galaxkey®

**On Windows**

Galaxkey integrates directly with the Windows shell and provides encryption and secure sharing facilities. All these functionalities can be accessed by just "Right Click" on the file/folder you want to secure or share.

1. In order to encrypt the file for yourself, just click on the "Secure" button.
   This encrypts the file on the device – this file can be copied anywhere and will be accessible only to you with your username and password on Galaxkey application (or through browser).

   Similarly, you can decrypt a Galaxkey encrypted file by just clicking "Restore".
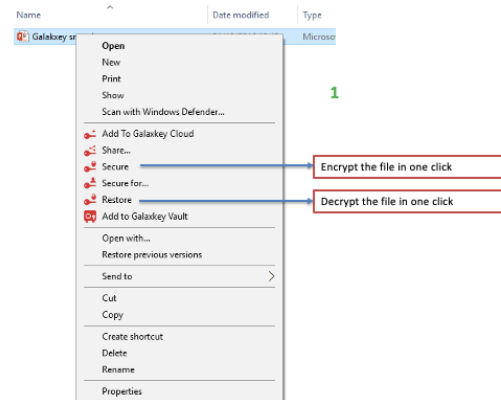

2. You can also encrypt the file for anyone else – just by clicking "Secure for". In the screen popping up after this, all you need to do is add the email address of the recipient.

   This file can be shared with the recipient online or offline (e.g. USB drive) – this file will be accessible only to the recipient with their username and password on Galaxkey application (or through browser).
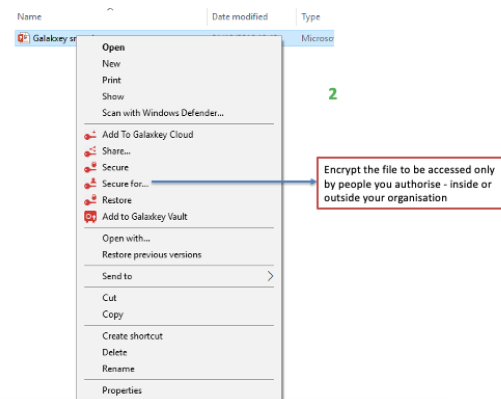

3. Galaxkey provides 10 GB secure cloud storage to every corporate user. You can store a file (encrypted and secure) on this cloud just by clicking "Add to Galaxkey Cloud".
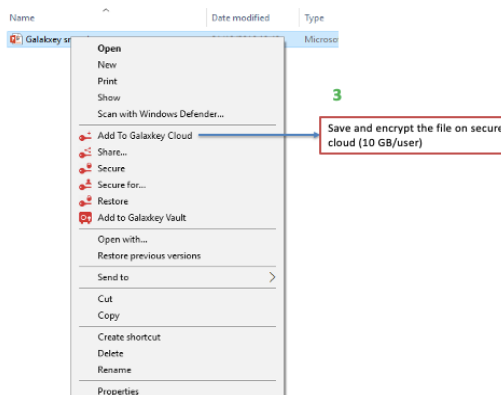
4. The Galaxkey secure cloud can also be used to share files securely with others.

   On clicking "Share", a pop-up box opens up where you can add users easily. Note that the users can be added in groups (either from Active Directory or your own groups).
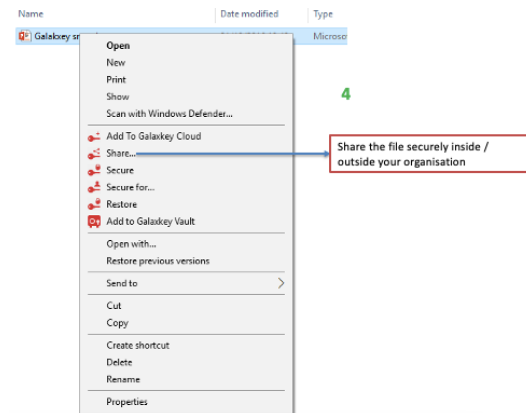
5. Galaxkey Vault is a pre-configured folder location on your computer or network – any file dropped in this Vault is automatically encrypted.

