

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>

The following will be displayed:-





3. Click on Provide

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

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English →Start →About

1 Sender 2 Recipients 3 Files 4 Done

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:

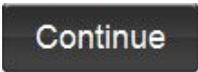
- All fields are mandatory.
- Inputs will be stored in a cookie

Back Continue

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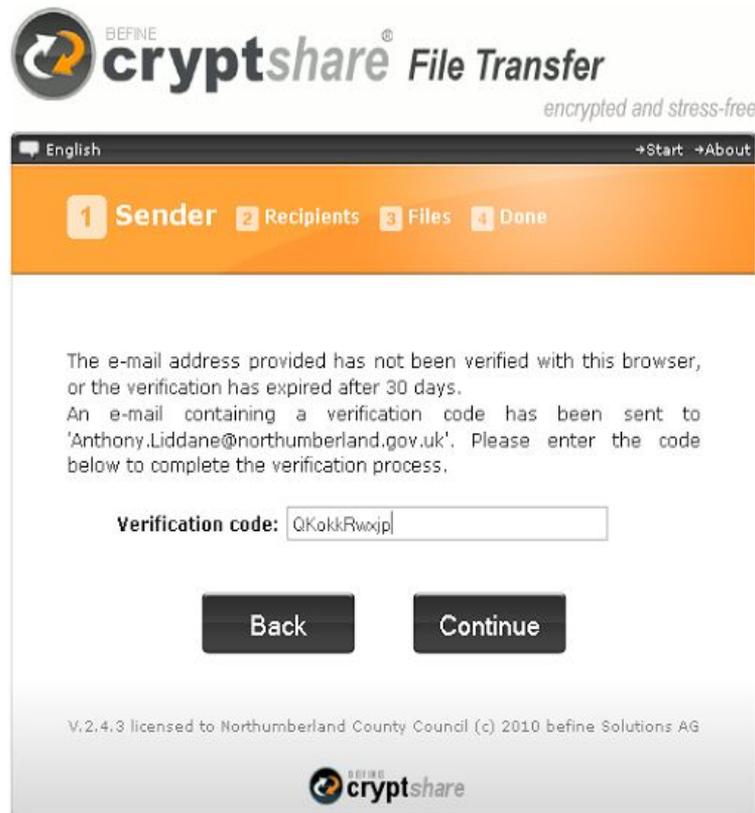
4. Enter your contact details in the fields provided

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.

