



# User guide

Encrypted and stress free with **Cryptshare.express**  
Guideline for an easy use



Secure email



Secure File Transfer



Compliance



Integrations and Automation

## Guide on how to use Cryptshare.express

### Sending messages and files securely

Sending confidential information and large files securely in your daily business is now easier than ever before. With great ease of use and the bare minimum of IT requirements, you can start your secure business communication in just a few minutes, right now – all you need is an email address and a web browser.

More than 18 years of product development and experience in email security and the transfer of large files distilled into a few simple steps. Therefore, we would like to show you the easiest way of starting to use Cryptshare.express. By doing so, we will elaborate on the following processes:

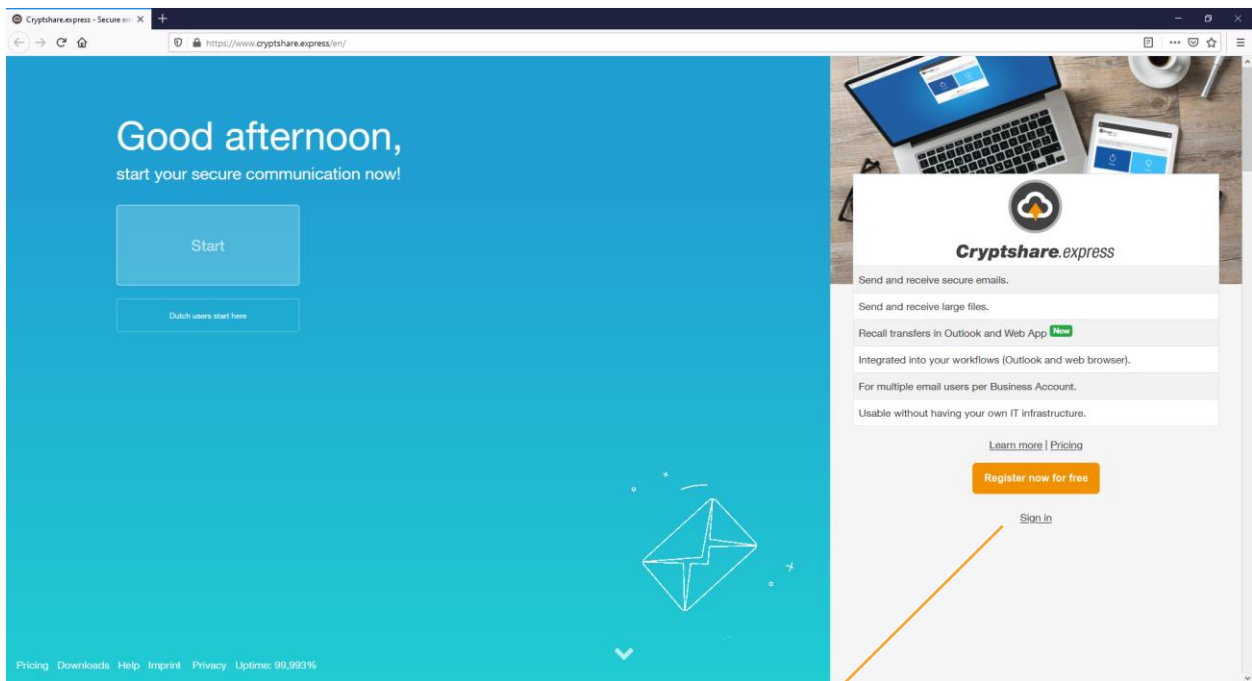
1. Signing up a Business Account
2. Add the first user
3. Web App
  - a. Sending
  - b. Receiving
4. Installing the Outlook add-in
5. Installing a browser integration
6. Add more users
7. Get help

## Signing up a Business Account

The required steps for exchanging information are illustrated in the individual screenshots.

Please use a browser of your choice to access the Cryptshare.express homepage at [www.cryptshare.express](https://www.cryptshare.express/).

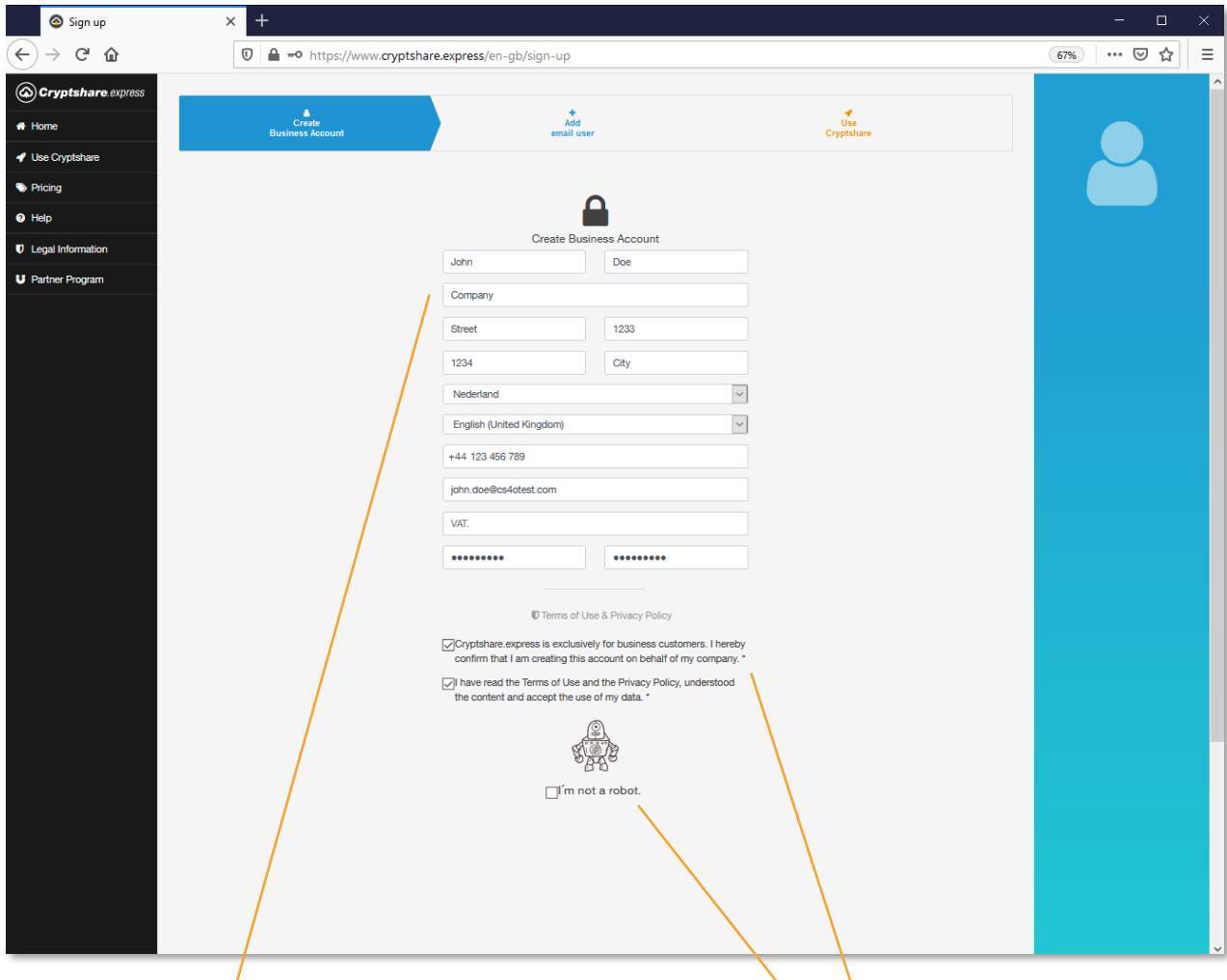
You will see the following homepage:



### Step 1

Click on "Sign up".

The sign-up form will open:



The screenshot shows the 'Sign up' page for Cryptshare.express. The browser address bar shows the URL <https://www.cryptshare.express/en-gb/sign-up>. The page has a dark sidebar on the left with links: Home, Use Cryptshare, Pricing, Help, Legal Information, and Partner Program. The main content area is titled 'Create Business Account' and contains a form with the following fields: First Name (John), Last Name (Doe), Company, Street (1234), City (1233), Country (Nederland), Language (English (United Kingdom)), Phone (+44 123 456 789), Email (john.doe@cs4otest.com), VAT, and Password (two fields). Below the form are two checkboxes: 'I agree to the Terms of Use and Privacy Policy' and 'I have read the Terms of Use and the Privacy Policy, understood the content and accept the use of my data.' Both are checked. At the bottom is a checkbox 'I'm not a robot.' with a robot icon. Two orange lines point from the 'Step 2' box to the form fields, and two orange lines point from the 'Step 3' box to the policy checkboxes.

## Step 2

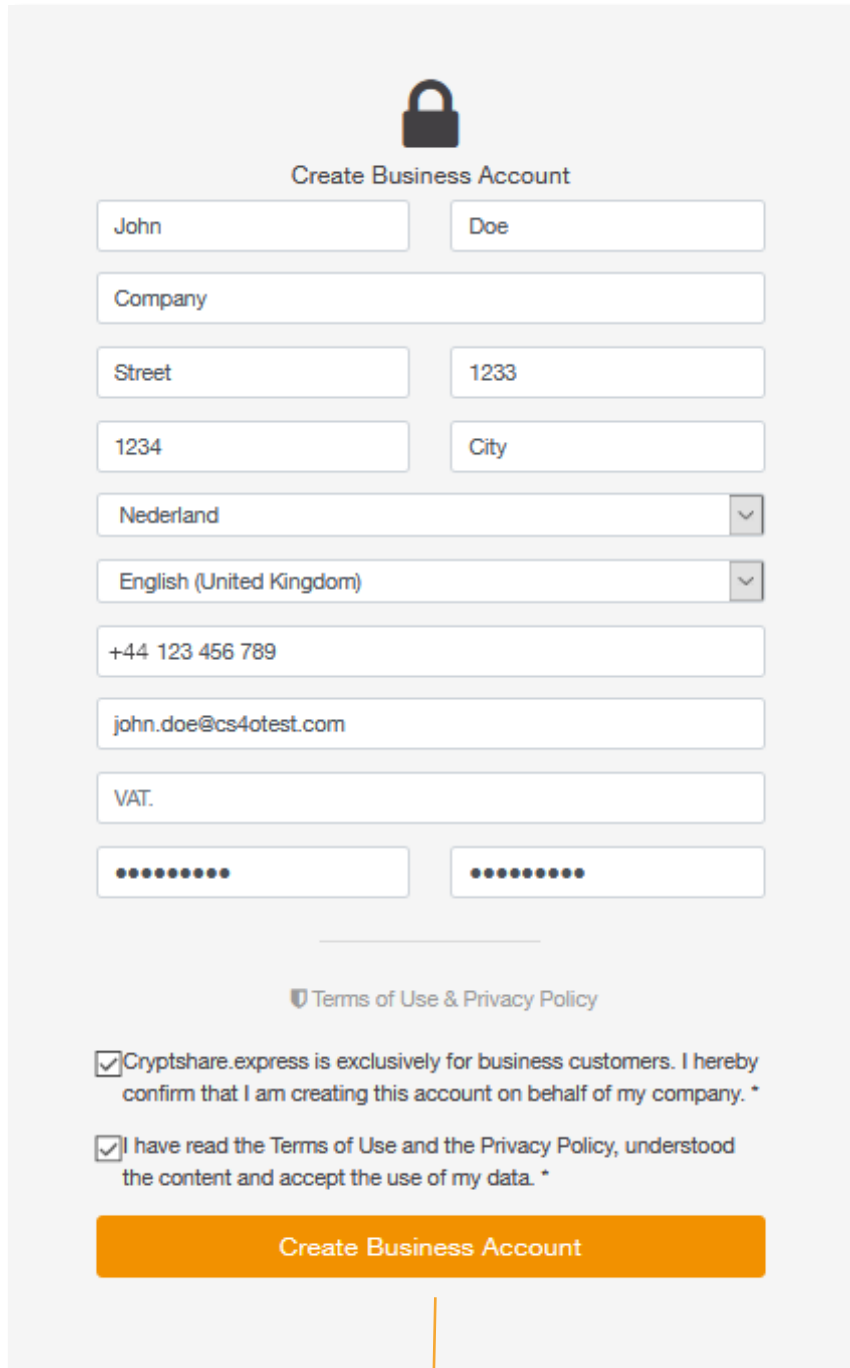
Fill in all required fields.


## Step 3

Confirm the Terms of Use and Privacy Policy.

Then check "I'm not a robot".

After you confirmed that you are not a robot, the "Create Business Account" button will appear below the form:





Create Business Account

John Doe

Company

Street 1233

1234 City

Nederland

English (United Kingdom)


+44 123 456 789

john.doe@cs4otest.com

VAT.

.....

.....

 Terms of Use & Privacy Policy

☒ Cryptshare.express is exclusively for business customers. I hereby confirm that I am creating this account on behalf of my company. \*

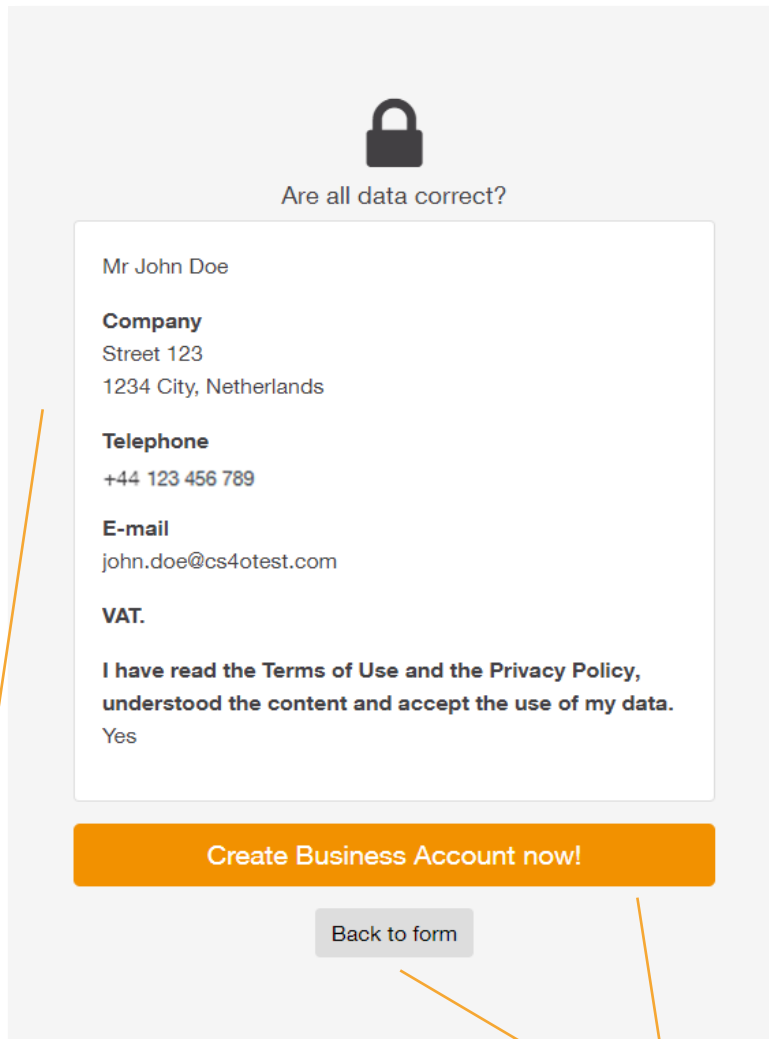
☒ I have read the Terms of Use and the Privacy Policy, understood the content and accept the use of my data. \*

Create Business Account

#### Step 4

Click on „Create Business Account”.

You have the option to check your data again:



Are all data correct?

Mr John Doe

**Company**  
Street 123  
1234 City, Netherlands

**Telephone**  
+44 123 456 789

**E-mail**  
john.doe@cs4otest.com

**VAT.**

I have read the Terms of Use and the Privacy Policy,  
understood the content and accept the use of my data.  
Yes

Create Business Account now!

Back to form

### Step 5

Check your data.

### Step 6

Click on the button  
"Create Business Account now!"

OR

Click on the "Back to form" button  
and continue with [Step 2.](#)

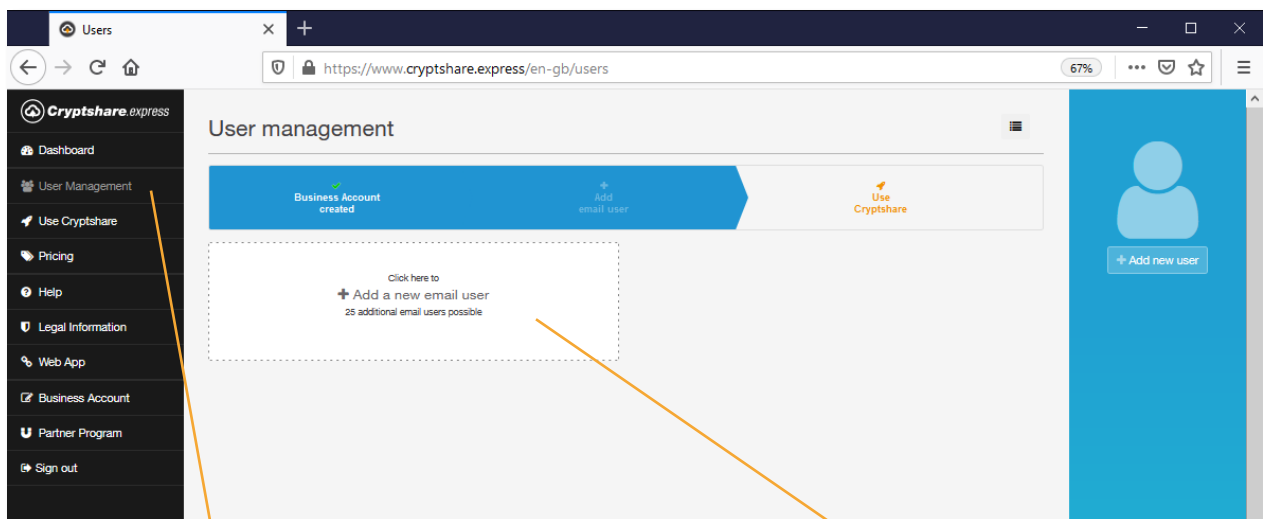
## Add the first user

Congratulations! You have successfully created your Business Account. Now it's time to create your first user so you can get started with Cryptshare.express straightaway.

