

nCloud Cloud

OS X User Manual

Welcome to nCrypt Cloud!

nCrypt Cloud is a Security Collaboration application that uses Industry Standard Encryption Technology (AES-256 bit encryption) to secure files stored in the cloud.

Through seamless cloud integration, nCrypt Cloud acts as a layer on top of cloud storage services giving you the ability to protect data, securely share, collaborate with anyone, and keep track of all data activity.

Users must have a Dropbox account before using nCrypt Cloud.

nCrypt Cloud works on desktops and laptop computers, mobile devices, and the web.

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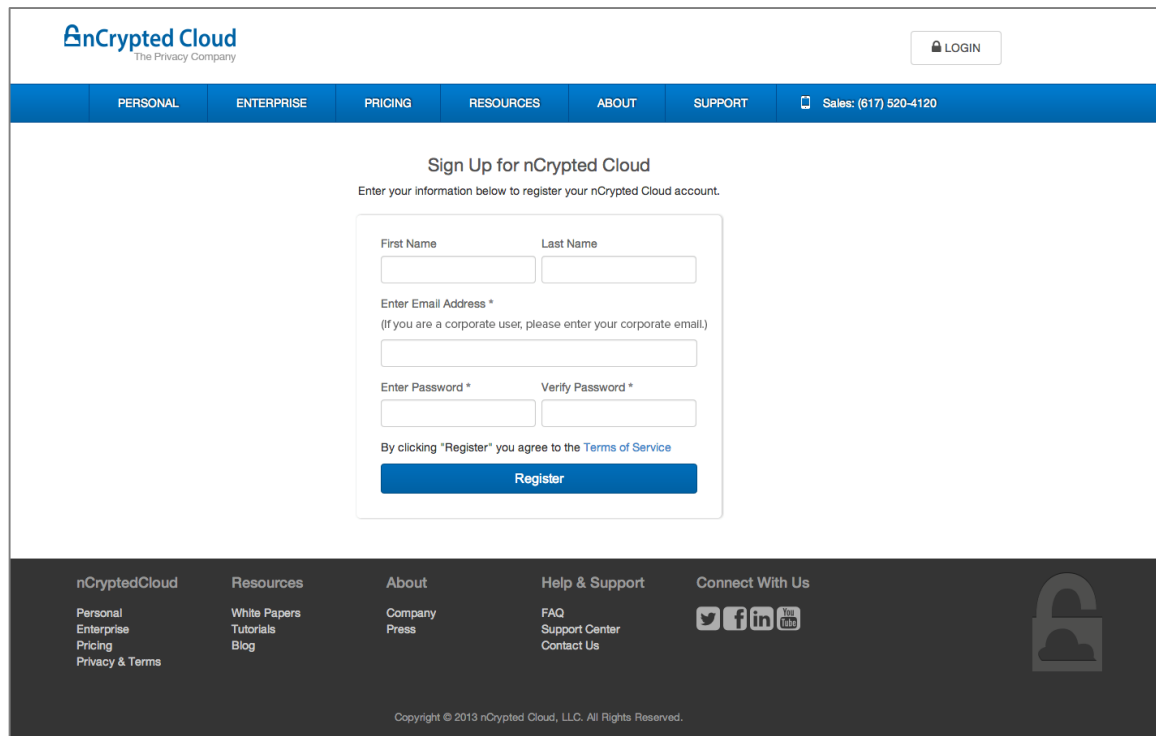
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Getting Started

1.1

Register for nCrypted Cloud

1. Go to <https://www.encryptedcloud.com> and click the “Sign Up” button in the top right corner of the page.
2. Fill in the registration information below: First Name, Last Name, Email, and Password.



The screenshot shows the nCrypted Cloud website's registration page. At the top, there is a navigation bar with the nCrypted Cloud logo and a 'LOGIN' button. Below the navigation bar, there is a blue header with links for PERSONAL, ENTERPRISE, PRICING, RESOURCES, ABOUT, SUPPORT, and a phone number for sales. The main content area is titled 'Sign Up for nCrypted Cloud' and includes a sub-header 'Enter your information below to register your nCrypted Cloud account.' The registration form contains fields for First Name, Last Name, Email Address (with a note for corporate users), Password, and a confirmation password field. A 'Register' button is at the bottom of the form. Below the form, there is a footer with links for nCryptedCloud, Resources, About, Help & Support, and Connect With Us. The footer also includes social media icons and a copyright notice.

nCrypted Cloud
The Privacy Company

LOGIN

PERSONAL ENTERPRISE PRICING RESOURCES ABOUT SUPPORT Sales: (617) 520-4120

Sign Up for nCrypted Cloud

Enter your information below to register your nCrypted Cloud account.

First Name Last Name

Enter Email Address *
(If you are a corporate user, please enter your corporate email.)

Enter Password * Verify Password *

By clicking "Register" you agree to the [Terms of Service](#)

Register

nCryptedCloud Resources About Help & Support Connect With Us

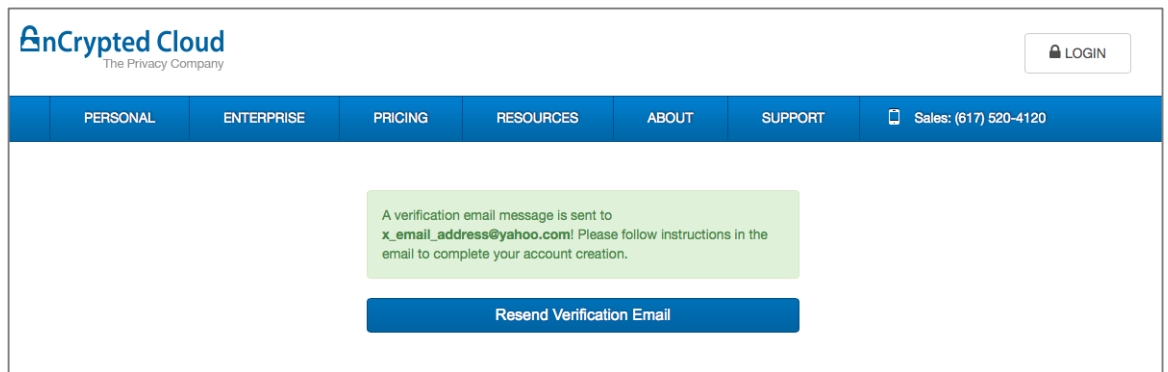
Personal Enterprise Pricing Privacy & Terms White Papers Tutorials Blog Company Press FAQ Support Center Contact Us

Twitter Facebook LinkedIn YouTube

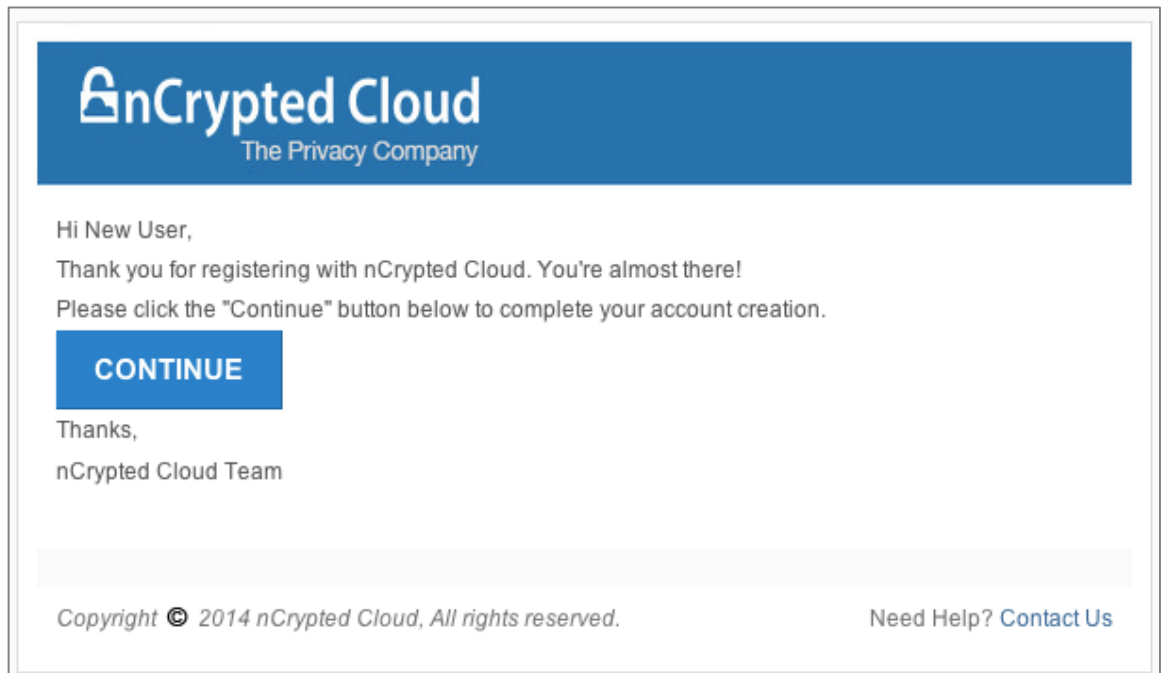
Copyright © 2013 nCrypted Cloud, LLC. All Rights Reserved.

Getting Started 1.1

3. Registration is complete! You will receive an email to verify your account.



4. This is the verification email you will receive. Click "Continue" to verify your email.



Getting Started 1.2

Download nCrypted Cloud

1. Go to the nCrypted Cloud Download Page: www.ncryptedcloud.com/download

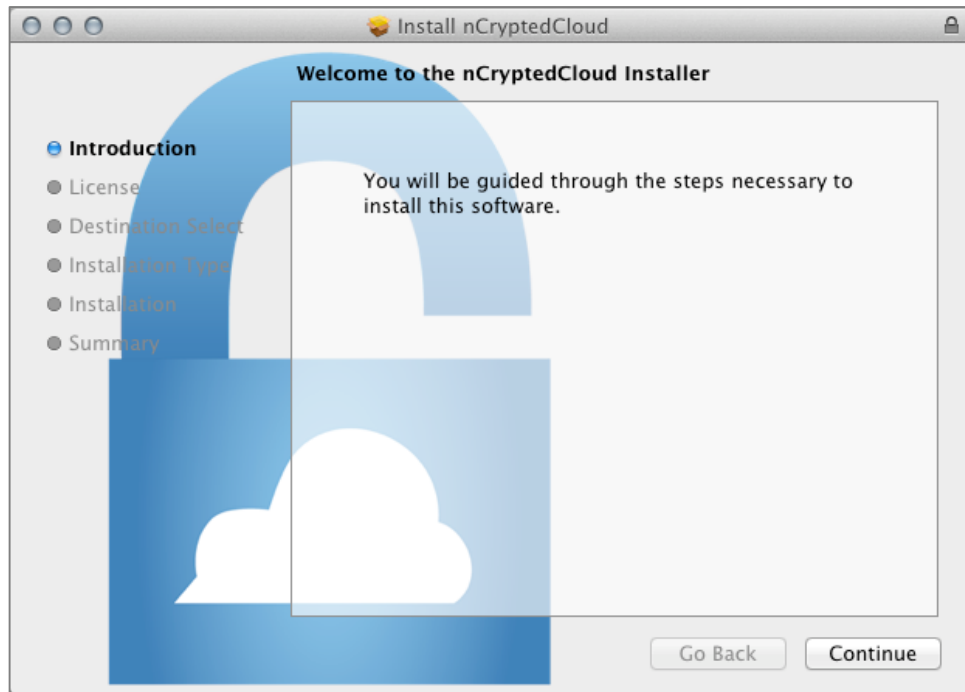
The screenshot shows the nCrypted Cloud website's download page for OSX. At the top is the nCrypted Cloud logo with the tagline 'The Privacy Company' and a 'LOGIN' button. Below the logo is a navigation bar with links for PERSONAL, ENTERPRISE, PRICING, RESOURCES, ABOUT, and SUPPORT, along with a sales contact number. A dark banner below the navigation bar features the Apple logo and the text 'nCryptedCloud for OSX', with links for Windows, Android, and iOS. The main content area has a large blue 'DOWNLOAD 1.0.13.1907' button. Below this are three numbered steps: 1. Run nCryptedCloud installer (with an image of the installer package), 2. Follow Setup Instructions (with an image of the setup window), and 3. Start using nCrypted Cloud (with an image of the application interface). Each step includes a brief description of the action.

2. Click "Download" and the Install Package will run.

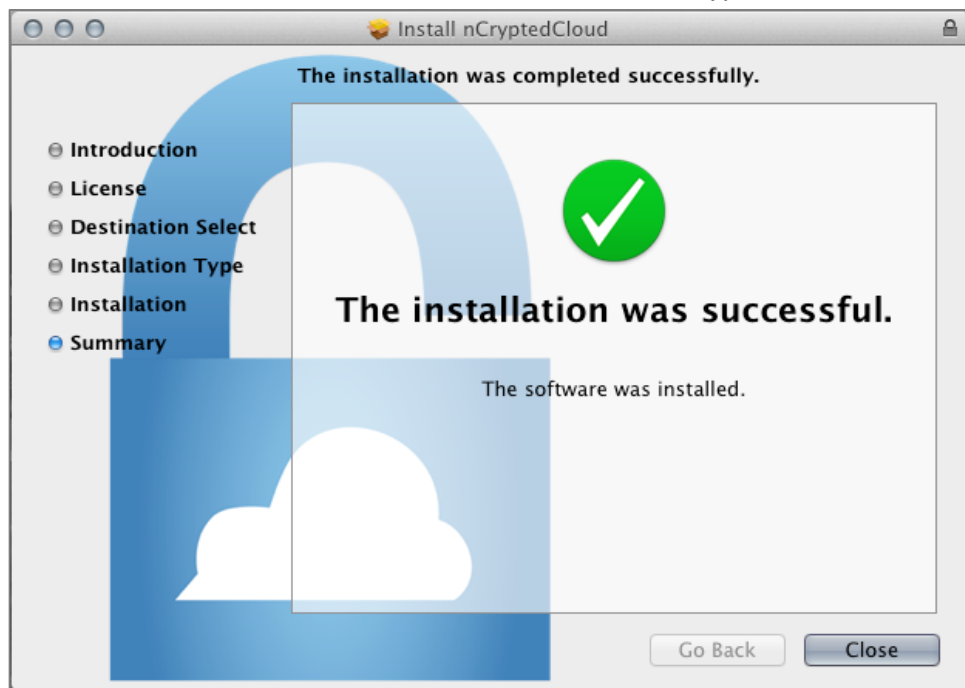
The screenshot shows a Finder window displaying the nCryptedCloud installer package. The package icon is a blue box with a yellow cube and the text 'nCryptedCloud dOSX...1.pkg'. Below the icon, the text '1. Run nCryptedCloud installer' is displayed. A description below reads: 'Once the download finishes, double click the package install icon to begin installation.' At the bottom of the window, a status bar shows the package name 'nCryptedCloudOSX_1.....pkg' and the progress '7.2/21.4 MB, 19 secs left'.

