



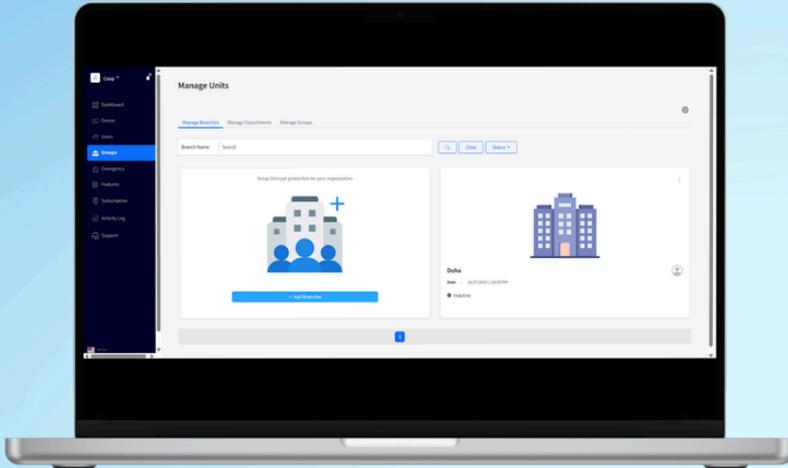
OSSEC ONCRYPT

ENCRYPTION SOLUTION

File Share



Group Creation



1

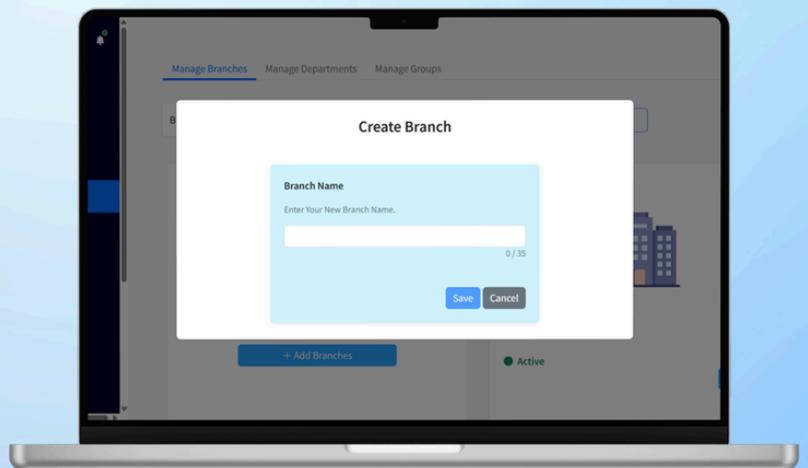
Log in to the Central website central and go to the Groups tab.

2

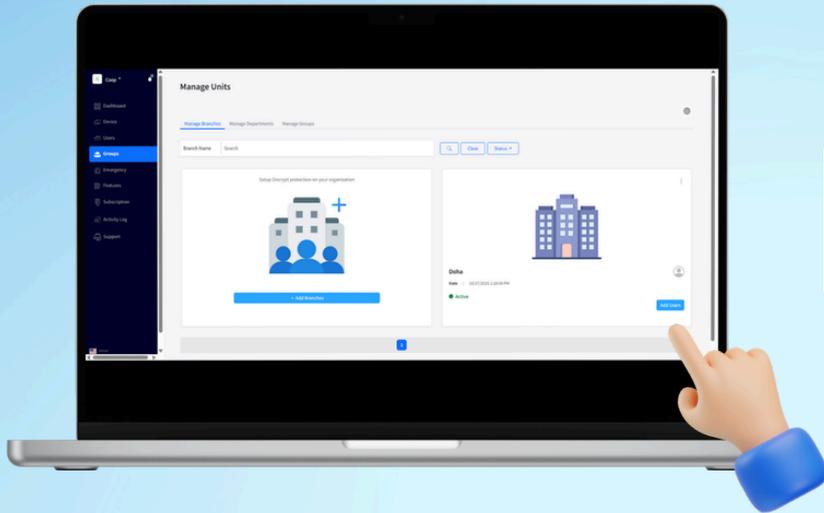
Navigate through the Groups, Departments, or Branches tabs, and create the desired user group by clicking the Add Branch, Add Department, or Add Group button on the corresponding page.

