

# nCrypted Cloud

## Secure Collaboration Best Practices

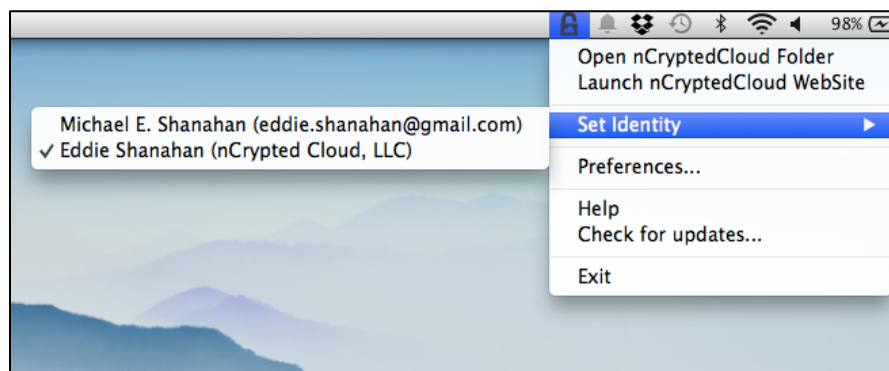


## How To Share Securely

To securely share a folder with collaborators outside the organization, you must first make sure you are using your corporate identity.

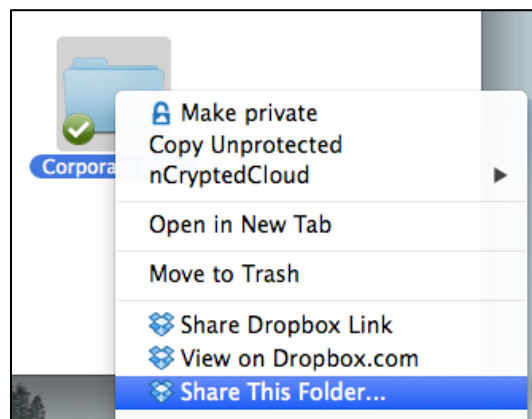
### How To Set Your Corporate Identity

To set your corporate identity, click on the nCrypted Cloud icon and hover over 'Set Identity'. Your personal and corporate identities will appear. Click on your corporate identity and a checkmark will appear to the left of your name.

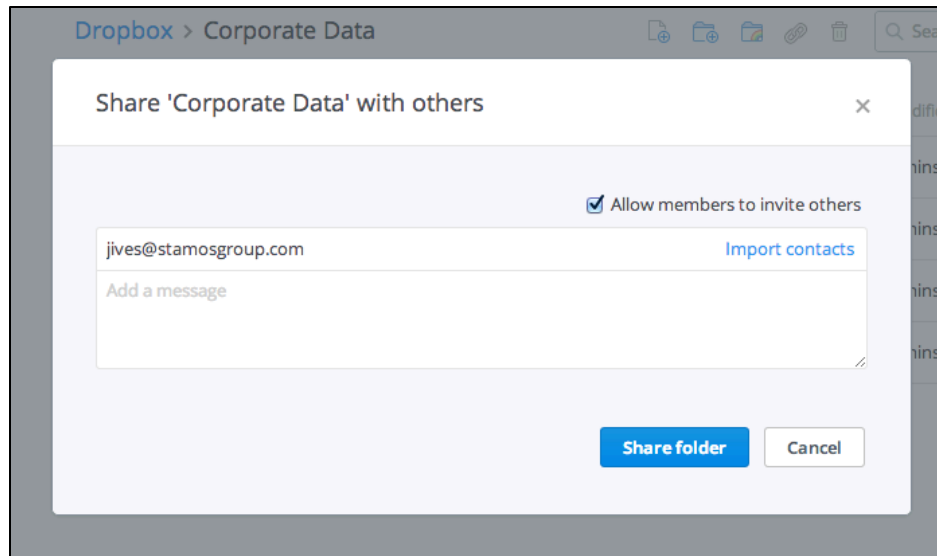


### How To Share A Folder

To share a folder via Dropbox, simply right click on the folder you wish to share and select "Share this folder".

