

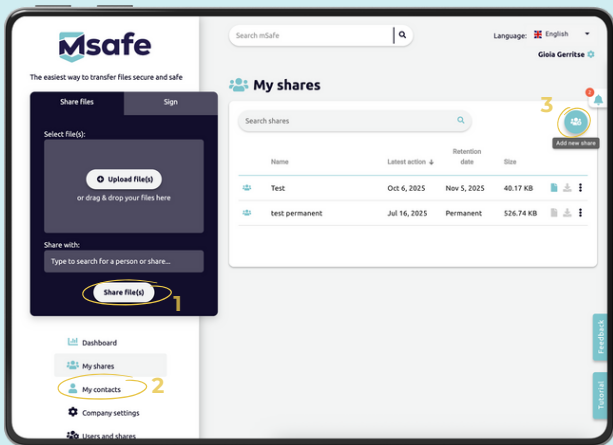
HOW TO Share Files

Step 1

Login to Msafe

Go to **msafe.co** and log in with your credentials and the additional verification.

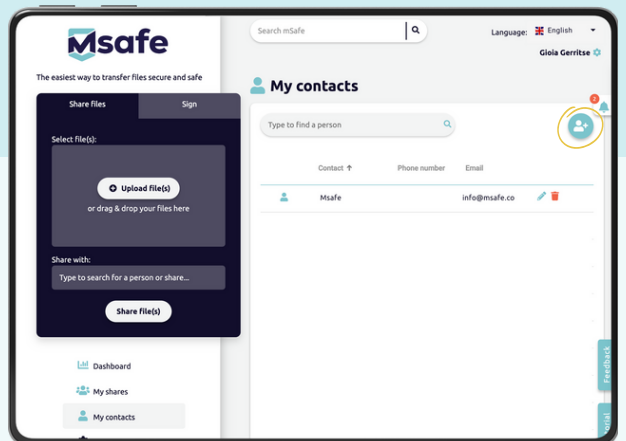
- 1 Share files quickly
- 2 Navigate to your contacts
- 3 Add a new share



Step 2

My Contacts

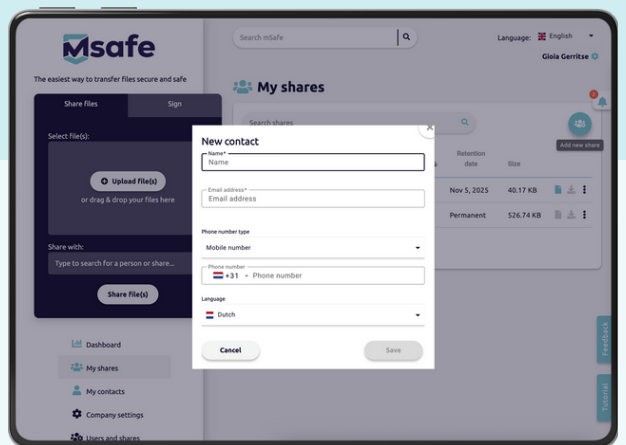
Navigate to 'My contacts'. You will find your contacts here in your contact list. Click the button to add a new contact.



Step 3

Add new contact

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

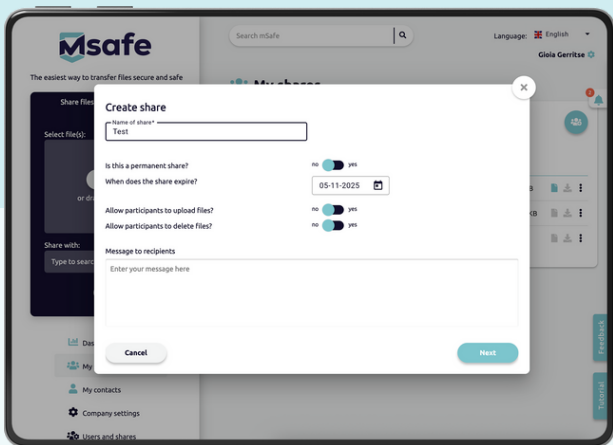


Step 4

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).



Step 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'.

Step 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.