Getting Started 1.2

3. Once the install package is downloaded, double-click the file and begin the installation process.



4. Once you accept nCrypted Cloud's Terms of Service, choose an install destination and confirm the installation. nCrypted Cloud will be installed.

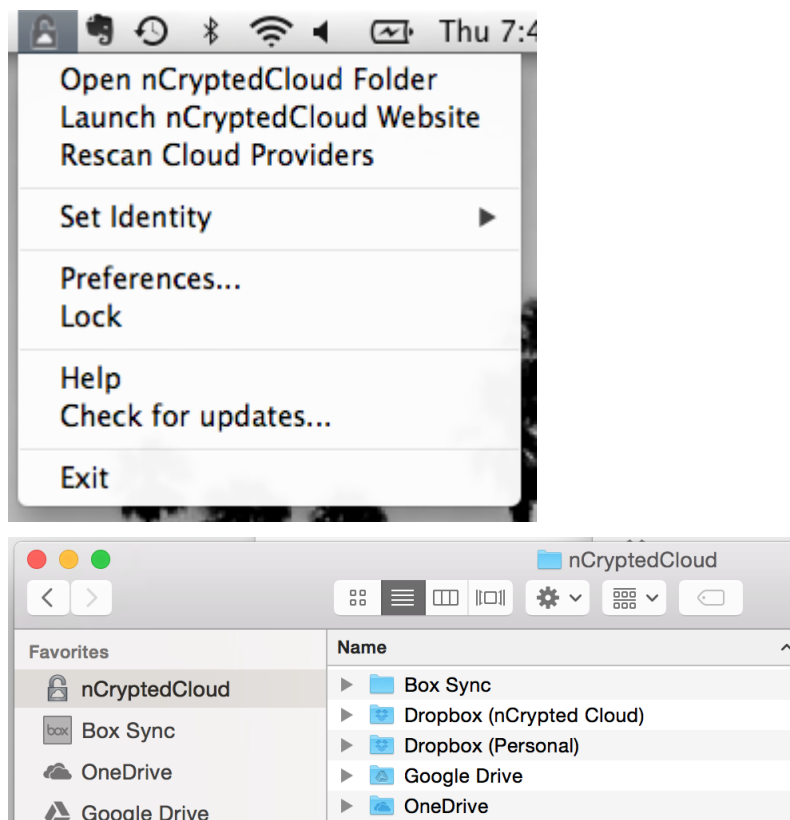


Getting Started

1.3

Access nCrypted Cloud

Now that nCrypted Cloud is downloaded on your machine, you can access nCrypted Cloud by clicking on the lock icon in your Menu Bar or navigating to it in Finder.

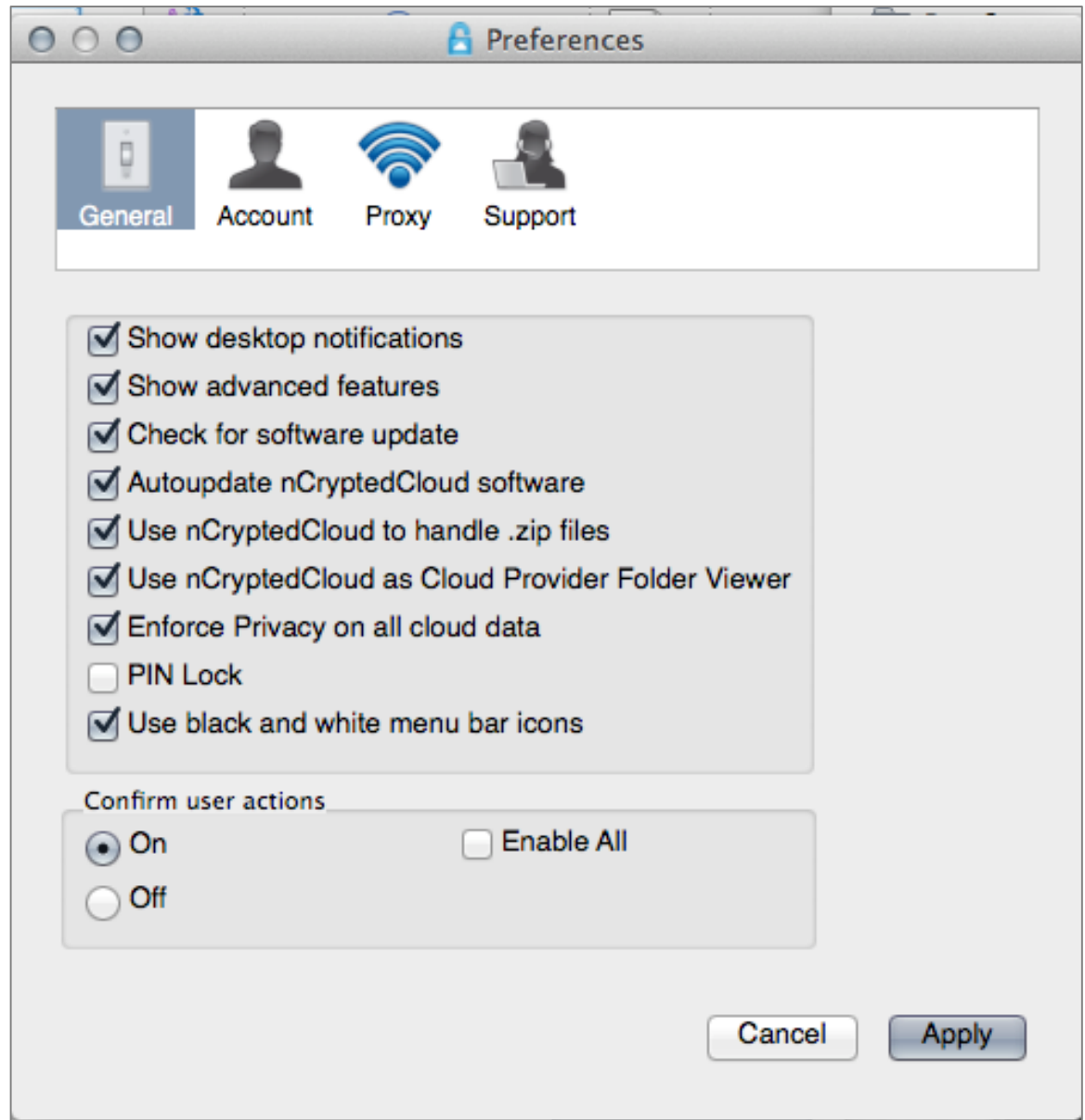


Clicking on the icon in the Menu Bar will bring up the drop-down menu. You have the ability to open nCrypted Cloud on your desktop, launch the nCrypted Cloud Web Portal, scan your computer for undetected Cloud Providers, set your identity, adjust your preferences, lock nCrypted Cloud, get help, and check for updates.

Preferences 2.1

General

Before using nCrypted Cloud, it is important to make sure that your settings are properly adjusted. These next few pages will go over each setting in your Preferences Menu in detail.

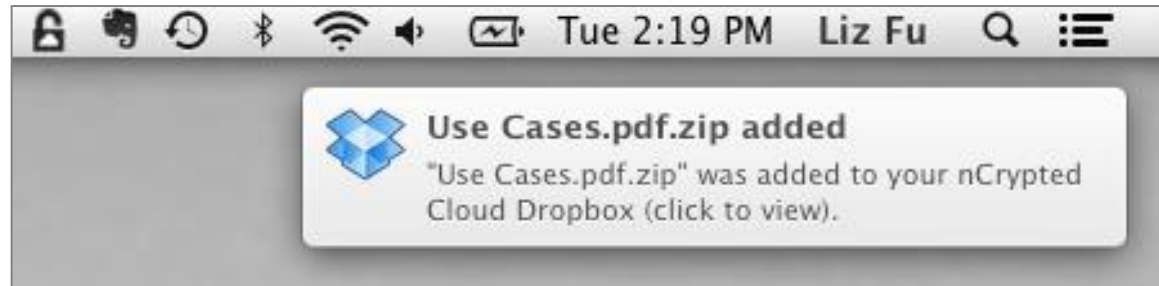


Preferences 2.1

General

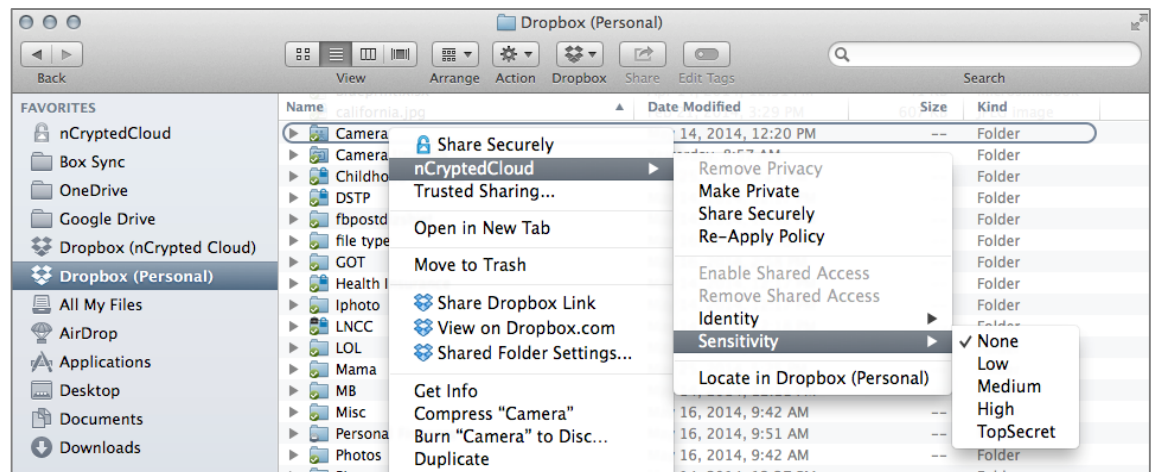
1. Show desktop notifications:

Receive pop-up notifications every time a change is made to your cloud.



2. Show advanced features:

This gives you the ability to apply sensitivity (low, medium, high, or top secret) to your folders.

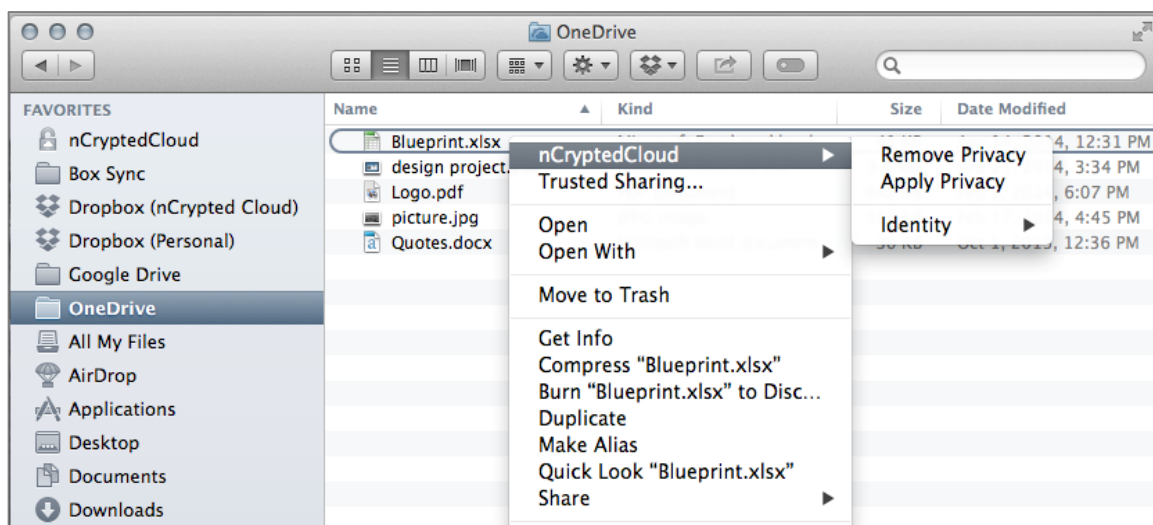


3. Check for software updates:

This option will notify you when a new version of nCrypted Cloud is available for download.

Preferences 2.1

4. Auto-update nCrypted Cloud software:
Automatically update to the latest version of nCrypted Cloud
5. Use nCrypted Cloud to handle .zip files:
Open any .zip files using nCrypted Cloud. When files are encrypted, the file changes from its original format (.doc, .pdf, .xls, .psd) to a .zip file format. Files encrypted with nCrypted Cloud can only be accessed using nCrypted Cloud. This setting will ensure that you can easily open encrypted files.
6. Use nCrypted Cloud as Cloud Provider Folder Viewer:
This setting makes nCrypted Cloud your default cloud provider viewer. This means that when you open Dropbox on your desktop, nCrypted Cloud is seamlessly integrated.