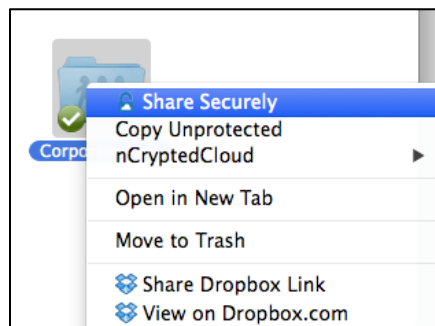


This will open up a browser window to a folder-sharing page within the Dropbox Cloud Web Portal.



Enter the names of the people you wish to share the folder with and click “Share Folder”. Dropbox will send an email to those recipients inviting them to join the folder.

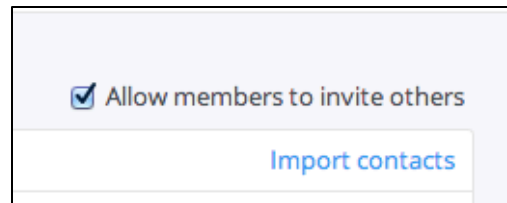
Once you have shared the folder with Dropbox, right click the folder icon and select “Share Securely.”



## How To Collaborate

### How To Collaborate on Dropbox

To give collaborators who have access to the shared folder the ability to invite other members, check the box next to “Allow members to invite others” on Dropbox.

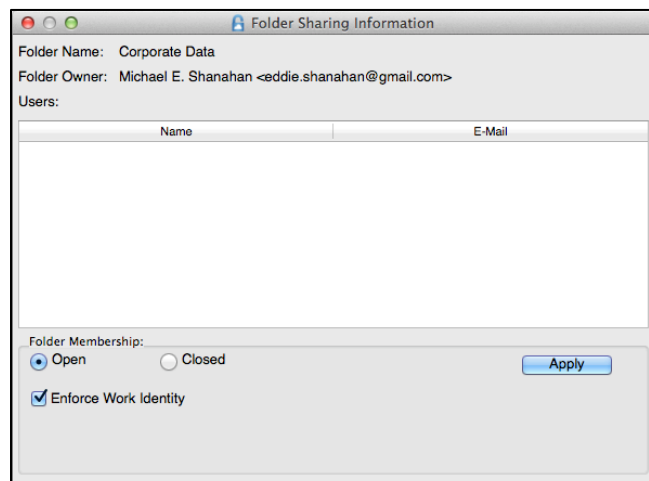
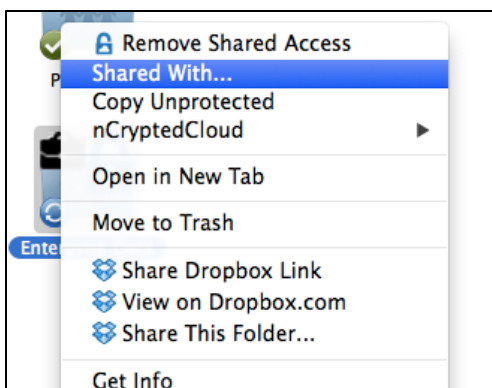


This will allow collaborators to invite other members to join the folder without having to go through you, the folder owner. However, while collaborators have the ability to invite members to join the folder through Dropbox, nCrypted Cloud requires the folder owner’s approval before new members can access data.

### How To Collaborate on nCrypted Cloud

nCrypted Cloud allows for simple and secure collaboration. While you do have the ability to invite members to share a folder through Dropbox, each collaborator still has to be individually approved by the folder owner before data can be accessed. nCrypted Cloud eliminates that last step through Open and Closed Enrollment.

To collaborate on nCrypted Cloud, right click the folder you wish to share and collaborate with and select “Shared With”. A pop-up window will appear.



Under Folder Membership, you have the option to make the folder “open” or “closed”.

