

## Boxcryptor Company

### Best Practice Guide for Administrators

This short best practice guide for team administrators provides you with the best solution on how to set up Boxcryptor. This way you can avoid sync-problems, or long waiting times during the encryption. To provide you with the best experience with your new cloud security solution, we explain how Yasmin, our most experienced Boxcryptor support engineer, would set up Boxcryptor for you. But first, some tips for the safety of your data:

- For your first test we recommend using some dummy files, to figure out how everything works.
- Make sure that your cloud is accessible.
- Be aware that encrypting and migrating your company's data could take a day or two, depending on how much data you handle.

Now you are ready to get started. Following the next steps in the right order is important, because it will make sure that Boxcryptor works as quick as possible, and at its general best.

**Step 1:** Go to [www.boxcryptor.com](http://www.boxcryptor.com) to set up your company admin account:

- Login with your admin account on: [www.boxcryptor.com/app](http://www.boxcryptor.com/app)
- Get to know the general functionalities, especially the available Boxcryptor Company Policies.
- Set the two most important Boxcryptor Company Policies:
  - Disable account reset to avoid data loss and stay in control.
  - Master key (only with the Master Key enabled you will be able to reset passwords if someone in the company forgets it, which is very likely).

**Step 2:** Go to Organization -> Groups and create the groups you need for your organization.

**Step 3:** Create your folder structure with encrypted folders. Do not share it yet and do not put any data into the folders at this point.

**Step 4:** Grant all necessary Boxcryptor permissions for these empty folders. Decide now, which groups will be allowed to access which folders. Please note that all set permissions for encrypted folders will be inherited to its subfolders and files automatically. All files and folders will have the same permissions as their parent folder.

**Step 5:** Now it is time to put all your unencrypted data into these folders.

**Step 6:** Create new accounts, or invite your members to your Boxcryptor Company or Enterprise in your admin account [www.boxcryptor.com/app/organization/manage-organization-members/](http://www.boxcryptor.com/app/organization/manage-organization-members/) (Please make sure to provide the individually created temporary passwords to each respective Boxcryptor user in your team.)

**Step 7:** Assign all members into their Boxcryptor group or groups.

**Step 8:** Go to your cloud provider and share the encrypted data there with your Boxcryptor Company or Enterprise members. This step is necessary, since you only shared the permission to access the encrypted data in Boxcryptor so far. Now, you also have to share the data physically at your cloud provider.

Congratulations, you are all set now.