I.   Main Page

Go to https://filetransfer.giz.de
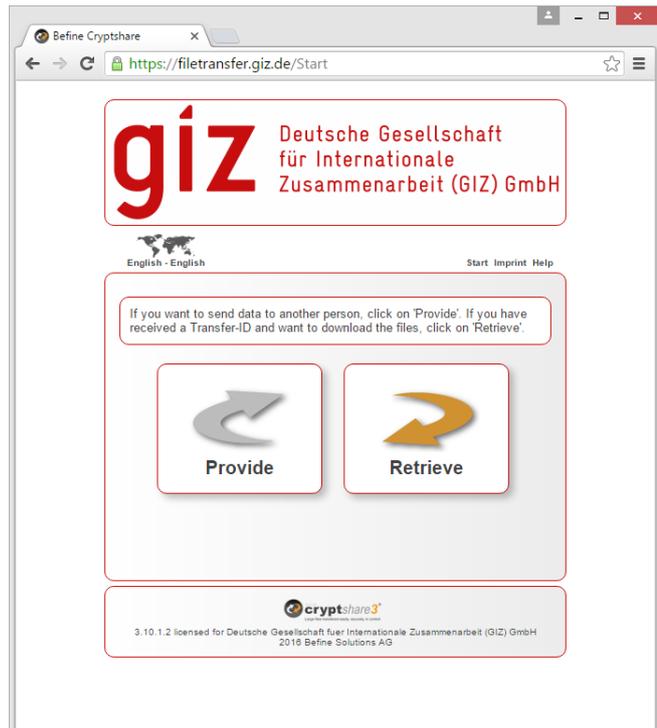
There you can choose one of two options:
a) you can provide a file for a recipient inside or outside of your company or
b) you can retrieve a file that somebody has provided for you.

II.   Providing Files

1.   Enter sender's data

You will be asked to enter the your data. This data is required to inform the recipient accordingly and to enable him to call back the sender and ask for the password.
The data can be saved for 30 days as a cookie, so it does not have to be entered again with every file transfer. When cryptshare is being used again, the remaining time period is automatically reset to the specified number of days again.
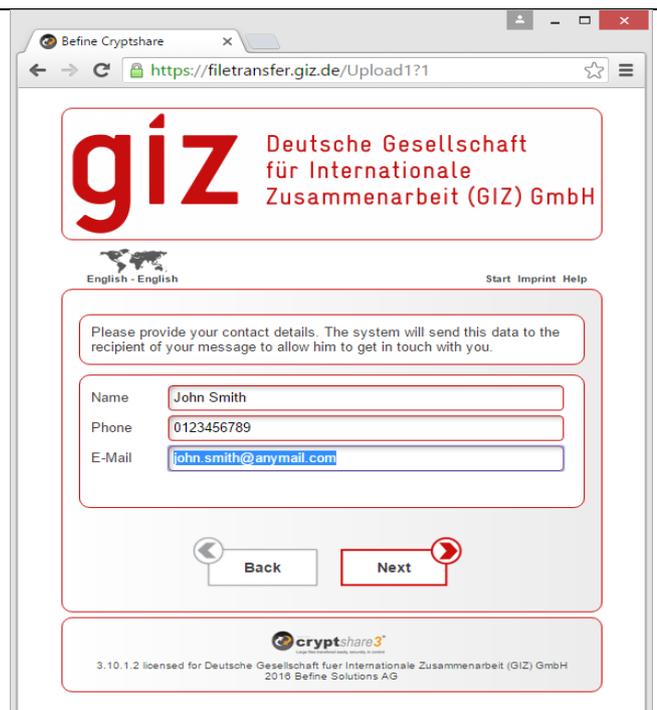
2. E-mail verification