You will be automatically redirected to the order form. The data of your business account will be suggested to you as the data for your first user. Of course, you can change this data: For doing so, continue with [step 1](#).

### Intermediate step:

If you have logged out by mistake or closed your browser in the meantime, you can access the order form by logging in with your business account at <https://www.cryptshare.express/de/sign-in>, navigating to "User management", and then clicking on "Add a new email user":



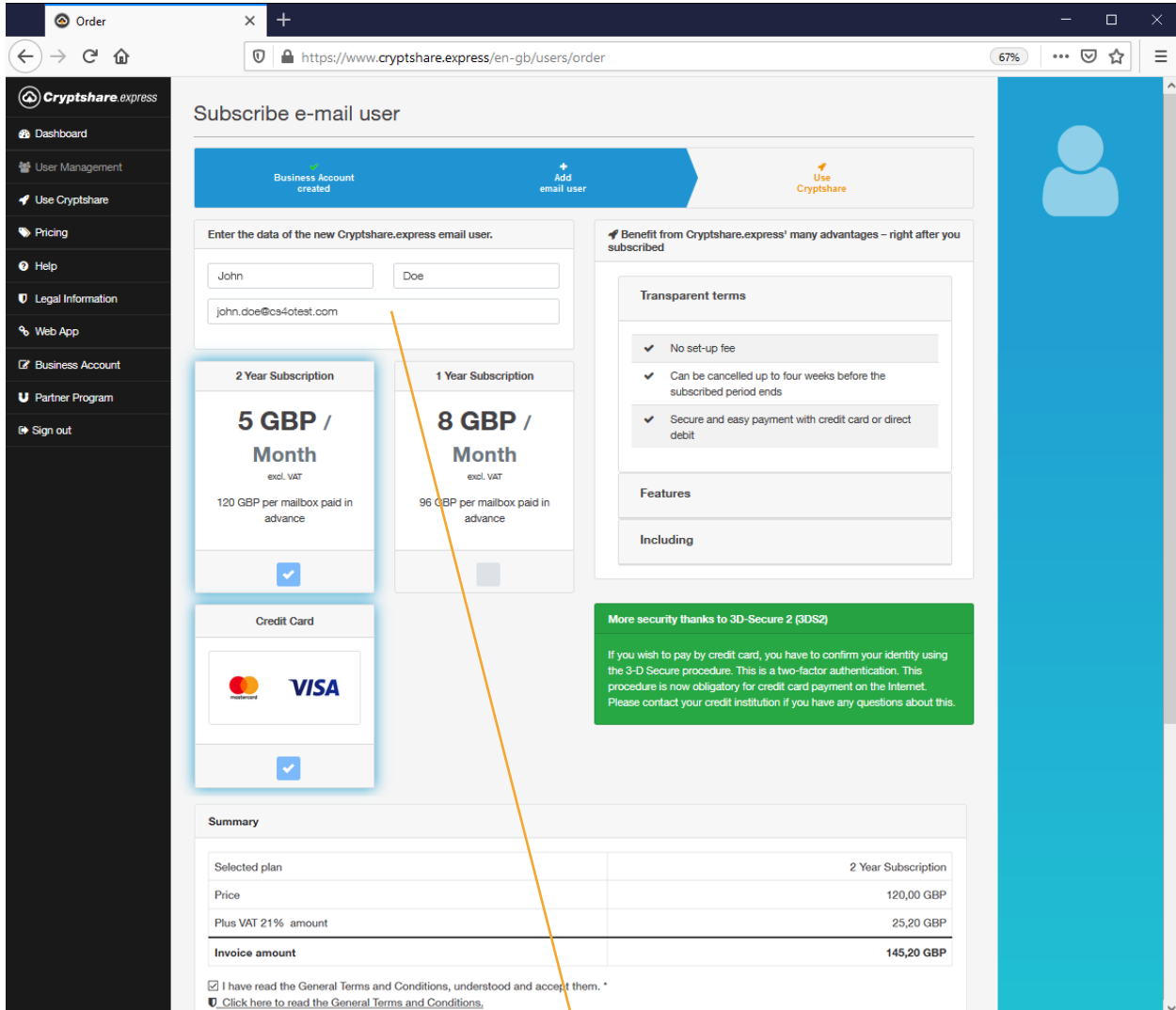
#### Intermediate step 1

Click on "User management".

#### Intermediate step 2

Click on  
"Add a new email user".

Here you can see the order form for your first user:



**Subscribe e-mail user**

Business Account created | Add email user | Use Cryptshare

Enter the data of the new Cryptshare.express email user.

John Doe  
john.doe@ca4otest.com

**2 Year Subscription**  
**5 GBP / Month**  
excl. VAT  
120 GBP per mailbox paid in advance

**1 Year Subscription**  
**8 GBP / Month**  
excl. VAT  
96 GBP per mailbox paid in advance

**Credit Card**  
Mastercard VISA

**Transparent terms**

- ✓ No set-up fee
- ✓ Can be cancelled up to four weeks before the subscribed period ends
- ✓ Secure and easy payment with credit card or direct debit

**Features**  
Including

**More security thanks to 3D-Secure 2 (3DS2)**

If you wish to pay by credit card, you have to confirm your identity using the 3-D Secure procedure. This is a two-factor authentication. This procedure is now obligatory for credit card payment on the Internet. Please contact your credit institution if you have any questions about this.

**Summary**

Selected plan	2 Year Subscription
Price	120,00 GBP
Plus VAT 21% amount	25,20 GBP
<b>Invoice amount</b>	<b>145,20 GBP</b>

☒ I have read the General Terms and Conditions, understood and accept them. \*  
[Click here to read the General Terms and Conditions.](#)

### Step 1

Check the data of your first user and change it if necessary.



After you have checked or re-entered the data of your first user, please scroll down. At the bottom of the page, you will find the summary of your order and your shopping cart:

2 Year Subscription

5 GBP / Month

excl. VAT

120 GBP per mailbox paid in advance

☒

1 Year Subscription


8 GBP / Month

excl. VAT

96 GBP per mailbox paid in advance

☐

Credit Card



☒

More security thanks to 3D-Secure 2 (3DS2)

If you wish to pay by credit card, you have to confirm your identity using the 3-D Secure procedure. This is a two-factor authentication. This procedure is now obligatory for credit card payment on the Internet. Please contact your credit institution if you have any questions about this.

Summary

Selected plan	2 Year Subscription
Price	120,00 GBP
Plus VAT 0% amount	0,00 GBP
Invoice amount	120,00 GBP

☐ I have read the General Terms and Conditions, understood and accept them. \*
   
[Click here to read the General Terms and Conditions.](#)

\* Mandatory fields

Order now

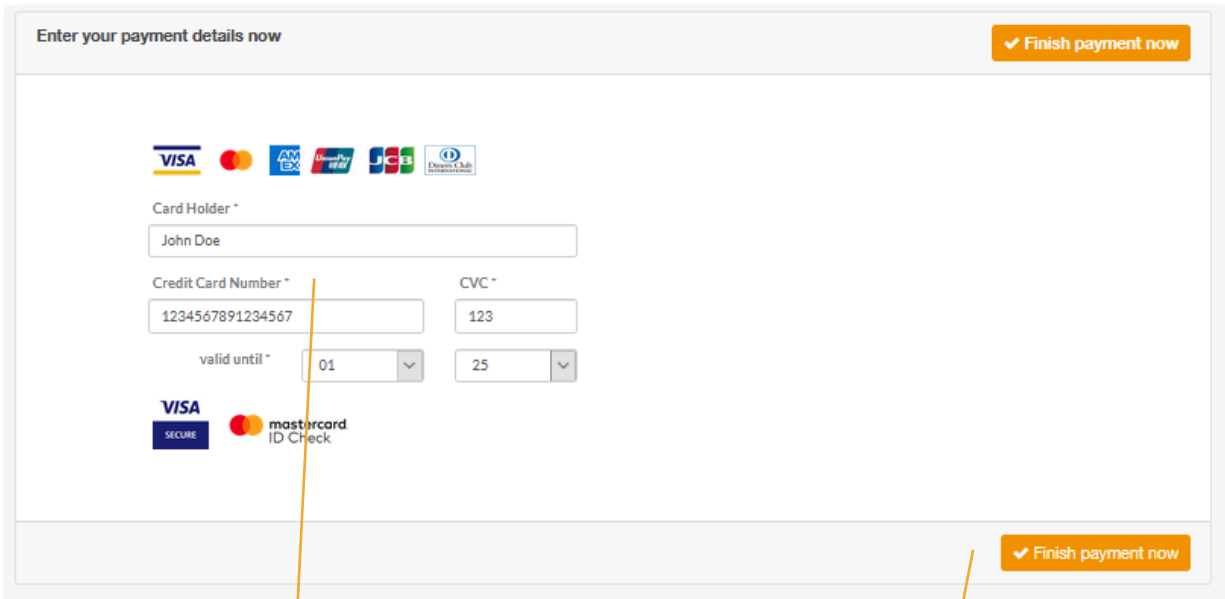
The payment is made in the next step.

## Step 2

Accept the General Terms and Conditions.

Then click on "Order now".

Here you can see the payment with a credit card:



The screenshot shows a payment form titled "Enter your payment details now". At the top right is an orange button with a checkmark and the text "Finish payment now". Below the title, there are logos for VISA, Mastercard, AMEX, Discover, JCB, and Diners Club. The form fields include: "Card Holder \*" with the value "John Doe"; "Credit Card Number \*" with the value "1234567891234567"; "CVC \*" with the value "123"; and "valid until \*" with two dropdown menus showing "01" and "25". Below these fields are logos for VISA SECURE and Mastercard ID Check. At the bottom right of the form is another orange button with a checkmark and the text "Finish payment now".

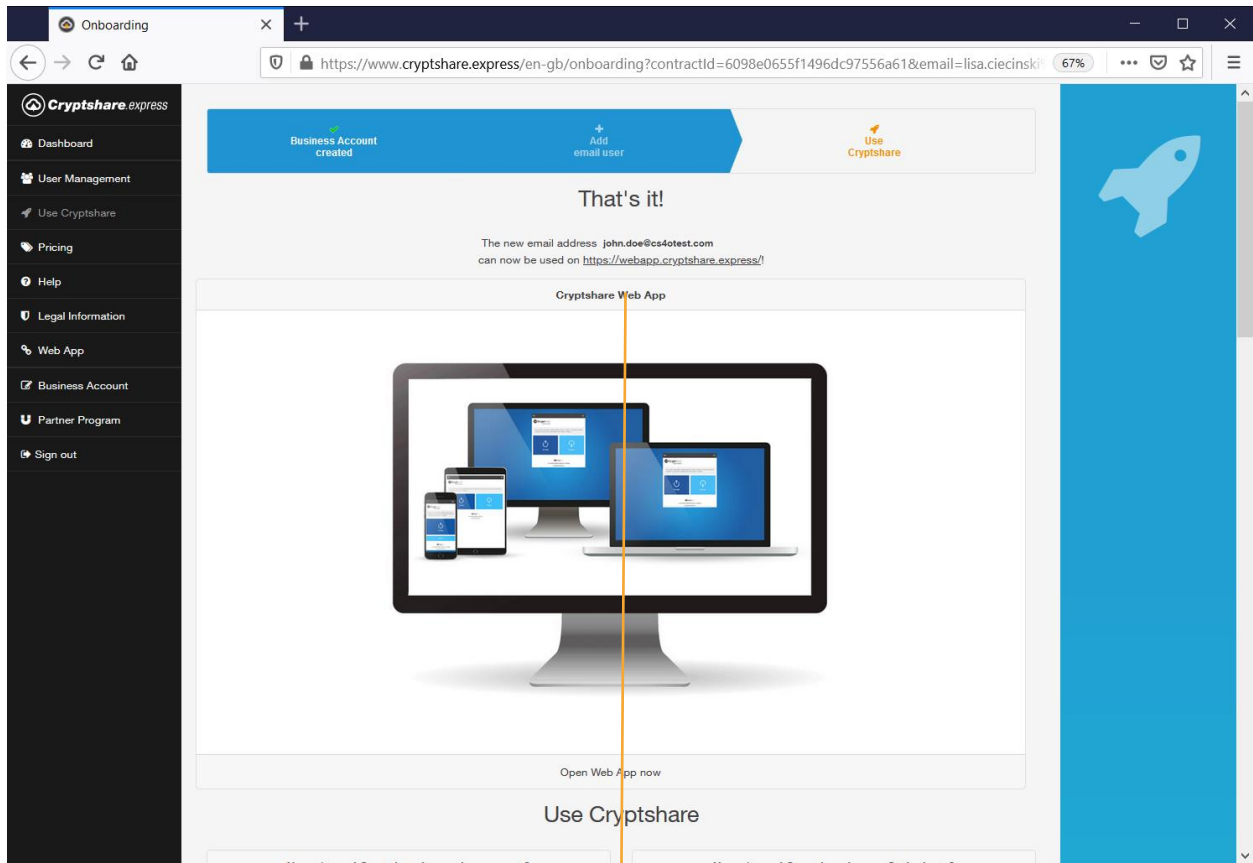
#### Step 4

Enter your payment details here.

#### Step 5

Click on "Finish payment now".

Done! Once the payment process has been completed successfully, you will be redirected to this page. Here you will see the registered email address of your first user as well as further information about the use of Cryptshare.express:



### Step 6

Click on the link to get started directly with the Web App.

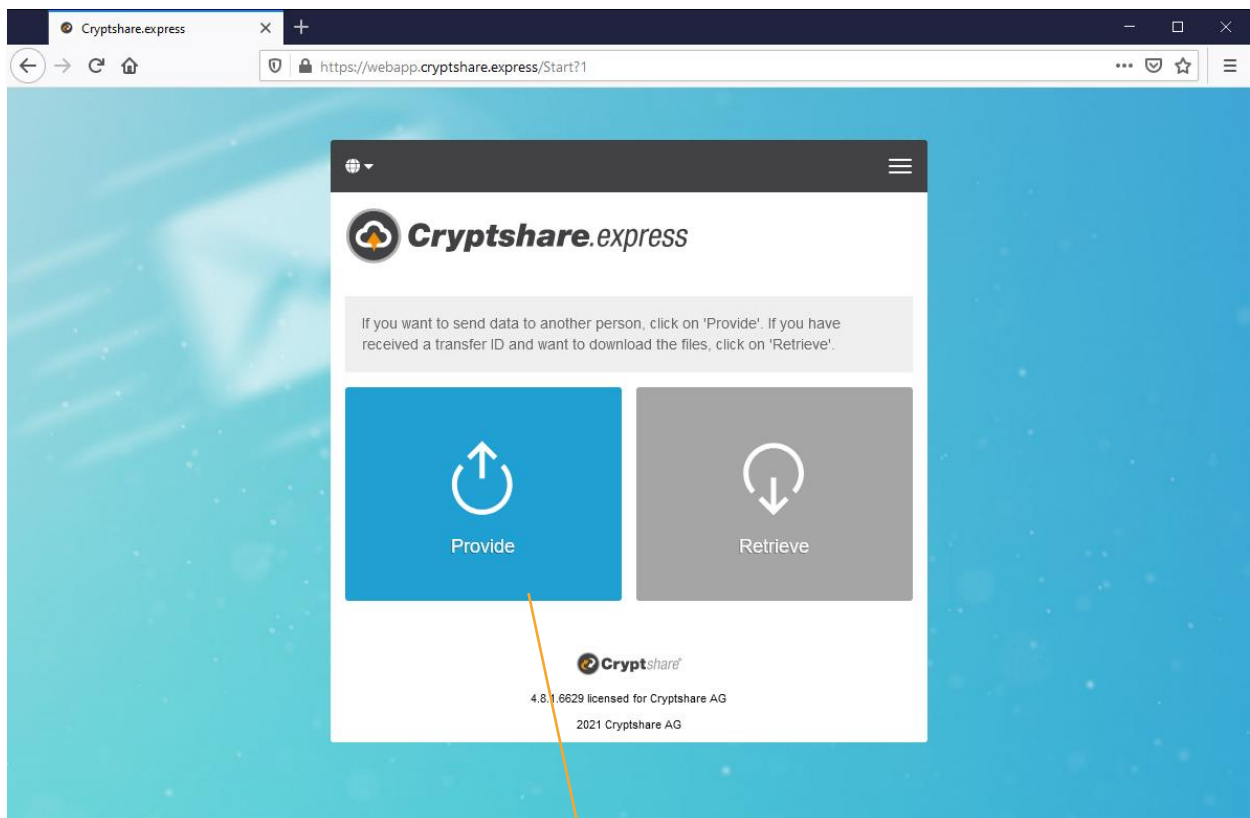
OR

Continue with the installation and setup of the Outlook plugin.