   You can add a file to Vault by just clicking "Add to Galaxkey Vault".
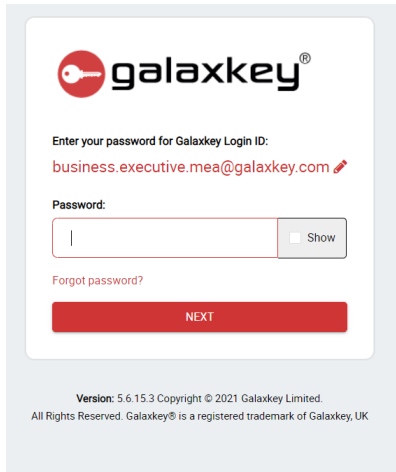
File/Folder Encryption and Secure Sharing
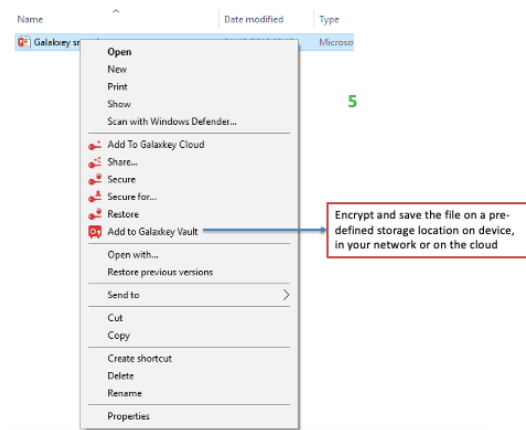
On Brower

1. Open the following link on browser:
   https://manager.slcsfc.com

   Enter your network Username and Password while prompted

← 1

2. Click on the link "Documents" on the left-hand pane to open the document security related functionality.
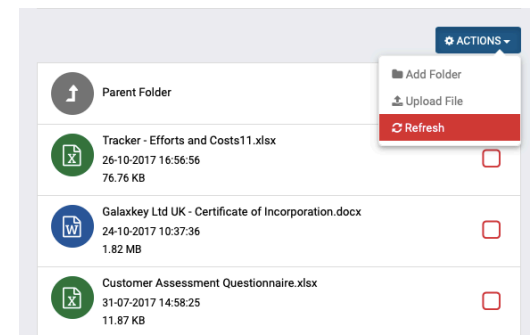
   The core functionalities will be seen in the main body of the dashboard.
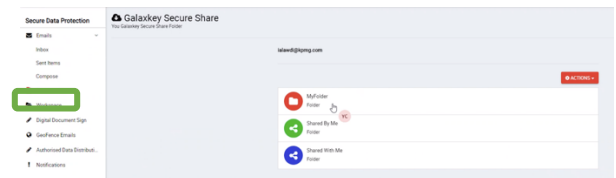
← 2

3. My folder – This tab provides the following functionalities:

   - Encryption – By clicking "Upload File" button, a file is encrypted and uploaded to the secure Galaxkey cloud.
   The same can be done for folders by clicking "Add Folder".

← 3

- Secure cloud storage – This is automatically achieved as the files/folders are stored on secure Galaxkey cloud.

4. Decryption – This functionality is available by clicking the "Decryption Tool" button under Support tab.
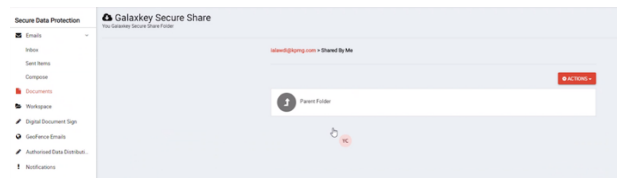
   All you need to do is upload the encrypted file/folder you need decrypted and this is easily achieved online.
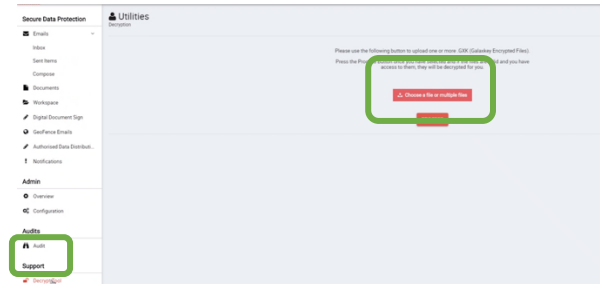
5. Shared By Me – This tab provides the following functionalities:

   - Securely share files with others online
   - View all the files shared by you with others

6. Shared With Me – This tab provides the functionality to view all the files securely shared by others with you using the Galaxkey platform.