3

Give a name to the created user group and save it



Adding Users to the Created Groups

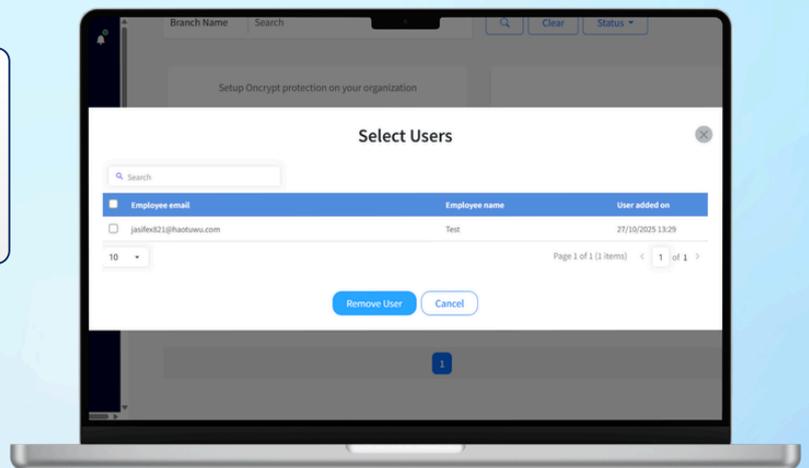


1

Click the Add User button in the created branch, department, or group.

2

A window will appear displaying a list of users that can be added to the selected group. Select the users you want to add, then click Add.

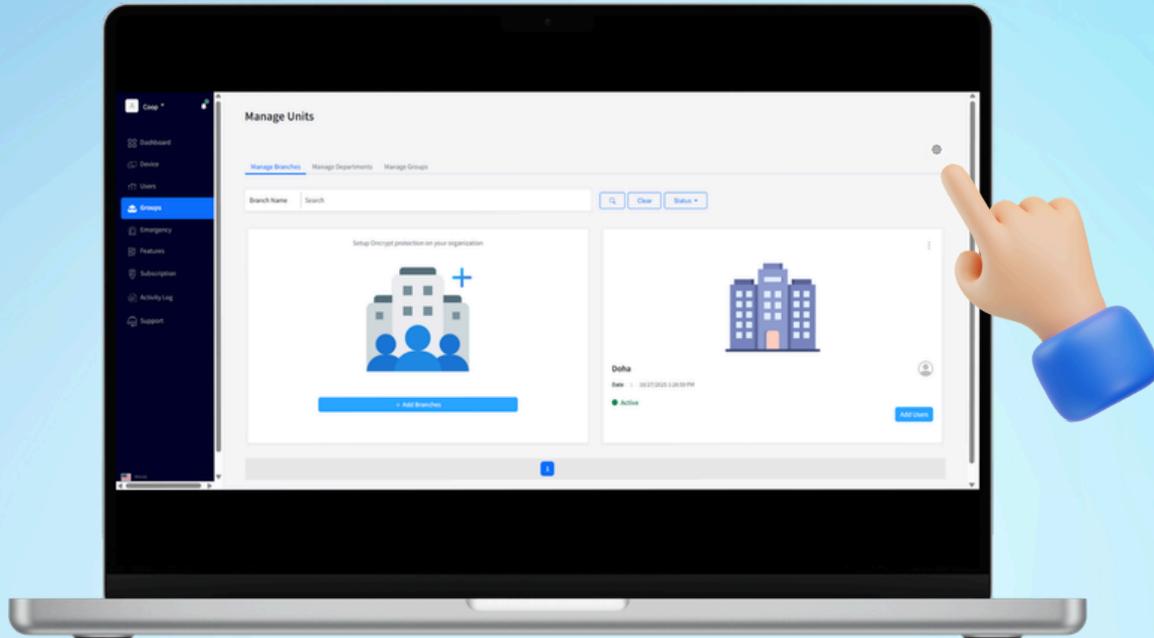


Notes

The user list displayed is based on the users you have added and assigned licenses to through the Users tab in the Central website.