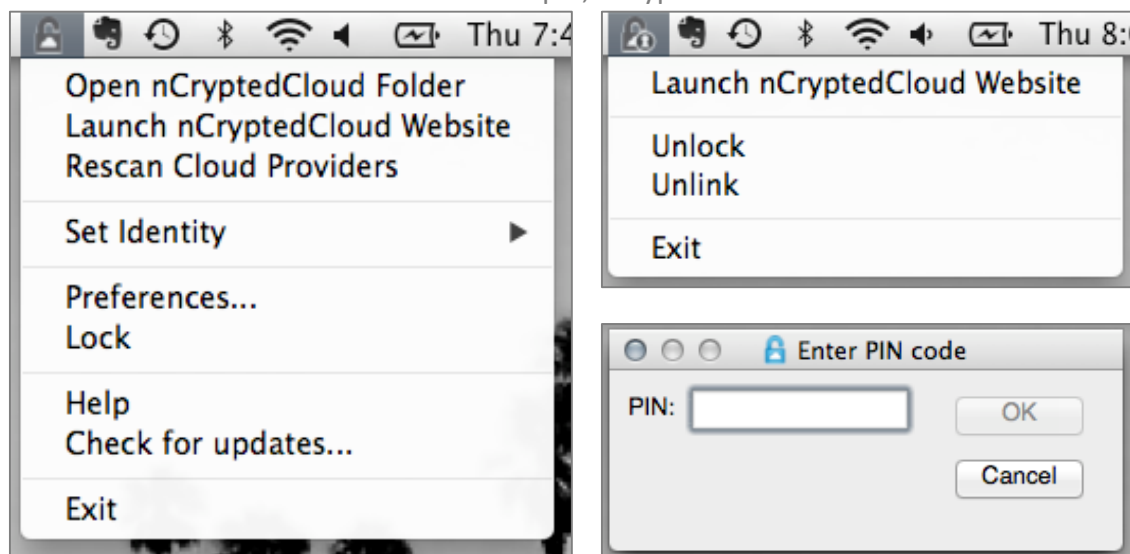


7. Enforce Privacy on all cloud data:
Encrypt all data stored in your cloud.

Preferences 2.1

8. PIN Lock:

Require a PIN to access nCrypted Cloud. In order to enable this setting on the desktop client, you must first set a person PIN either on the Web Portal or Mobile App. Once you do so, you can enforce the PIN code by selecting “Lock” from the drop-down menu. nCrypted Cloud will no longer be accessible on this machine. When you click on the icon now, this is the new drop-down menu you will see. When you select “Unlock” or “Launch nCrypted Cloud Website” you will be asked to enter your pin before proceeding. Once you do so, nCrypted Cloud will run just as it normally would. After five failed attempts, nCrypted Cloud will unlink the device.



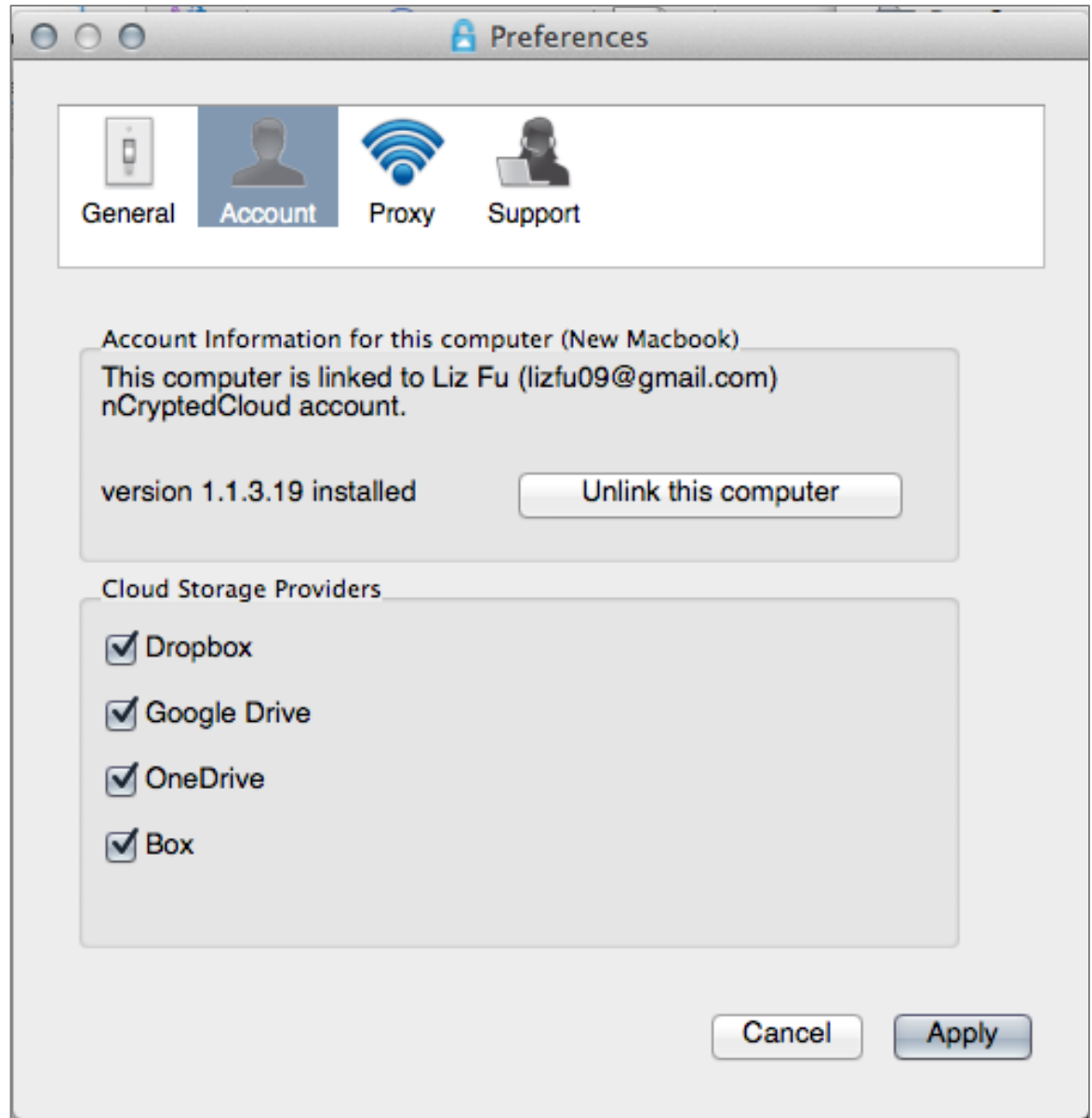
9. Use black and white menu bar icons:

When enabled, the nCrypted Cloud lock icon will be black and white.

Preferences 2.2

Account

The Account tab in your Preferences is where you go to connect cloud providers and unlink nCrypted Cloud from your computer. When you unlink nCrypted Cloud, nCrypted Cloud will be removed from your machine.



Account

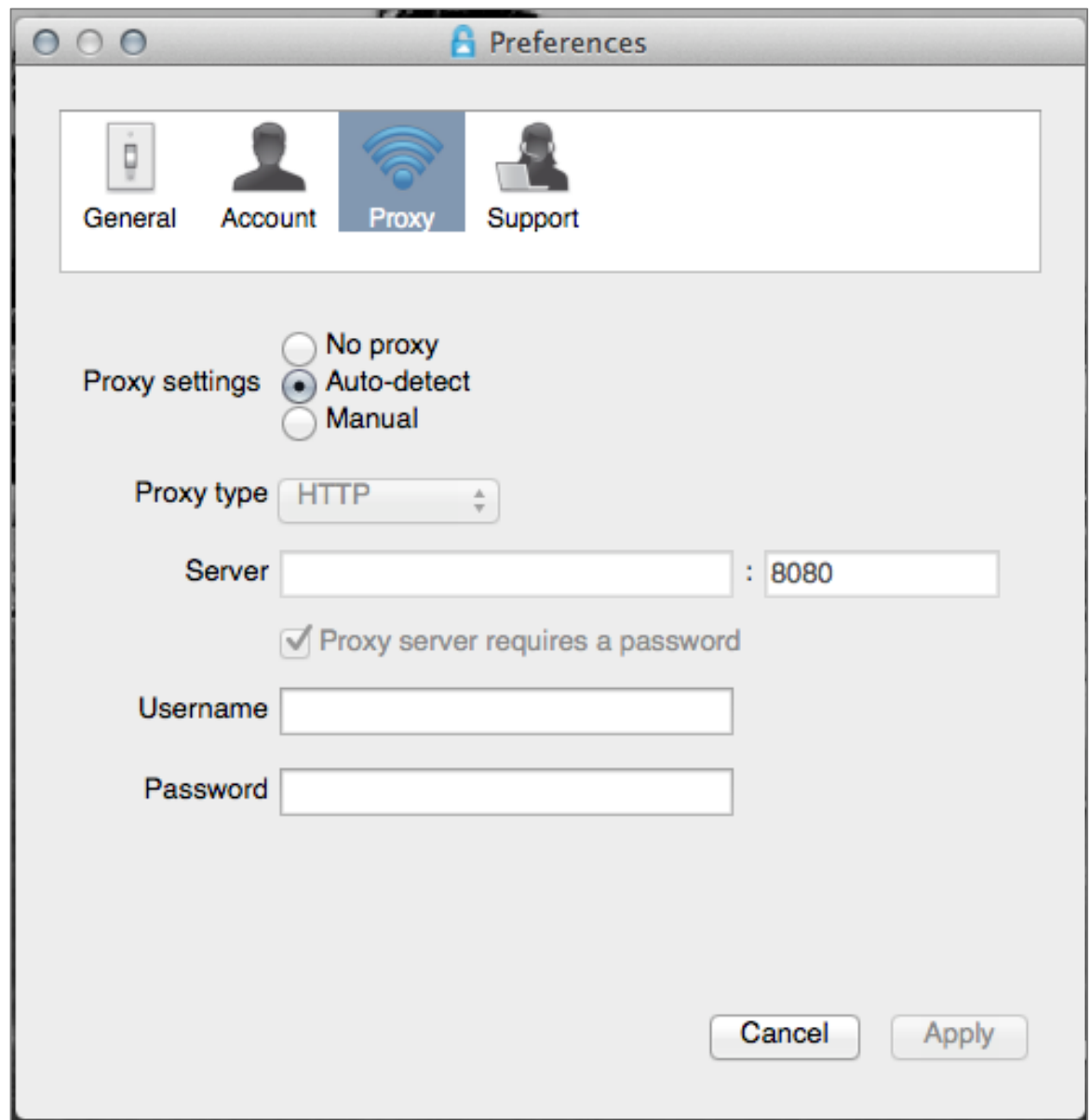
In order for a nCrypted Cloud admin to register a corporate NT domain with nCrypted Cloud, click on the nCrypted Cloud icon, select Preferences, tab over to Account, and then click on “Register Corporate Domain”. Now ant devices which are attached to the domain will be classified as a corporate device. Until a device is a domain device, some nCrypted Cloud features may not be available.

Register Corporate Domain

Preferences 2.3

Proxy

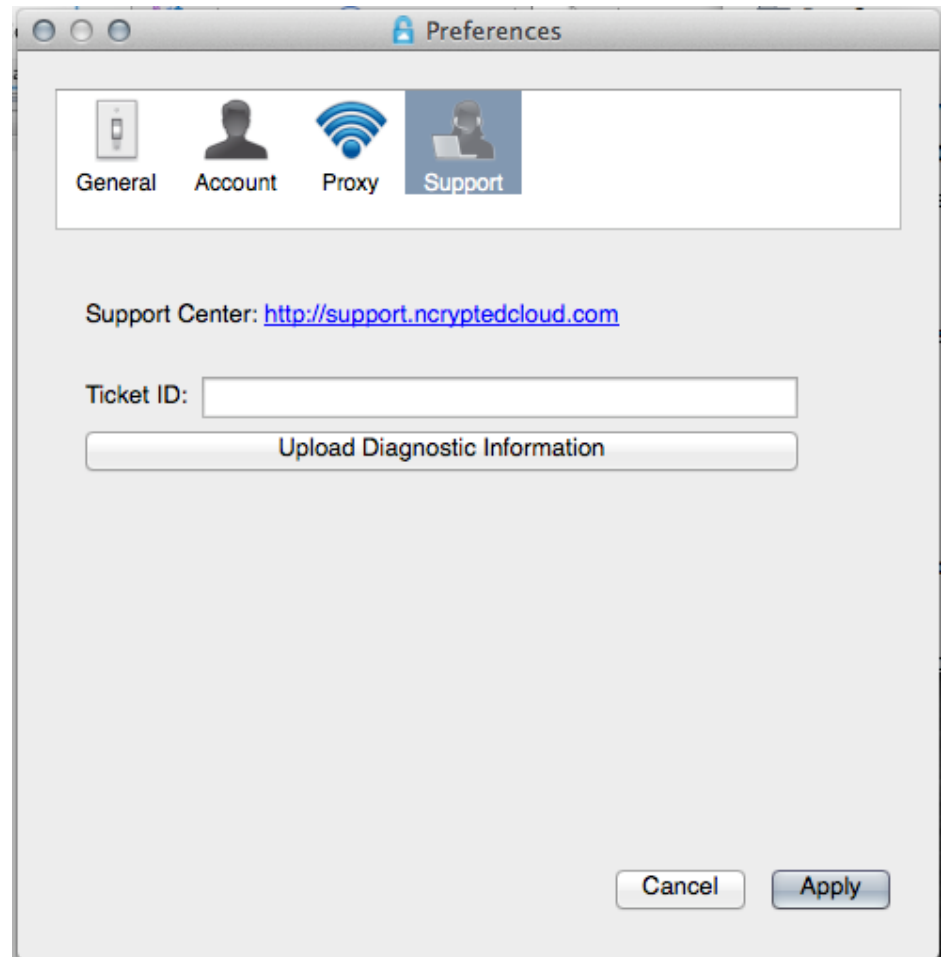
The Proxy tab gives you the ability to customize your proxy settings.



Preferences 2.4

Support

If you ever have any issues with our software, you can go to the Support Tab in your preferences and submit a request. The Support Center Link will redirect you to our support page where you can submit a ticket with a description of the issue you are having. Once you complete the form, you will receive a ticket number.

