

Northumberland County Council

CryptShare File Transfer

Sending and Receiving Files using CryptShare



What is CryptShare?

Cryptshare enables users to exchange large files of up to 2GB. All transfers are strongly encrypted and are made even more secure with authentication using passwords.

Cryptshare provides log files allowing the authority to audit and trace all activity, for example who, when, where to and from, plus details of the file size and type.

Cryptshare is also a two way street: We can allow access for our customers, clients and business partners enabling them to transfer files back to you into your e-mail domain without creating user accounts or complex encryption algorithms. It is quick, easy and safe.

Sending files securely using CryptShare

- 1. Open Internet Explorer
- 2. Go to <u>https://cryptshare.northumberland.gov.uk</u> *The following will be displayed:-*





3.

You will be asked to provide your contact details as shown below:-

NORTHUMBERI Northumberland County Co	and a second second
- English	→Start →Abou
1 Sender 🛿 Recip	ients 3 Files 4 Done
Please provide your contact information to contact you a Your name: Your phone #: Your e-mail address:	ct information. The recipients may use this and get the password.
	Save these inputs for 30 days.
Notes:	
 All fields are mandate 	pry.
 Inputs will be stored 	in a cookie
Васк	Continue
V.2,5.1 licensed to Northumber	land County Council (c) 2010 befine Solutions AG
	Covotshare

4. Enter your contact details in the fields provided



IMPORTANT

If this is the first time you are using cryptshare or if the verification has expired after 30 days, you will be sent an email containing a verification code.

The following screen will be displayed:-

glish			→Start
1 Sender	2 Recipients 3 File	s 🚺 Done	
The e-mail addres: or the verification h An e-mail conta	s provided has not bee has expired after 30 day ining a verification porthumberland.gov.uk	n verified with this /s. code has been '. Please enter	s browser sent to the code
below to complete	the verification process		
Antriony.Liadane@ below to complete Verification (the verification process		

6. Type in the verification code that was sent to you via email if it is not already entered



The following will be displayed:-

	◆Start ◆
🛙 Sender 🔽 R	ecipients 🛽 Files 🖪 Done
Enter the e-mail adr	esses of the recipients separated with a delimiter
(such as ;). You can dipboard.	insert e-mail lists from external sources using the
In the lower area of transfered files. On of the selected languag add an additional com	Jefine a password which is used to receive the completion the recipients will recieve a message in le informing them about the provided files. You can mments to this message.
Input field for recip	ient addresses:
enter em	ail address here
Password:	*******
Repeat:	••••••
	(Minimum 8 characters)
Comment for the (This message text v Subject	; recipients: vill be transferred unencrypted)
risho, and is the me	
Message	
Message Here's the file we di thoughts	scussed, please review it and let me know your
Message Here's the file we di thoughts	scussed, please review it and let me know your
Message Here's the file we di thoughts	scussed, please review it and let me know your Ition: German
Message Here's the file we di thoughts	scussed, please review it and let me know your Ition: German English Back Continue

8. In the **Input field for recipient addresses** type in the email address for the recipient

More than one recipient may be entered if separated by a semi colon

- 9. In the **Password** field, type in a Password for the file
- 10. In the **Repeat** field, re-enter the Password for file to confirm
- 11. In the **Subject** field, type in a subject for the message

12. In the **Message** field, type in a message to be sent with the file to the recipient

Continue Click on 13. The following will be displayed ready for you to select the file to send:-NORTHUMBERLAND Northumberland County Council 🖵 English +Start →Abou 1 Sender 2 Recipients 3 Files 4 Done Select the files you want to provide. Please note that the maximum tranfer volume (sum of file sizes) is 1000MB. File: (No file selected) F7 Expose filenames in notification mails Inform me as soon as a file has been retrieved Discard cryptshare cookies after upload Back Done! V.2.5.1 licensed to Northumberland County Council (c) 2010 befine Solutions AG Cryptshare

The subject and message will be sent unencrypted.

