

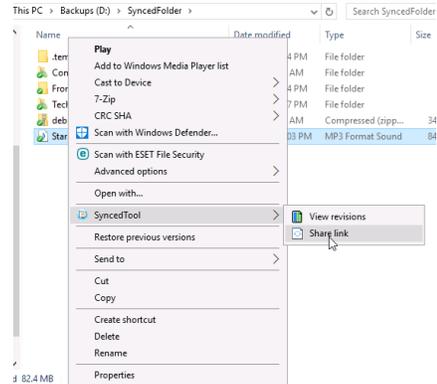
How to send Encrypted E-Mails using SyncedTool

SyncedTool allows you to securely share files with others through email. This can be done through the web interface or the Outlook Plugin.

Secure File Sharing through Web Interface...

First store your file within the SyncedTool folder.

Next through windows, locate the file, right click, go to SyncedTool then select Share Link.



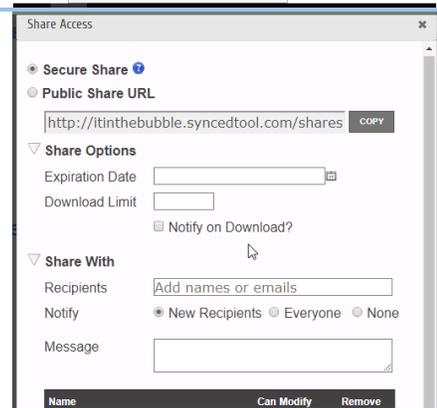
Select Secure Share

Optionally set an expiration date or download limit.

Enter the Recipient email address

Enter a Message to be sent with the link to the recipient

Click Share



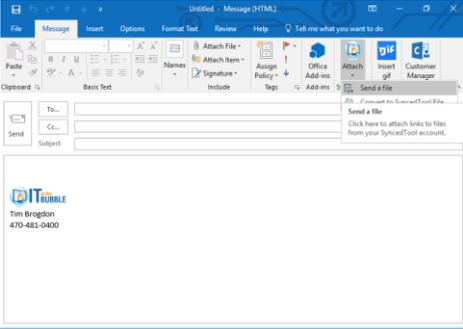
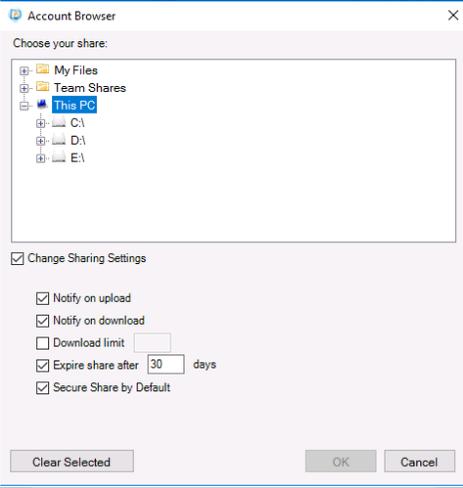
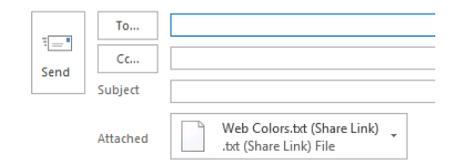
An email will now be sent to the email(s) provided with the message entered and a link to view or download the file.

NOTE: The first time they will receive a second email for account setup. The receiving user must setup an account before they can access the secure shared files.

NOTE 2: You MUST select Secure share for HIPAA compliance, public shares do use a secure link, but do not require user logins.

Secure File Sharing using Outlook Plugin...

Most computers already have the plugin installed, if you do not have the plugin, you can install it through the SyncedTool web portal (<https://eypc.syncedtool.com>) Once logged in, go to Download SyncedTool then Outlook Plugin for PC.

<p>First create a new email as normal.</p> <p>Now select Attach (instead of Attach File)</p>	
<p>Locate the file to be shared.</p> <p>Make sure to select Secure Share by Default.</p> <p>Click OK to attach a link to the file.</p> <p>This will show up similar to standard file attachments in the email.</p>	
<p>Finish your email and click send</p>	

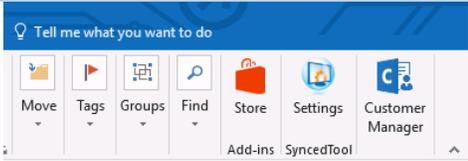
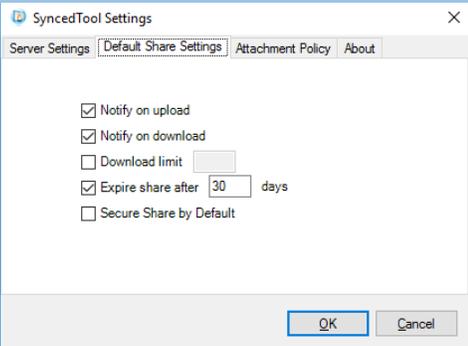
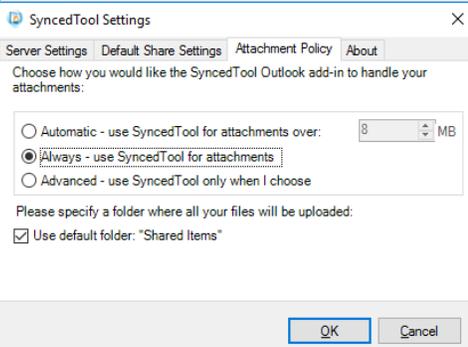
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Default Outlook Attachment Settings...

If you often times need to send files securely, you may set the default attachment policy to always use Secure Share, even if you attach a file normally. This is a great way to make sure the files are always shared securely.

<p>From the main Outlook page, click on Settings on the Top Bar</p>	
<p>Go to the Default Share Settings Tab</p> <p>Enable Secure Share by Default</p> <p>Enable or Disable the other settings to your preference.</p>	
<p>Go to the Attachment Policy Tab</p> <p>Set to Always – use SyncedTool for attachments</p> <p>Click OK</p>	

All attachments within an email will now use SyncedTool and Secure Share. Even if you use the standard outlook attachment process.