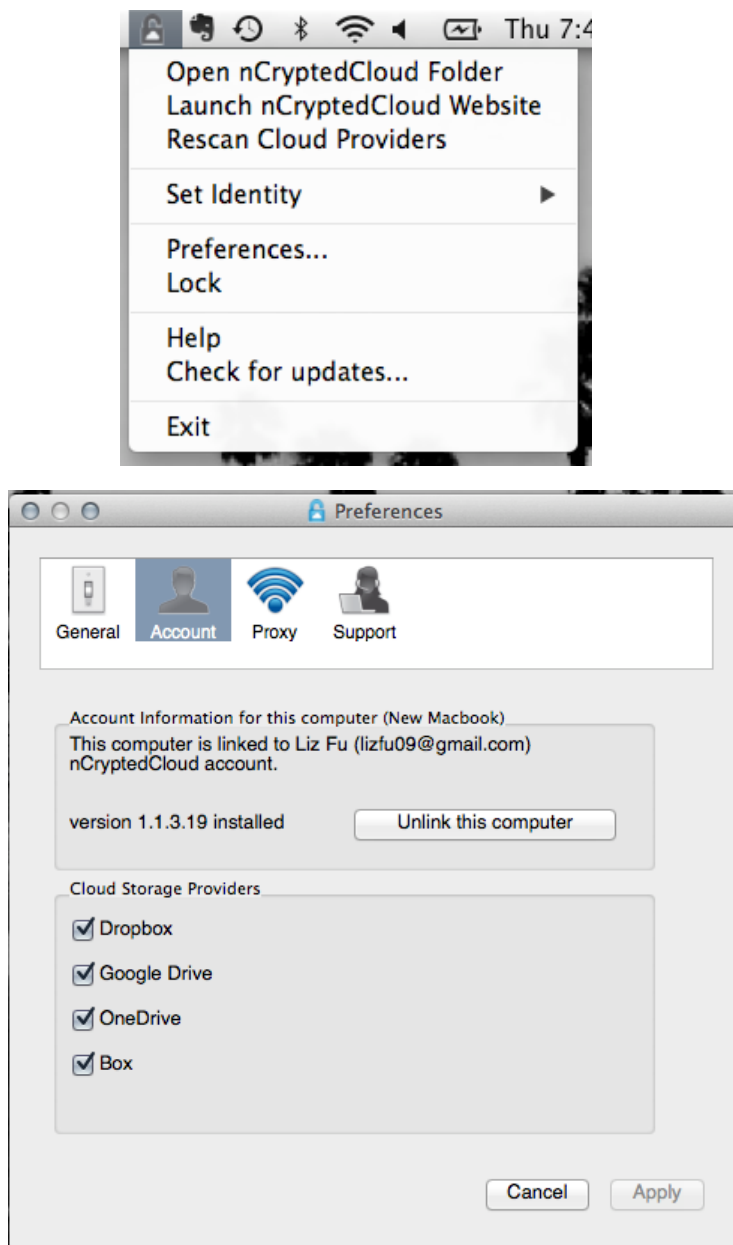


If you would like to upload your machine's diagnostic information so our team can investigate this information and get to the bottom of your issue, enter your ticket number in the "Ticket ID" section and click Upload Diagnostic Information. Our team will receive this information and assess the problem immediately.

Cloud Storage 3.1

Connect Your Cloud

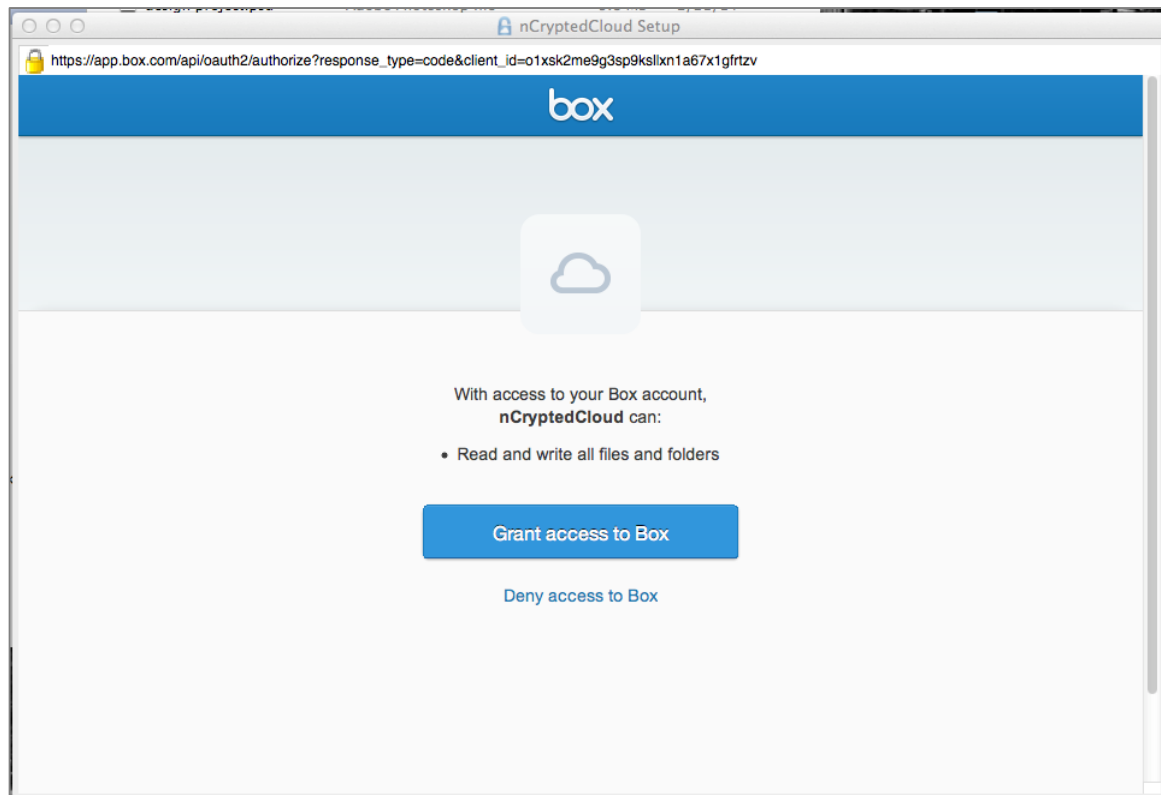
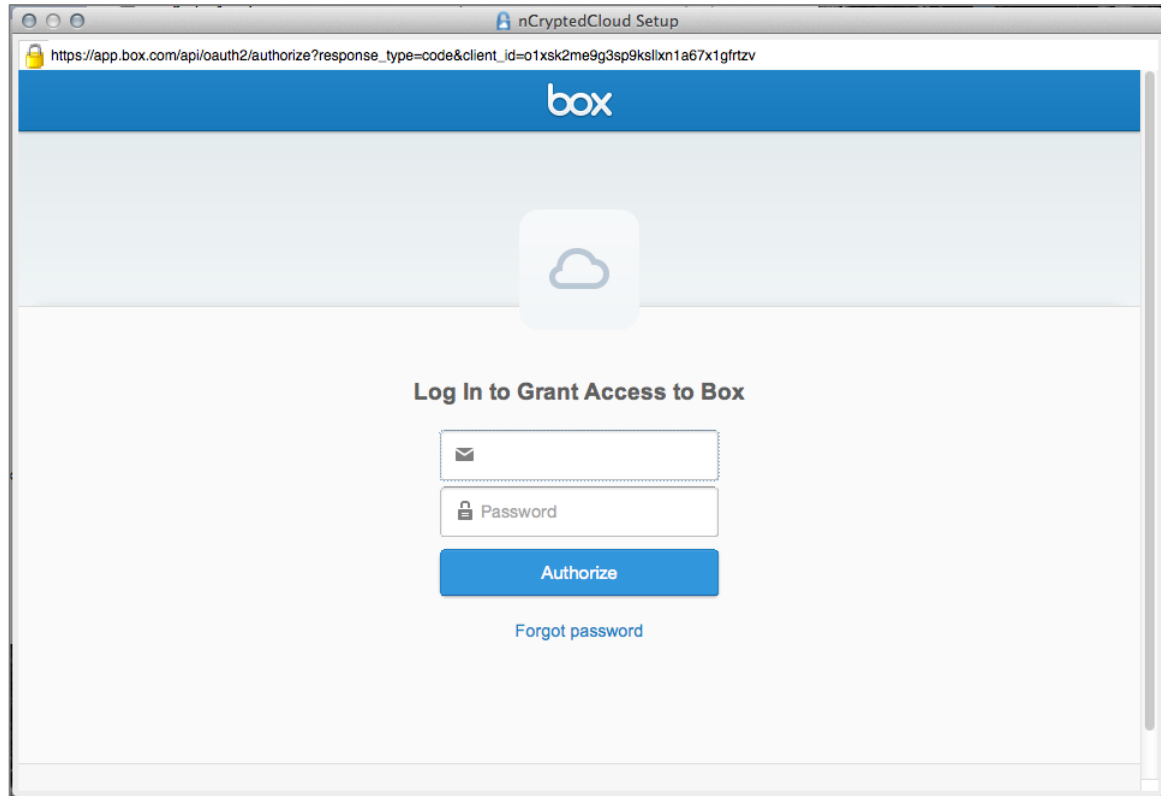
To sync cloud providers to nCrypted Cloud, click the nCrypted Cloud icon in your taskbar and select “Preferences” from the drop-down menu. Go to the “Account” tab and check the boxes next to the cloud providers you wish to sync. Once these boxes are checked, nCrypted Cloud will automatically sync with these cloud providers.



If you just installed a new cloud storage service on your desktop and nCrypted Cloud did not automatically connect to this cloud, select “Rescan Cloud Providers” from the drop-down menu.

Cloud Storage 3.1

Once your cloud is detected, you will be prompted to sign-in to your cloud and grant access to it.



Cloud Storage 3.1

Once these cloud providers are synced, they will appear in nCrypted Cloud's viewer. You will also have the ability to apply nCrypted Cloud settings to files and folders directly on the cloud provider's viewer.



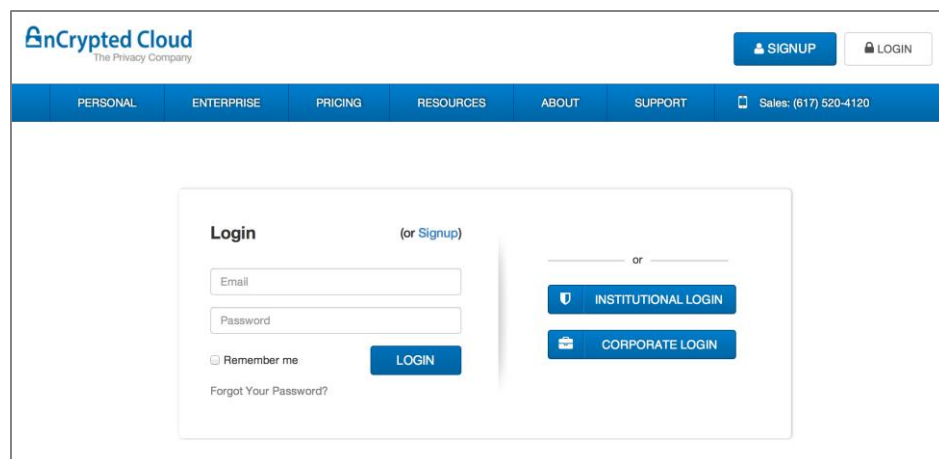
Identities 4.1

Add Corporate Identity

You can have one personal, and potentially many corporate identities with which you can manage and collaborate. Having multiple identities allows you to keep personal data separate from corporate data in the same cloud.

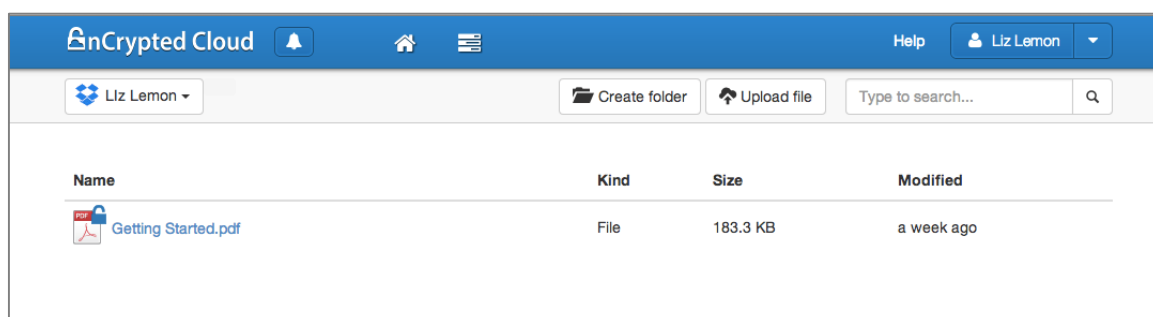
To add a corporate identity, you must do so on your **Cloud Web Portal**.

1. Go to <https://www.ncryptedcloud.com/login> and sign in.




The screenshot shows the nCrypted Cloud login page. At the top, there is a navigation bar with the nCrypted Cloud logo and the tagline "The Privacy Company". To the right of the logo are buttons for "SIGNUP" and "LOGIN". Below the navigation bar is a blue header with links for "PERSONAL", "ENTERPRISE", "PRICING", "RESOURCES", "ABOUT", and "SUPPORT". On the far right of the header is a phone icon and the text "Sales: (617) 520-4120". The main content area features a "Login" form with fields for "Email" and "Password", a "Remember me" checkbox, and a "LOGIN" button. To the right of the form is a vertical separator and a "SIGNUP" button. Below the "SIGNUP" button are two buttons: "INSTITUTIONAL LOGIN" and "CORPORATE LOGIN".

This is what your cloud web portal will look like.