14. Click on the folder icon

- 15. Browse to where your file is stored, click on the filename
- 16. Click on Open

elected file is isplayed	Northumberland County Council
	1 Sender 2 Recipients 3 Files 4 Done
	Select the files you want to provide. Please note that the maximum
	tranfer volume (sum of file sizes) is 1000MB. File: Softplay text.doc
	File: (No file selected)
	Expose filenames in notification mails
	Inform me as soon as a file has been retrieved
	Discard cryptshare cookies after upload
	Back Done!
	V.2.5.1 licensed to Northumberland County Council (c) 2010 befine Solutions AG
	@ cryptshare

The following will be displayed:-

The following will be displayed:-

sh	→Start →Abo
Sender 🙎 Recipients File:	5 4 Done
e files have been stored and en ptember 27, 2010. After that, tl tification has been sent to	ncrypted. They will be available until hey will be deleted automatically. A
Anthony.Liddane@northumb	erland.gov.uk
ontaining your telephone number a password in order to retrieve th	r. The recipients will contact you for he files.
New file	e transfer
2.4.3 licensed to Northumberland Cou	unty Council (c) 2010 befine Solutions AG
	pt share

The file upload is complete, click
 another upload if required

Receiving a file from CryptShare

The file recipient will receive an email like the one shown below to inform them that a file has been provided through cryptshare. It states the date the file will be available for download until and that a password is required to be able to download it. The recipient should contact the sender for the password (the sender's contact details are in the email).



Direct Download

If you select Direct Download the Transfer ID is entered automatically and only the password need to be entered.

1. Click on <u>Direct Download</u> or the link specified in the email

The recipient will be asked for the password:-

	+Start +
1 Transfer	ID Z Download
Please enter the download the files that provided the contact information	transfer ID and the password to decrypt and . To get the password, please contact the person files. Please refer to the notification e-mail for
Transfer ID:	2eSp0s1Zy8
Password:	
Password: Notice: All fields are	e mandatory.
Password: Notice: All fields are	e mandatory.

- 2. Type in the **Password**
- 3. Click on Continue
- 4. Click on the file to download

Manual Download

5.

6.

Follow the instructions in the email for manual download. When choosing Manual download the Transfer ID must be entered. This is specified in the email informing you that there is a file to download.

1. Click the link <u>https://cryptshare.northumberland.gov.uk</u> from the email

<form><form><text><text><text><text><text><text>

The following will be displayed:-

- 2. Type in the **Transfer ID**
- 3. Type in the **Password**

Click on Continue

4.

5. Click on the file to download

Email Notification for Sender

Once the file has been downloaded, the sender will receive email notification like shown below:-

File has been downloaded:: Usermanual_cryptshare_2.4.3.pdf - Message (HTML)							
File Messa	ge						۵ 🕜
Ignore X	Reply Reply Forward to More -	Image: Image	* +	Actions *	Categorize *	Translate	Zoom
Delete	Respond	Quick Steps	5	Move	Tags 🗔	Editing	Zoom
From: cryp To: Willia Cc: Subject: File	From: cryptshare Server <cryptshare@northumberland.gov.uk> Sent: Fri 17/09/2010 11:34 To: Williams, Paul C: Subject: File has been downloaded:: Usermanual_cryptshare_2.4.3.pdf</cryptshare@northumberland.gov.uk>						
The download note that this This message Northumberlan We are comm Library Books, Go to: http://w Northumberla and/or privileg the contents of communicatio Please, consid	of a file ('Usermanual_cryptshare, does not imply that the user has a has been generated automatically nd made the following annotations and added fact: Now You Can Do It itted to making all of our services School Admissions, Household W ww.northumberland.qov.uk nd added disclaimer: This email is ed material. If you are not the int of this email is prohibited. If you r n may be subject to recording an er your environmental responsibil	2.4.3.pdf') that you provided for Anth saved the file correctly.	. We hav more dividuals sclosing sclosing sclosing sclosing sclosing sclosing	e grouped toge to whom it is a copying, distri ender and delet icy and relevant o I need a hard	erland.gov.uk ha ther our most p ddressed, and m buting or taking ; e the email from legislation. copy?"	s been completed. Ple opular online requests hay contain confidentia any action in reliance any computer. All en	s: al on mail