## Web App Sending

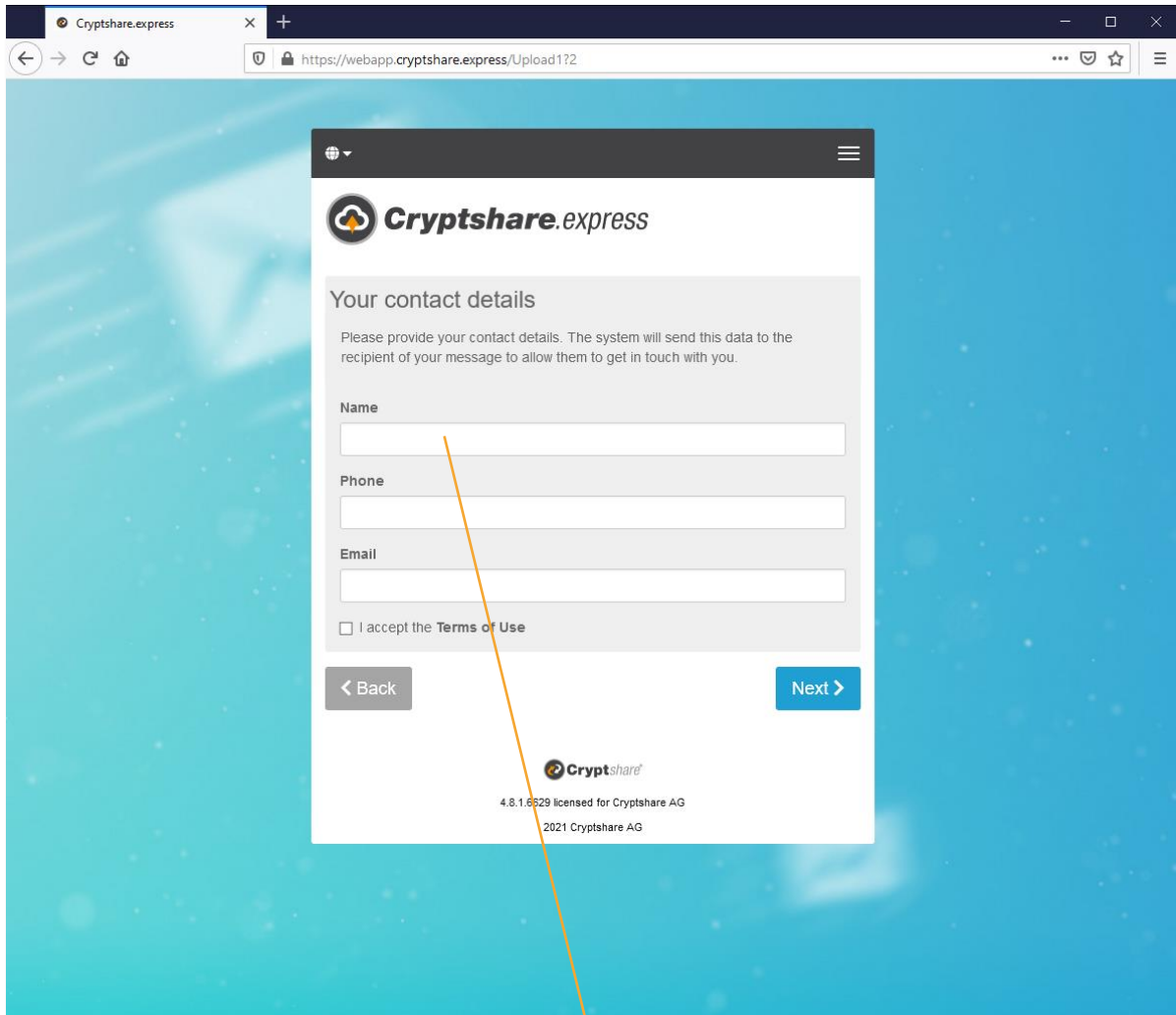
You can use Cryptshare.express at any time with all popular browsers. To do so, simply open <https://webapp.cryptshare.express> and click “Start”.

You will see the following homepage:



### Step 1

Click on “Provide”.



**Cryptshare.express**

### Your contact details

Please provide your contact details. The system will send this data to the recipient of your message to allow them to get in touch with you.

**Name**

**Phone**

**Email**

☐ I accept the [Terms of Use](#)

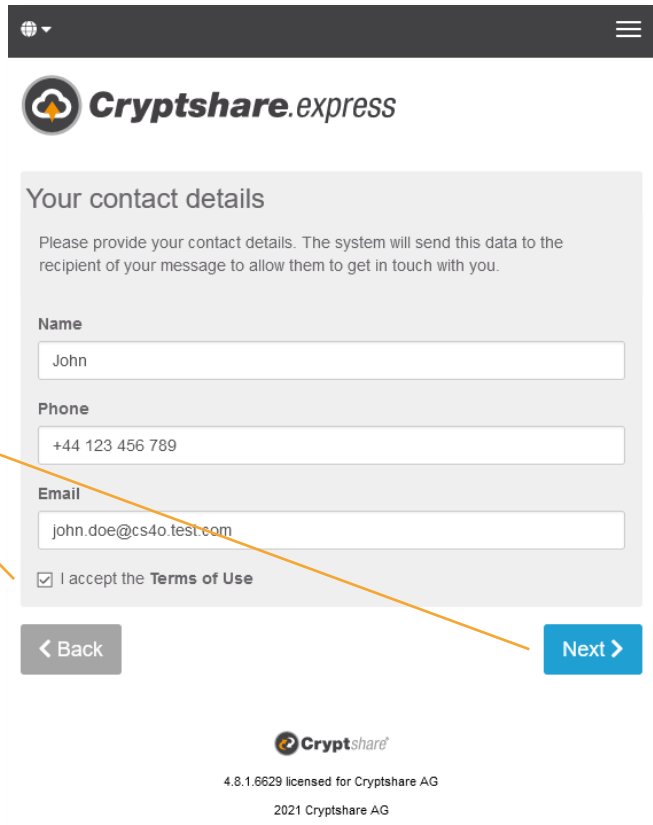
[< Back](#) [Next >](#)

**Cryptshare**  
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© 2021 Cryptshare AG

## Step 2

Enter your contact details.

**Step 3**  
Accept the Terms of Use and click "Next".



**Your contact details**

Please provide your contact details. The system will send this data to the recipient of your message to allow them to get in touch with you.


**Name**  
John

**Phone**  
+44 123 456 789

**Email**  
john.doe@cs4o.test.com

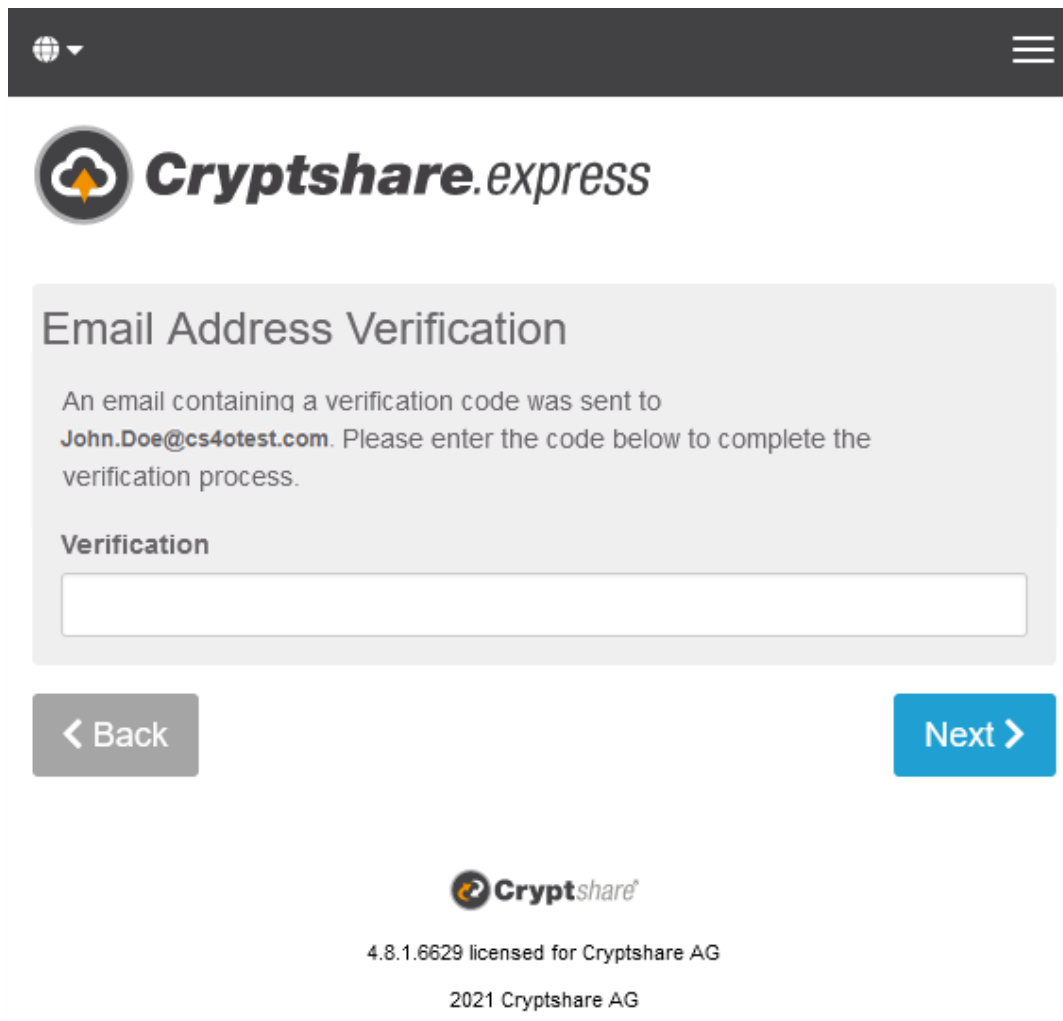
☒ I accept the **Terms of Use**

< Back      Next >

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The first time you use the Web App, you will be prompted to verify yourself. This is necessary to ensure that you actually own the provided email address. This step is only necessary once, as the verification data is stored as a cookie in your browser.

The code will be sent to the email address provided:

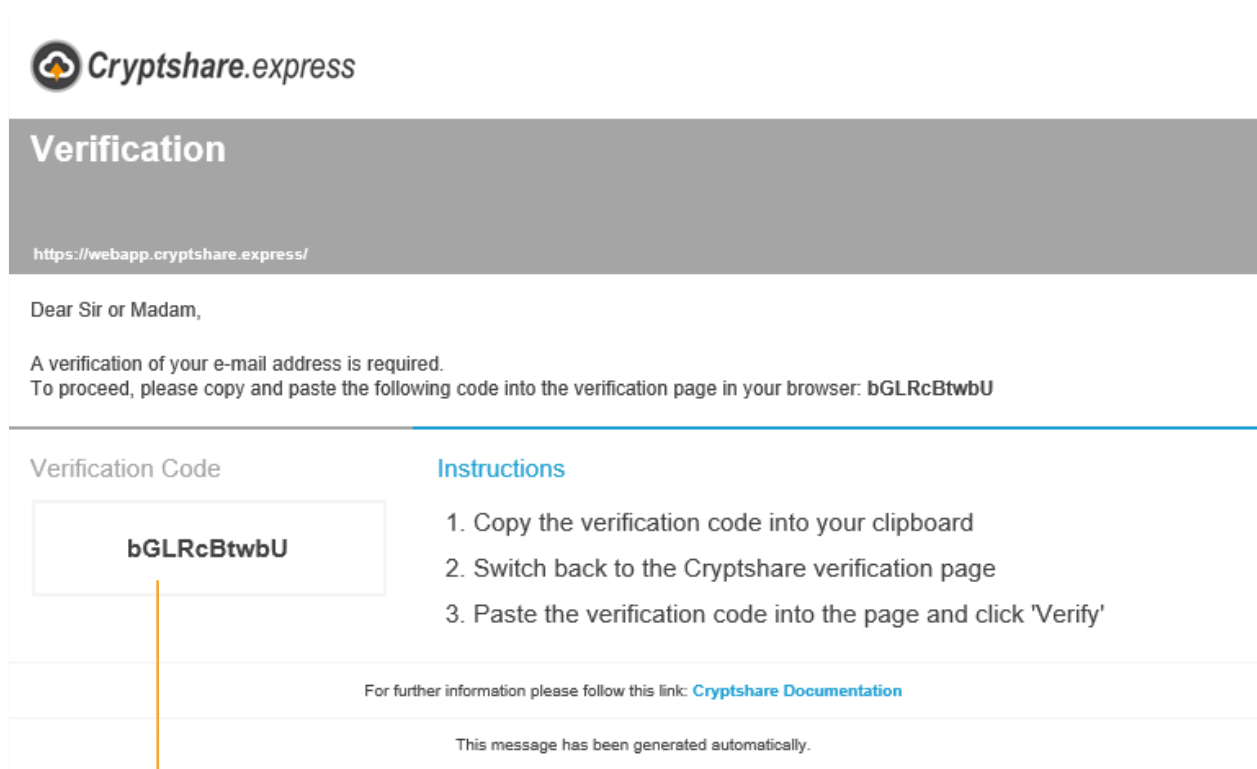


The screenshot shows the 'Email Address Verification' screen of the Cryptshare.express application. At the top, there is a dark header bar with a globe icon and a hamburger menu icon. Below the header, the Cryptshare.express logo is displayed. The main content area has a light gray background and contains the title 'Email Address Verification'. Below the title, a message states: 'An email containing a verification code was sent to **John.Doe@cs4otest.com**. Please enter the code below to complete the verification process.' Underneath this message is a label 'Verification' followed by a large, empty text input field. At the bottom of the form, there are two buttons: a gray 'Back' button with a left arrow and a blue 'Next' button with a right arrow. The footer of the screen includes the Cryptshare logo, the version '4.8.1.6629 licensed for Cryptshare AG', and the copyright '2021 Cryptshare AG'.

#### Step 4

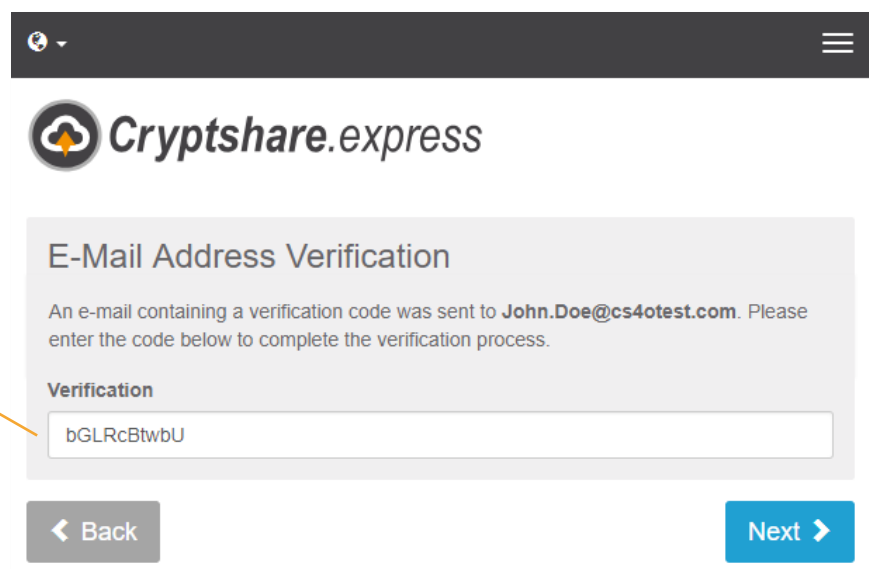
Leave the window with the verification mask open and switch to the mailbox of your given email address.

You will receive an email with the subject "**Cryptshare Verification**":



### Step 5

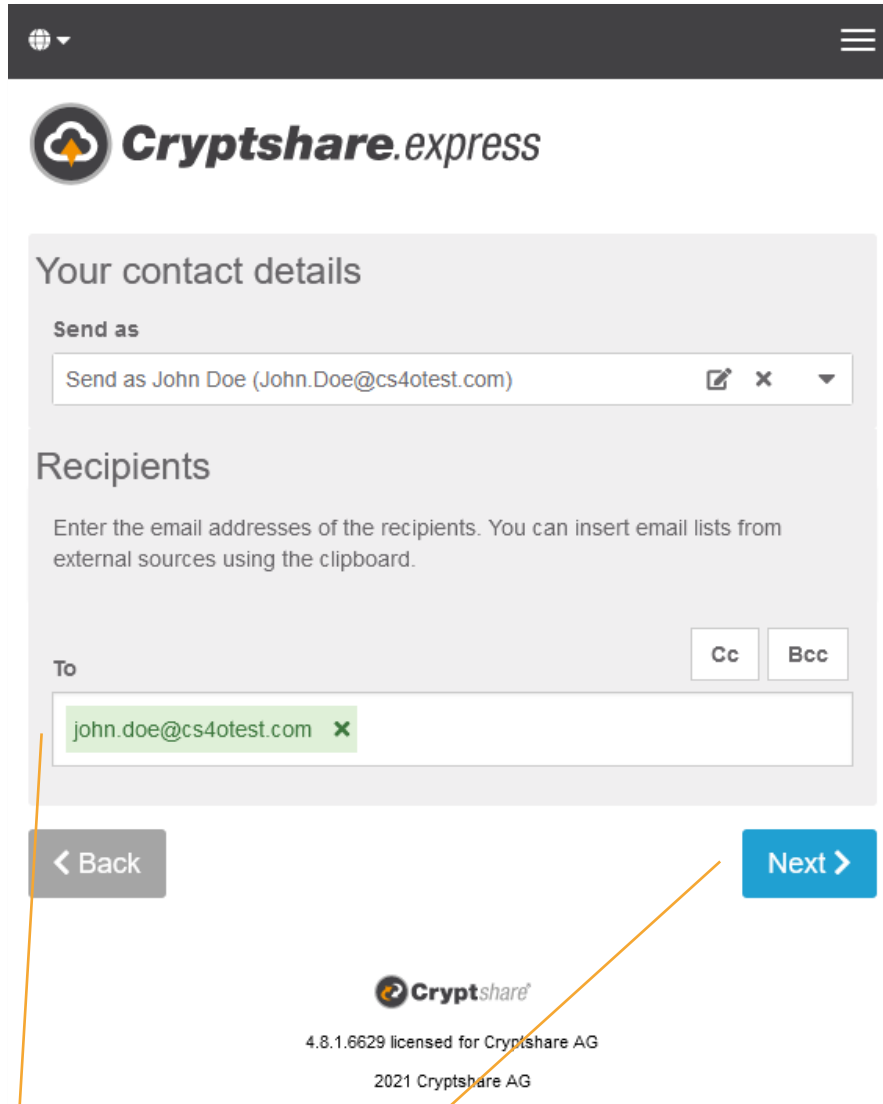
Copy the code and go back to the verification page.





