

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.

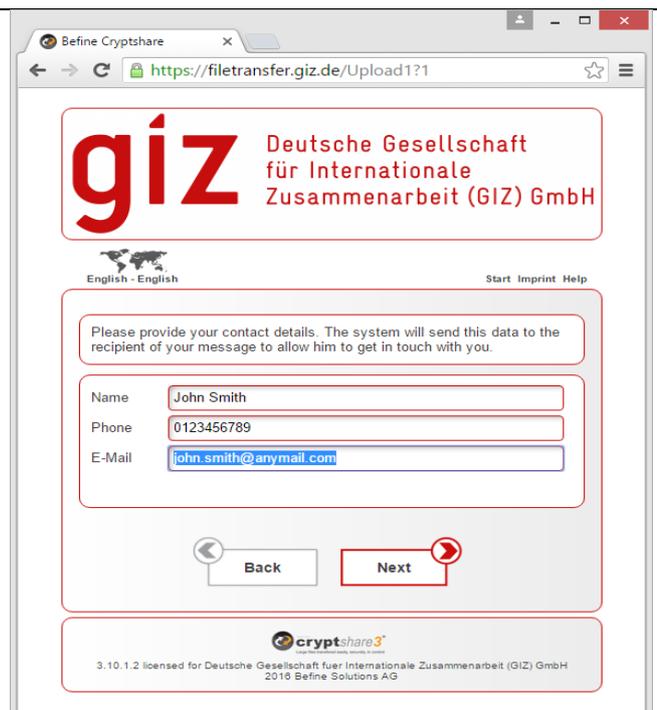


II. Providing Files

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.

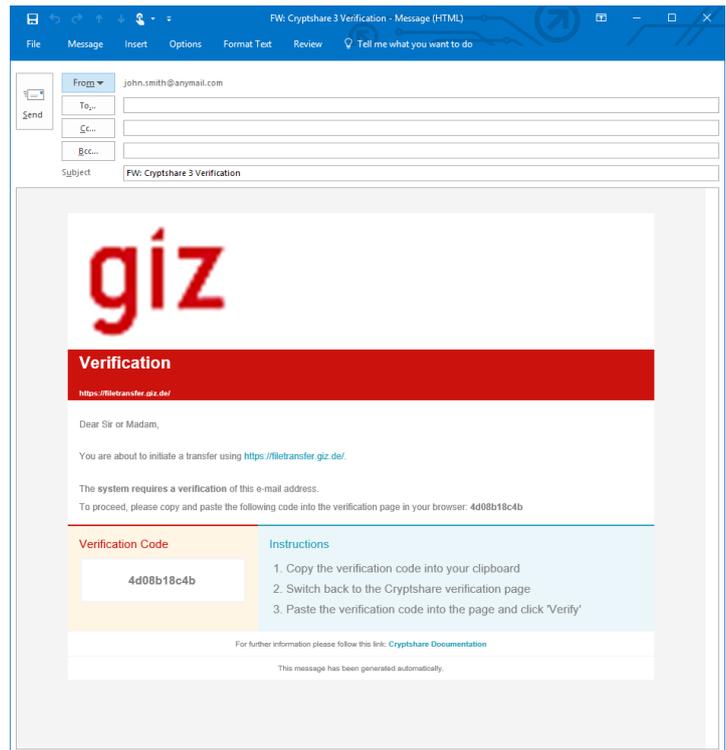
In order to accomplish verification, you will receive a verification code via e-mail sent by the cryptshare server.

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.



The screenshot shows a web browser window with the URL <https://filetransfer.giz.de/Upload1?4>. The page header features the GIZ logo and the text "Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH". Below the header, there is a navigation bar with "English - English" and "Start Imprint Erase data Help". The main content area contains a form with the following fields:

- Name: John Smith
- Phone: 0123456789
- E-Mail: john.smith@anymail.com

Below the form, there is a section for adding recipients with the text: "Enter the e-mail addresses of the recipients. You can insert e-mail lists from external sources using the clipboard." This section includes three input fields labeled "To:", "Cc:", and "Bcc:". At the bottom of the form, there are "Back" and "Next" buttons.

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.



