

User Guide

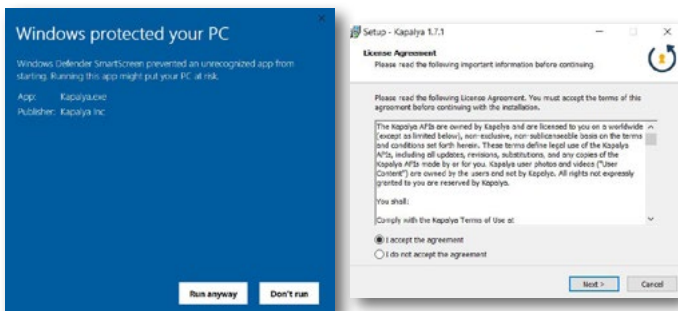
Encryption Management Platform Windows

Create a new account

1. Visit the sign up page [here](#)
2. Fill out the form and press Submit
3. You will receive an email with your user name and a link to download the app
4. You will receive a second email with a temporary password

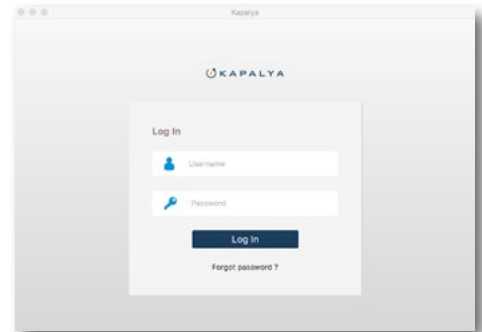
Install Kapalya Encryption Management Platform

1. Upon creating a new account, download the application from the email you received
2. A screen will pop-up saying that Windows has blocked the application, select More
3. Click Run Anyway
4. Run the installer and follow the prompts
5. Launch the app
6. Log in using your temporary password that was emailed to you
7. Upon initial log in you will need to change your password



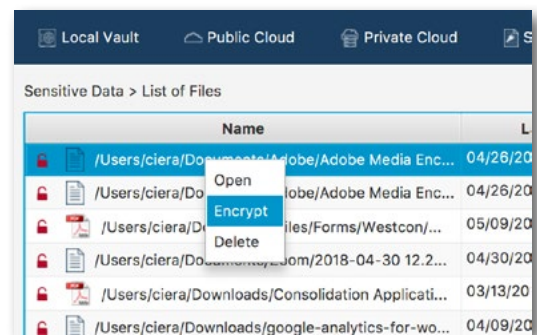
How to log in

1. Launch the Encryption Management Platform application on your desktop
2. Enter your user name and password
3. Click Log In



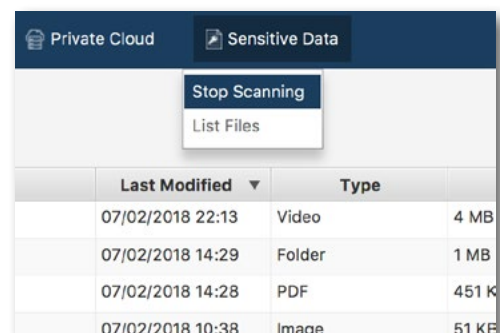
Auto Scanning/Data Classification Engine

1. Upon log in, the Encryption Management Platform will immediately scan all files on your computer for sensitive information including credit card numbers, state I.D.s, driver's license numbers and social security numbers
2. You will receive a notification that your files are being scanned
3. Click Ok to continue using the app while the data classification engine scans
4. You will receive a notification when the scan is complete
5. If sensitive files exist, you will see a list of those files, right click on the file to Open and preview, Encrypt or Delete the file.
6. Encrypt all files listed by selecting the Encrypt All button on the bottom right



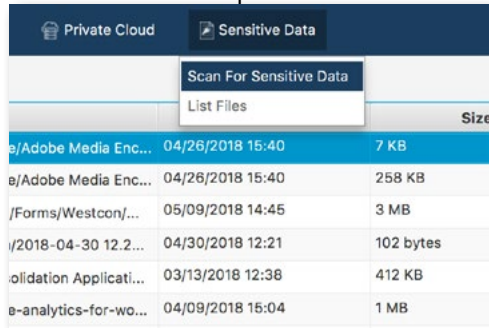
To stop scanning

1. Click the Sensitive Data tab on the top menu
2. Select Stop Scanning from the dropdown
3. Click Ok on the notification to end scanning



