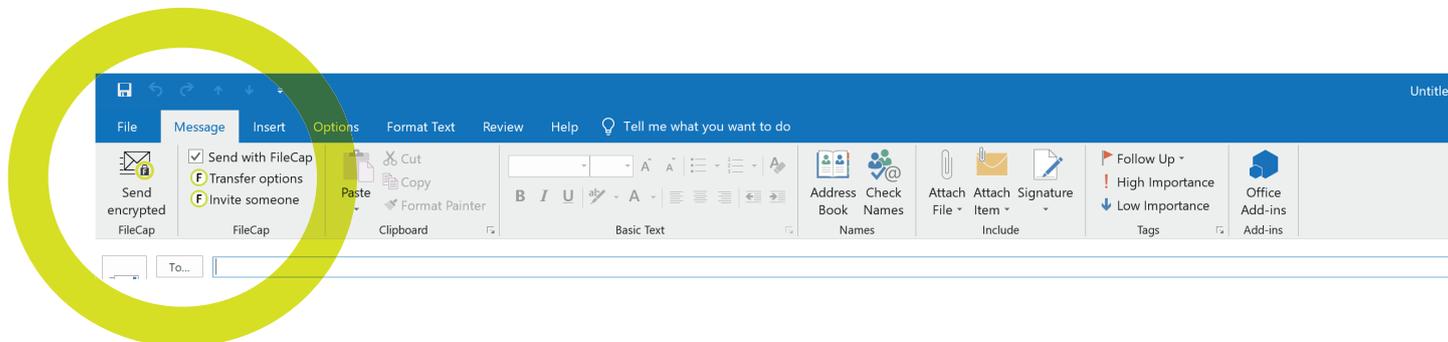


# Send files with FileCap!

User manual FileCap

## Send a privacy sensitive or confidential file and/or large file(s) by email

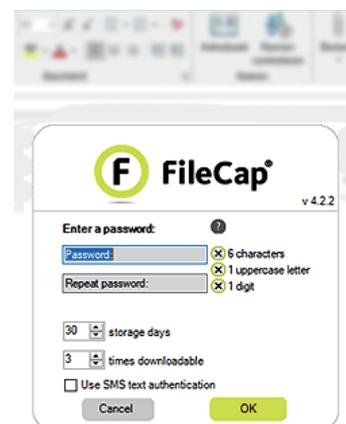


1. Open your Microsoft Outlook program and choose **'New Email'**.
2. In the toolbar you will see the **FileCap functions**.
3. Click on the option: **'Send with FileCap'**.
4. Fill in the email address of the recipient in the **'To'** entry field.
5. Type your mail subject in the **'Subject'** entry field.
6. Enclose your **file(s)** as you are used to in Outlook. (You can also enclose large files)
7. Type your **text message** in the Outlook text window.
8. Click on the Outlook **'Send'** button.
9. You will immediately receive an email with the **confirmation** that your message has been send and a link to block the email if necessary.
10. The recipient receives an email with your message and **a link to your FileCap user portal** where the files are ready to be downloaded as a .zip or as separate file(s).
11. You will receive a **confirmation by email** that the person, to whom you have send your email, downloaded the file(s).

## 2-factor authentication, time limits and setting the number of downloads for extra security

Would you like to be assured that only the intended recipient reads your email and downloads the file(s), or that the file(s) can only be downloaded with a certain time limit or number of times, FileCap offers you 4 extra security options. **Click on 'Transfer options'**

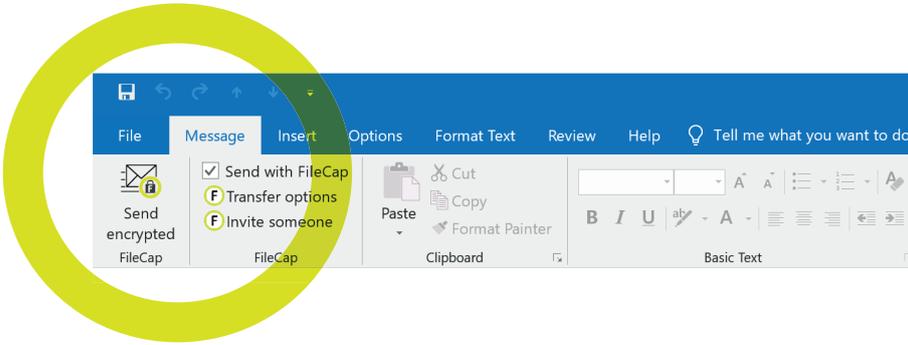
- a. Set a password** which you, for example, send via Whatsapp or pass on by phone to the recipient. **At step -10-** the recipient can download the file(s) after clicking the download link and filling in the password. A password authentication can also be combined with an SMS authentication (2-factor).
- b. Set an SMS authentication** so the recipient receives an SMS authentication code. **At step -10-** the recipient can download the file(s) and read the email message after clicking the download link and filling in the authentication code.
- c. Set the download period for file(s)** so the recipient of the email and file(s) has the set number of days to download the file(s) via the user portal **from step -10-**
- d. Set a maximum number of downloads** so the recipient of the email and file(s) can only download the file(s) for a set number of times **from step -10-**.