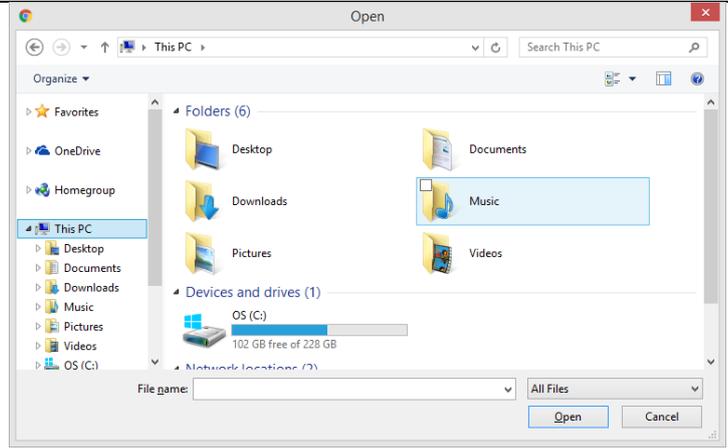
The screenshot shows a web browser window with the URL <https://filetransfer.giz.de/Upload2?7>. The page header features the GIZ logo and the text "Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH". Below the header, there is a navigation bar with "English - English" and "Start Imprint Erase data Help". The main content area contains two options:

- 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 files**: Select the files you want to provide. Please note that the maximum transfer volume is 15.00 GB.

At the bottom of the form, there are "Back" and "Next" buttons. At the very bottom of the page, there is a footer with the cryptshare3 logo and the text: "3.10.1.2 licensed for Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH 2016 Befine Solutions AG".

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.

The screenshot shows the 'Transfer Options' dialog box in a web browser. The browser address bar shows 'https://filetransfer.giz.de/Upload2??'. The dialog box has a title bar with 'Beline Cryptshare' and a close button. The main content area is titled 'Transfer Options' and includes a 'Help' link. There are three main sections: 1. Expiration Date: A text input field containing '14, May 2016'. 2. Language for recipients: A dropdown menu showing 'English - English'. 3. Notification options: Three checkboxes. The first is checked: 'Send me a notification mail about this upload'. The other two are unchecked: 'Inform me as soon as a file has been retrieved' and 'Expose filenames in notification mails'. Below these are radio buttons for password generation: 'Generate password' (unchecked) and 'Enter password' (checked). A dashed line separates this from a section for password entry: 'Please write down this password or keep it in mind in order to give it to the recipients afterwards.' This section contains two text input fields for 'Password' and 'Repetition', and a red 'Password strength' indicator showing 'Very Weak'. At the bottom are 'Back' and 'Next' buttons with arrows.

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"

