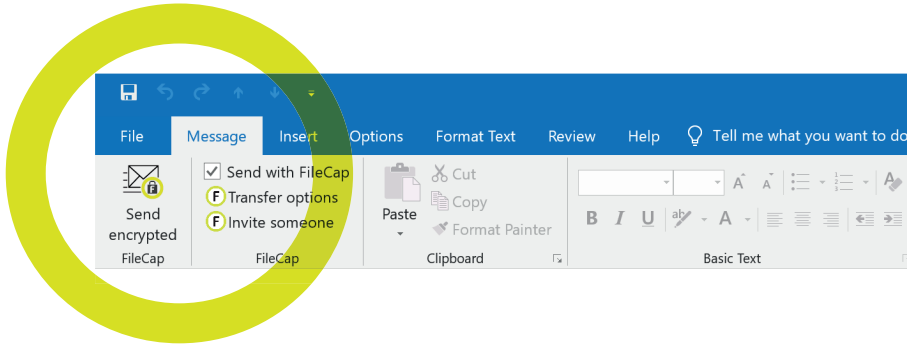


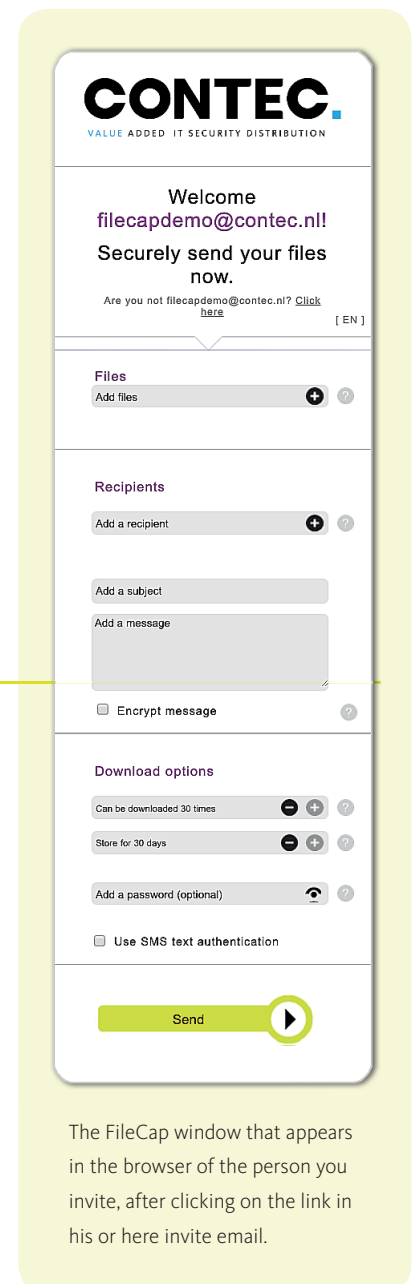
Receiving files with FileCap!

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.