You now have the option of entering recipients.

**Caution:** It is only possible to send via Cryptshare.express if either the recipient or the sender is an active user!



**Your contact details**

**Send as**

Send as John Doe (John.Doe@cs4otest.com)

**Recipients**

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

To

john.doe@cs4otest.com

Cc Bcc

< Back

Next >

**Cryptshare**

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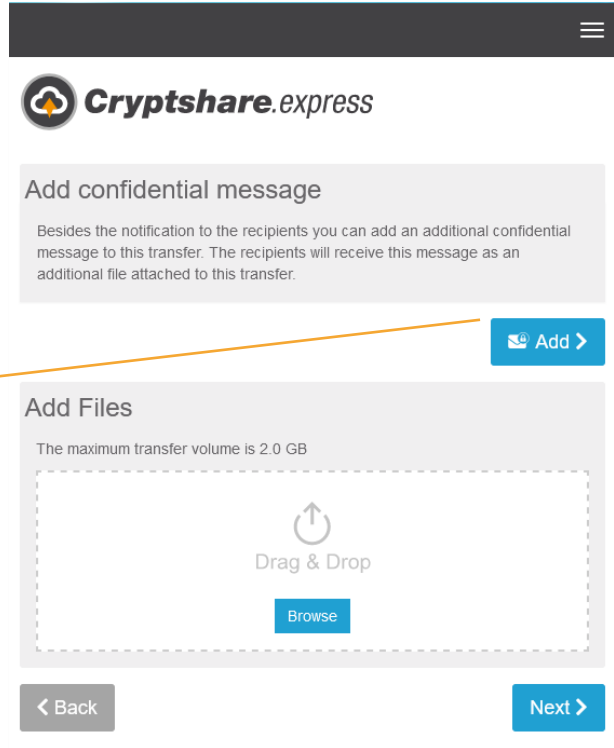
### Step 6

Enter the recipient and click "Next".

In the next screen you can add a confidential message and files:

### Step 7


Click "Add" to customise the text of the email.



**Cryptshare.express**


#### Add confidential message

Besides the notification to the recipients you can add an additional confidential message to this transfer. The recipients will receive this message as an additional file attached to this transfer.

 **Add >**

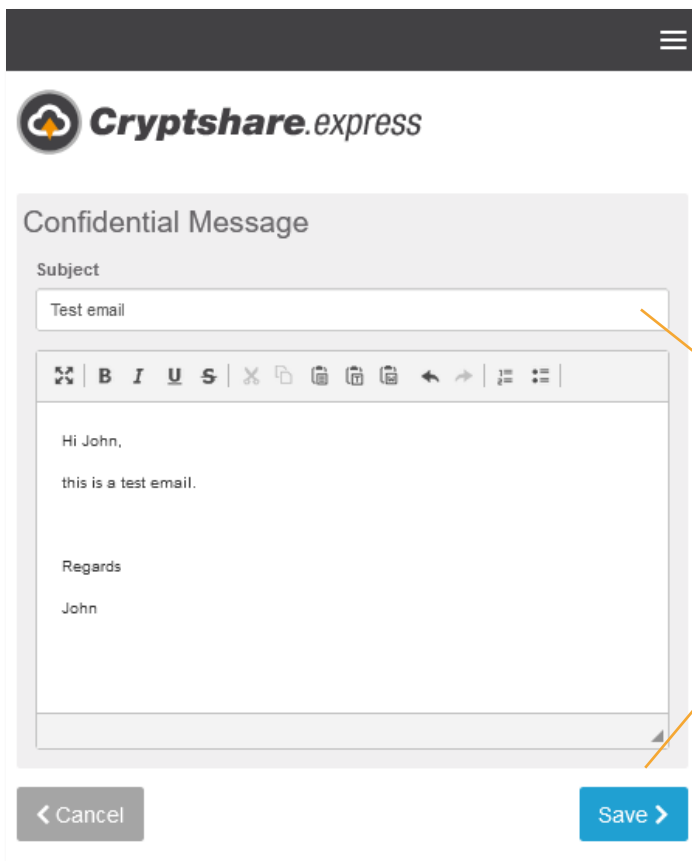
#### Add Files

The maximum transfer volume is 2.0 GB

  
Drag & Drop

**Browse**

**< Back** **Next >**




**Cryptshare.express**

#### Confidential Message

Subject

Test email



Hi John,  
this is a test email.

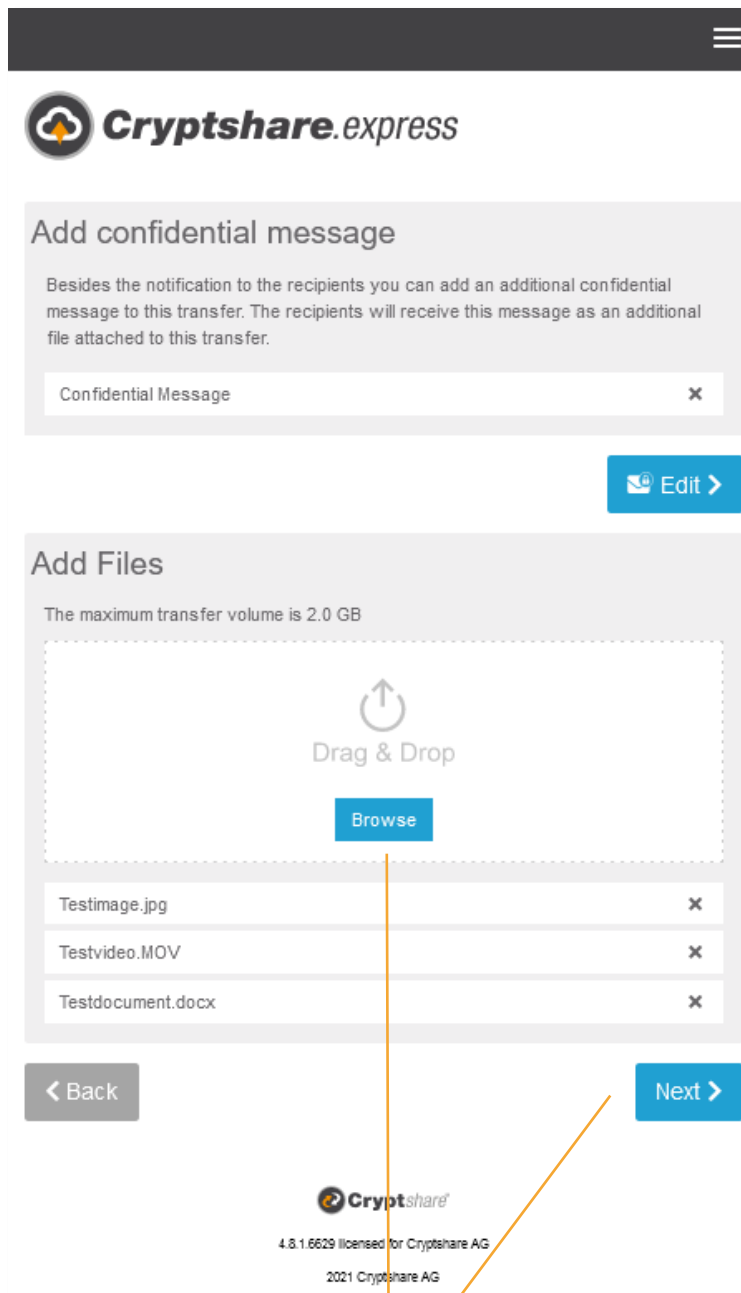
Regards  
John

**< Cancel** **Save >**

### Step 8

Edit the subject and content of your confidential message and click "Save".

After you added a message, you can still attach a file to the email. Click on "Browse" or drag and drop the files into the window:



**Cryptshare.express**

### Add confidential message

Besides the notification to the recipients you can add an additional confidential message to this transfer. The recipients will receive this message as an additional file attached to this transfer.

Confidential Message ✕

[Edit >](#)

### Add Files

The maximum transfer volume is 2.0 GB

Drag & Drop

[Browse](#)

Testimage.jpg ✕

Testvideo.MOV ✕

Testdocument.docx ✕

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

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2021 Cryptshare AG

#### Step 9

Add files as needed and click "Next".

Here you can individualise your transfer:

### Expiration Date

Indicates how long the files are available for download by the recipient.

**Cryptshare.express**

### Transfer Options

Expiration Date

20, 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

Please write down this password or copy it to the clipboard in order to give it to the recipients afterwards.

- ☐ Don't set a password
- ☒ Generate password
- ☐ Enter password

Password

aQzX(zW5

< Back

Next >



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### Recipient language

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

### Notification Options

Specify which processes you want to be notified about.

### Security Settings

Various password options are available to secure your transfer.

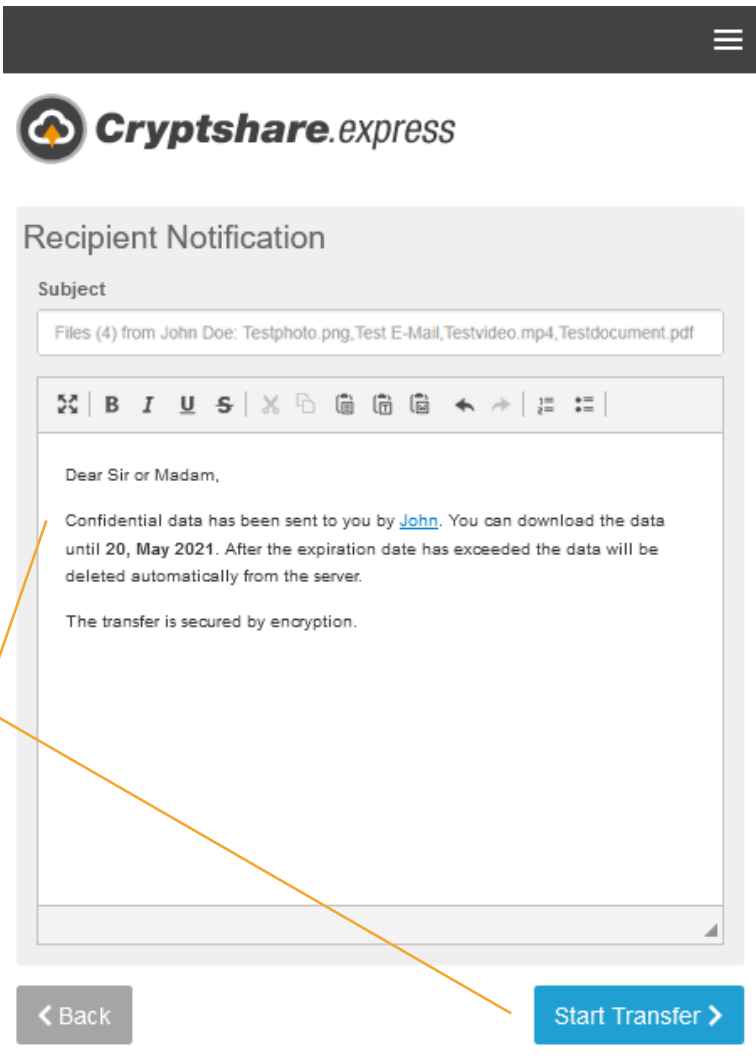
### Step 10

Click on "Next".

Now you can revise the recipient notification:

**Step 11**

If necessary, edit the recipient notification and click on "Start Transfer".



**Recipient Notification**

Subject

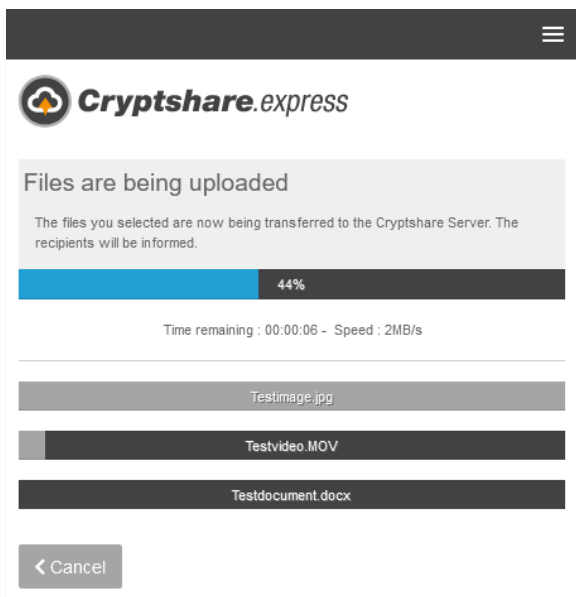
Files (4) from John Doe: Testphoto.png, Test E-Mail, Testvideo.mp4, Testdocument.pdf

Dear Sir or Madam,

Confidential data has been sent to you by [John](#). You can download the data until 20, May 2021. After the expiration date has exceeded the data will be deleted automatically from the server.

The transfer is secured by encryption.

< Back Start Transfer >



**Cryptshare.express**

Files are being uploaded

The files you selected are now being transferred to the Cryptshare Server. The recipients will be informed.

44%

Time remaining : 00:00:06 - Speed : 2MB/s


Testimage.jpg


Testvideo.MOV

Testdocument.docx

< Cancel




Finally, you will be informed if the transfer was successful. You can use the list to see all the details again.


**Cryptshare.express**




The upload has completed successfully and the files have been encrypted. The participants of this transfer will be notified. This is a summary of your transfer. All file names and options that you have selected will be shown in this screen.

Sender


	Name	John
	Phone	+44 123 456 789
	Email	john.doe@cs4o.test.com

Recipients





	john.doe@cs4o.test.com
---	------------------------

Confidential Message








Using the link below you can download the confidential message you have written as an EML file.


	<a href="#">Confidential Message</a>
---	--------------------------------------


Files

	Testimage.jpg
	Testdocument.docx
	Testvideo.MOV
	Confidential Message.eml

Transfer Options

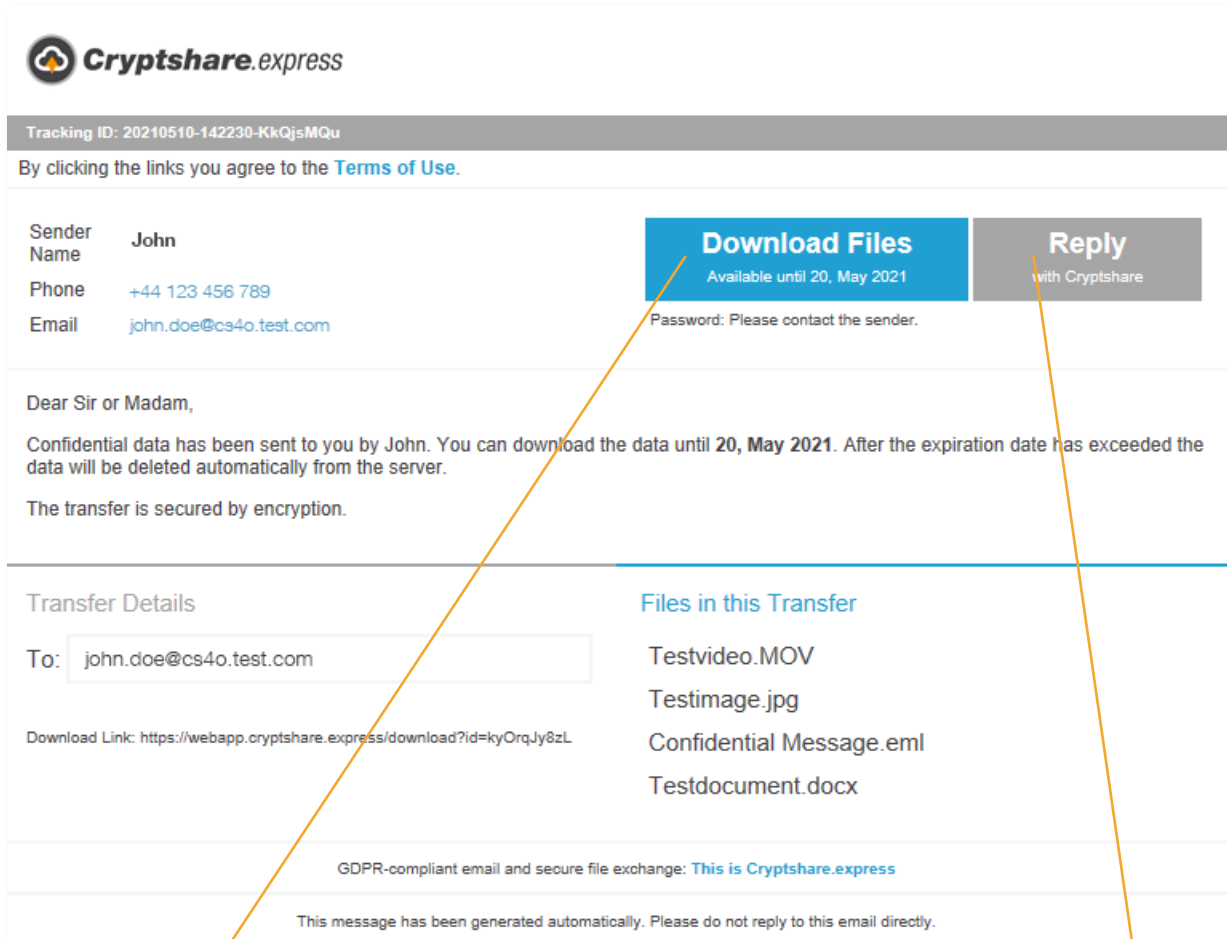
	Tracking ID	20210510-142230-KkQjsMQu
	Security Mode	One-time password
	Expiration Date	20, May 2021
	Recipient language	English
	Show File Names	The file names of the provided files in this transfer will be mentioned in email notifications.
	Download Confirmation	You will receive an email notification when a recipient retrieves the files of this transfer.
	Sender Confirmation	An email notification with the transfer details was sent to 'john.doe@cs4o.test.com'.