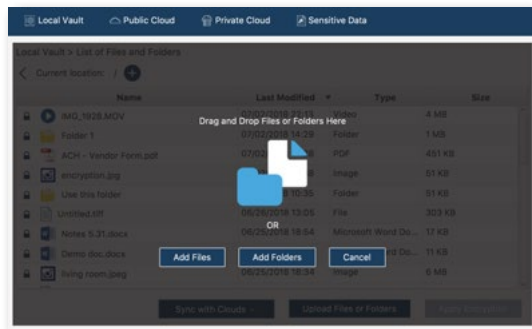
To scan on-demand

1. Click the Sensitive Data tab on the top menu
2. Select Scan for Sensitive Data from the dropdown
3. Click Yes on the notification to proceed
4. Select the folders or location you would like to scan
5. Scan will begin, you will receive a notification when the scan is complete



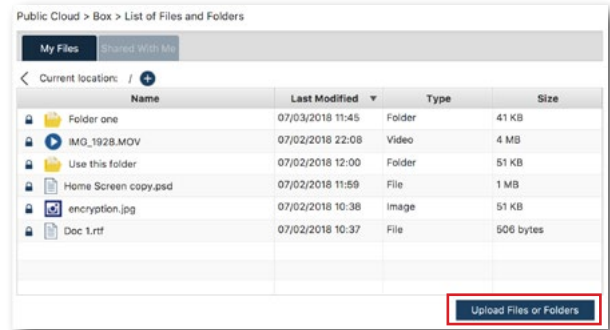
Add files to your Local Vault and encrypt

1. Click on the Local Vault tab on the top menu, all your encrypted files located locally on your computer will be listed here
2. Click Upload Files or Folders on the bottom right
3. Select Add Files, Add Folders or drag and drop the files you'd like to encrypt
4. You will be prompted with a message that your files will be removed from their original location after encryption.
5. Click Yes to proceed



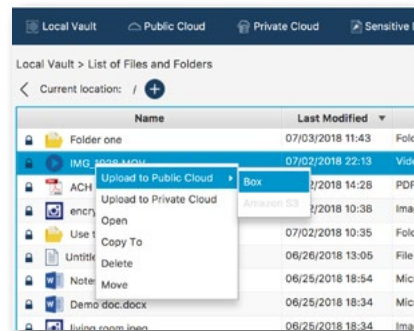
Upload encrypted files to the public cloud

1. Click on the Public Cloud tab on the top menu
2. From the dropdown, select the cloud you'd like to upload files to
3. Click Upload Files or Folders on the bottom right
4. Select Add Files, Add Folders or drag the files from your computer that you'd like to encrypt
5. You will be prompted with a message that your files will be removed from their original location after encryption.
6. Click Yes to proceed



Upload encrypted files to the public cloud from Local Vault

1. From your Local Vault, right click on the file you'd like to move to cloud storage. You will see a menu of options
2. Select Upload to Public Cloud and choose the cloud you'd like to copy your file to
3. A message will ask if you'd like to proceed, click Yes
4. To view your file on the cloud, click on Public Cloud from the top menu and select the cloud you wish to access

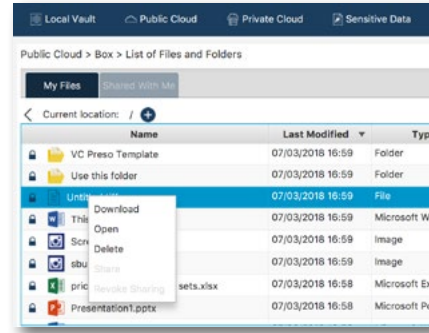
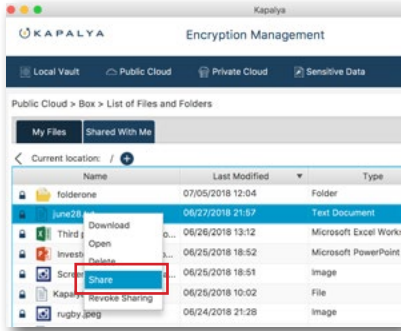


How to share encrypted files between clouds (paid app versions only)

1. To share a file from one user to another, your file must first be uploaded to the public cloud you wish to share the file on
2. The user you wish to share the file with must

also have the Encryption Management Platform installed

3. Click on Public Cloud and from the dropdown, select the cloud storage in which your file resides
4. Right click on the file you wish to share and select Share
5. Enter the email address of the user you're sharing the file with and select Ok
6. Your recipient will receive an email that you have shared a file



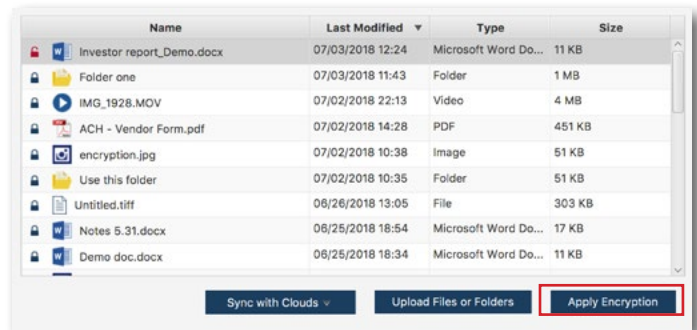
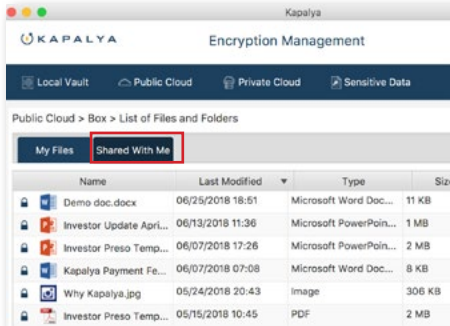
Apply encryption

Applying encryption re-secures your files after you are done working on them.