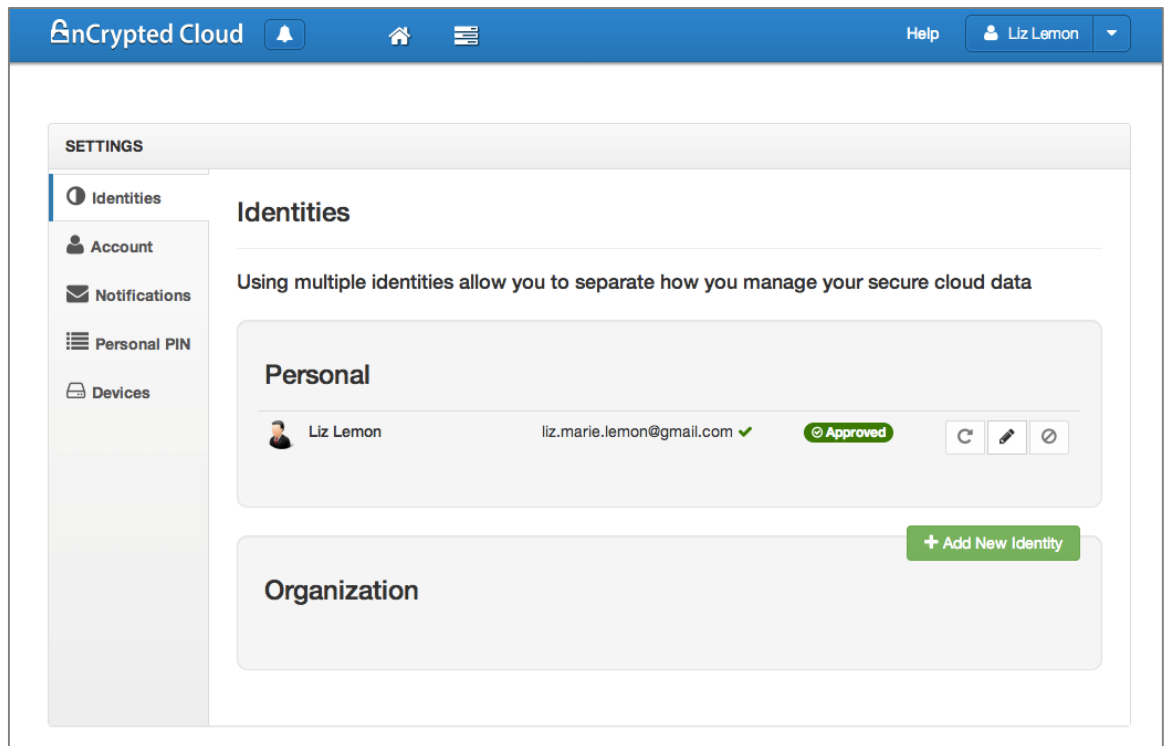
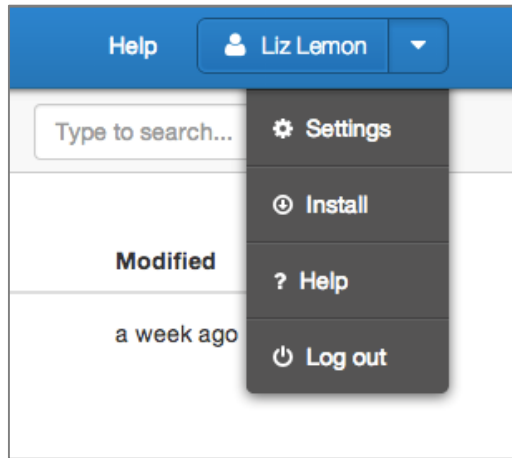


The screenshot shows the nCrypted Cloud web portal interface. At the top, there is a blue header with the nCrypted Cloud logo, a notification bell icon, a home icon, and a menu icon. To the right of the icons are links for "Help" and a user profile dropdown for "Liz Lemon". Below the header is a navigation bar with a "Liz Lemon" dropdown, a "Create folder" button, an "Upload file" button, and a search bar with the text "Type to search...". The main content area is a table with the following columns: "Name", "Kind", "Size", and "Modified". The table contains one row with the file "Getting Started.pdf", which is a "File" of size "183.3 KB" and was modified "a week ago".

Name	Kind	Size	Modified
 Getting Started.pdf	File	183.3 KB	a week ago

Identities 4.1

2. Click on the drop-down menu and select “Settings”. The “Identities” tab is the first page you will see.



Identities 4.1

- Click the green “Add New Identity” button under the Organization category and this pop-up will appear. Enter your organization email and a nickname for this identity.

Add new organization identity [X]

Please enter an email address

Please enter a nickname for identity

Cancel Add New Identity

- If your organization is already registered with nCrypted Cloud, your corporate email address will be detected. If your organization is new to nCrypted Cloud, this pop-up window will expand and you will be asked to enter the name of your organization and a short description. Once you do so, nCrypted Cloud will receive this request and grant approval.

Add new organization identity [X]

Please enter an email address

Please enter a nickname for identity

nCrypted Cloud, LLC

Cancel Add New Identity

Add new organization identity [X]

Please enter an email address

Please enter a nickname for identity

Adding new organization

New Organization Name

Organization Description

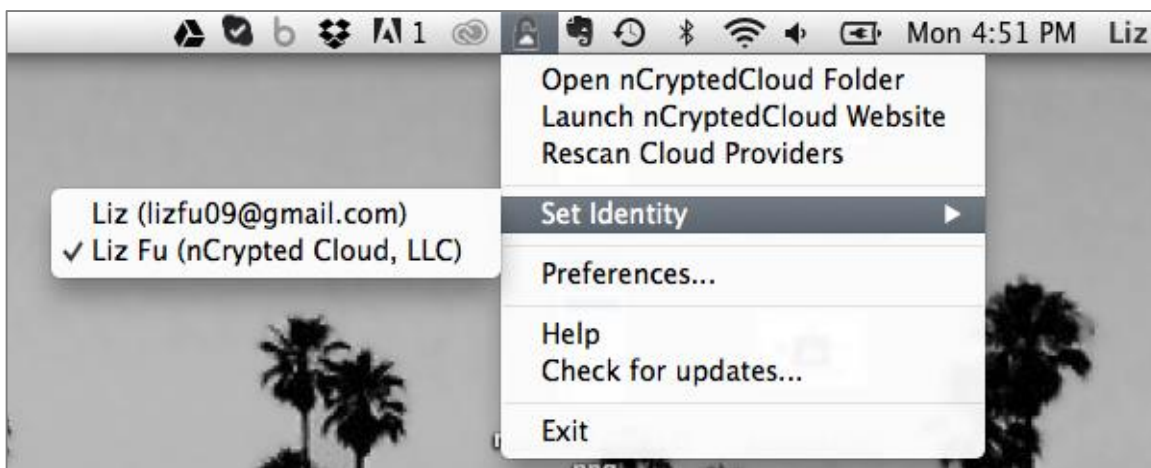
Cancel Add New Identity

Identities 4.2

Switch Between Identities

Once your corporate email is approved, you will be able to switch between your personal and corporate identity on our desktop client.

1. Click on the nCrypted Cloud icon in your taskbar and select “Set Identity”.
2. You will see your identities. To switch between identities, click on the identity you wish to operate as.



If you are working under your corporate identity, a black briefcase icon will indicate that you are working with corporate files.

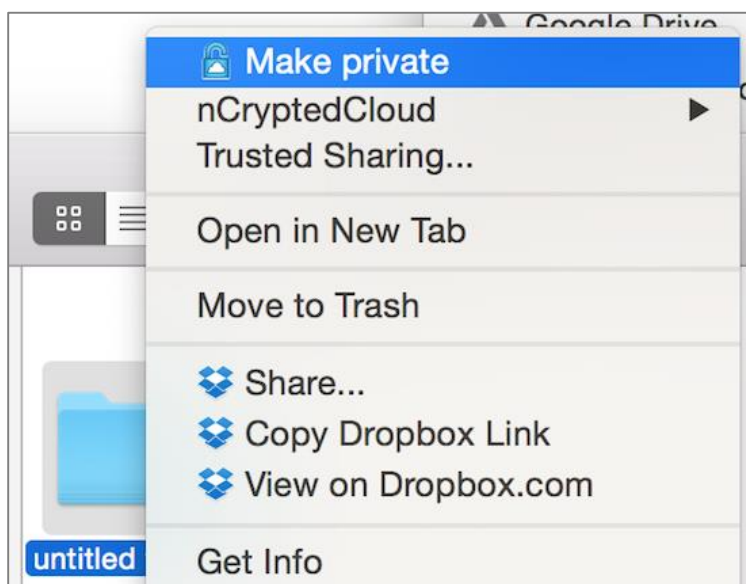


Secure 5.1

Make Private

nCrypted Cloud's Make Private feature gives you the ability to secure files with industry standard encryption technology (AES 256-bit encryption).

Once you have navigated to the cloud storage provider of your choice on the endpoint, you can make any exiting folder private. To make files and folders Private on your desktop, simply right-click the file or folder you wish to secure and select "Make Private" or "Apply Privacy".



A blue lock icon will appear on the secured file or folder. If you are working under your corporate identity, a briefcase icon will also appear on the top left corner of the file or folder.



Private Folder

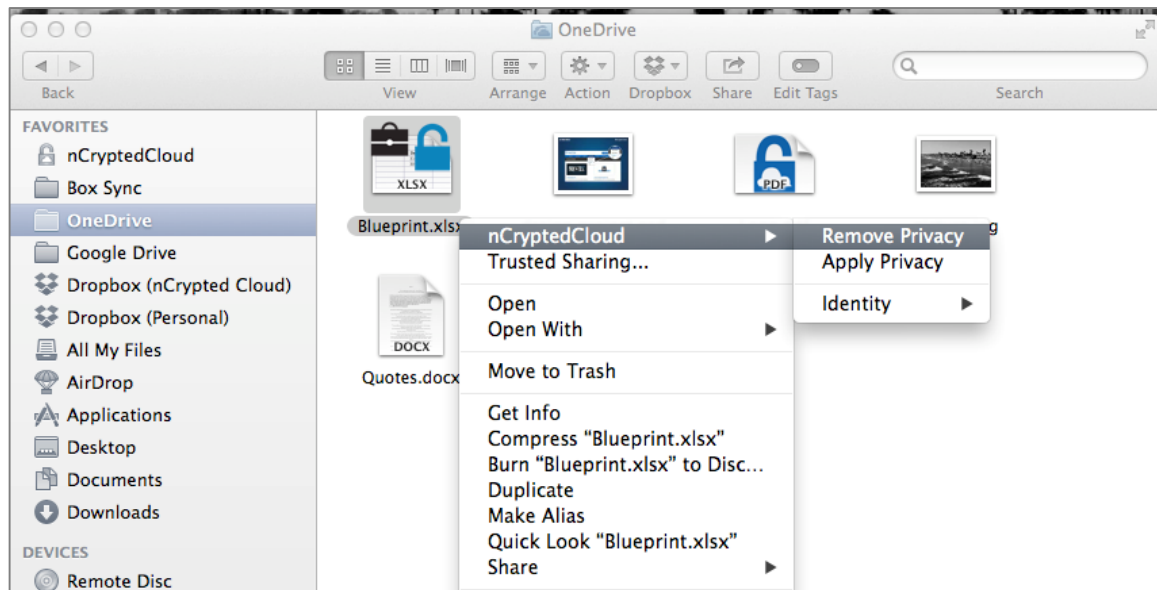


Enterprise Data

Secure 5.2

Remove Privacy

To decrypt data, simply right click the file or folder and select “Remove Privacy”. The blue lock will disappear from the file or folder.



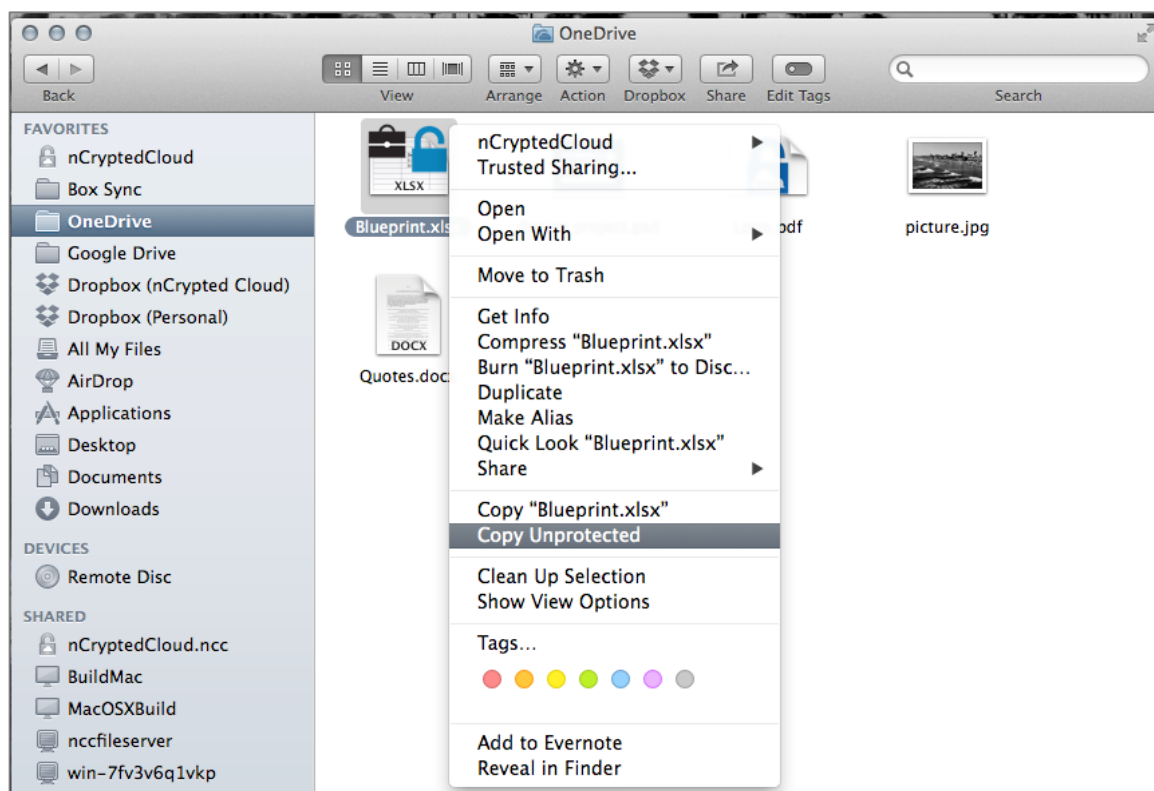
Secure 5.3

Copy Unprotected

This feature gives you the ability to copy encrypted files and paste them in their original file format (.doc, .xls, etc.). When data is encrypted, its file format changes from its original file format to .zip format.