 Revoke

 Begin New Transfer

## Receiving

If you are a recipient of an email sent via Cryptshare.express, you will receive the following notification:



**Cryptshare.express**

Tracking ID: 20210510-142230-KkQjsMQu

By clicking the links you agree to the [Terms of Use](#).

Sender Name: **John**  
Phone: +44 123 456 789  
Email: john.doe@cs4o.test.com

**Download Files**  
Available until 20, May 2021

**Reply**  
with Cryptshare

Password: Please contact the sender.

Dear Sir or Madam,

Confidential data has been sent to you by John. You can download the data until **20, May 2021**. After the expiration date has exceeded the data will be deleted automatically from the server.

The transfer is secured by encryption.

---

**Transfer Details**

To: john.doe@cs4o.test.com

Download Link: <https://webapp.cryptshare.express/download?id=kyOrqJy8zL>

**Files in this Transfer**

- Testvideo.MOV
- Testimage.jpg
- Confidential Message.eml
- Testdocument.docx

GDPR-compliant email and secure file exchange: [This is Cryptshare.express](#)

This message has been generated automatically. Please do not reply to this email directly.

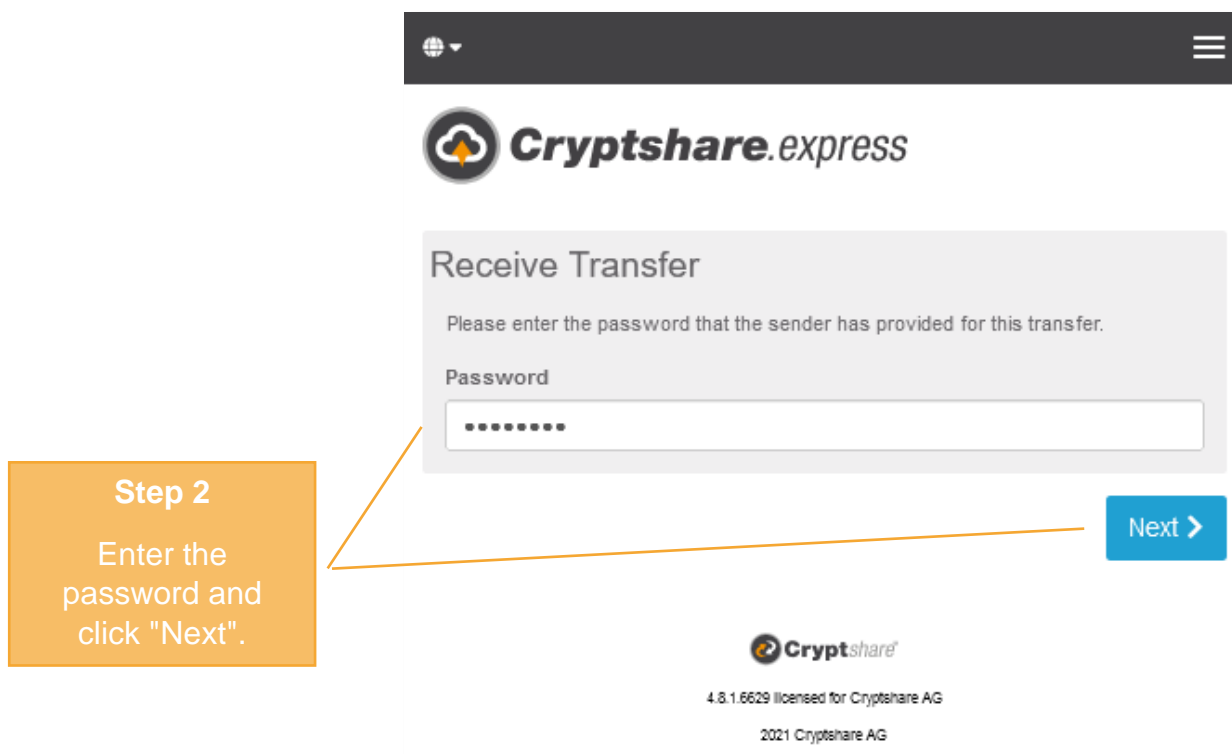
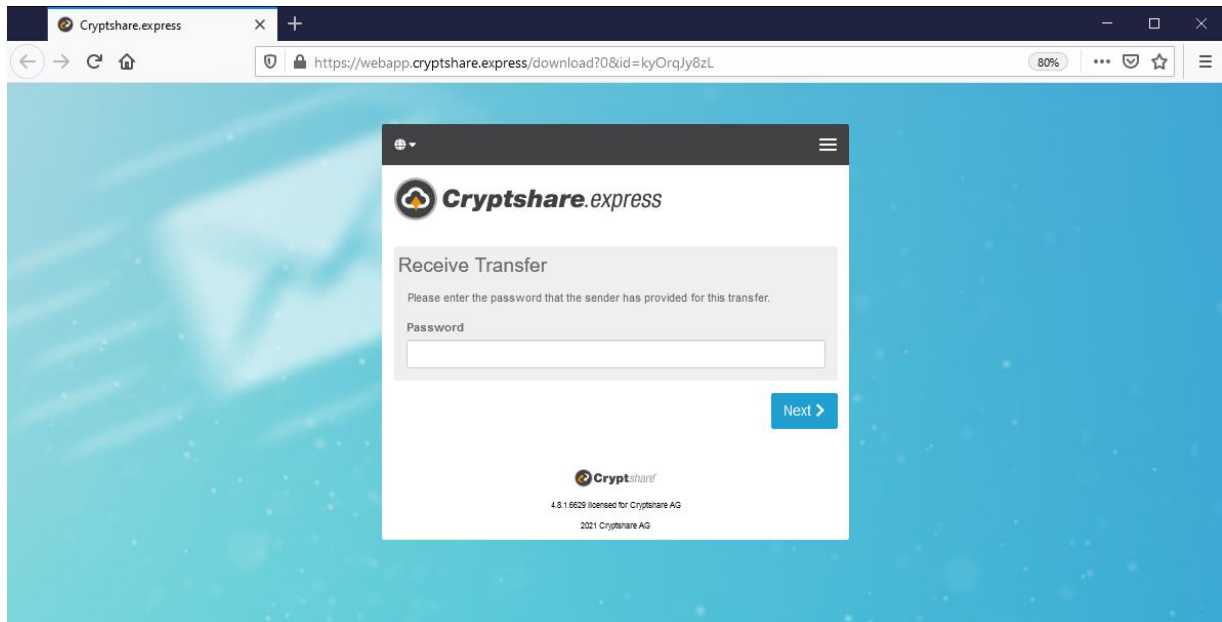
### Step 1

Click on  
"Download Files".

Click on "Reply" to respond to  
your contact via  
Cryptshare.express.

Continue with [Step 2](#) of the  
chapter "Sending".

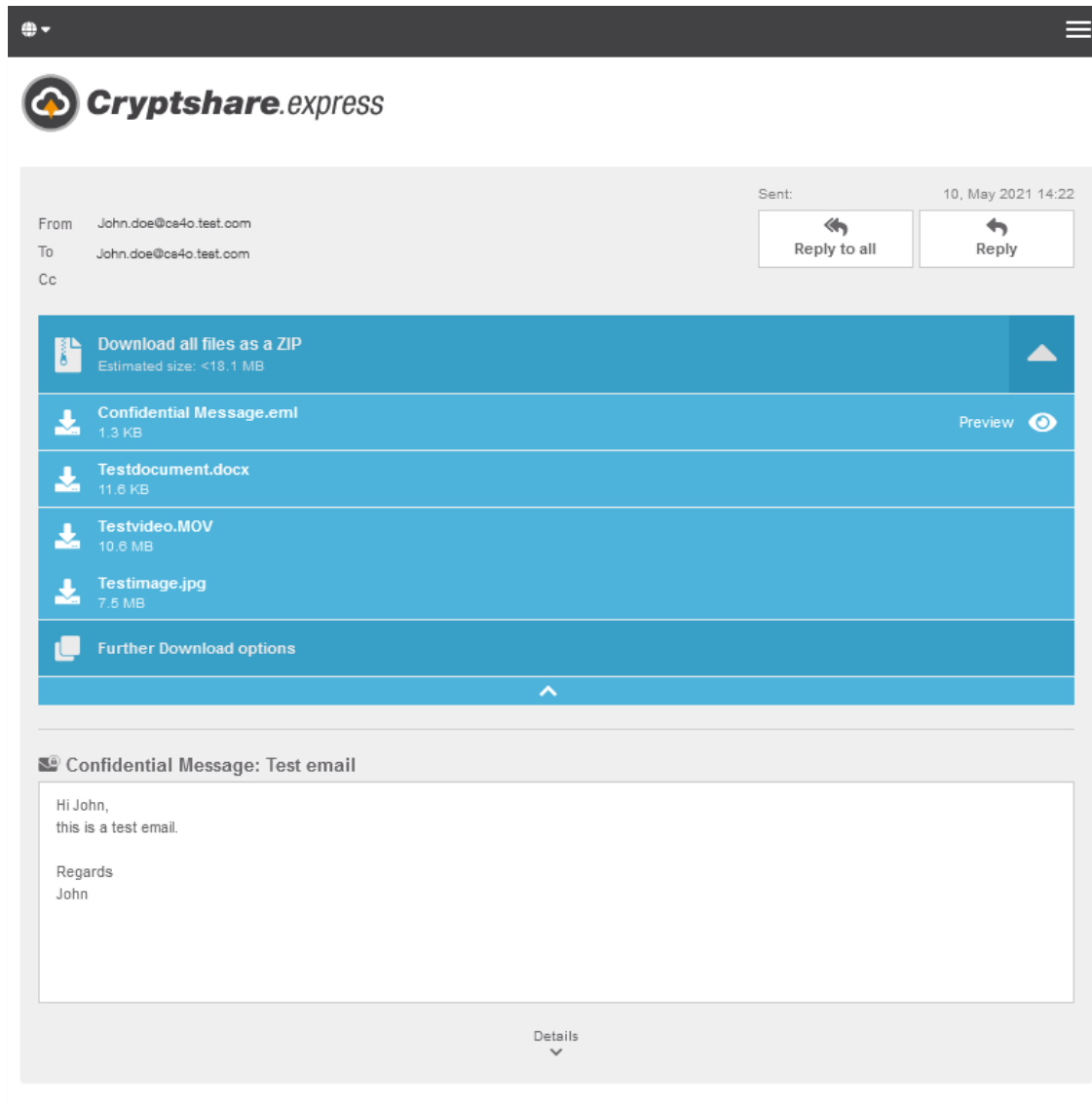
Your browser will open automatically:



**Caution:** The sender will send you the password separately. It will not be communicated in the notification email!



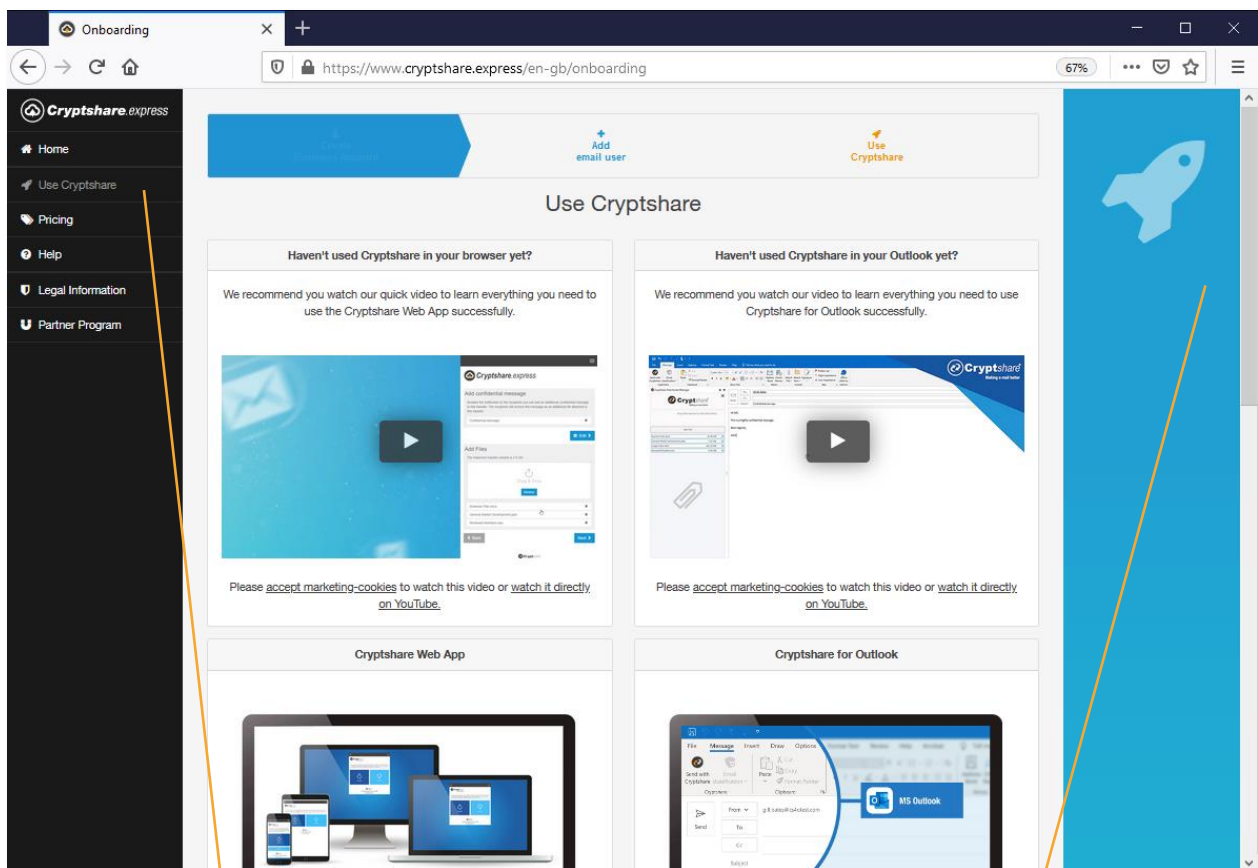
You can now download the transfer files:



## Installing the Outlook add-in

To be able to use Cryptshare.express easily and securely in Outlook, please log in with your Business Account in the login area and navigate to the tab "Use Cryptshare". Alternatively, you can also open this link: <https://www.cryptshare.express/en/onboarding>

We offer a predefined add-in for download on this page. [Here](#) you can see which Outlook versions it is compatible with.



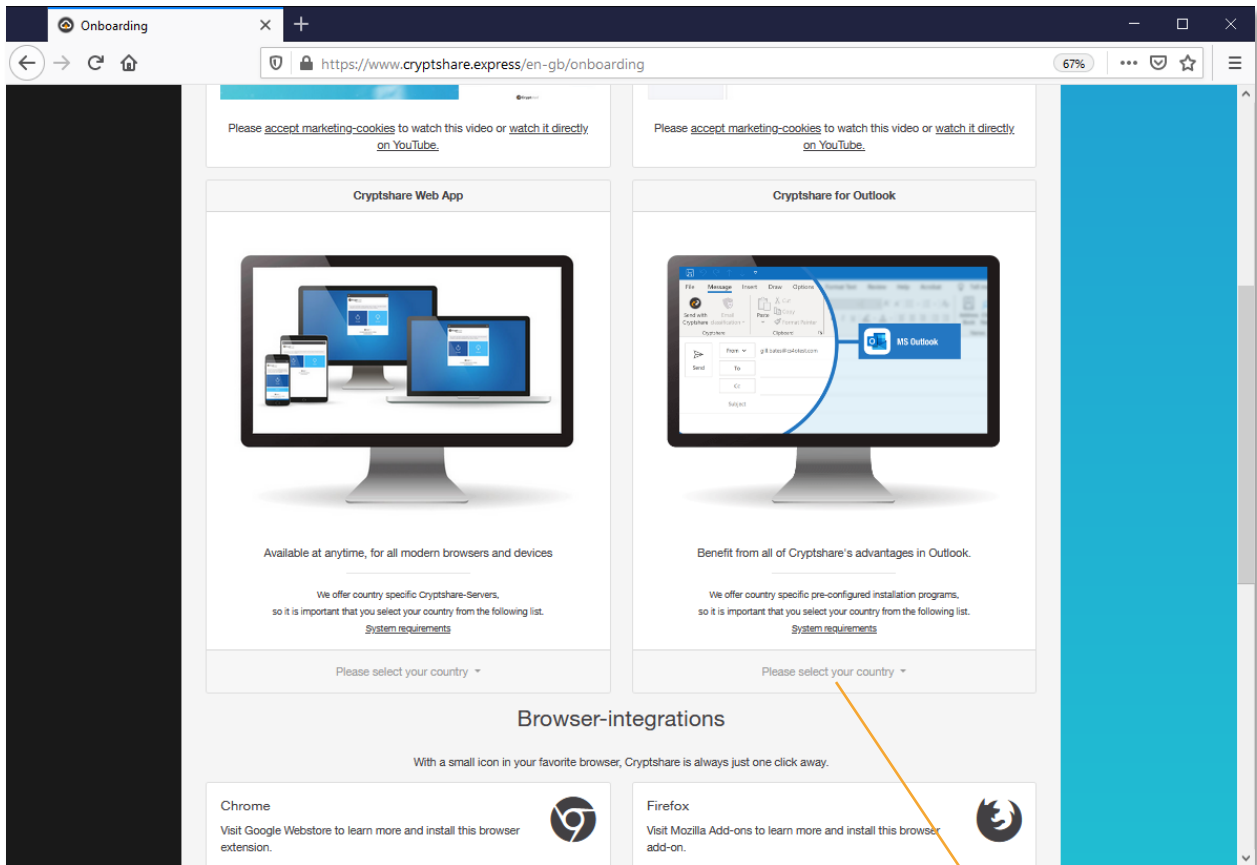
### Step 1

Go to "Use Cryptshare".

### Step 2

Scroll down.

