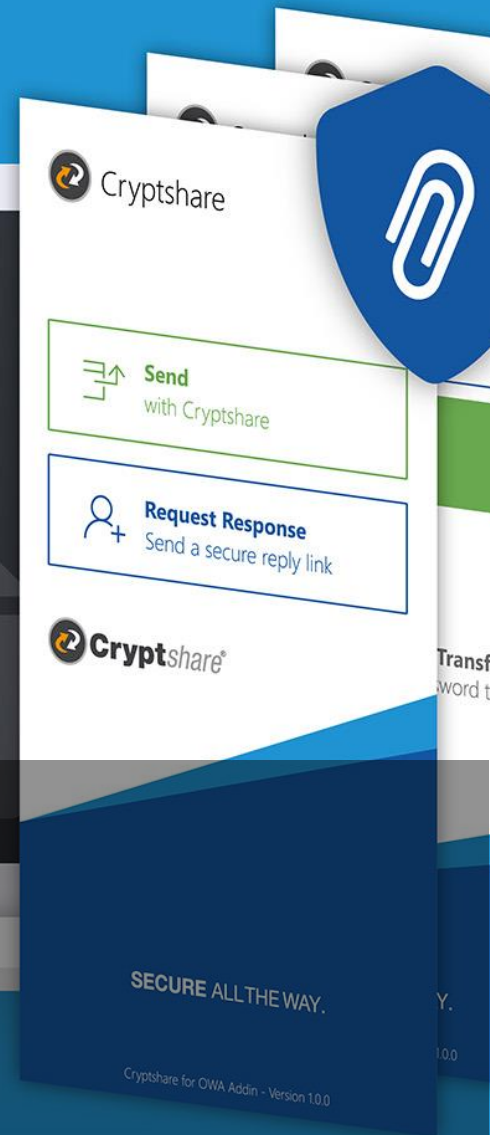
- Secure email
- Secure File Transfer
- Compliance
- Integrations and Automation

Guide to using Cryptshare for OWA
How to send files and messages securely

The Cryptshare for OWA add-in provides an easy way to receive ad hoc messages or files of any size, at any time, and send them via the Web App.

Advantages resulting from the integration in Outlook on the web are:

1. Productivity is at the top of the list. Users no longer need to leave their familiar working environment to use Cryptshare in the browser-based version of Outlook.

2. In addition, cumbersome size restrictions have been lifted. Files of any size can be received in OWA (sending is currently possible via the Web App).

3. And, of course, this results in every user contributing to increasing IT security. It is now even easier for users to communicate digitally – and, above all, securely.
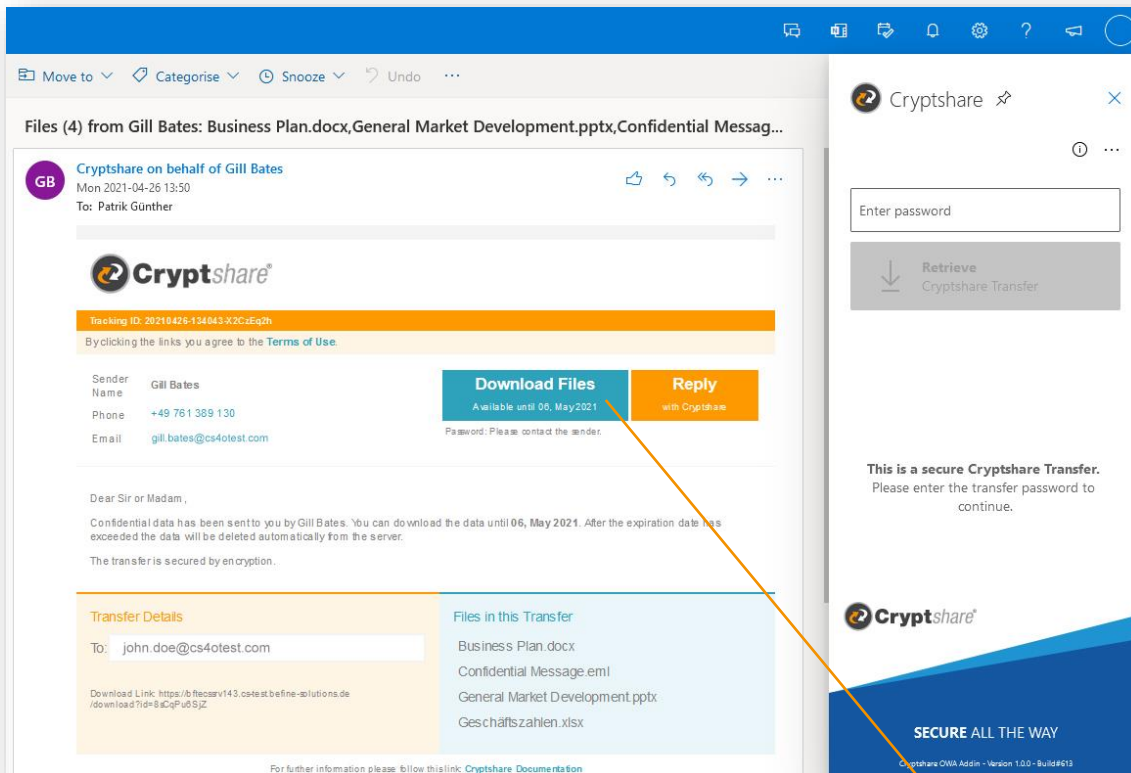

