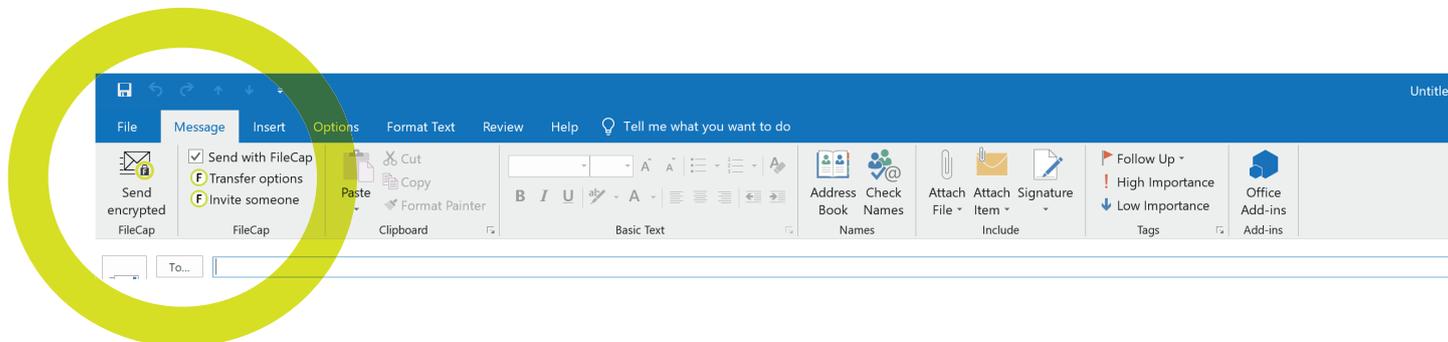# Send files with FileCap!
User manual FileCap

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 seperate 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 dowloads 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-**.