The following screen will be displayed:-



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

The following will be displayed:-

English Start About

1 Sender 2 Recipients 3 Files 4 Done

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

Back Continue

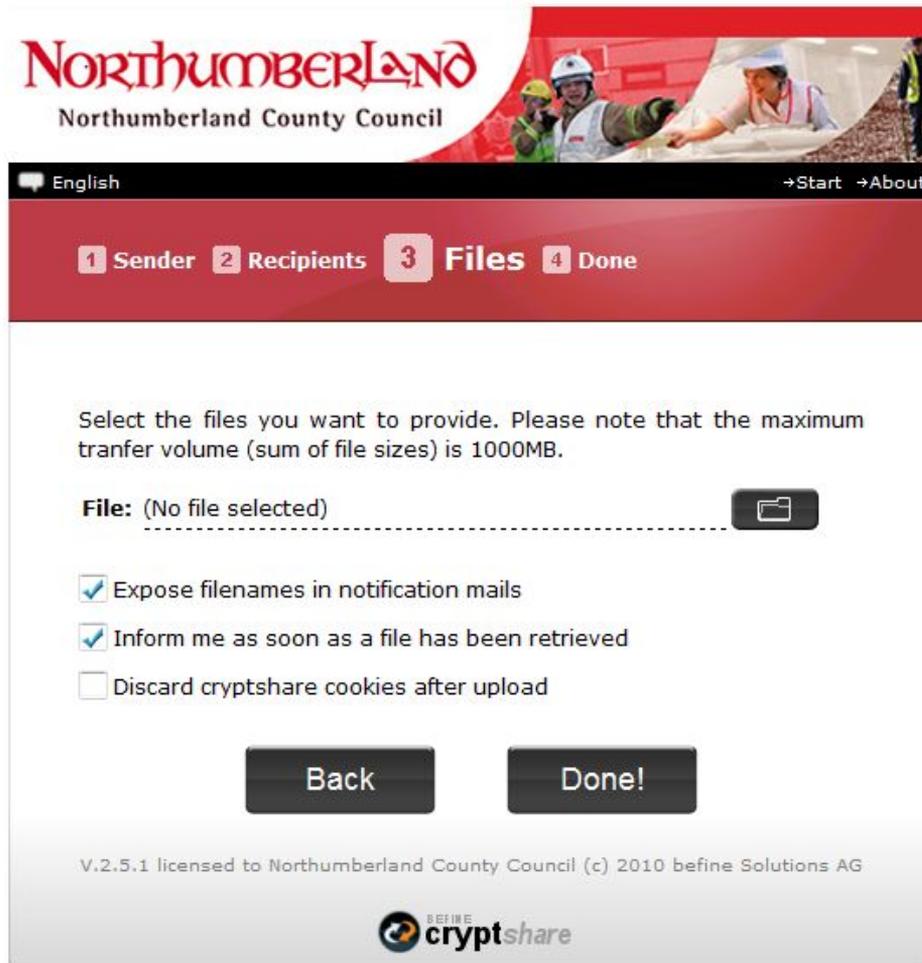
8. In the **Input field for recipient addresses** type in the email address for the recipient
More than one recipient may be entered if separated by a semi colon
9. In the **Password** field, type in a Password for the file
10. In the **Repeat** field, re-enter the Password for file to confirm
11. In 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

The subject and message will be sent unencrypted.

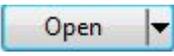
13. Click on **Continue**

The following will be displayed ready for you to select the file to send:-



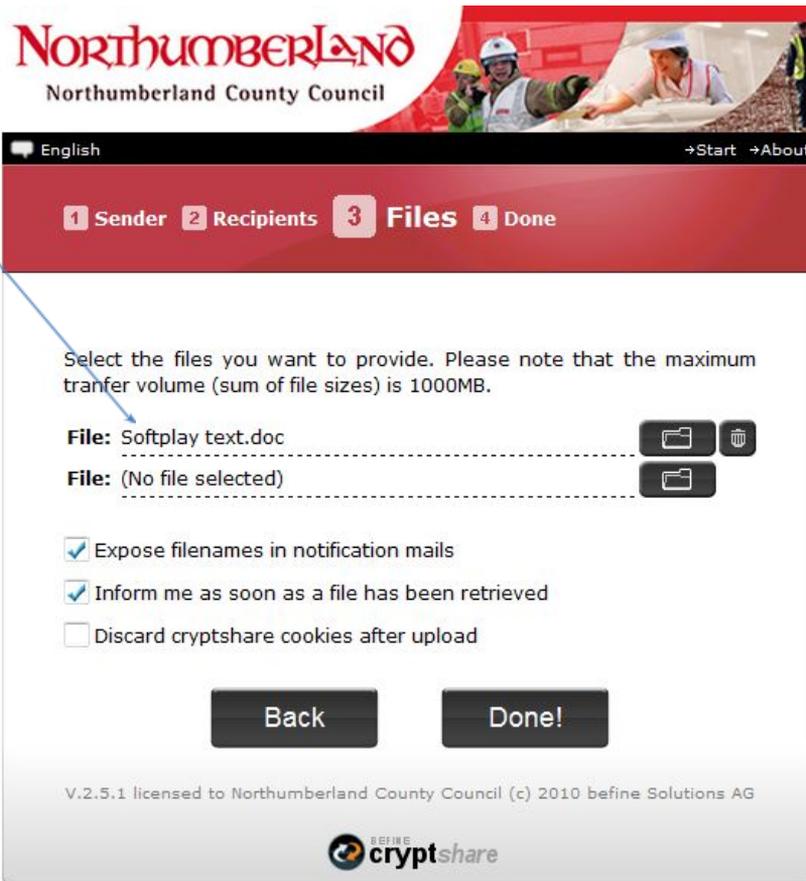
14. Click on  the folder icon

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

16. Click on 

The following will be displayed:-

Selected file is displayed



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1 Sender 2 Recipients 3 **Files** 4 Done