The same user cannot be added to more than one branch or department.

Connecting the Drive



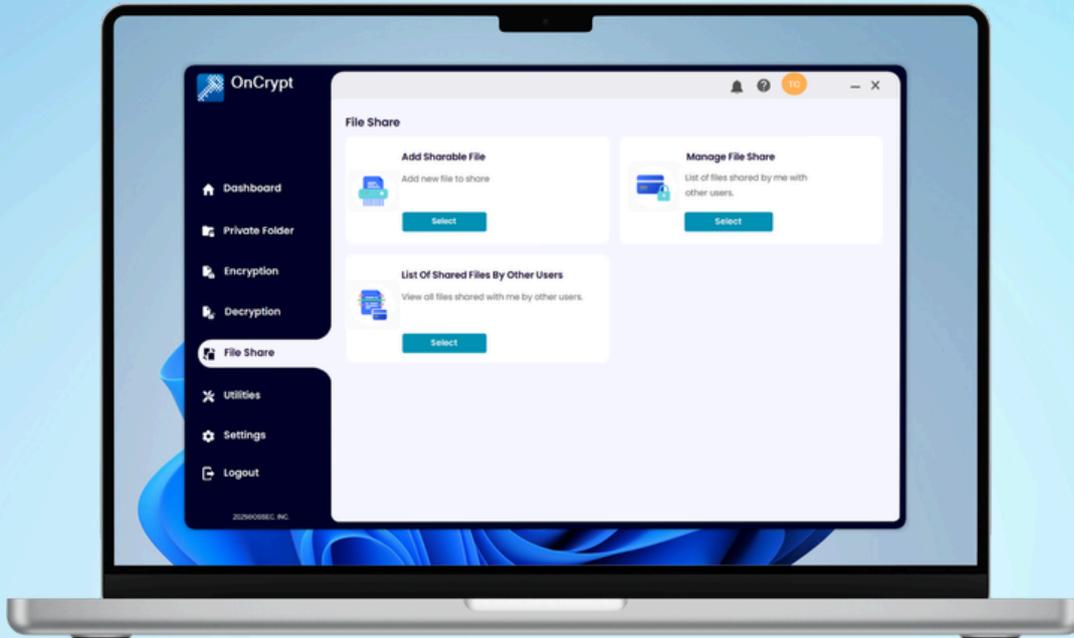
1

Connect your company drive by clicking the Settings icon on the page, as your files will be shared through this drive.

Notes

You can disconnect the connected drive by clicking the same Settings icon.

File Share on Desktop



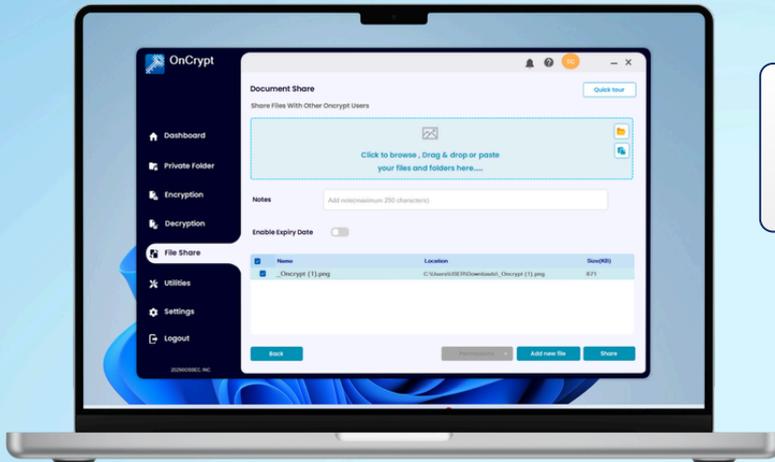
1

Log in to Desktop Central and go to the File Share tab.