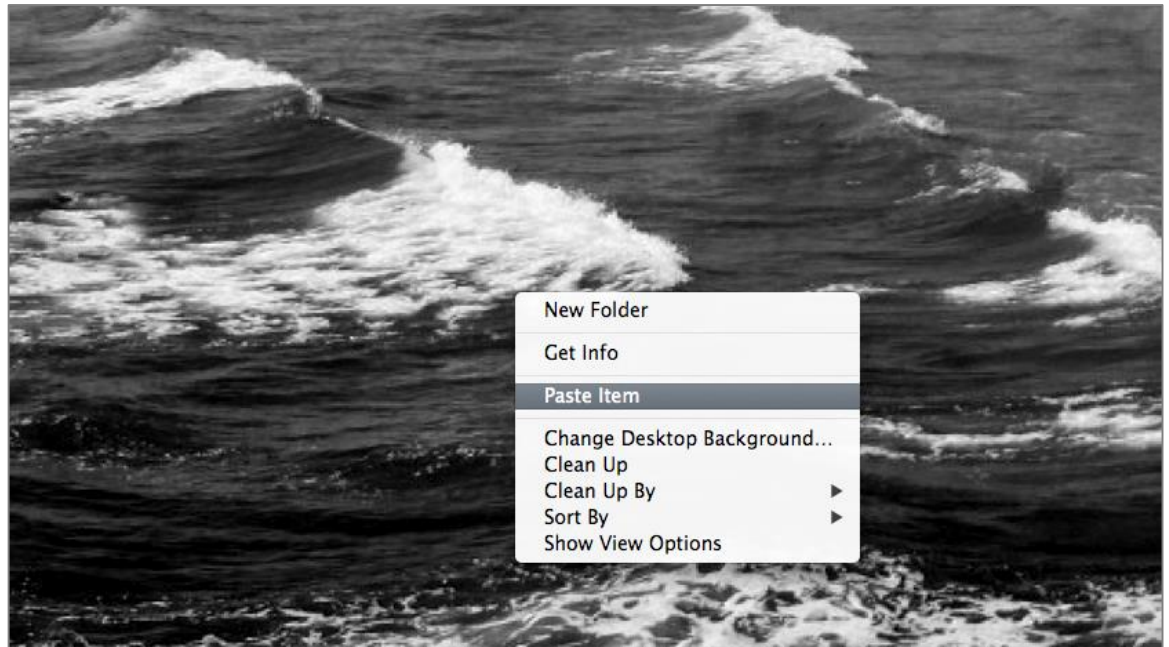
In order to ensure that your data is truly secure, it is encrypted no matter where it goes. If you copy an encrypted .zip file, it will be pasted as an encrypted .zip file and will not be accessible without nCrypted Cloud. This is where Copy Unprotected comes in.

To Copy Unprotected, right-click the file or folder you wish to copy and select “Copy Unprotected”.



Secure 5.3

Paste the item you just copied.



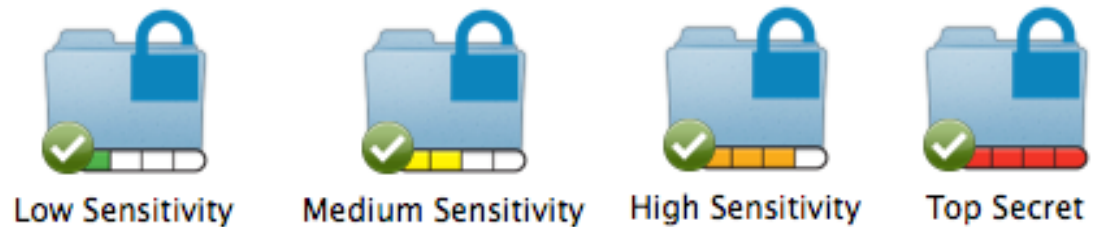
As you can see, the file was pasted in its original format (left). If you copied the file without using Copy Unprotected, the file will remain encrypted and in .zip format (right).



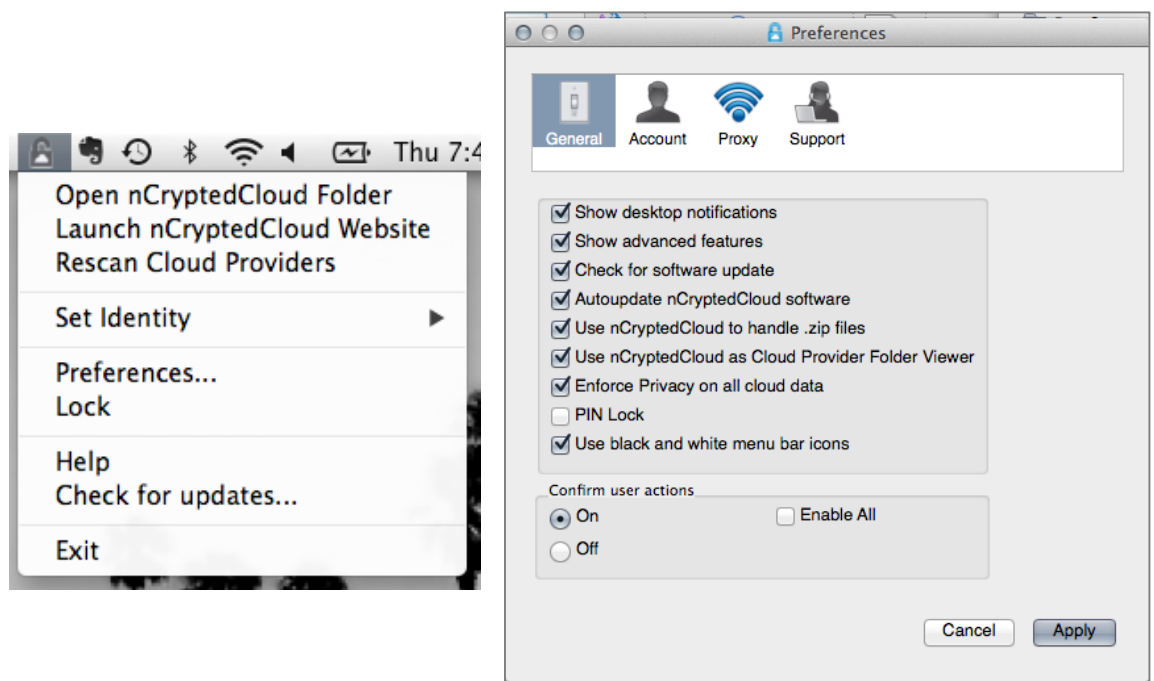
Secure 5.4

Apply Sensitivity

Sensitivity settings give you the ability to label folders based on how sensitive the files within the folder are. There are 4 sensitivity levels: Low, Medium, High, and Top Secret.

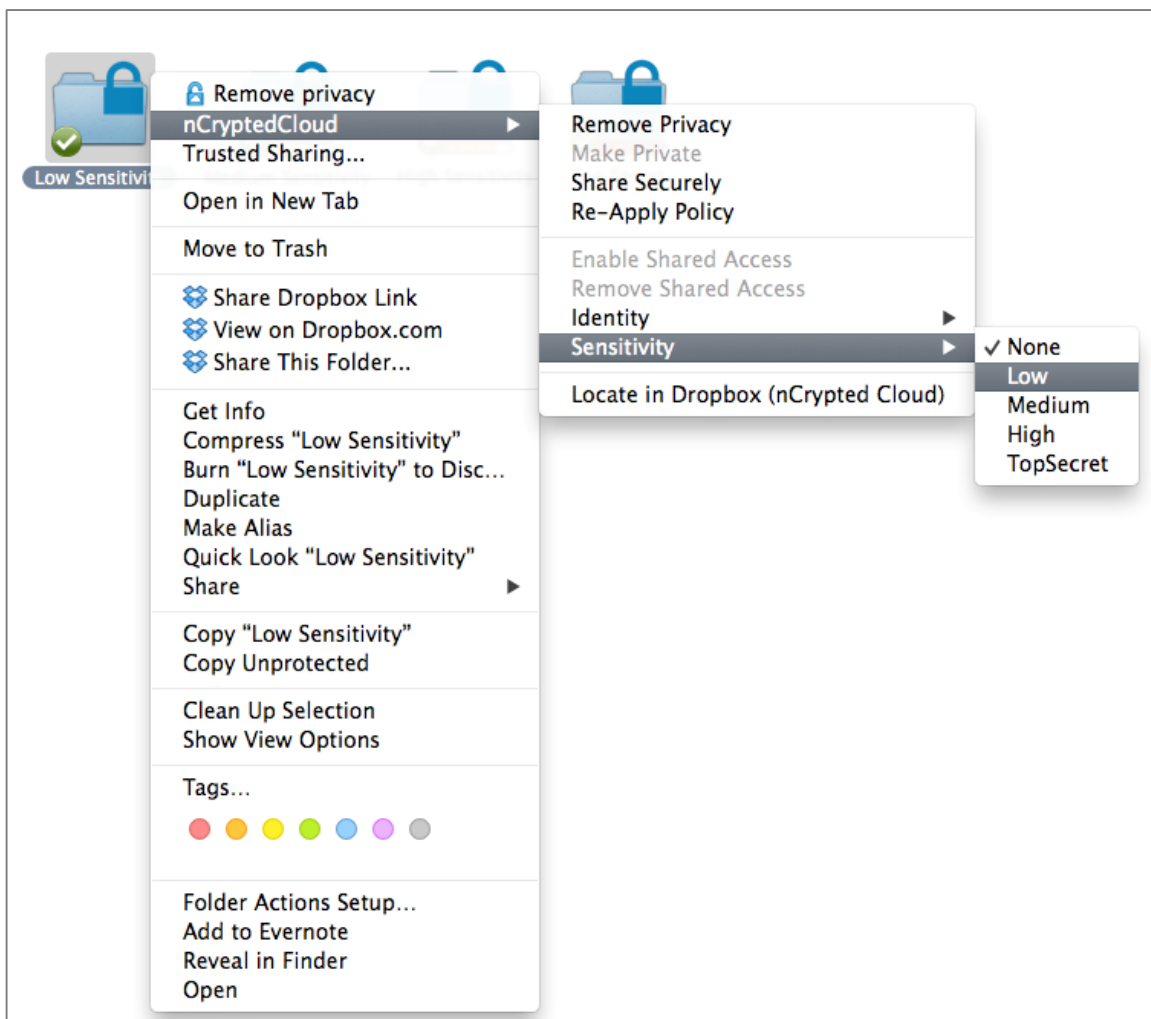


To apply sensitivity, make sure “Show Advanced Features” is checked in your Preferences Menu.



Secure 5.4

Once you've enabled advanced settings, right-click the folder you wish to apply sensitivity to. Select "nCrypted Cloud" from the drop-down menu, then hover over "Sensitivity". Here, you can choose the level of sensitivity you wish to apply to this folder. Please be cognizant that High and Top Secret Sensitivities can only be opened, or changed to another sensitivity, on domain machines. The added benefit of Top Secret is it will force the user to insert their credentials each time they access the file.



Trusted Sharing

6.1

Trusted Sharing Overview

Trusted Sharing gives you the ability to securely share files with anyone through nCrypted Cloud's secure web browser. This means that the recipient is not required to have cloud storage or an nCrypted Cloud account to securely access this file.

Here is a brief overview of how the Trusted Sharing Process works:

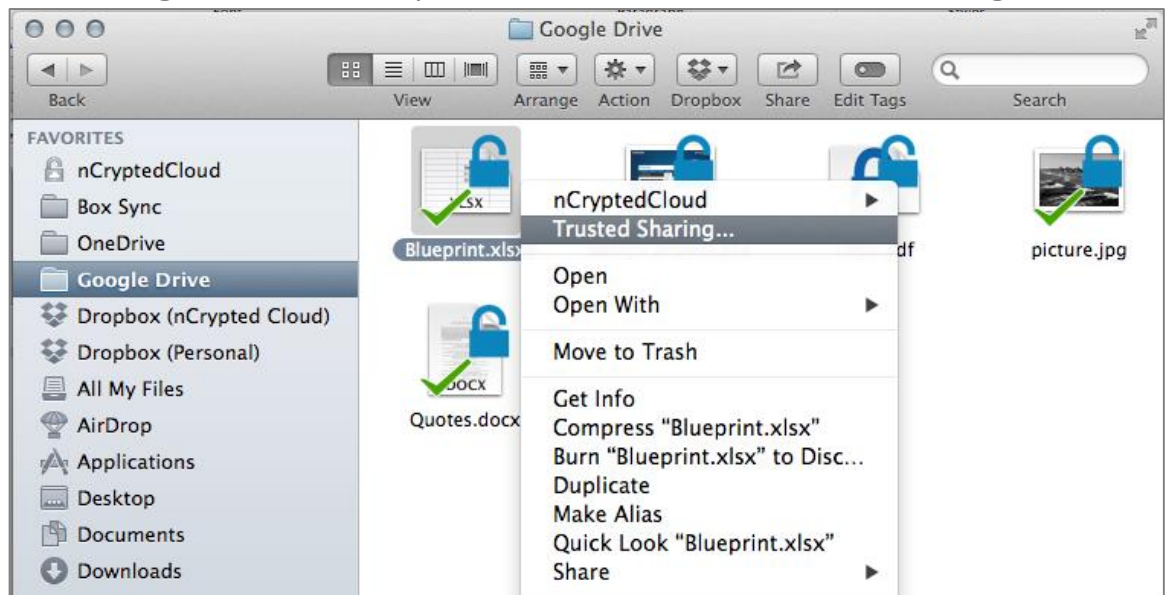
1. The sender sets specific Trusted Sharing permissions and shares the file/folder in the form of a link via email to the recipient.
2. The recipient receives the email with the link to the Trusted Share.
3. Once the recipient clicks on the link, the nCrypted Cloud secure web portal will open and the recipient will be able to access the file.
4. Once the recipient accesses the file, the sender will receive an email notifying them that the recipient has accessed the file/folder. This email will also contain a link to manage the settings of the Trusted Share via the Share Management Page on the Cloud Web Portal.
5. The sender will also receive email notifications whenever the recipient makes any changes to the data.
6. Once the link expires, the recipient will no longer have access to this Trusted Share.

Trusted Sharing can be performed from anywhere; the Cloud Web Portal, Finder, or your desktop.

