

NORTHUMBERLAND

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 <https://cryptshare.northumberland.gov.uk>

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Transfer files easily and quickly

To transfer files to another person, please choose 'Provide'. If you have received a transfer ID and you would like to get the corresponding files, please choose 'Retrieve'.

Provide **Retrieve**

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3. Click on Provide

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Please provide your contact information. The recipients may use this information to contact you and get the password.

Your name:

Your phone #:

Your e-mail address:

Save these inputs for 30 days.

Notes:

- All fields are mandatory.
- Inputs will be stored in a cookie

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4. Enter your contact details in the fields provided

5. Click on

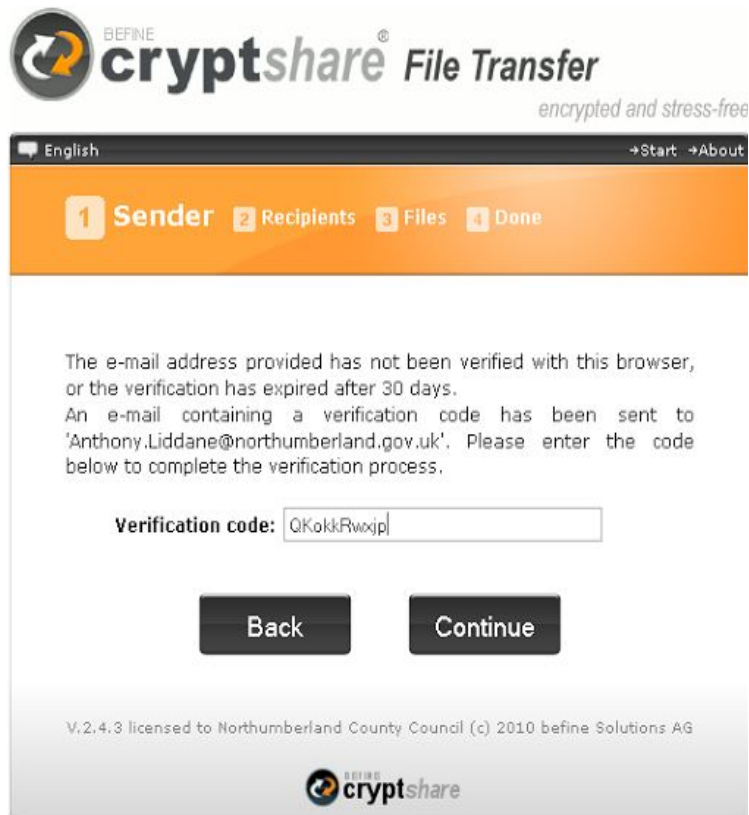
IMPORTANT

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.

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

7. Click on

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Enter the e-mail addresses of the recipients separated with a delimiter (such as ;). You can insert e-mail lists from external sources using the clipboard.

In the lower area define a password which is used to receive the transferred files. On completion the recipients will receive a message in the selected language informing them about the provided files. You can add an additional comments to this message.

Input field for recipient addresses:

enter email address here ✓

Password: [password field]

Repeat: [password field] (Minimum 8 characters)

Comment for the recipients:
(This message text will be transferred unencrypted)

Subject
Hello, this is the file

Message
Here's the file we discussed, please review it and let me know your thoughts

Language of notification: German English

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

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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

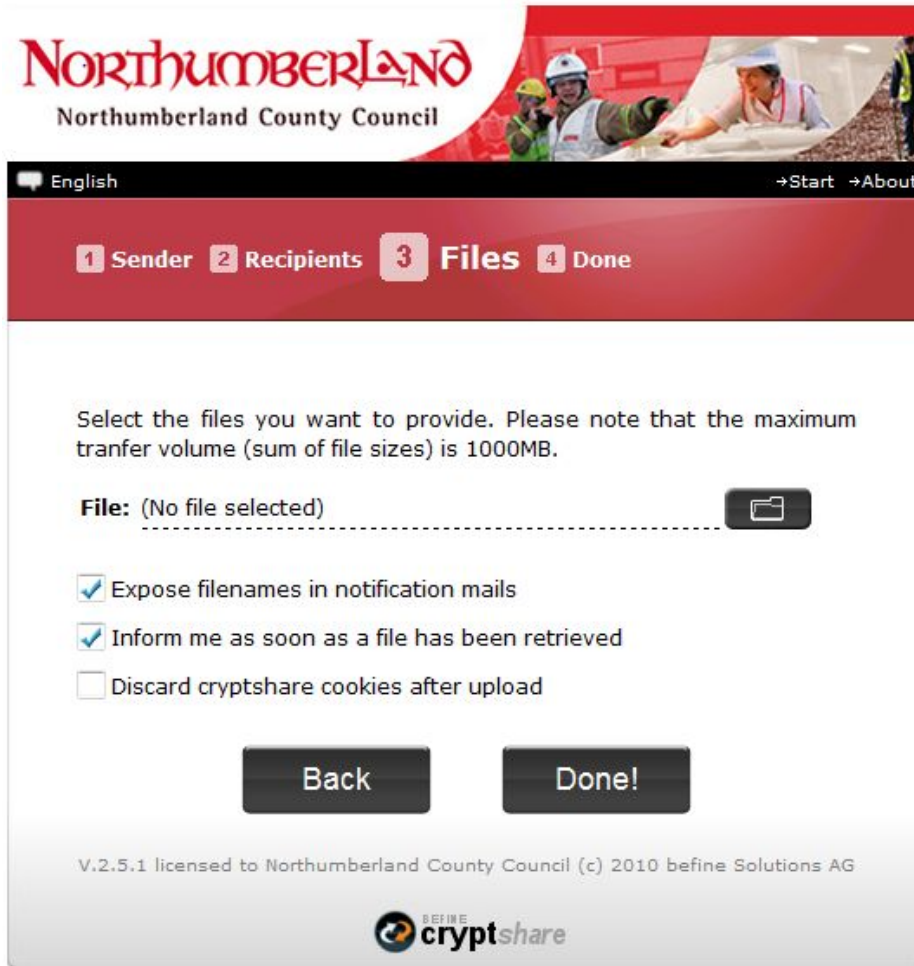
11. In the **Subject** field, type in a subject for the message