Notes

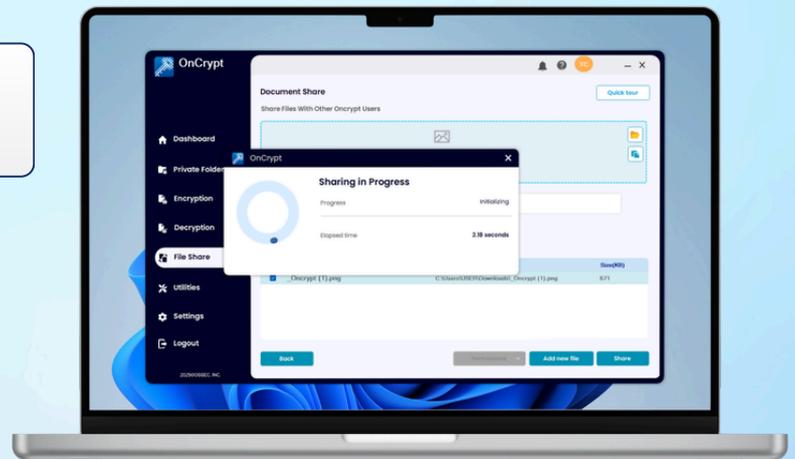
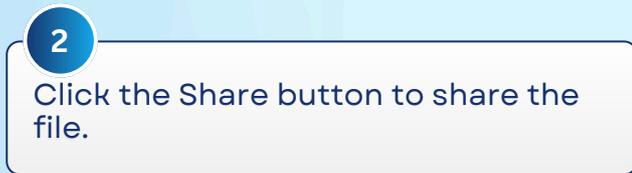
You cannot access the File Share tab if you have not connected your drive to share files from the Central website.

File Share on Desktop Cont.



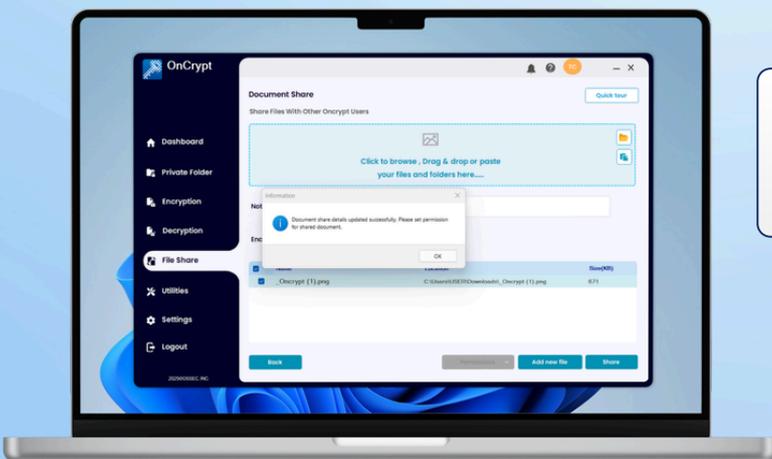
1

Add files to share by dragging and dropping, browsing, or copying and pasting them.