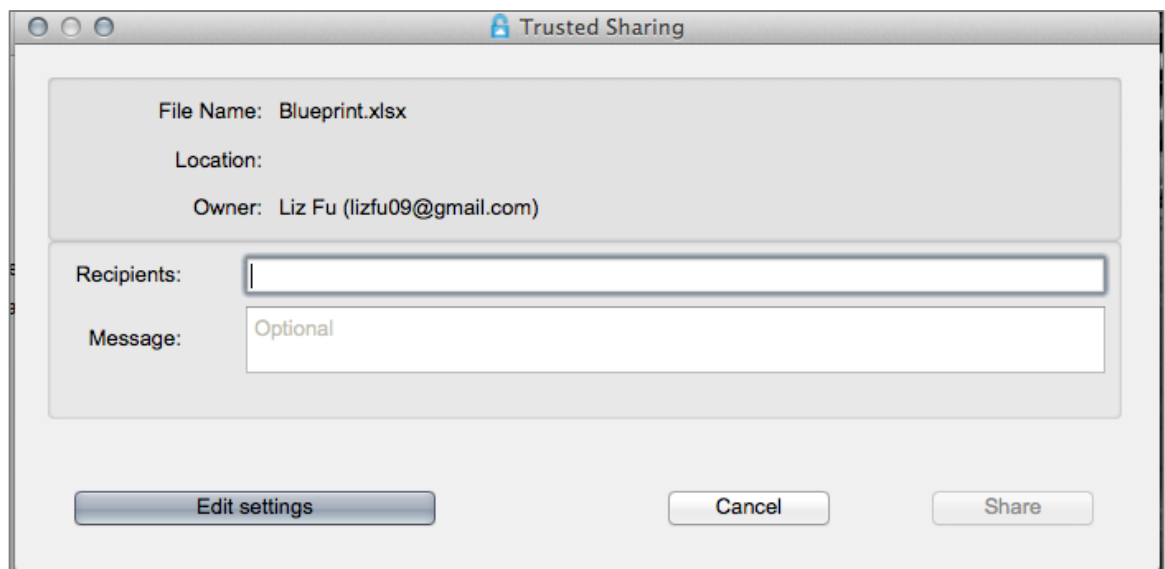
Trusted Sharing 6.2

How to Trusted Share

1. Right-click on the file you wish to share and select "Trusted Sharing".



2. A pop-up window will appear. Enter the recipients' email addresses and an optional message to go along with the Trusted Share.



Trusted Sharing 6.2

- Click “Edit Settings” to expand the menu and view more Trusted Sharing options.

File Name: Blueprint.xlsx

Location:

Owner: Liz Fu (lizfu09@gmail.com)

Recipients: lf@ncryptedcloud.com

Message: Here is that document you asked for. |

☒ View
 ☐ Download
 ☒ Watermark

☒ Require Access Code
 ☐ Email Recipient Code
 ☒ Show Code

☒ Expire Link After...
 ☐ First Access
 ☐ One Day
 ☒ One Week
 ☐ Other

- The “View” and “Download” checkboxes give the recipient permission to either View Only, Download Only, or View and Download if both boxes are selected.

If you are Trusted Sharing a **Folder**, you will see an additional “Upload” checkbox. This option allows you to securely *receive* files from recipients. If you check the box next to “Upload”, but not “View” and “Download”, the recipient only has permission to upload files into this folder, and cannot view the contents within.

☒ View
 ☐ Download
 ☐ Upload
 ☒ Watermark

☒ Require Access Code
 ☐ Email Recipient Code
 ☐ Show Code

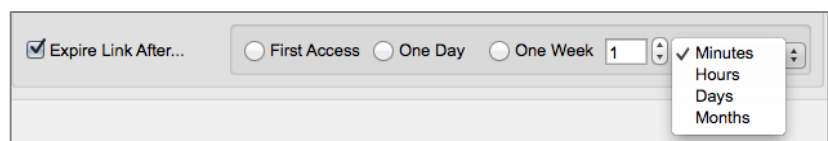
☒ Expire Link After...
 ☐ First Access
 ☐ One Day
 ☐ One Week

Trusted Sharing 6.2

5. The Watermark checkbox gives you the option to watermark your file with the recipient's email address and IP address. This is what a watermarked file looks like.



6. The Require Access Code option gives you the ability to require a passcode to access the Trusted Share. This access code can be sent to the recipient in an email, or not at all.
7. The Link Expiration option gives you the ability to limit the amount of time your Trusted Sharing link is available for. If you click "Other", you can set a specific expiration time for your Trusted Share.



Trusted Sharing 6.2

8. If you are using the paid corporate version of nCrypted Cloud, you will have an Edit option. The Edit option is only available from the Cloud Web Portal.

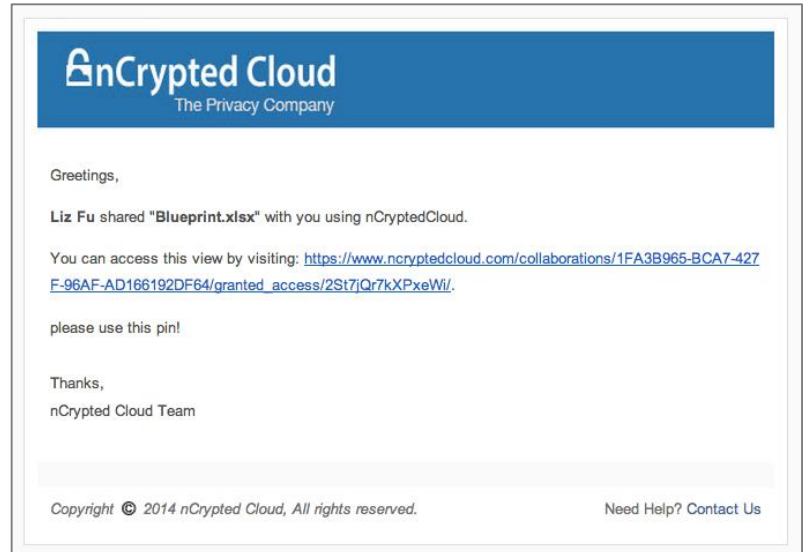
☒ **View** ☒ **Edit** ☐ **Download**

The Edit option will give permission to the recipient to Edit the file using Office 365.

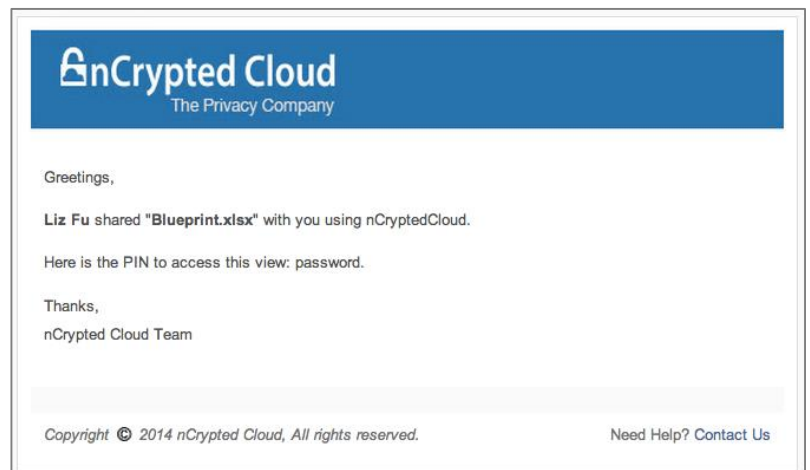
Trusted Sharing 6.3

Trusted Share Sent

Once you hit “Share”, a link to your file or folder will be sent to the recipient via email. This is the email they will receive.

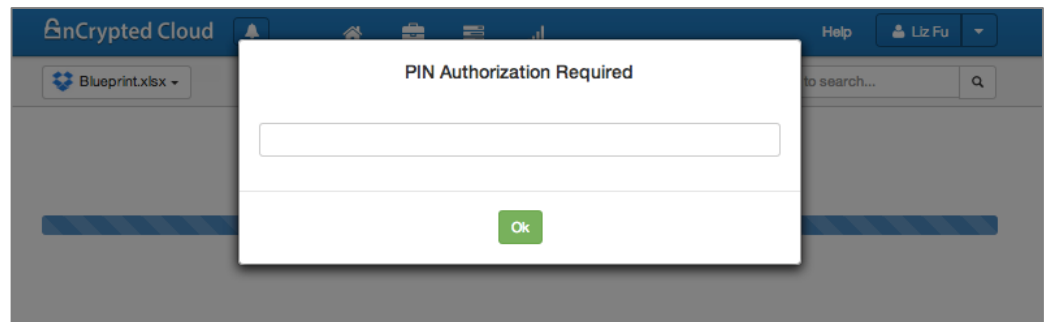


If you sent the recipient the access code through email, this is the second email they will receive.

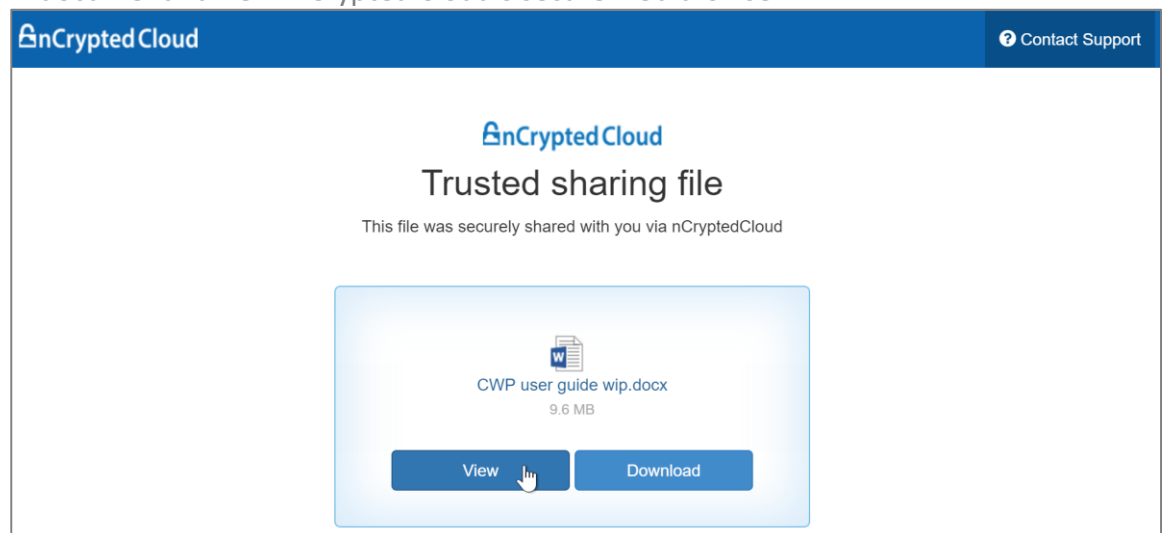


Trusted Sharing 6.3

Once the recipient clicks on the first initial link, they must enter a PIN code in order to proceed.

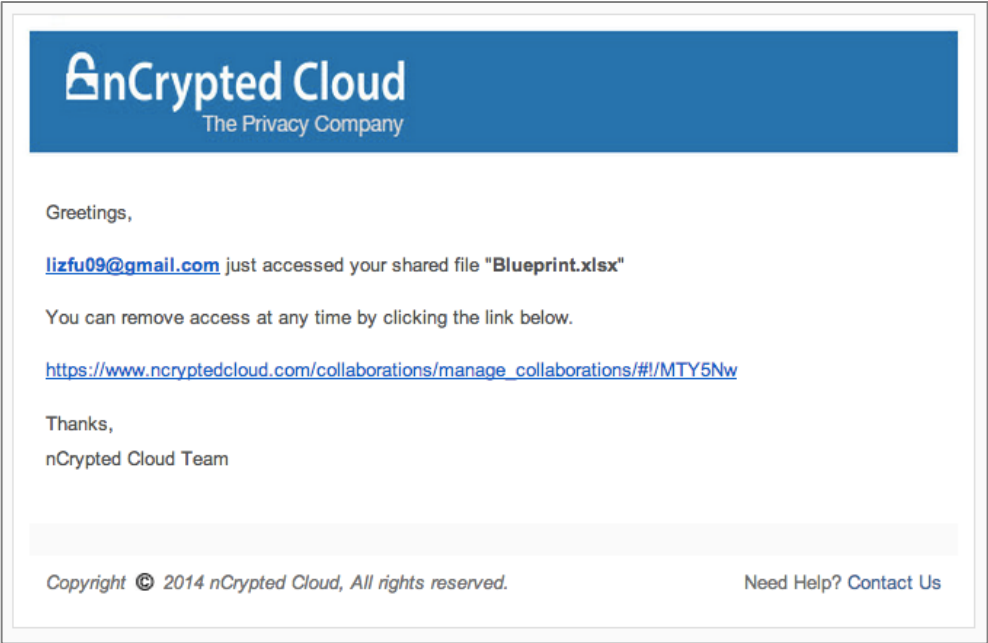


Once they do so, they will be able to access the file or folder by clicking on the document name in nCrypted Cloud's secure web browser.



Trusted Sharing
6.3

Once the recipient accesses your Trusted Share, this is the email you will receive.



If you click on the link within the email, you be redirected to the Share Management Page on the Cloud Web Portal where you will be able to disable access to this Trusted Share.

nCrypted Cloud

HelpKurt Henry

Shared With Me | My Shares

Bulk actions

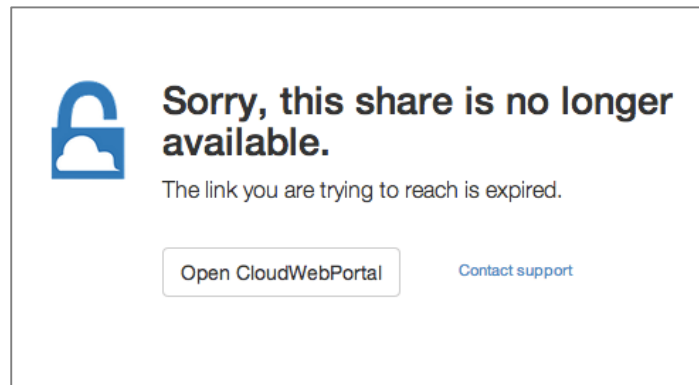
Active (55) | Disabled (66) | Requests (3)

Search by title or recipient

	Title	Recipient	Organization	Date Shared	Expiration	Last accessed	Action
<input type="checkbox"/>	New	Thomas Murphy	nCrypted Cloud, LLC	Jul 08, 2016	–	Jul 08, 2016	<div></div>
<input type="checkbox"/>	Testing DL Edit	Thomas Murphy	nCrypted Cloud, LLC	Jul 08, 2016	–	Jul 08, 2016	<div><div>Disable</div><div>Resend</div><div>Edit options</div></div>
<input type="checkbox"/>	Re: Please...rganization	2 recipients	–	Jun 14, 2016	–	Jun 14, 2016	
<input type="checkbox"/>	White Papers	Kyle Moffitt	Digital Guardian	Jun 08, 2016	–	Jun 08, 2016	
<input type="checkbox"/>	SM w/ 19.19	Igor Odnovorov	nCrypted Cloud, LLC	May 31, 2016	–	Never Accessed	<div></div>
<input type="checkbox"/>	test	Igor Odnovorov	nCrypted Cloud, LLC	May 31, 2016	–	Never Accessed	<div></div>

Trusted Sharing 6.3

Once you disable access, this is what the recipient will see when they click on the Trusted Sharing link in their email.