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

Back **Done!**

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17. Click on 

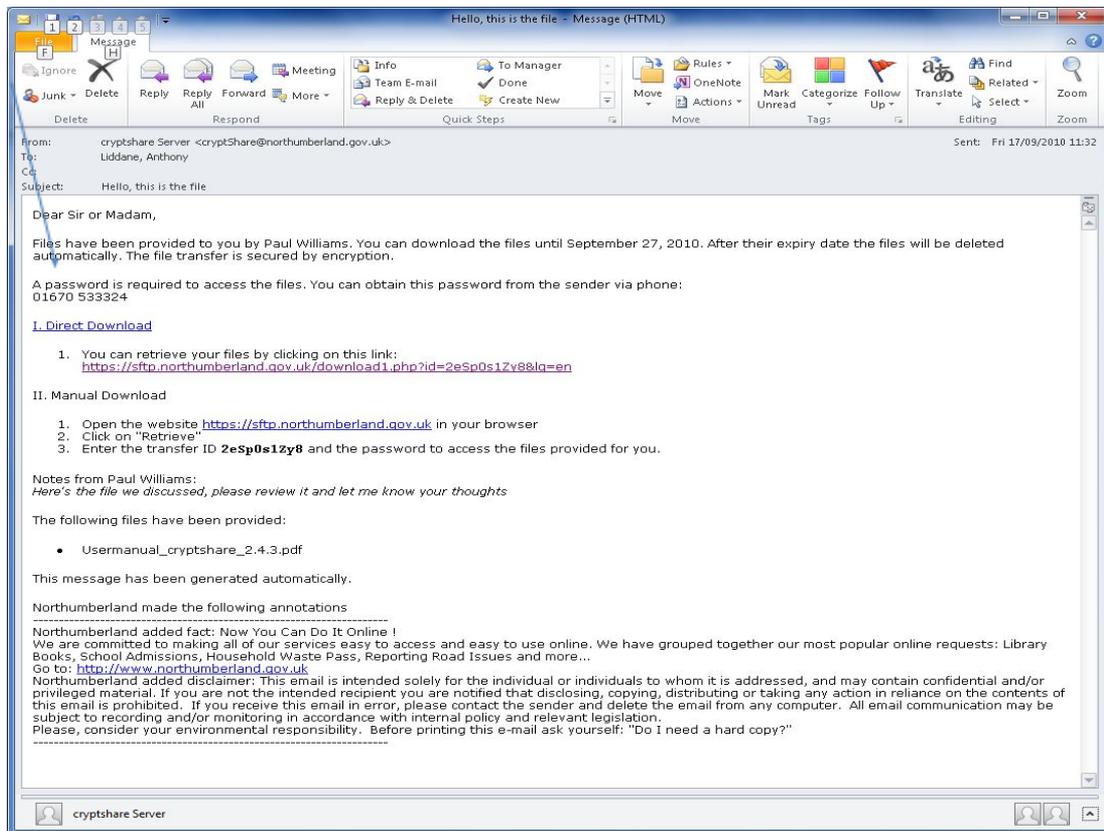
The following will be displayed:-



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

The recipient will be asked for the password:-

cryptshare File Transfer
encrypted and stress-free

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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.