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

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13. Click on

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14. Click on  the folder icon

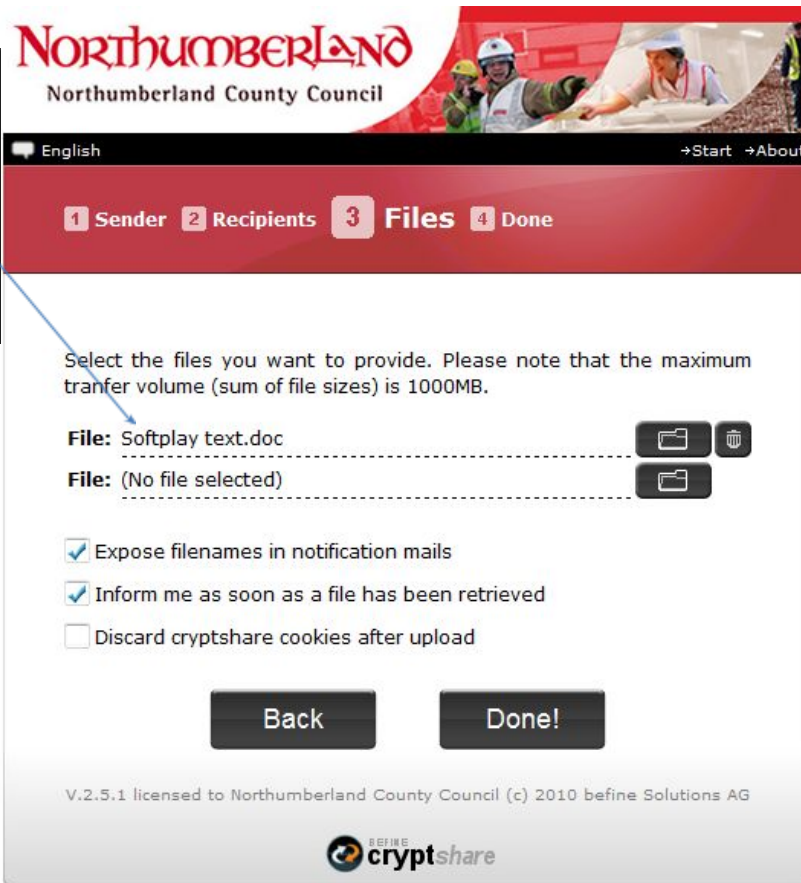
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15. Browse to where your file is stored, click on the filename

16. Click on 

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Selected file is displayed






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Select the files you want to provide. Please note that the maximum transfer 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