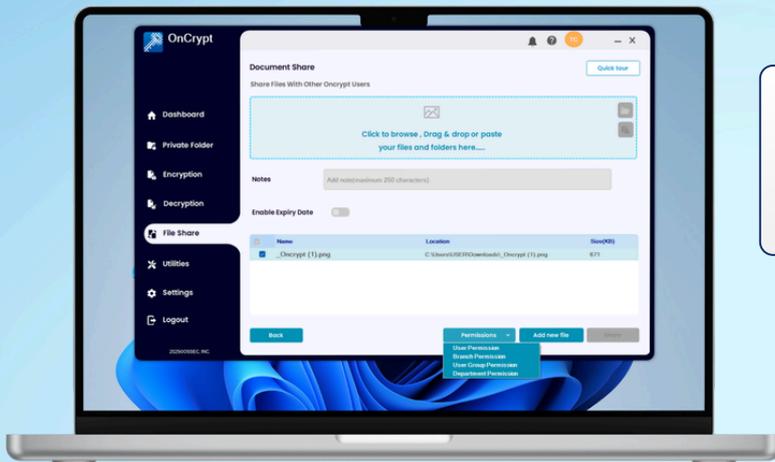


3

Then, you will receive a message to add permissions. Click OK and set the required permissions.



File Share on Desktop Cont.

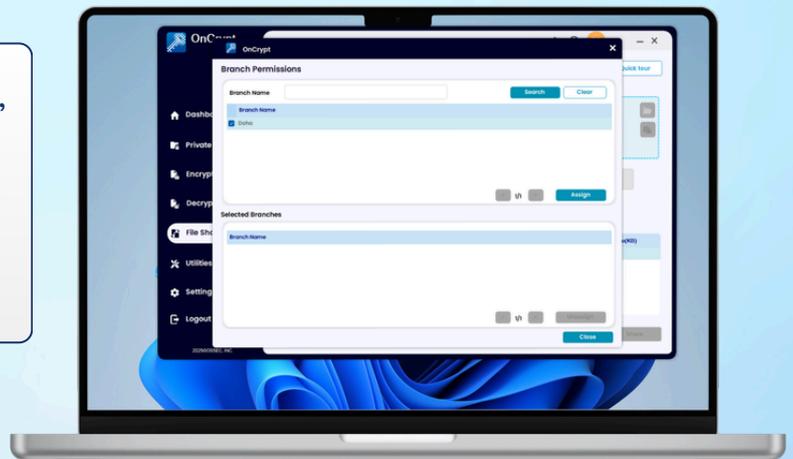


4

Click the Add Permissions button, then select the desired permission from the dropdown menu that appears.

5

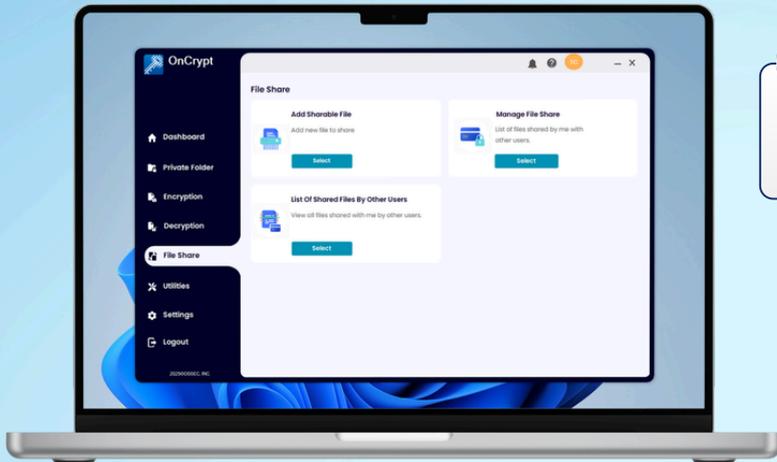
Once you select the permission type, a window will appear displaying a list of user groups you created through WebCentral. Select the group(s) you want to share the file with, click the Assign button, and then close the window.



6

Your file has now been successfully shared with the selected users.

File Share on Desktop Cont.