Release Notes
Information on release notes and new product features can be found in our partner area at: https://login.cryptshare.com/

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

Process for receiving messages and files

The steps required for the exchange of information are described in the individual screens.
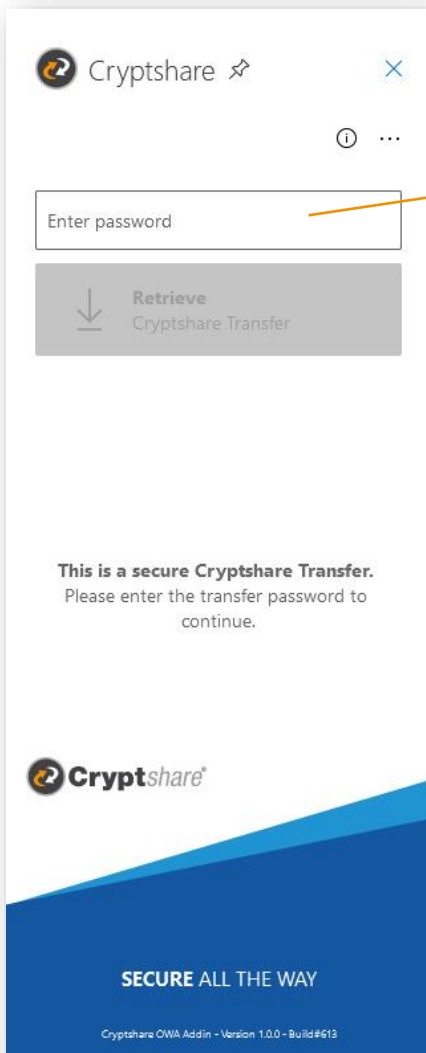
To securely retrieve a message or even large files from OWA, first select your Cryptshare download notification. The Cryptshare for OWA add-in will then open automatically. You can pin the add-in by clicking on the "pin icon".
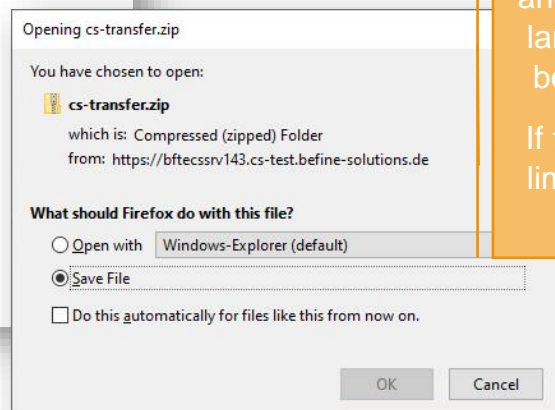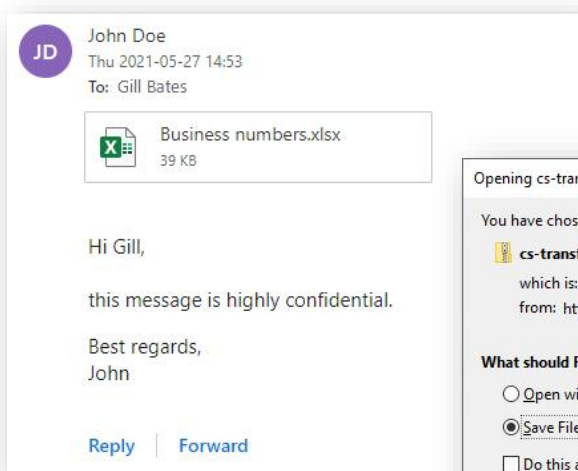

