1. Login to mSafe
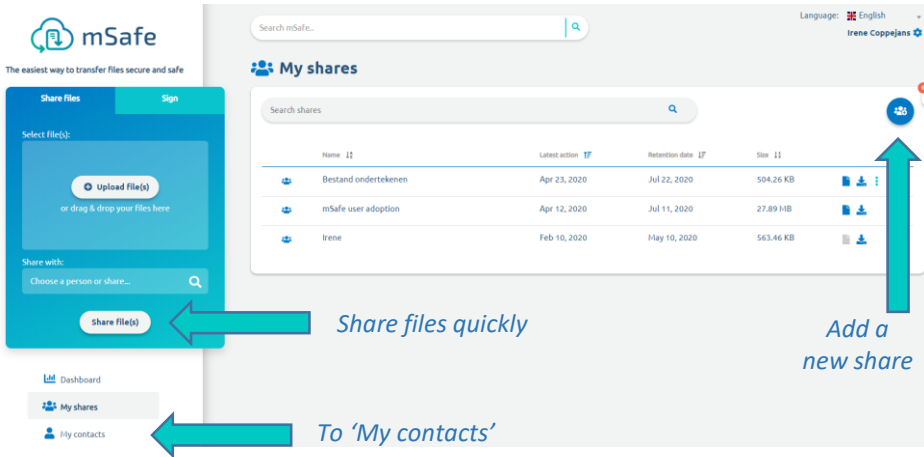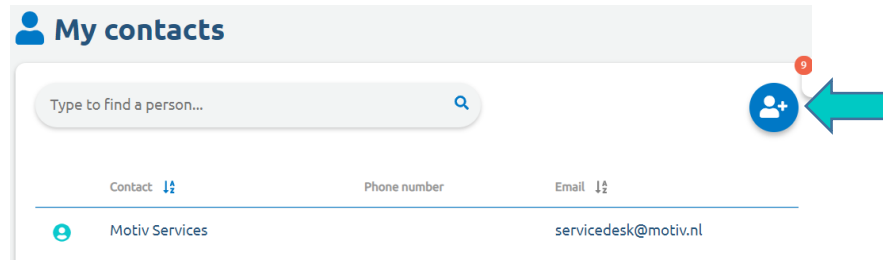Go to www.msafe.nl and log in with your credentials and the additional verification. You are now on the homepage of mSafe where you can see your shares. You can navigate further to your contacts, you can add a new share and you can share files quickly.
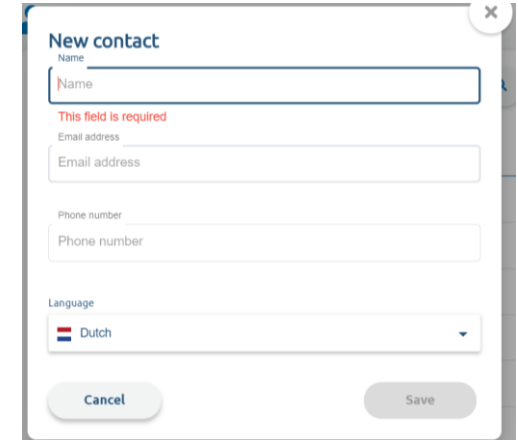
Share files quickly

Add a new share

To 'My contacts'

2. My contacts
Navigate to 'My contacts'. You will find your contacts here in your contact list. Click the button to add a new contact.

My contacts
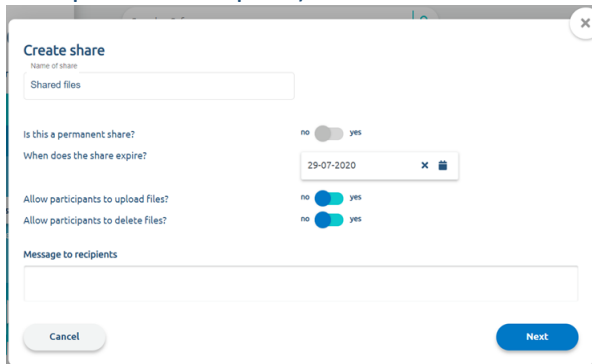
mSafe
The easiest way to transfer files secure and safe

3. New contact
Enter the details of your new contact person and click on 'Save'. The contact is now added to your contact list.

New contact
Name
This field is required
Email address
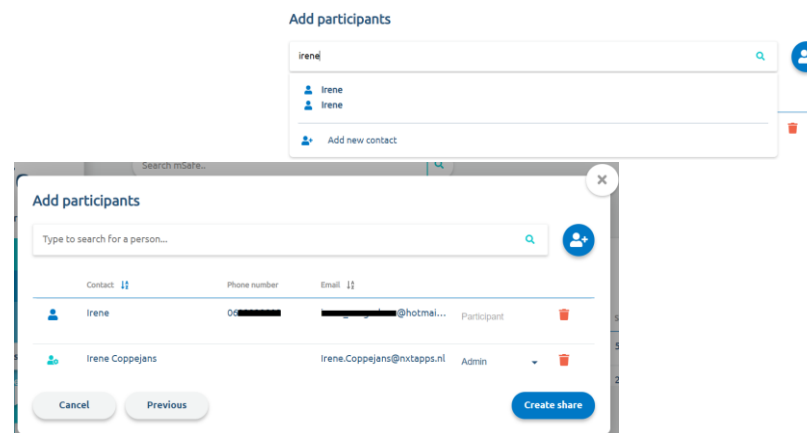Phone number
Language
Dutch
Cancel Save

4. Create a new share
Click the button to add a new share. Here you can specify the correct settings for your share.
When adding a share this is a temporary room by default; it will expire after the set time. Only the administrator can create a permanent share (unless your organization chooses that each employee can create a permanent space).

5. Add participants to your share
If you have the correct settings for your share, you can add participants. Search for the correct contact in the search bar and click on it. The participant has been added to the share. It is also possible to add a new contact.
When ready; click the button 'Create share'.

6. Share files
You can add new files to the share by clicking on the button.

Add the correct file and click on 'Share'. The file is now shared with all participants of the share.