

## Quick Start Guide for Boxcryptor Users in Organizations

### Getting to Know Boxcryptor in Under 5 Minutes

#### 3 Steps for Getting Started

1. Your administrator will either create a Boxcryptor account for you, or he will add your existing account. If the first one applies, you will receive all necessary information via email, depending on which sign in option your organization uses. Just follow the instructions carefully, for example, if you are asked to sign in with your temporary password and change the password. Make sure to pick a secure password or create one with your password manager (if available).
  2. If Boxcryptor is not already installed on your machine, please [download Boxcryptor for the platform you are on](#) and follow the installation instructions.
  3. Sign in to Boxcryptor. The first thing you will see is your Boxcryptor drive. This is the place, where you will work with all your data from now on. If you only work in the Boxcryptor drive, it is easier to make sure that everything is securely encrypted. The second element that shows up is a short getting started tour. It explains the basic things you need to know, for example, how to encrypt files and folders and how to make sure that everything is encrypted automatically.
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#### 3 Things to Keep in Mind

1. From now on, always work inside the Boxcryptor drive. Never store something directly in the cloud folder that we encrypt (for example your Dropbox or OneDrive). If you do, that the data will not be encrypted, which could mean a privacy or security violation for your organization.
  2. Make sure to remember your password or have a Password Manager remember it for you. In contrast to other software, we cannot reset your password, because we are zero knowledge. If your organization has activated the Master Key feature, your administrator will be able to reset your password, in case you forgot it.
  3. Once your encrypted folder structure is set up, working in the Boxcryptor drive is just like working in any other folder on your computer:
    - You can simply open encrypted files by double clicking, work with them and save them again. The encryption takes place in the background and you will not notice it.
    - Same goes for just dragging and dropping files into one of your encrypted folders. The encryption will be handled automatically for you.
    - If you drag and drop a file on your desktop or attach it to an email, it will be decrypted automatically as well. Please check back with your administrator if decrypting the files this way is within company policies.
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#### 3 Spaces: Finding What You Need in Boxcryptor

There are 3 relevant spaces where you can handle all Boxcryptor operations: the Boxcryptor drive, the Boxcryptor tray icon, and your account space on our website.

1. **Boxcryptor drive:** Here you work with your data. By right-clicking on a file or folder you can open the Boxcryptor menu, where you can manage permissions, share data, or open the settings.

2. **Boxcryptor tray icon:** Right click on the Boxcryptor tray icon (which you can find on your task bar), to quickly open the Boxcryptor settings, the Boxcryptor drive, go to our help pages, or sign off and shut down Boxcryptor.
3. **www.boxcryptor.com/app:** Here you can sign in to your account to view account details and more.

Most likely, you will mainly work inside the Boxcryptor drive. But if you need to change something in your settings or need help with anything, you can check out those other spaces as well.

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### 3 Best Practices and Helpful Features

1. **How to encrypt a file or folder:** This is very simple. Right-click on the file or folder you want to encrypt, click “Boxcryptor” and select “Encrypt”. Our best practice tip: encrypt your top level folders, and all files and folders you create in or save to the folder, will be encrypted automatically.
2. **How to share a file with people outside your organization:** For sharing files with non-Boxcryptor users, we developed Whisply. You can [use it in your browser](#) or send files from your Boxcryptor drive (via right-click – Boxcryptor – Create Whisply link). From that point on, Whisply will guide you through the necessary steps.
3. **How to share files with other Boxcryptor users and why groups are a great feature for that:** You can share data by granting users or groups permissions to files and folders. But be aware: Some organizations restrict permission management to the admin. If you are allowed to manage permissions, we recommend working with groups. It has the main advantage that it saves you time. When you have a large folder with many documents and you add access permissions for an additional person, for technical reasons, every file has to be synchronized. This takes a lot of time and there could be synchronization problems. If you add the person to an existing group, changes only happen on our server, and it happens superfast. You can manage groups and access permissions in the Boxcryptor settings.

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If you need more information, have a look at our Boxcryptor help pages.

Our help pages for all available platforms: <https://www.boxcryptor.com/en/help>