Below the headline "Cryptshare for Outlook" you can find the installer.



### Step 3

Select your country and download the installation file.

### Step 4

Execute the installation file.

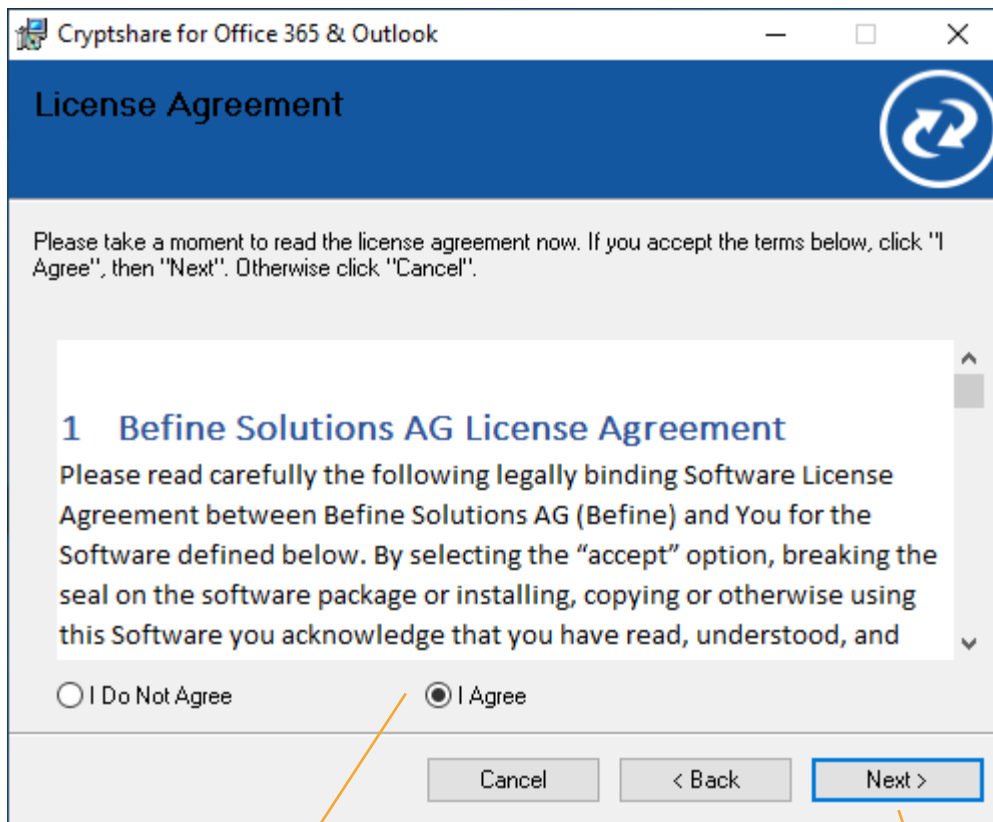
The installation wizard opens:



**Step 5**

Click on "Next".

The license agreement is displayed. Please read it carefully and then accept it to proceed with the installation:



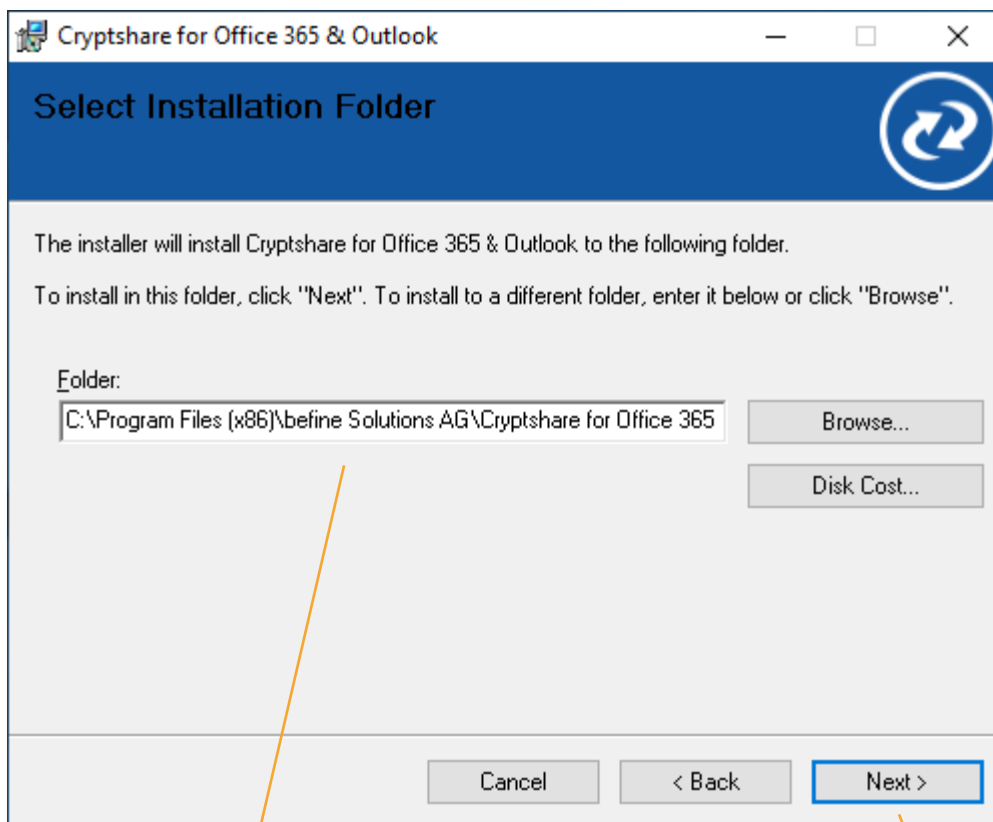
#### Step 6

Agree to the license agreement.

#### Step 7

Click on "Next".

Select the installation folder:



#### Step 8

Define the file path for the installation.

#### Step 9

Click on "Next".

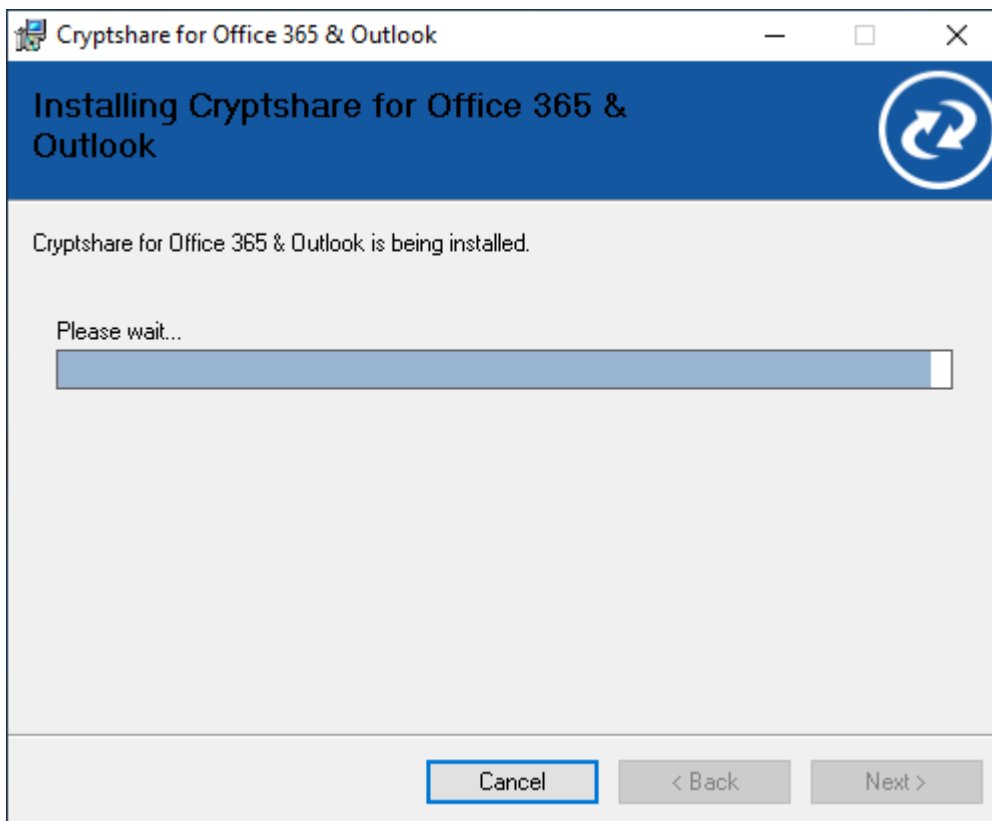
This message may appear:



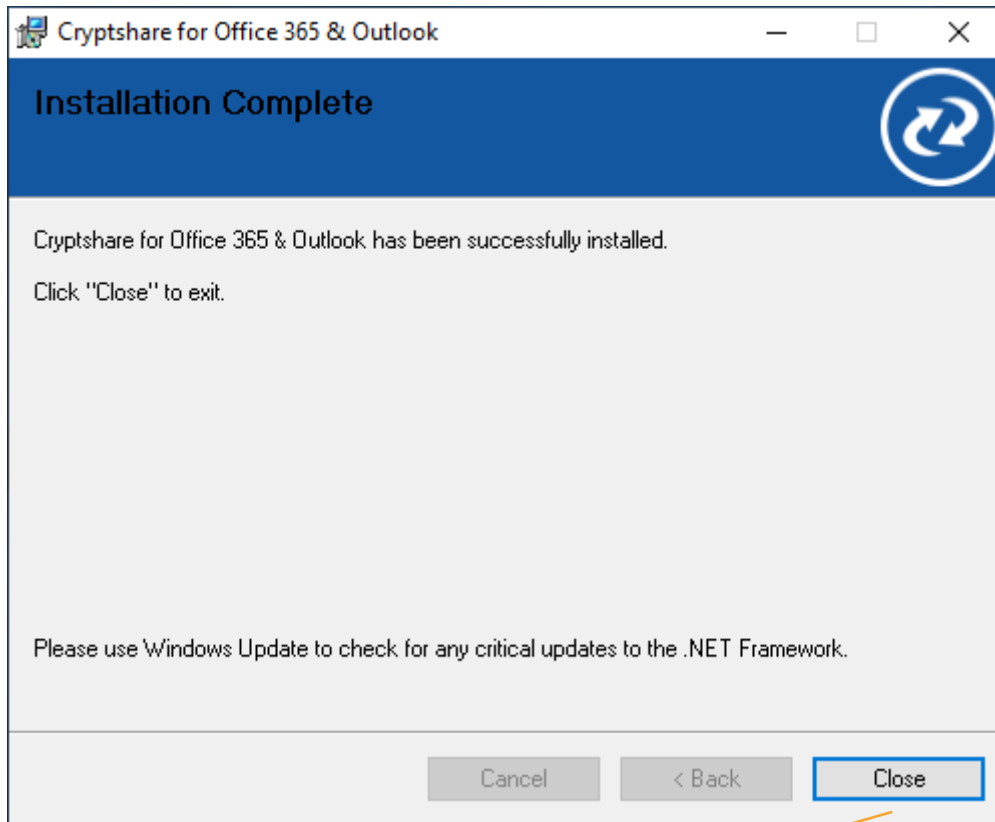
**Step 10**

Confirm with  
„Yes“.

The Add-in is being installed:



The installation was finished:



**Step 11**

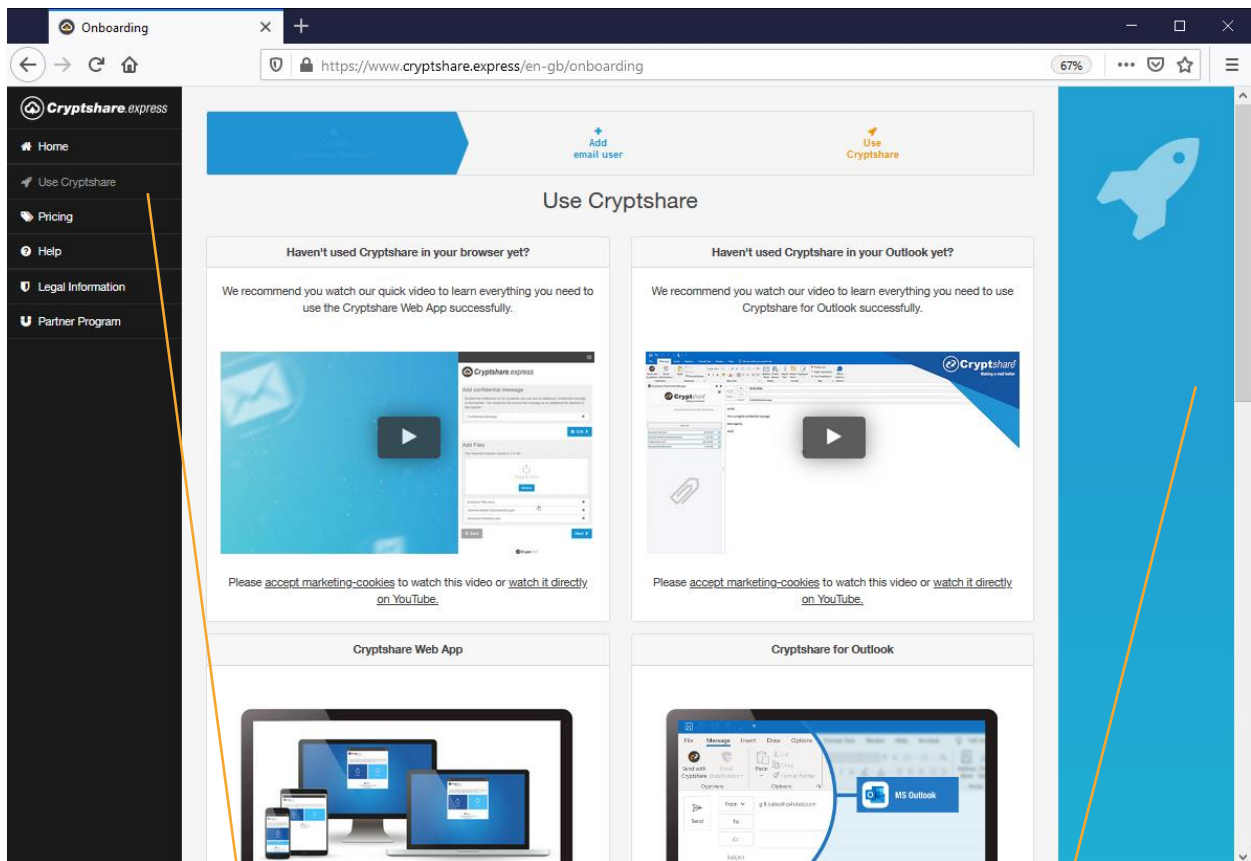
Click on "Close".



## Installing a browser integration

With an icon in your favourite browser, Cryptshare is always just one click away.

To be able to use Cryptshare.express easily and safely as a browser integration, please log in with your business account in the login area and navigate to the tab "Use Cryptshare". You can also open this link: <https://www.cryptshare.express/en/onboarding>



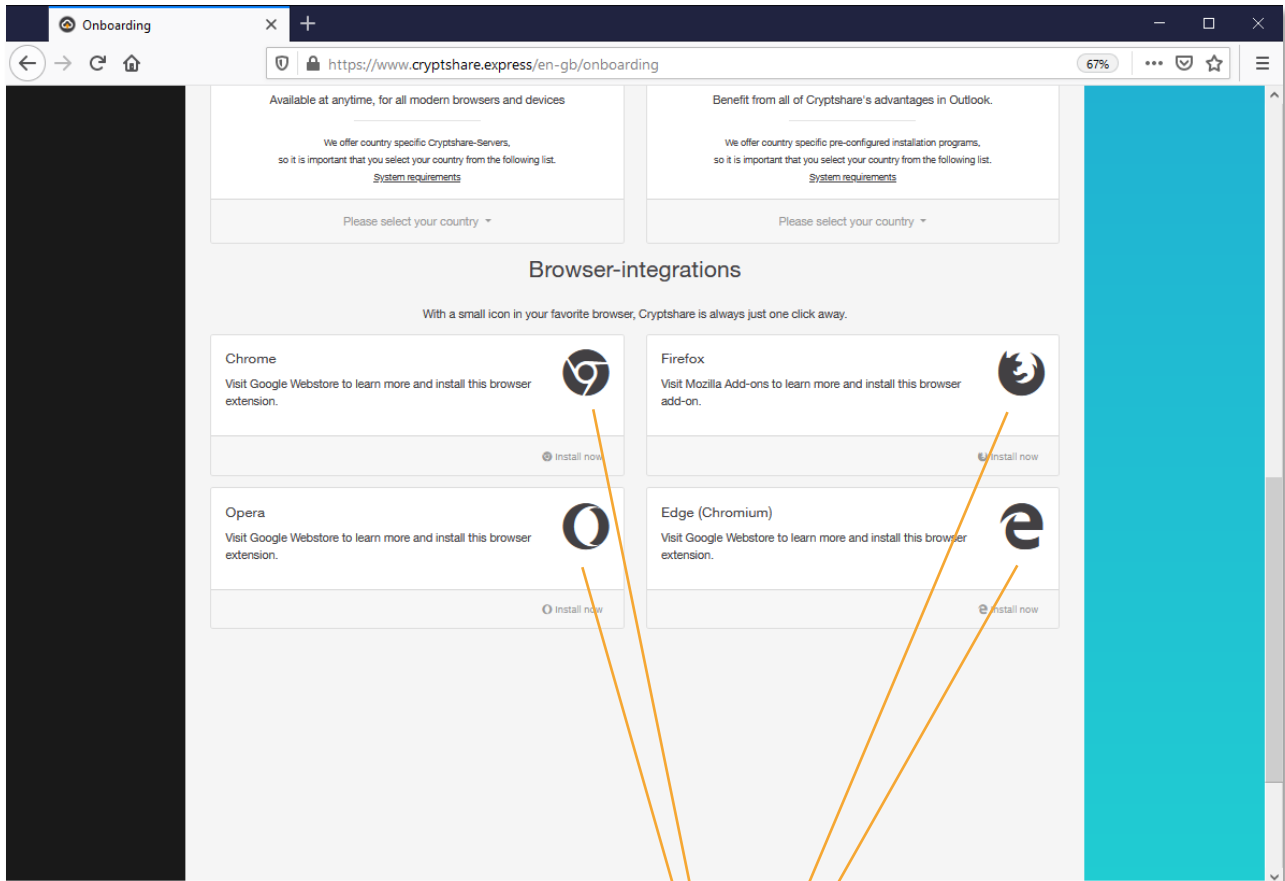
### Step 1

Go to "Use Cryptshare".