Open the confidential message.

Select the transfer notification to open Cryptshare for OWA.

Transfer retrieval

Enter the password provided by the sender and click on "Retrieve".

Transfer retrieval

If the confidential message and transferred files are not larger than one megabyte, both are opened in OWA.

If the transfer exceeds this limit, it is downloaded as a zip file.

After retrieving the download, you have the option to start the retrieval process again. This is possible until the download's expiry date, which is set by the sender.

In addition, the confidential message from the sender is imported into your mailbox after retrieval and can be read there like a regular email. This applies to messages up to one megabyte in size. Should they exceed this size, they are offered for download.
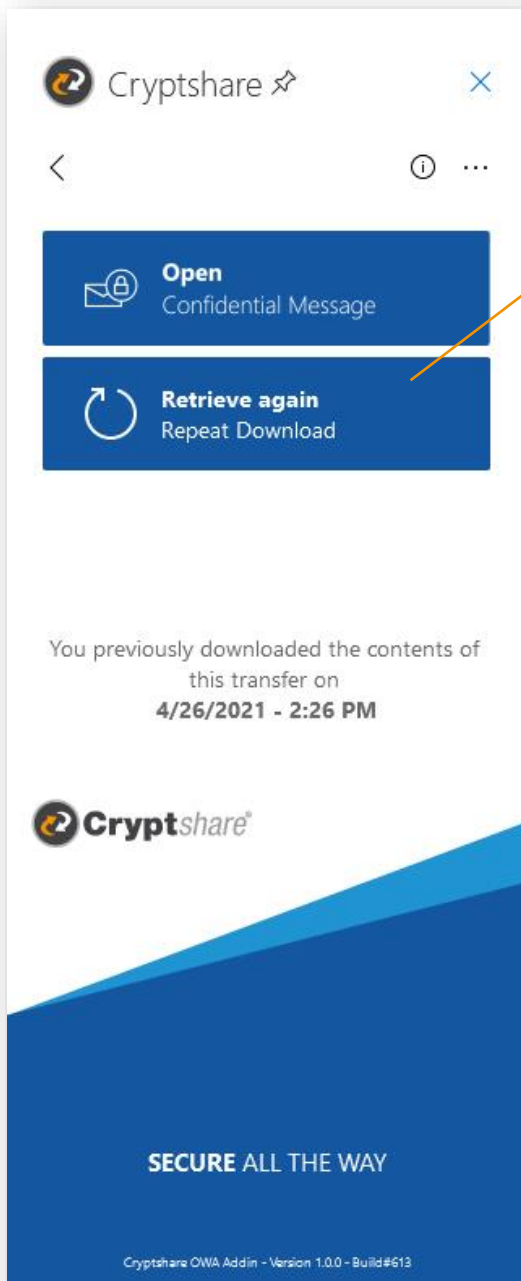
Retrieve download again

Use this button to retrieve the download again.