1. When you're done working on sensitive files, be sure the files are closed
2. Press Apply Encryption on the bottom right
3. You will be prompted to ensure your files are closed before proceeding

Access files shared with you on the cloud

1. Click on Public Cloud from the top menu bar and select the cloud you want to access
2. Once in the cloud menu, select Shared with Me to see a list of all the files shared with you.

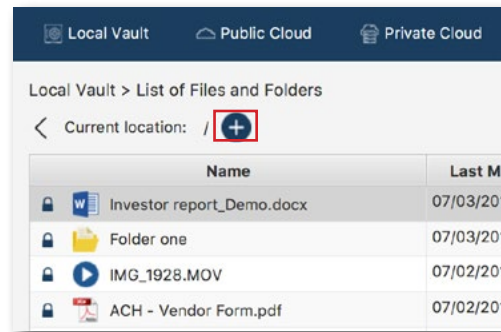
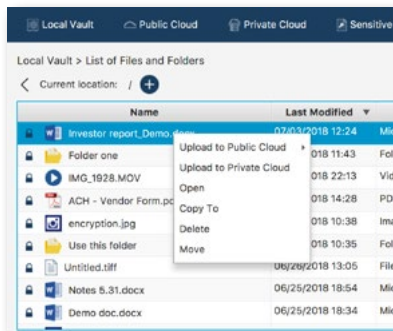


How to create a new folder

1. Within Local Vault or Public Cloud, select the plus icon
2. Name your folder (must not contain the following characters / \ : * ? " < > |)

File options within Local Vault

1. Right click on a file to Open, Copy to a location outside of the application, Delete or Move the file outside of the the application and unencrypt



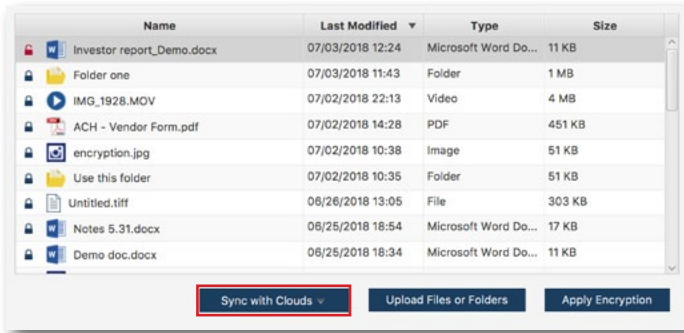
How to sync with clouds

Sync with Clouds will copy all files from Local Vault into the public cloud of your choice.

1. In Local Vault, select Sync with Clouds
2. Select the cloud to copy your files to
3. All files from your Local Vault will be copied to the public cloud

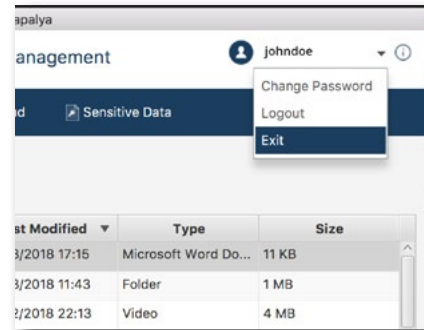
File options within Public Clouds

1. When in the public cloud, right click on a file to Open the file, Download it to Local Vault or Delete



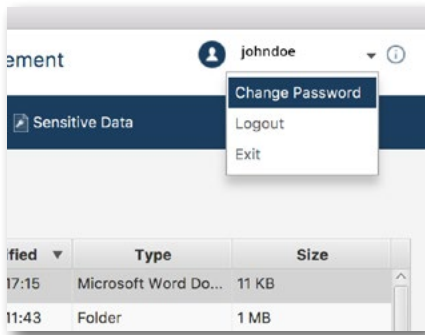
How to Exit

1. Navigate to your user name on the top-right and click on the arrow
2. Select Exit from the dropdown menu



How to Change Password

1. Navigate to your user name on the top-right and click on the arrow
2. Select Change Password from the dropdown menu
3. Fill in your current and new password
4. Note: this will not change your password on any other devices where you may have the application installed
5. Select Ok



How to Log out

1. Navigate to your user name on the top-right and click on the arrow
2. Select Logout from the dropdown menu