### Step 2

Scroll down.

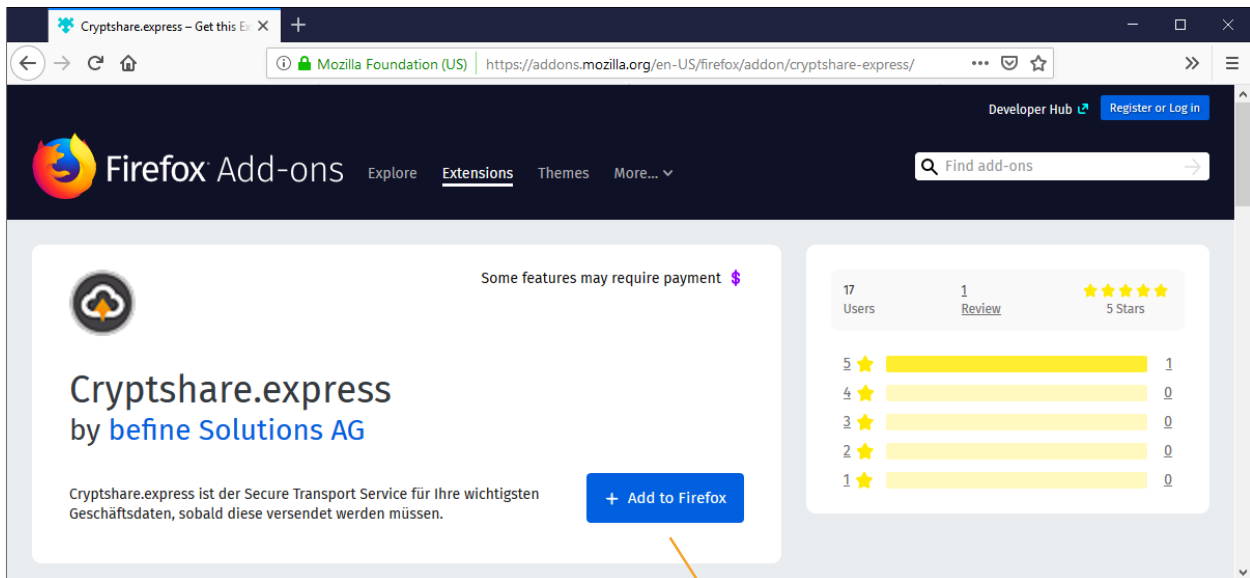
To install one of the available integrations, simply click on the respective link. You will then be redirected to the external page for extensions of the respective browser.



### Step 3

Select the integration for your respective browser and click on the corresponding image.

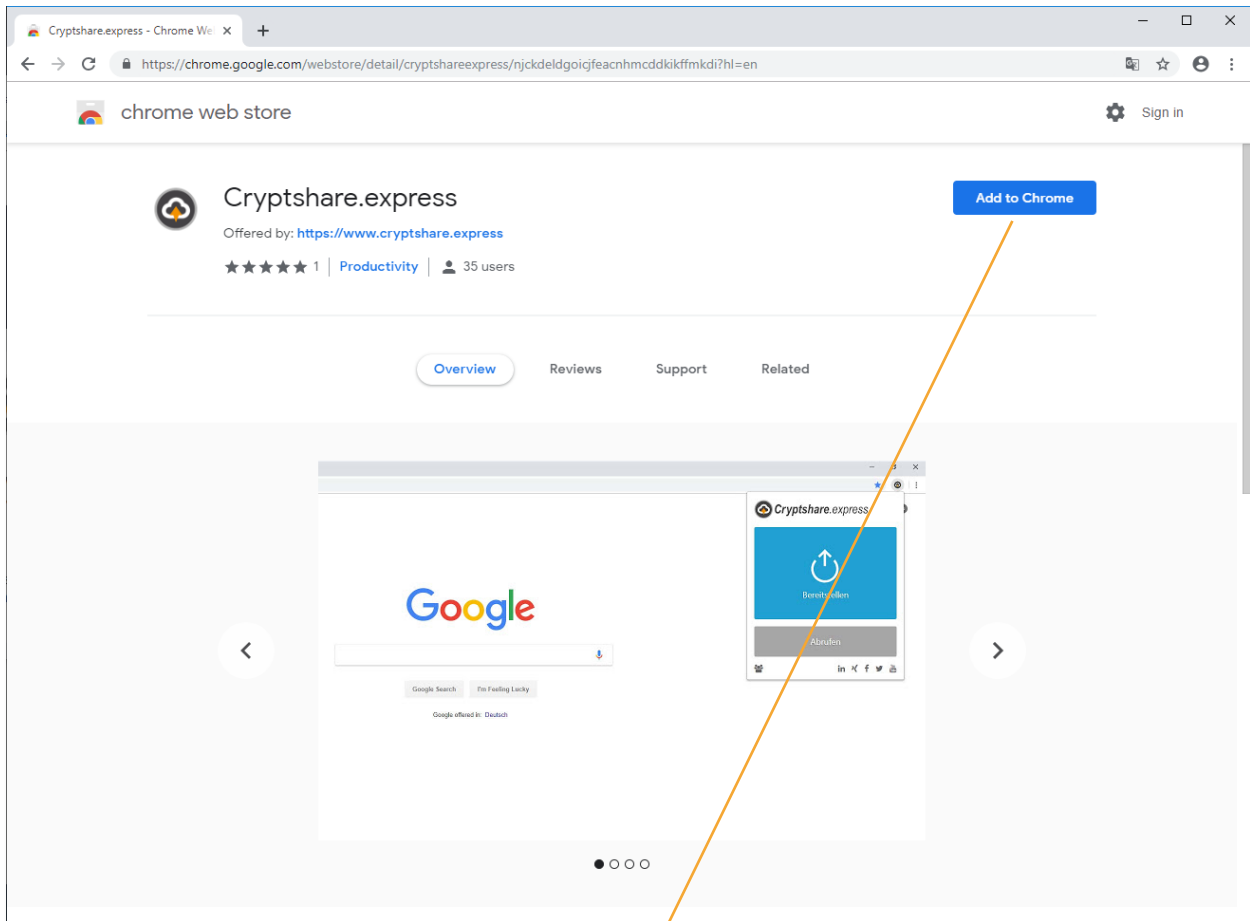
Here you can see the page for Firefox extensions:



#### Step 4

Click "Add to Firefox" to install the browser integration.

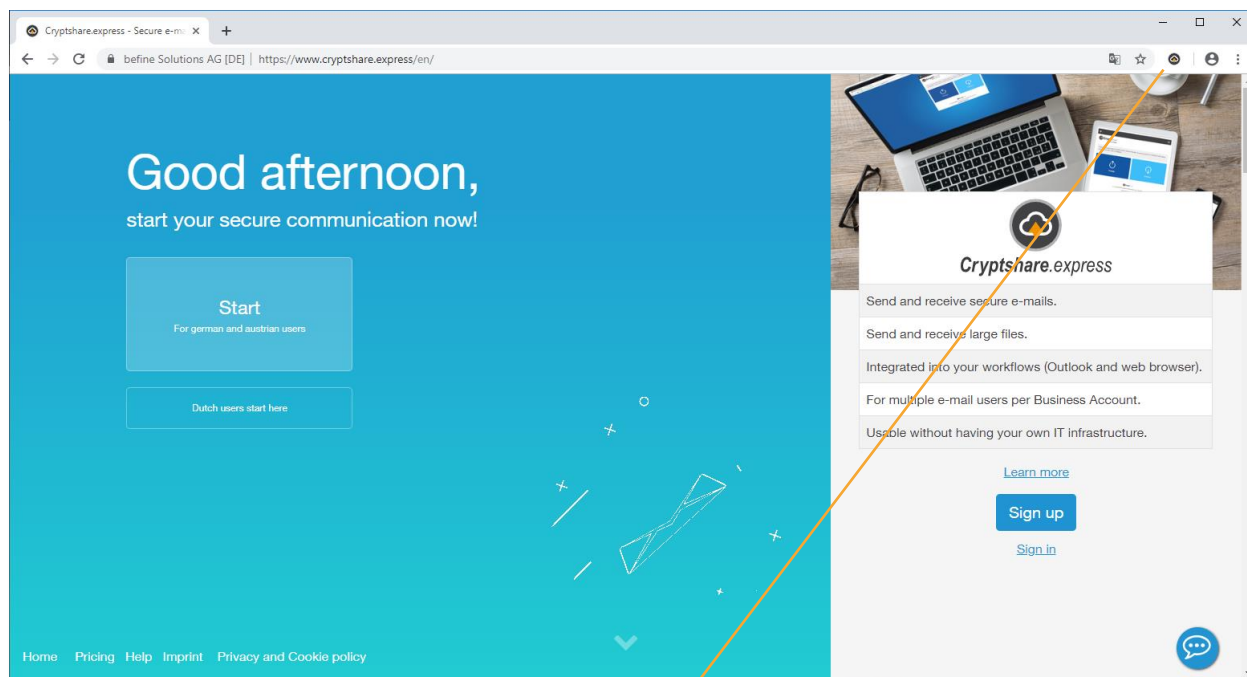
Here you can see the page for the extensions of Chrome and Opera:



### Step 5

Click "Add to Chrome" to install the browser integration.

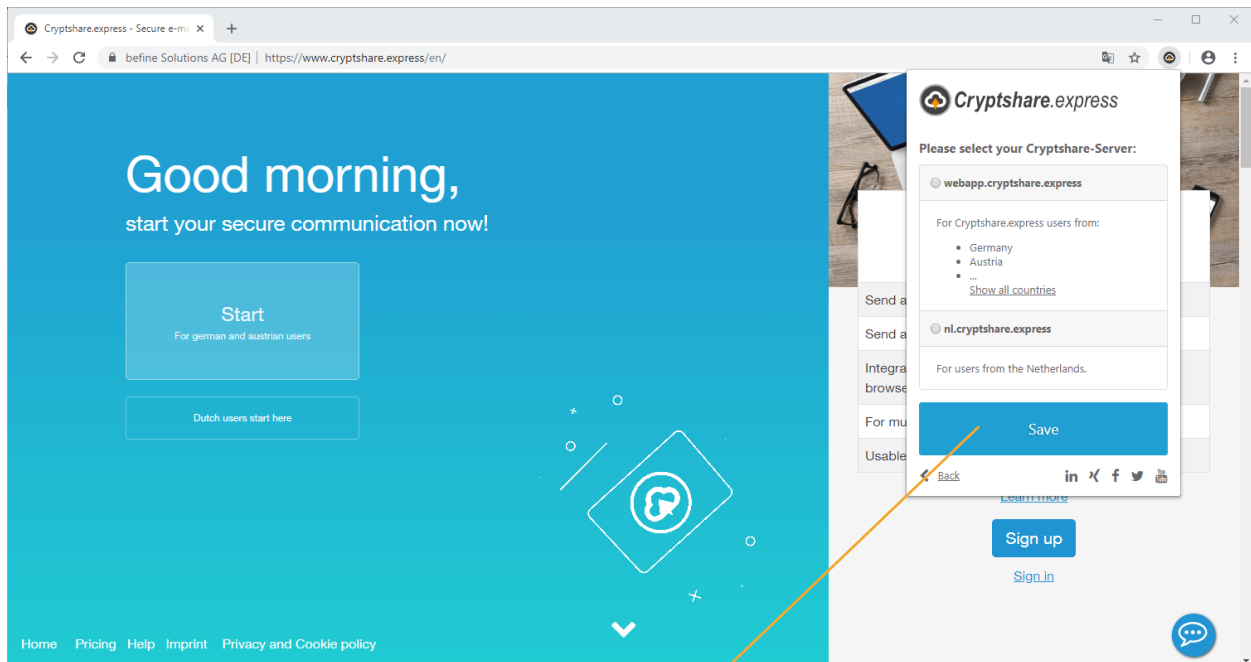
Once you have installed the integration, the icon will appear in your browser:



### Step 6

Click on the icon.

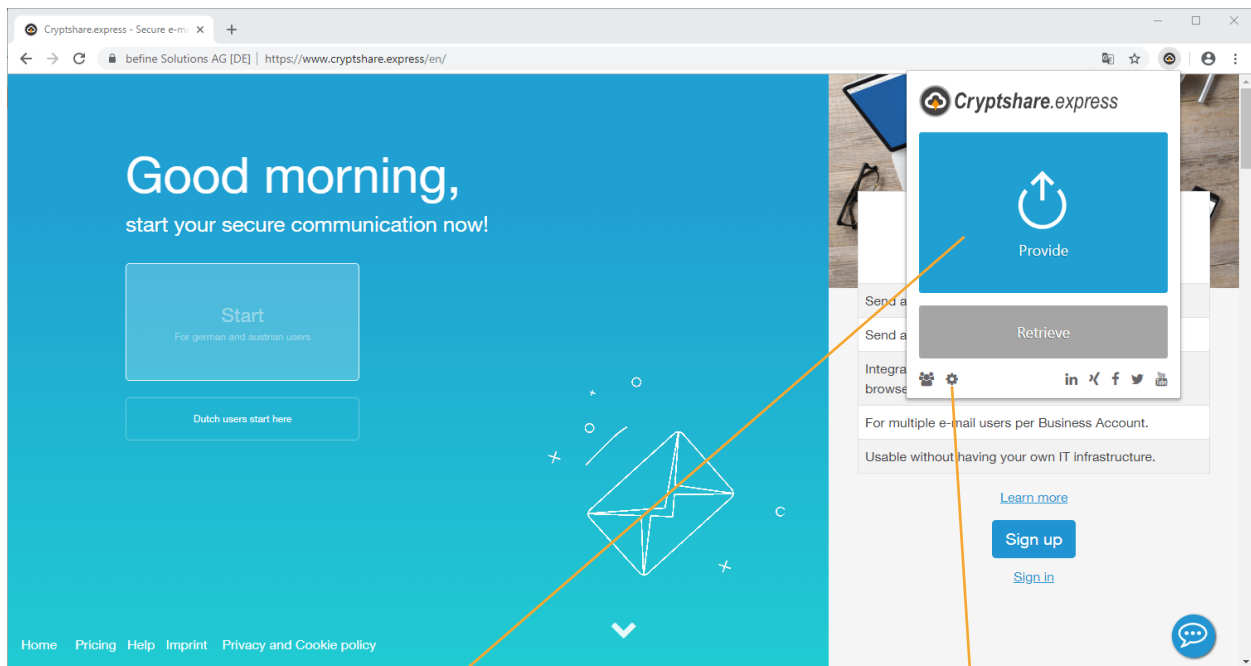
When using Cryptshare.express for the first time, you will be asked which server you want to use it with.



### Step 7

Select the correct server and click "Save".

Done! Now you can access Cryptshare.express at any time with just one click.



### Step 8

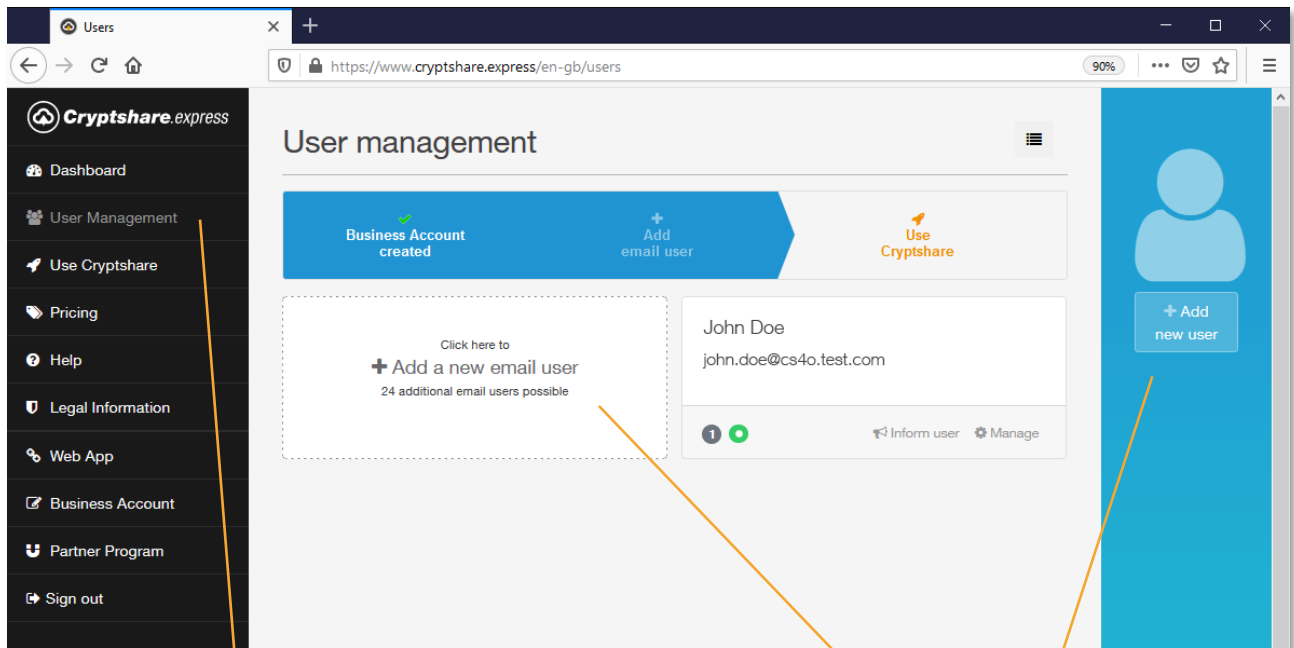
Click "Provide" to go directly to the Web App.