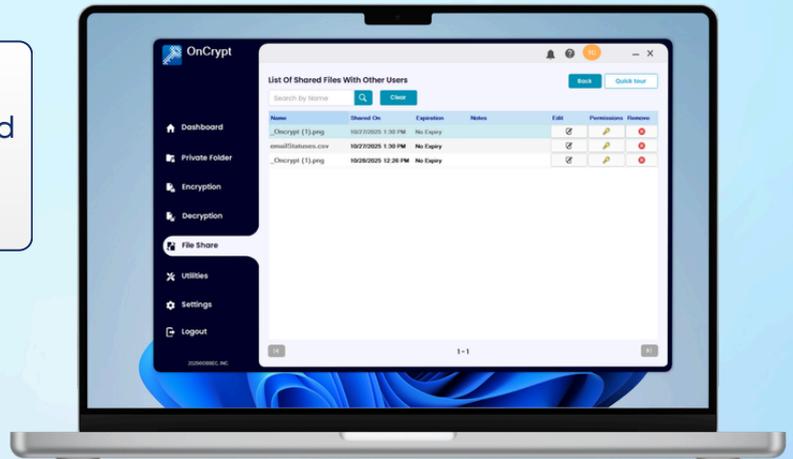


7

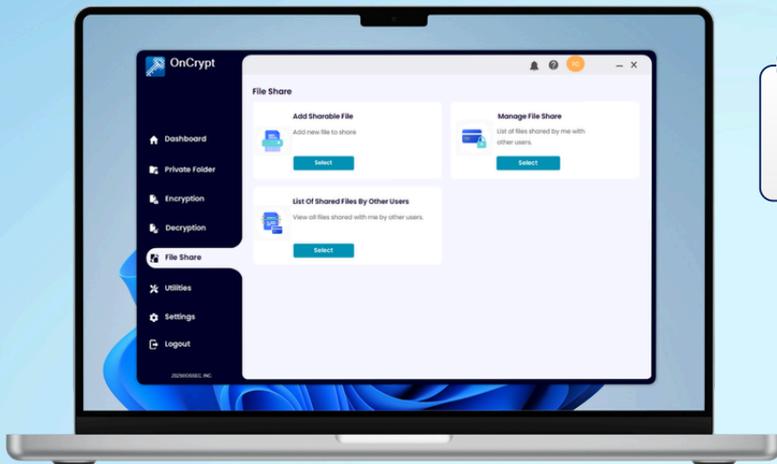
Then, go to Manage File Share to view the files you have shared.

8

From here, you can edit permissions, add an expiration date, view assigned permissions, and remove files that have been shared.



File Share on Desktop Cont.

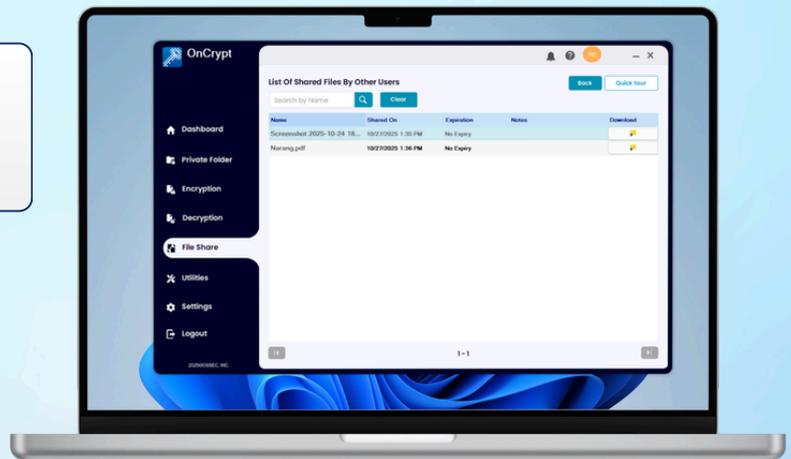


9

Next, go to the files shared by other users.

10

From here, you can download and decrypt the files shared with you by others.



Notes

If a file shared with you has an expiration date, you can only download it before the expiration date. After the file has expired, it cannot be downloaded.

Troubleshooting