Back **Continue**

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



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

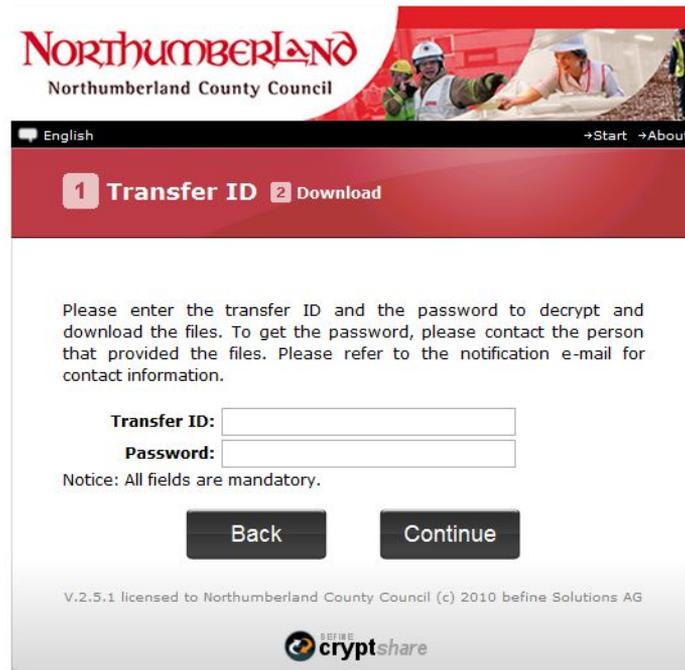
6. Click on to close Cryptshare

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 <https://cryptshare.northumberland.gov.uk> from the email

The following will be displayed:-



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English →Start →About

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:

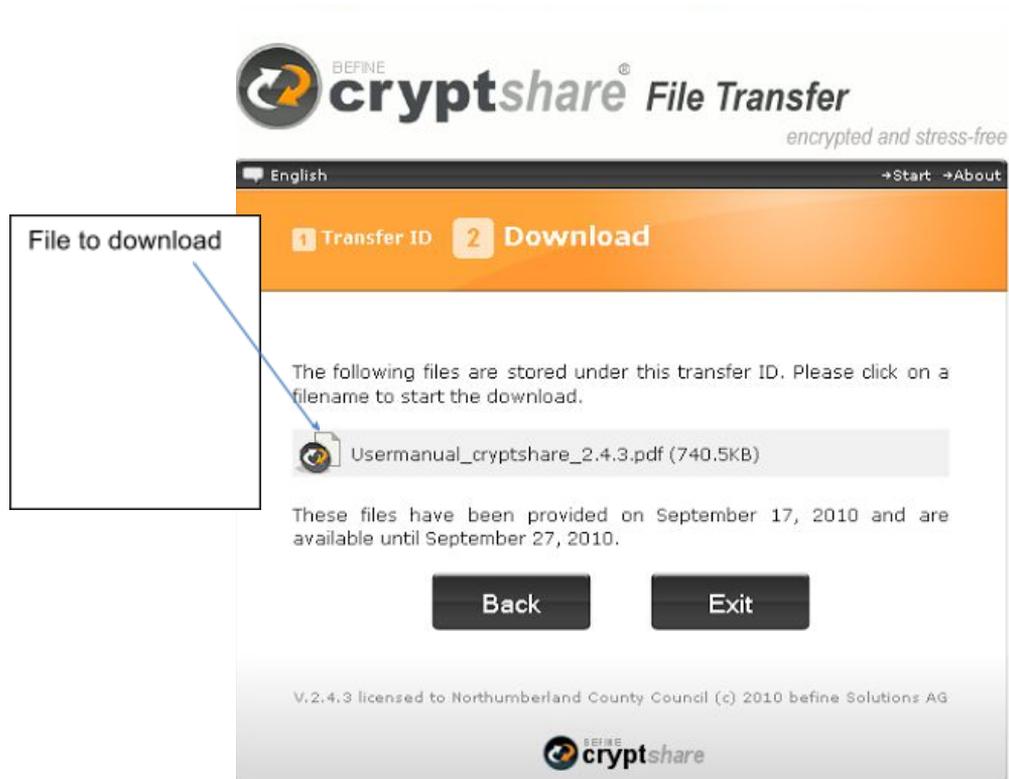
Notice: All fields are mandatory.

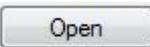
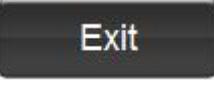
Back **Continue**

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2. Type in the **Transfer ID**
3. Type in the **Password**
4. Click on **Continue**
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

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