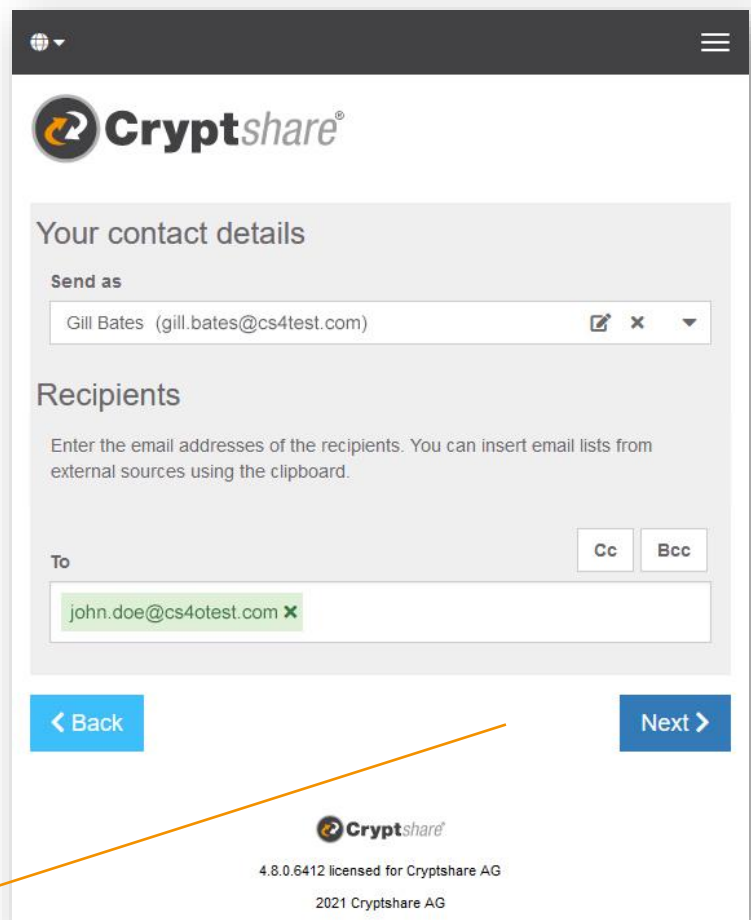# Sending a confidential message and files
with Cryptshare for OWA

Take advantage of a streamlined process – sending everything in a browser.

To send an encrypted message and files, click on the "Send" button. This will redirect you to the Cryptshare Web App in a separate tab.

For more information on sending with the Web App, please see the respective user guide.
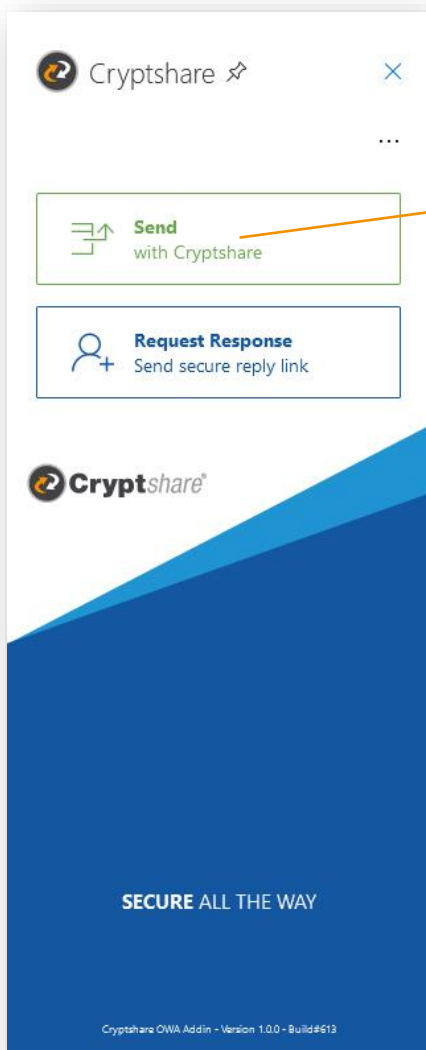
Send

Click this button to start an encrypted Cryptshare Transfer.

Cryptshare Web App

Use the Cryptshare Web App to send confidential messages and files as usual.

Video tutorials and further information:

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

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