Here you can change the selected server if necessary.

## Add more users

You can create and manage up to 25 users with your business account at any time.

You can add more by logging in with your business account at <https://www.cryptshare.express/de/sign-in>. Then go to "User Management" and click on "Add a new email user":



### Step 1

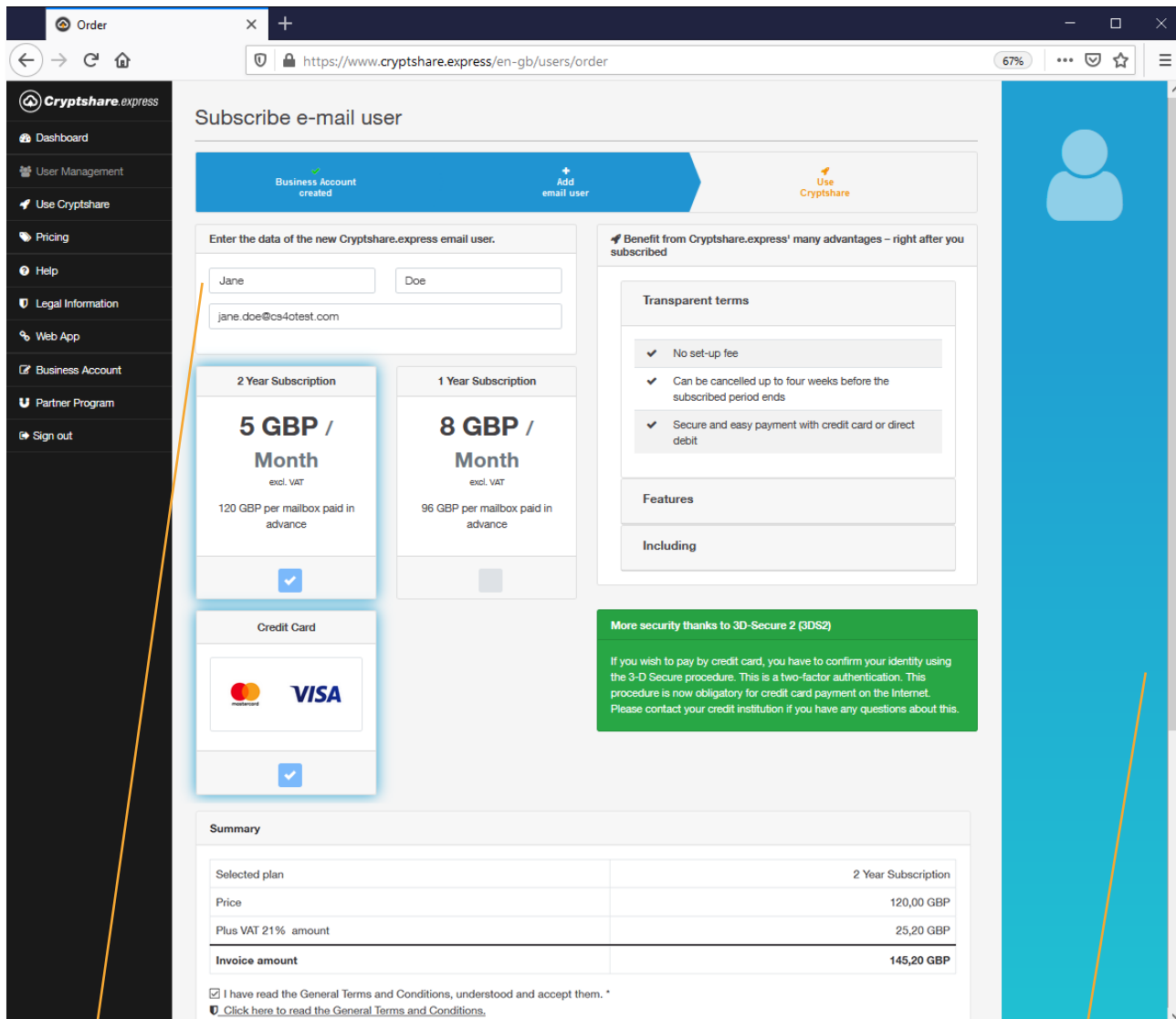
Go to "User Management".

### Step 2

Click on  
"Add a new email user"  
OR  
in the right column on  
"Add new user"



Here you can see the order form for another user:



**Order** | <https://www.cryptshare.express/en-gb/users/order> | 67%

**Cryptshare.express**

- Dashboard
- User Management
- Use Cryptshare
- Pricing
- Help
- Legal Information
- Web App
- Business Account
- Partner Program
- Sign out

### Subscribe e-mail user

Business Account created | Add email user | Use Cryptshare

Enter the data of the new Cryptshare.express email user.

**2 Year Subscription**

**5 GBP / Month**  
excl. VAT

120 GBP per mailbox paid in advance

☒

**1 Year Subscription**

**8 GBP / Month**  
excl. VAT

96 GBP per mailbox paid in advance

☐

**Credit Card**

☒

**Transparent terms**

- ✓ No set-up fee
- ✓ Can be cancelled up to four weeks before the subscribed period ends
- ✓ Secure and easy payment with credit card or direct debit

**Features**

Including

**More security thanks to 3D-Secure 2 (3DS2)**

If you wish to pay by credit card, you have to confirm your identity using the 3-D Secure procedure. This is a two-factor authentication. This procedure is now obligatory for credit card payment on the Internet. Please contact your credit institution if you have any questions about this.

**Summary**

Selected plan	2 Year Subscription
Price	120,00 GBP
Plus VAT 21% amount	25,20 GBP
<b>Invoice amount</b>	<b>145,20 GBP</b>

☒ I have read the General Terms and Conditions, understood and accept them. \*  
[Click here to read the General Terms and Conditions.](#)

### Step 3

Fill in the data of your new user.

### Step 4


Scroll down.

At the bottom of the page, you will find the summary of your order:

**Summary**

Selected plan	2 Year Subscription
Price	120,00 GBP
Plus VAT 21% amount	25,20 GBP
<b>Invoice amount</b>	<b>145,20 GBP</b>

☒ I have read the General Terms and Conditions, understood and accept them. \*

 [Click here to read the General Terms and Conditions.](#)

\* Mandatory fields

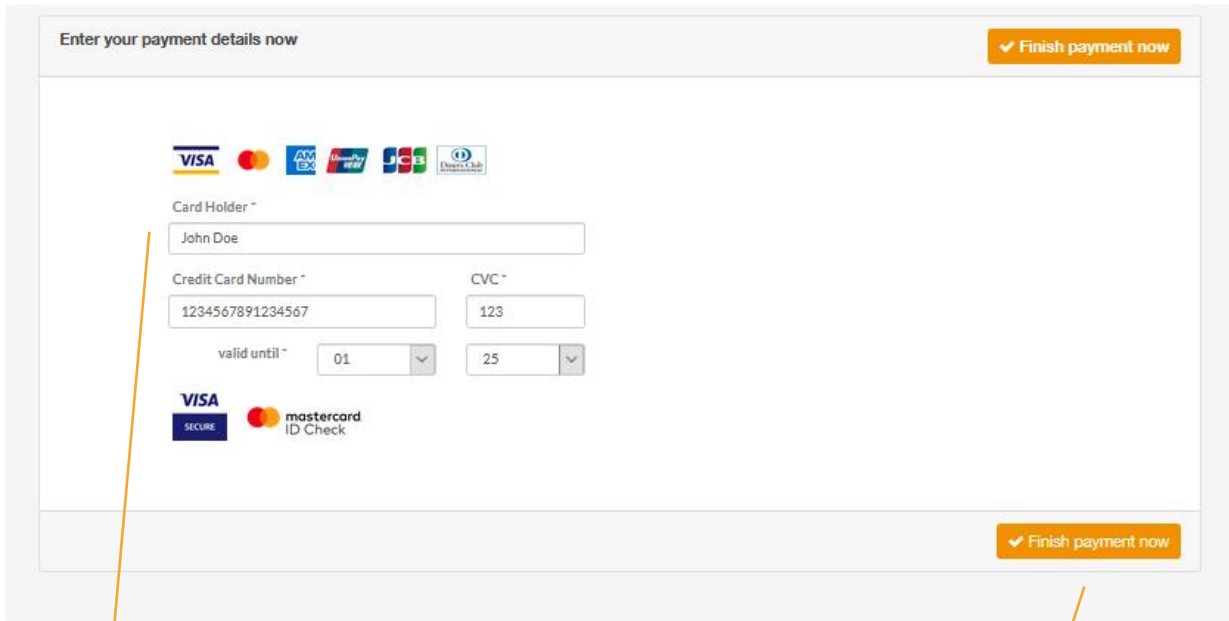
**Order now**  
The payment is made in the next step.

### Step 5

Accept the General Terms and  
Conditions.

Then click on "Order now".

Here you can see the payment with a credit card:



The screenshot shows a payment form titled "Enter your payment details now". At the top right is an orange button with a checkmark and the text "Finish payment now". Below the title, there are logos for VISA, Mastercard, AMEX, Discover, JCB, and Diners Club. The form fields are: "Card Holder \*" with the value "John Doe"; "Credit Card Number \*" with the value "1234567891234567"; "CVC \*" with the value "123"; and "valid until \*" with two dropdown menus showing "01" and "25". Below these fields are logos for VISA SECURE and Mastercard ID Check. At the bottom right is another orange button with a checkmark and the text "Finish payment now".

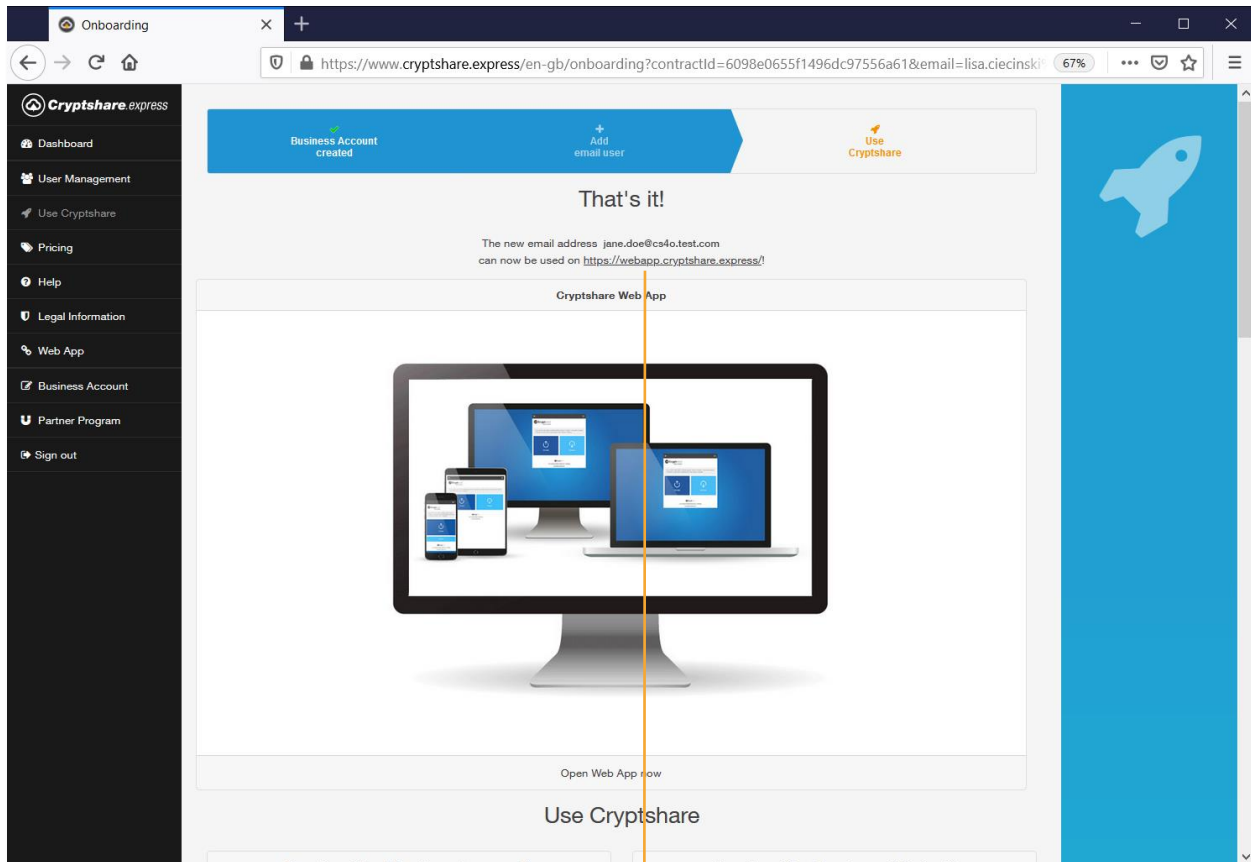
### Step 6

Enter your payment details here.

### Step 7

Click on "Finish payment now".

Done! You can now inform your new user:

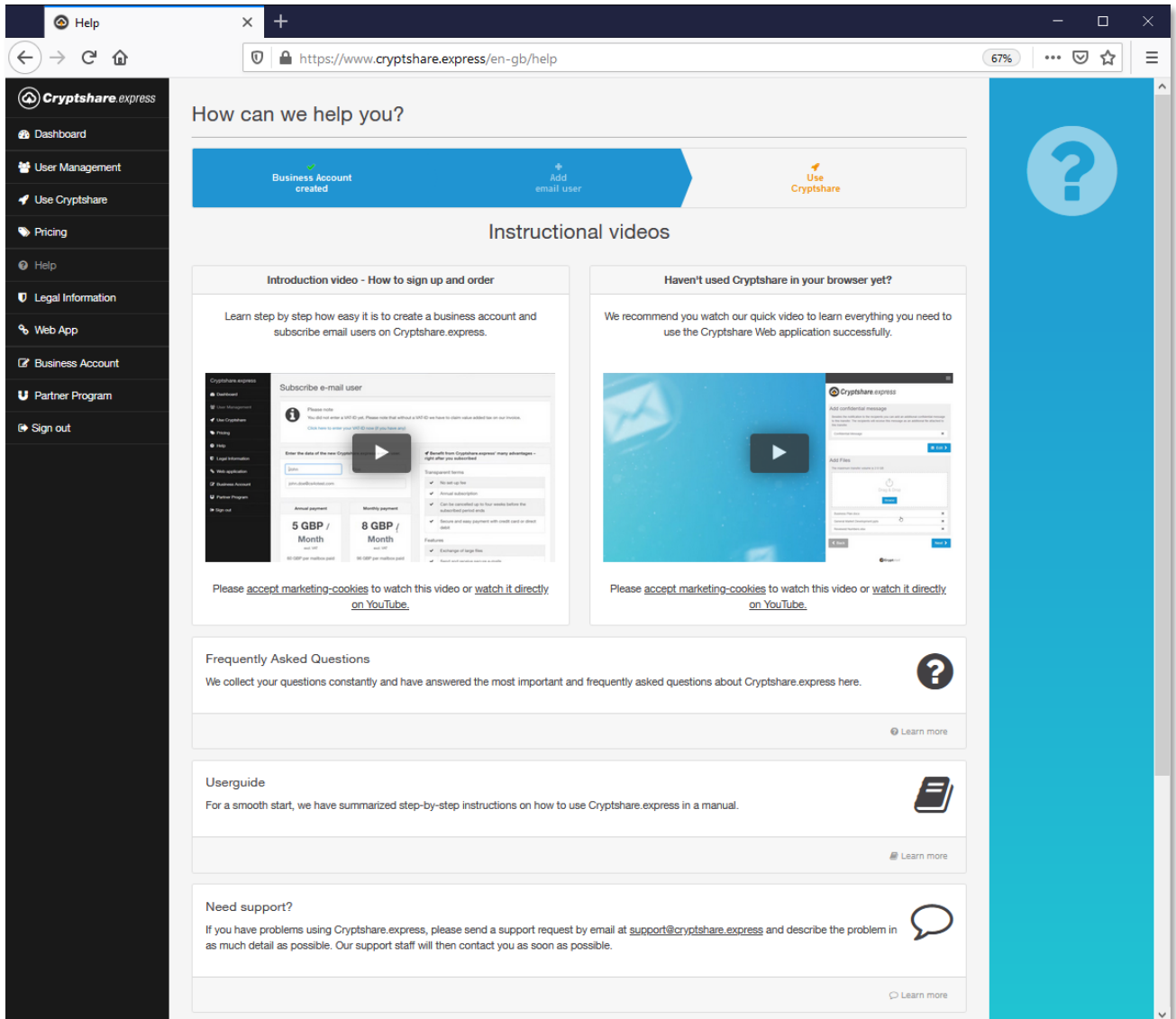


### Step 8

Inform your user about their new possibilities with Cryptshare.express.

## Get help

If you have further questions or need more information, you can always refer to the answers and manuals in our Help section:



The screenshot shows the 'Help' page of the Cryptshare.express website. The page is titled 'How can we help you?' and features a navigation sidebar on the left with links to Dashboard, User Management, Use Cryptshare, Pricing, Help, Legal Information, Web App, Business Account, Partner Program, and Sign out. The main content area is divided into several sections:

- Business Account created:** A blue button with a green checkmark and the text 'Add email user'.
- Use Cryptshare:** An orange button with a yellow lightning bolt icon.
- Instructional videos:** Two video thumbnails are displayed:
  - Introduction video - How to sign up and order:** A video showing the sign-up process with a play button overlay.
  - Haven't used Cryptshare in your browser yet?:** A video showing the browser interface with a play button overlay.
- Frequently Asked Questions:** A section with a question mark icon and a 'Learn more' link.
- Userguide:** A section with a document icon and a 'Learn more' link.
- Need support?:** A section with a speech bubble icon and a 'Learn more' link.

A large blue sidebar on the right side of the page features a large white question mark icon.



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