

## Boxcryptor Company Package

### Quickstart for Windows and Dropbox

#### Create Account

Create your account at [www.boxcryptor.com/app](https://www.boxcryptor.com/app), after that, you are logged into your Boxcryptor account.

#### Start a Free Trial of Boxcryptor for Teams

On the “My Account” page, select “Free 14-Day Trial”, fill in the form and submit it to start your trial.

#### Add Users

In the menu on the left, select “Users” and enter the email addresses of your users in the box provided in the section “Add users”.

#### Create Groups

In the tab “Groups” you can create a group and add users.

#### Installation

First install Dropbox and then Boxcryptor. Boxcryptor automatically shows your Dropbox in the Boxcryptor drive.

#### Create Encrypted Folder

Start Boxcryptor and log in with your administrator account. Open the Boxcryptor drive, create a folder within your Dropbox, and confirm that you want to encrypt the folder.

#### Manage Permissions

##### In Boxcryptor

Right-click the encrypted folder to open the context menu. In the submenu of the Boxcryptor section, select “Manage Permissions”. Now you can grant both users and the group created access to the folder. Save the new permissions by clicking “Apply”.

*Tip: Use groups to assign permissions as they can be centrally managed without having to modify files or folders individually.*

##### In Dropbox

Right-click the encrypted folder to open the context menu. In the submenu of the Boxcryptor section, select “Show Original in Dropbox”. Now right-click the folder in Dropbox, and a window will open where you select “Share...” to share the folder in Dropbox as well.

**Any file that you wish to encrypt, and then collaborate on in your team, simply place into this folder. For more information, see <https://support.boxcryptor.com>.**