If the sender has not used cryptshare from his browser before, the system requires a verification of his e-mail address to make sure it is authentic.
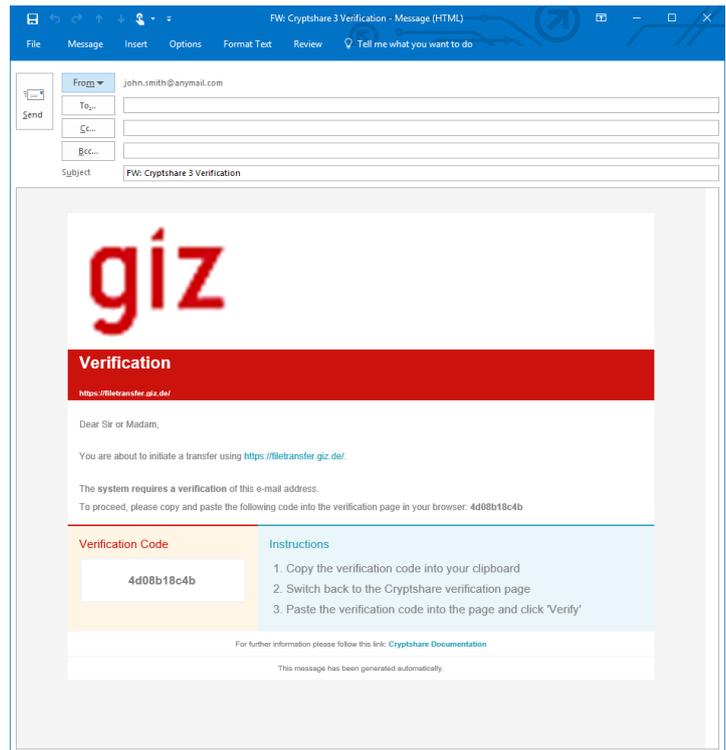In order to accomplish verification, you will receive a verification code via e-mail sent by the cryptshare server.

3. Verification process

Accomplishment of verification

You can copy the verification code out of the e-mail and paste it into the entry field in cryptshare.
The successful verification will be saved as a cookie.

4. Entering Recipient Data

In the following dialogue, cryptshare asks for the recipient data.

This data will be used to send an automatic information mail to the recipient containing a link to the provided file.

Enter recipients' email addresses.

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.

Press **"Add confidential message"** if you wish this additional message to be attached.
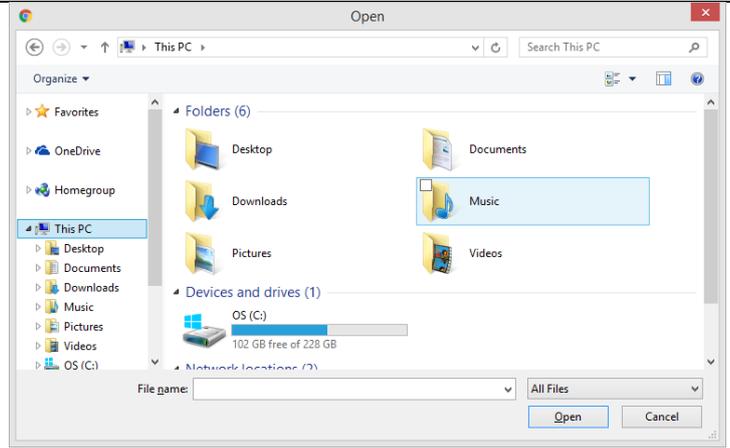
Then press **"Add files"** to upload files.

5. Choose files you wish to add and press **"Open".** Please note, that maximum transfer volume is 15.00 GB.	
When all your files are added, press **"Next".**	

6. Entering Transfer Options:

The recipient(s) will be notified via e-mail in the language you select. The notification e-mail will contain the download link, your contact details as well as information on the transfer lifetime.

Select how you want to create a password for protection of your transfer. The password strength indicator shows how secure your password is and if you have applied all password quality rules set by the administrator.

If you choose the option to send without a password, the transfer will still be encrypted with an auto-generated password, but security is low as the password is sent in plain text via e-mail to the recipient as part of the download link.

Please note that some of the options described here may have been deactivated by the administrator.

7. Check the Notification message

This notification will be sent automatically to the recipient(s) in the next step.

The language of this text can be selected in the transfer options dialogue.

You can modify the text to personalize the salutation or add any personalized information. You should not add confidential information though, because the message will be sent as standard e-mail in plain text.

You can use the "Add confidential message" feature to create a confidential message to your recipient(s).

The message contains a download link, transfer lifetime as well as the personal data you have provided in the first step. This information cannot be modified here.

Press **"Start Transfer"**

If everything was uploaded successfully, you will see the confirmation message box.

You can use the symbol in the upper right corner of your screen to expand or collapse any section of this summary. Also you can print the summary as it is displayed on the screen using the Print function of your browser.