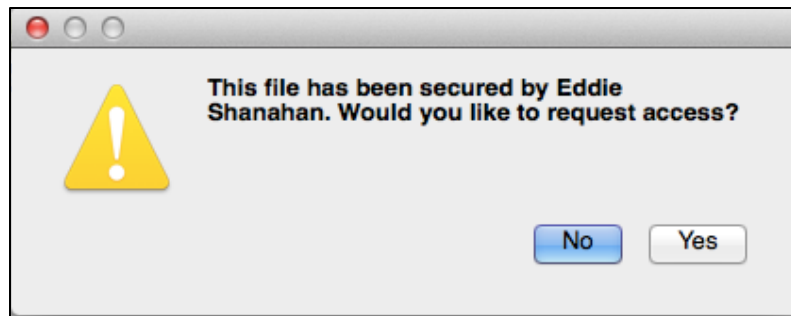
The “Closed” folder policy restricts collaborators who have access to the shared folder from inviting other members without the folder owner’s approval.

The “Open” folder policy gives collaborators the ability to invite other members to share the folder without requiring the folder owner’s permission.

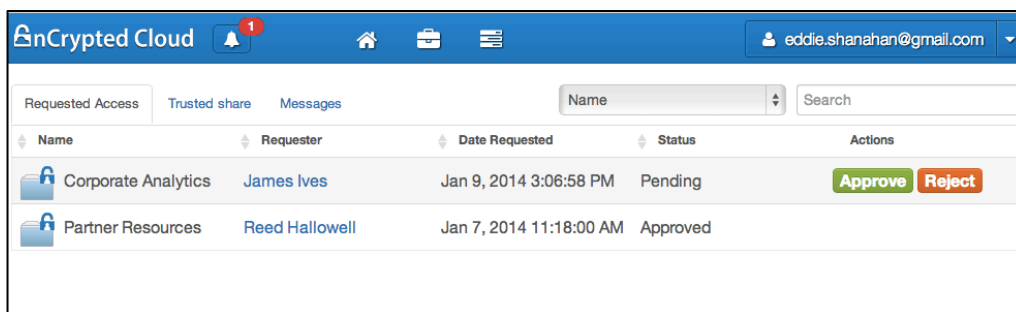
“Enforce Work Identity” restricts access to the shared folder to members within the organization. This means that invited collaborators must not only have a corporate email, but must also have their identity set to ‘corporate identity’.

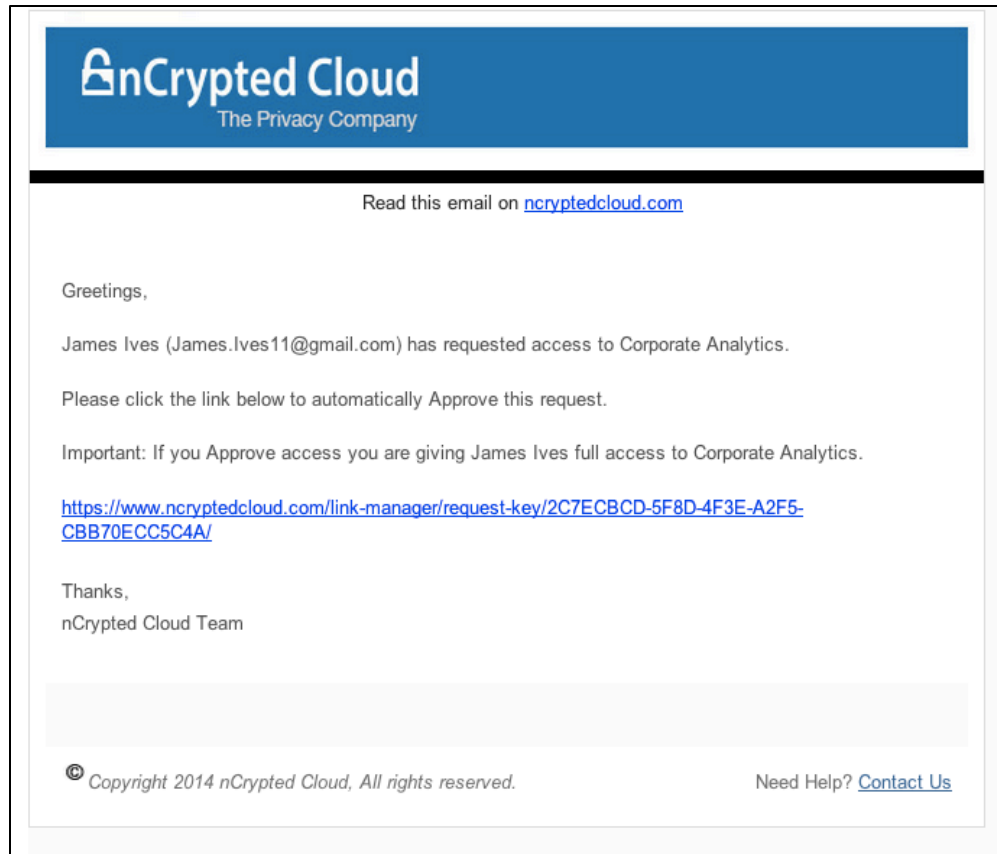
If “Open” enrollment is chosen and the box next to “Enforce Work Identity” is checked, members within an organization can share and collaborate as effectively and efficiently as possible, in a secure setting.