Share Securely 7.1

Share Securely Overview

Another way you can share data is through nCrypted Cloud's Share Securely feature. While Trusted Sharing is geared more toward temporary shares on a one-off basis, Share Securely is intended for extended collaboration purposes.

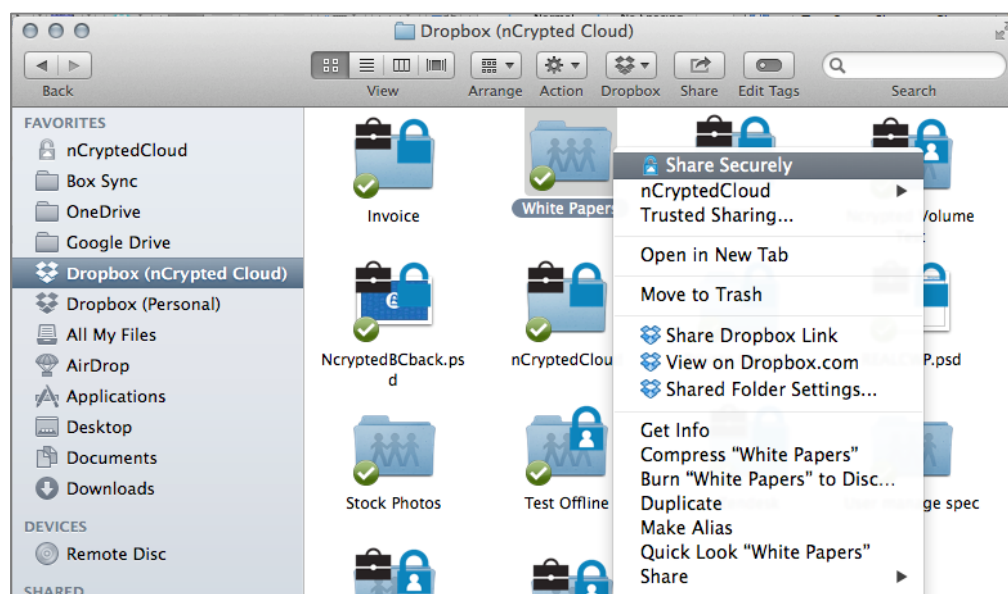
Unlike Trusted Sharing, Share Securely requires that the recipient of a shared folder have a cloud storage account and an nCrypted Cloud account. Folders are shared just as they normally are through your Dropbox and privacy is applied to these shared folders through nCrypted Cloud.

Once a folder is "Shared Securely", all shared members must have nCrypted Cloud installed in order to access the encrypted files within the folder.

Share Securely 7.2

How to Share Securely

The first step is to share a folder with your cloud provider. Consult your cloud provider on how to share folders. Then, to Share Securely, right click the folder you wish to share and select “Share Securely”.



A blue lock icon with a person inside of it will appear at the top right corner of the folder.



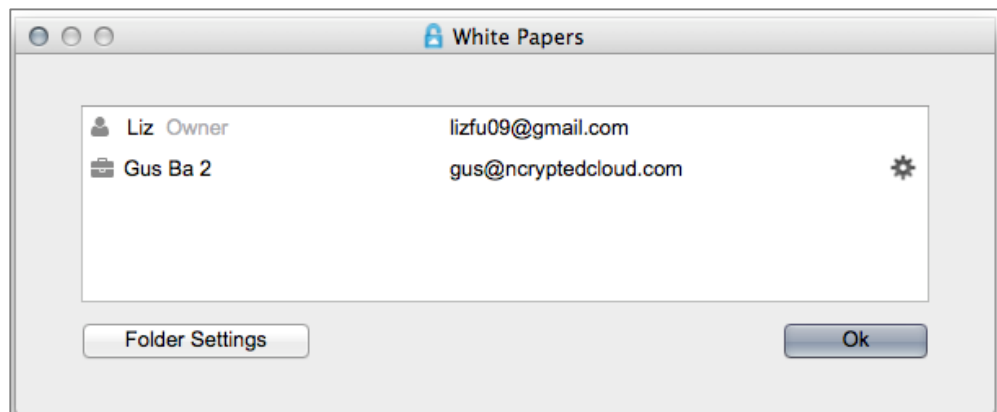
Share Securely 7.3

View Shared With

You can view the users this folder is shared with by right-clicking the folder and selecting “Shared With...”.



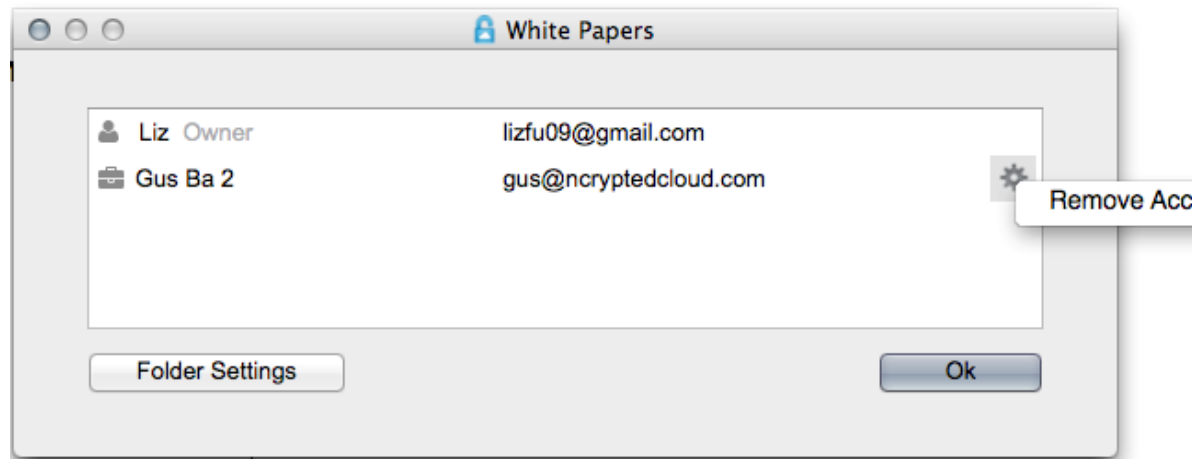
A pop-up window will appear with a list of the names and email addresses of this folder's shared users.



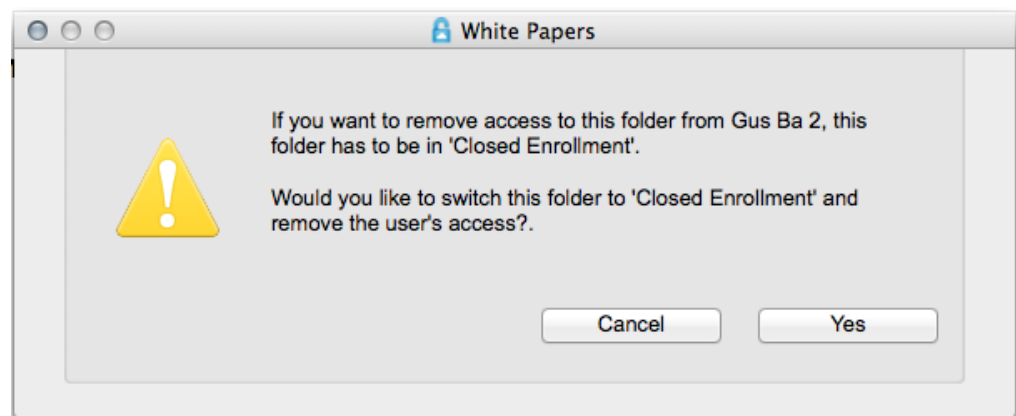
Share Securely 7.4

Remove User Access

From this window you can remove user access to this shared folder by clicking on the settings icon on the right of the user's name and email address.



Once you select Remove Access, a modal will appear. Click "Yes" to remove access from this user.



Share Securely 7.5

There are three types of Open and Closed Enrollment situations:

Open Enrollment: Anyone who has the folder in their cloud can access the folder and will not need to ask for permission to access the data.

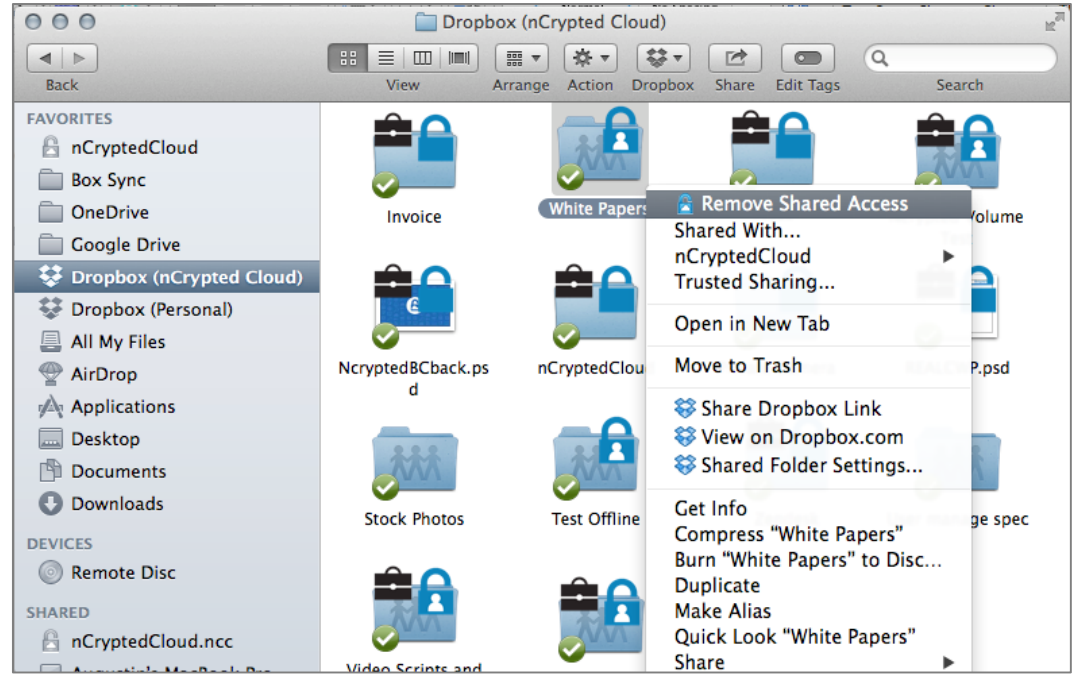
Closed Enrollment: The first time the person that to data is shared with accesses the data they will see the following window. They will need to request access from the owner. After access has been granted by the owner the initial time, the requester will not have to ask for permission to access the data again.

Enforce Work Identity: When this option is enabled, if a collaborator belonging to the same organization as the folder owner, they do not need to request access. But if they do not belong to the same organization or do not have an organization, then they will have to request access.

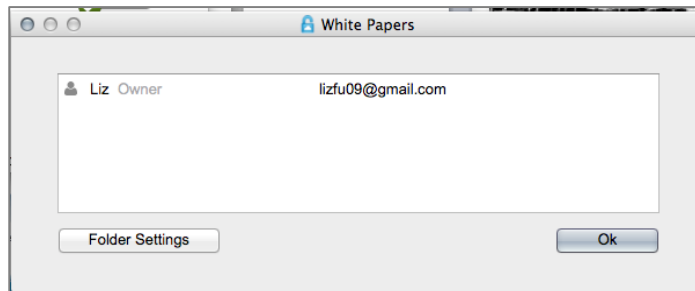
Share Securely 7.6

Remove Shared Access

You can remove shared access of a shared folder by right clicking the folder and selecting “Remove Shared Access”.



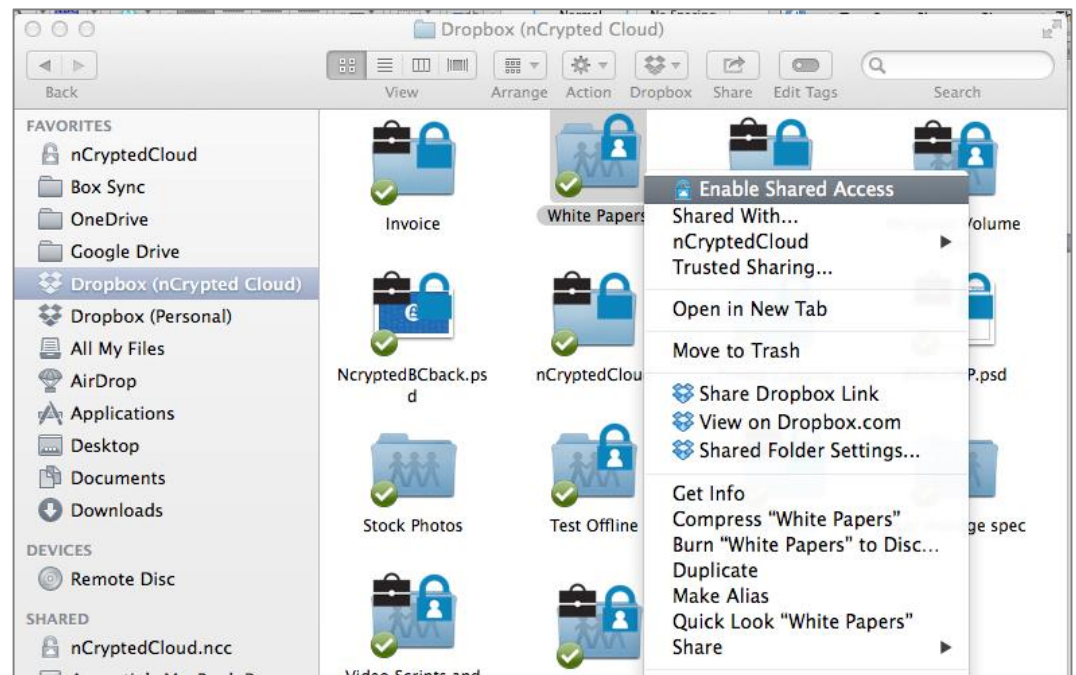
Access to this folder will be removed.



Share Securely 7.7

Enable Shared Access

If you removed shared access and want to re-enable it, right click the folder and select “Enable Shared Access”.



Shared access to this folder has now been re-enabled.