You can also **"Begin new Transfer"**

Please DO NOT FORGET to provide the recipient with the PASSWORD you have created.
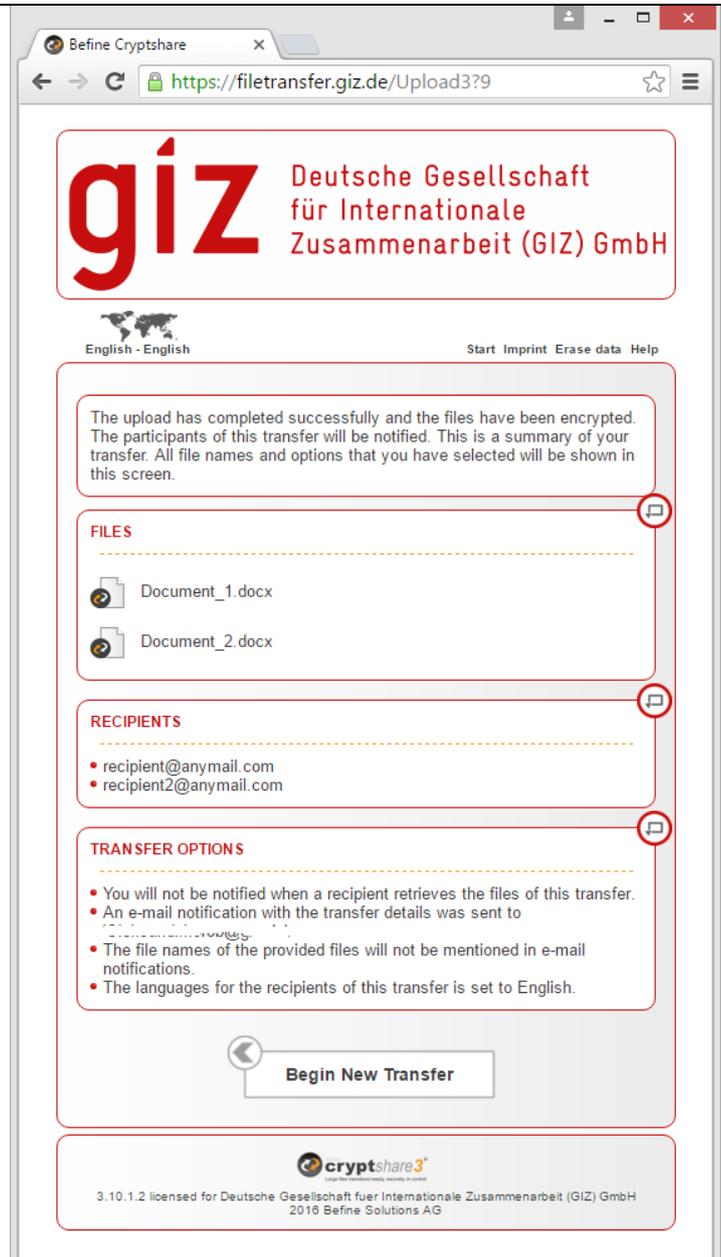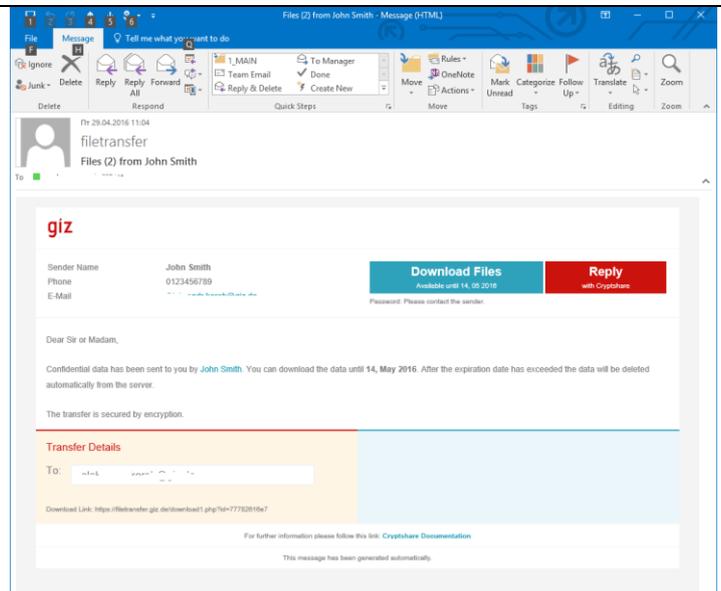

III. Retrieving Files

(1) **E-mail notification**

As soon as someone provides files via cryptshare an automatically generated e-mail will inform you.

In order to get the password please contact the sender.

Press **"Download Files"**

(2) **Enter password**

By clicking on the link in the information message, you will get to the cryptshare server.

There he will be asked for the correct password.

The file ID will automatically be taken over from the information message.

(3) **Download file**

After entering the correct password, the provided file(s) is being displayed. The download can be initiated by clicking on the file name.
The file transfer is now complete.

The sender receives an automatically generated notification mail when the recipient has downloaded the provided file.