If a shared folder member tries to invite a collaborator from outside the organization under these circumstances, this is the error message that will appear.

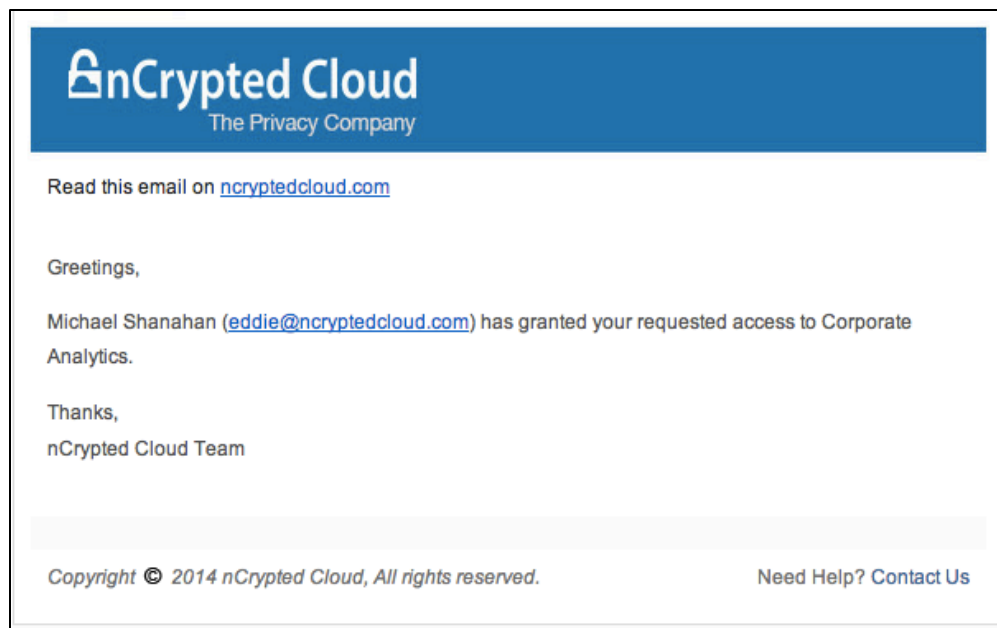


The invited user now has the option to request access to the folder. By clicking “Yes, the folder owner will receive an access request notification in the nCrypted Cloud Web Portal as well as through email.





Once the folder owner approves access, the user requesting access will receive similar notifications that access has been granted.



## How To Revoke Access

It is just as simple to remove users from the shared folder as it is to add them. To completely revoke access to a member, simply remove them from the list by deselcting their name their name and clicking “apply”. Once the user no longer appears on the list, access to the shared folder is removed.

