

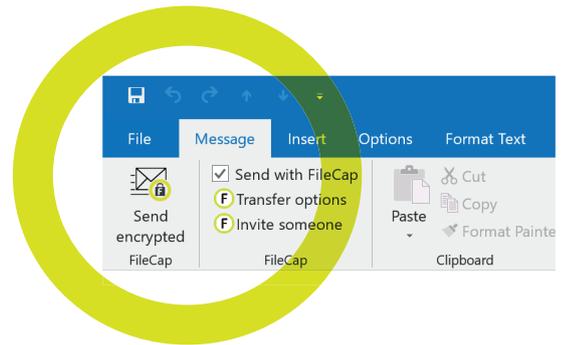
Send and receive encrypted email messages with FileCap!

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.