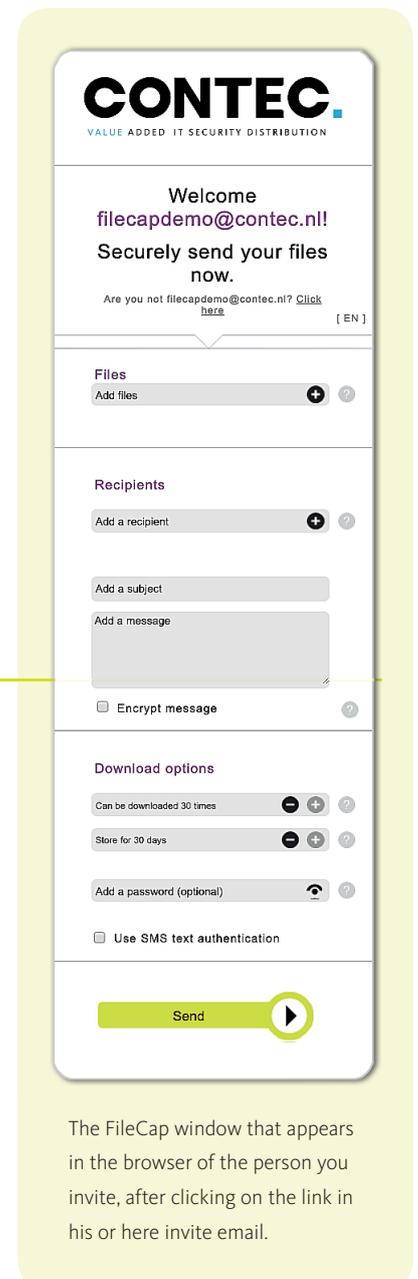
# Receiving files with FileCap!

User manual FileCap

## Invite someone to send you a privacy sensitive or confidential file and/or large file(s)



1. Open your Microsoft Outlook program and choose **'New Email'**.
2. In the toolbar you will see the **FileCap functions**.
3. Click on **'Invite someone'**.
4. Fill in the email address of the recipient in the **'To'** entry field.
5. Type your mail subject in the **'Subject'** entry field.
6. Type the **text message** in the Outlook text window.
7. Click on the Outlook **'Send'** button.
8. The recipient receives an email with your message and **a link to your FileCap user portal** where the privacy sensitive or confidential files and/or large file(s) can be uploaded.
9. You will receive a **confirmation by email** that the person, to whom you have send your email, has uploaded the file(s).



The FileCap window that appears in the browser of the person you invite, after clicking on the link in his or here invite email.



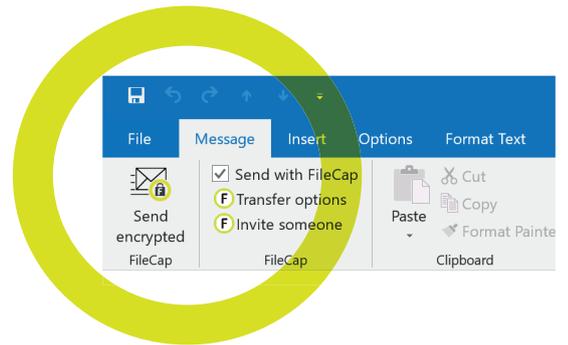
# Send and receive encrypted email messages with FileCap!

User manual FileCap

## You want to send a privacy sensitive or confidential message by encrypted email

With FileCap you not only securely send and receive confidential and large files. Email messages can also contain privacy sensitive and confidential information that should only be seen by the intended recipient. That is why FileCap also has the option to easily send and receive encrypted email messages with the highest encryption standard. This may concern a single email but also extensive messaging.

1. Open your Microsoft Outlook program and choose **'New Email'**.
2. In the toolbar you will see the **FileCap functions**.
3. Fill in the email address of the recipient in the **'To'** entry field.
4. Type your mail subject in the **'Subject'** entry field.
5. Type your **confidential message** in the Outlook text window.
6. If you want, you can enclose **files** (see user manual: 'send files' and 'receive files').
7. Click on the **'Send encrypted'** button



8. Fill in the **security options** in the FileCap window that appears. You can choose a required password and/or SMS, a time limit for the availability of messages and a maximum number of downloads. **Then click on 'OK' to send the message.**
9. You will immediately receive an email with a **confirmation** that the email has been send with relevant information and a link to block the email if necessary.
10. The recipient receives an email with **a link to your FileCap user portal** where the text message can be read or downloaded as PDF and/or answered after the required password and/or SMS authentication has been entered. When answering, one can choose whether to use the same password or enter a new one. After the answer has been send you will receive an email with, again, a link to reach the reply message. You need to enter the password to read, to download and to answer the message.