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17. Click on 

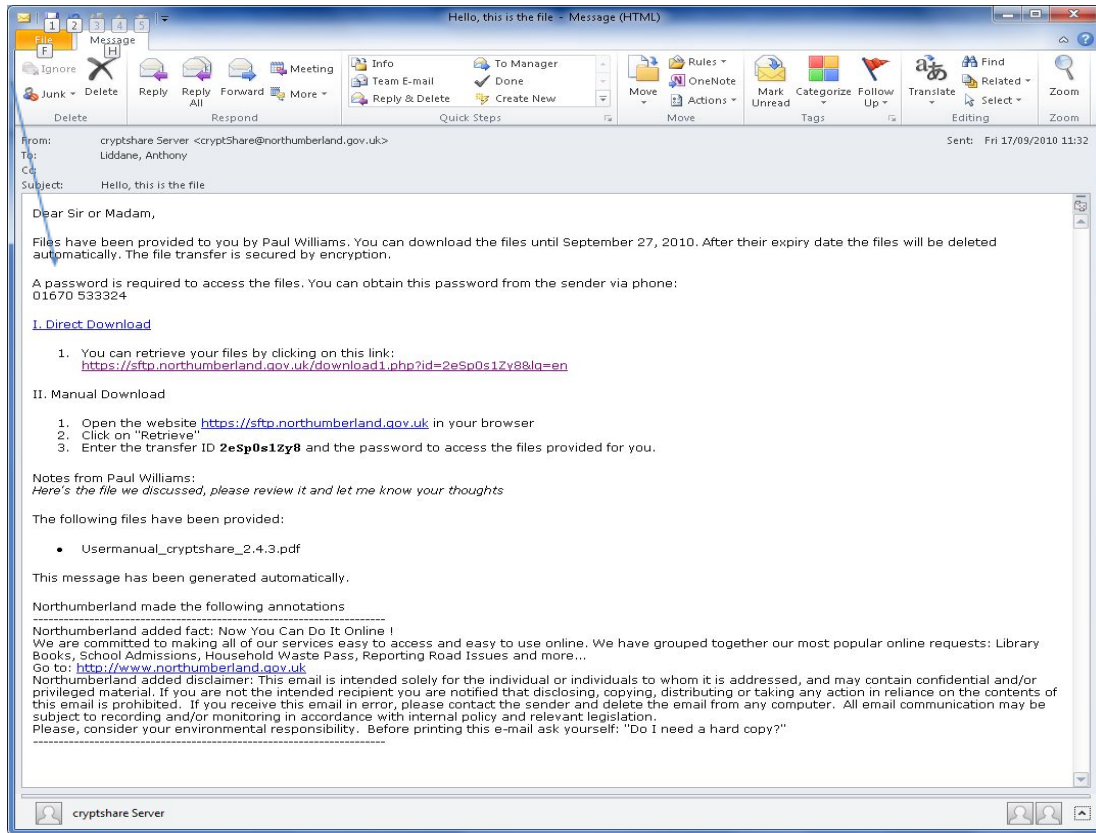
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18. The file upload is complete, click  to initiate another upload if required

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

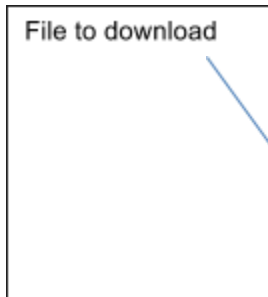
If you select Direct Download the Transfer ID is entered automatically and only the password need to be entered.

1. Click on [Direct Download](#) or the link specified in the email

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



5. Click on to open the file or to save it to a folder
6. Click on to close Cryptshare

Manual Download

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 [\ltdg.#Wrdhg\UfY"bcfh\i a VYf"UbX"l cj"i](#) from the email

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1 Transfer ID **2** Download

Please enter the transfer ID and the password to decrypt and download the files. To get the password, please contact the person that provided the files. Please refer to the notification e-mail for contact information.

Transfer ID:

Password:

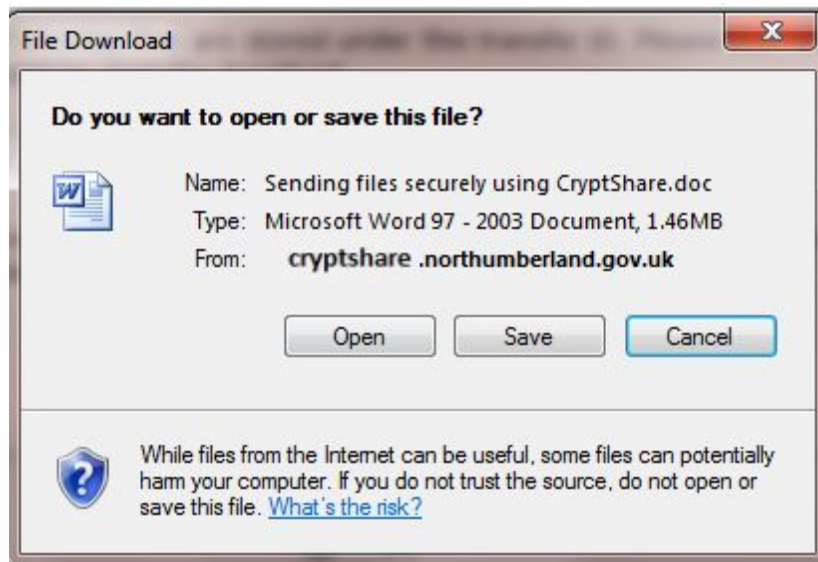
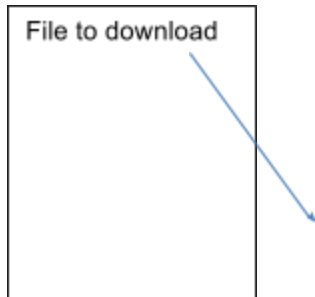
Notice: All fields are mandatory.

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2. Type in the **Transfer ID**
3. Type in the **Password**
4. Click on
5. Click on the file to download



6. Click on to open the file or to save it to a folder
7. Click on to close Cryptshare

Email Notification for Sender