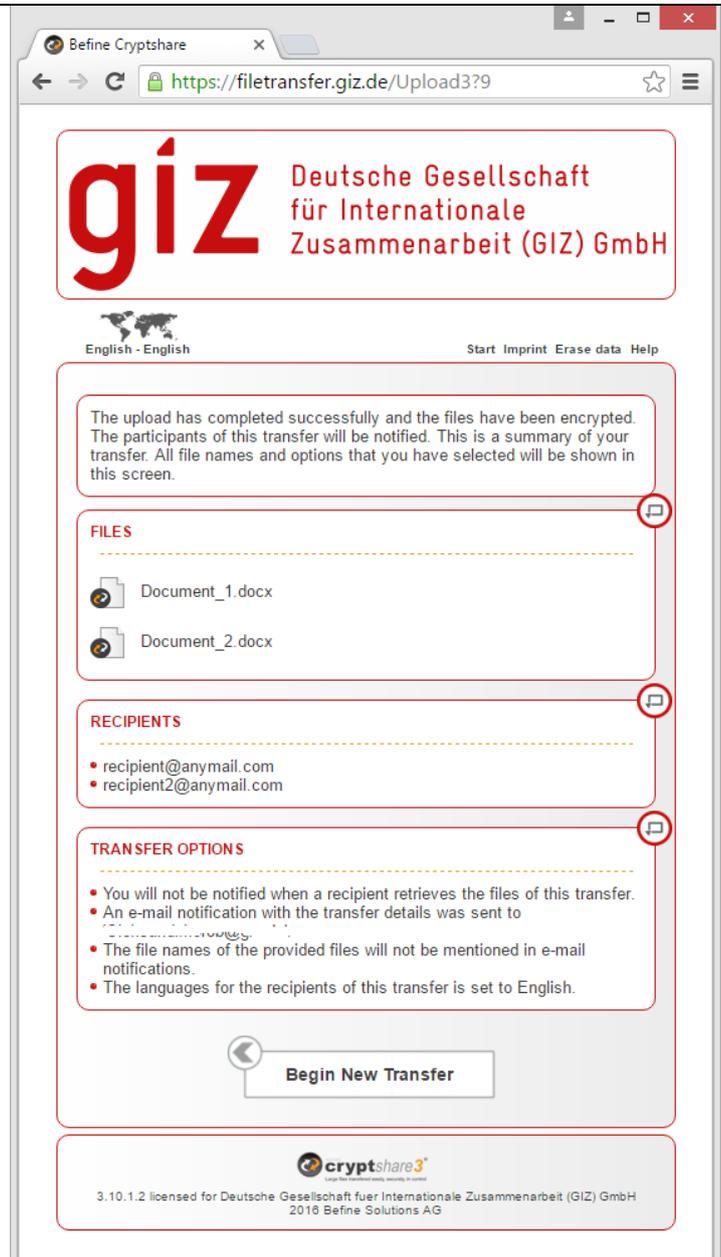
The screenshot shows a preview of the notification message in a web browser. The browser address bar shows 'https://filetransfer.giz.de/Upload2??#'. The message content includes: 1. A subject line: 'Files (3) from John Smith'. 2. Sender information: 'giz' logo, 'Sender Name: John Smith', 'Phone: 0123456789', and 'E-Mail'. 3. Action buttons: 'Download Files' (available until 14, May 2016) and 'Reply with Cryptshare'. 4. A note: 'Password: Please contact the sender.' 5. A rich text editor with a toolbar showing 'B I U S I x' and 'Styles - Format -'. 6. The message body: 'Dear Sir or Madam, Confidential data has been sent to you by John Smith. You can download the data until 14, May 2016. After the expiration date has exceeded the data will be deleted automatically from the server. The transfer is secured by encryption.' 7. Transfer details: 'To: recipient@anymail.com', 'CC: recipient2@anymail.com', and 'Download Link: -UNREF-'. 8. A footer note: 'For further information please follow this link: Cryptshare Documentation. This message has been generated automatically.' At the bottom are 'Back' and 'Start Transfer' buttons with arrows.

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.



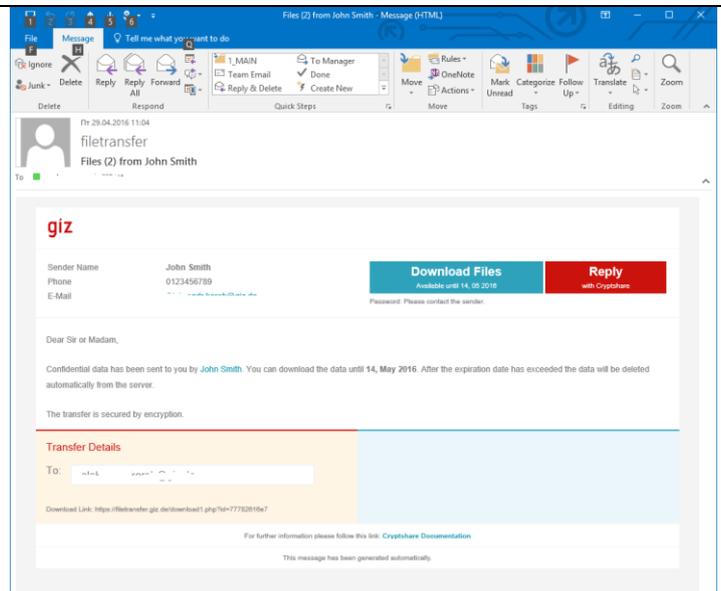
III. Retrieving Files

(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.

https://filetransfer.g... Befine Cryptshare

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English - English Start Imprint Help

This is the download area. Please enter the Transfer ID and the password for the transfer you want to receive.

Transfer ID

Password

Back Next

cryptshare3

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(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.

https://filetransfer.g... Befine Cryptshare

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English - English Start Imprint Erase data Help

The following data was provided to you by GIZ...

Download all files (ZIP)

Files (2) from John Smith.zip
< 24.0 KB

Download files individually

Document_1.docx
12.0 KB

Document_2.docx
12.0 KB

Back Finish

cryptshare3

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