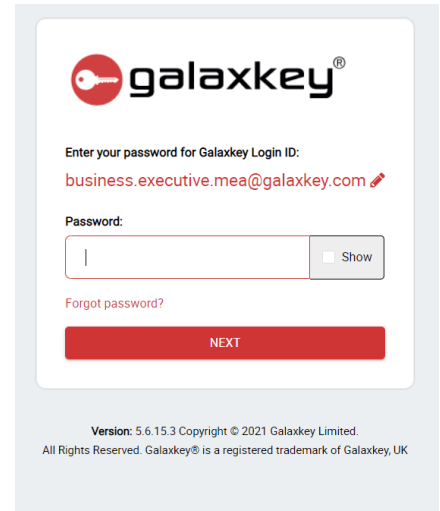


1. Open the following link on browser:

<https://manager.galaxkey.com>

Enter your network Username and Password while prompted



galaxkey®

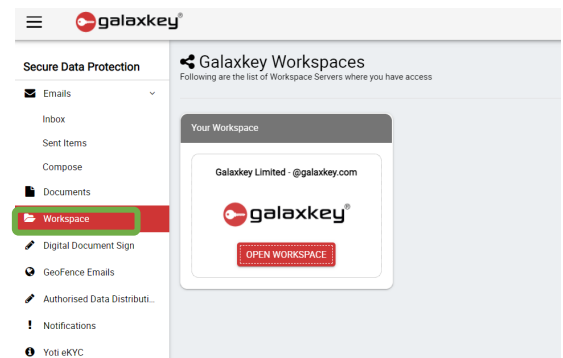
Enter your password for Galaxkey Login ID:  
**business.executive.mea@galaxkey.com**

Password:

[Forgot password?](#)

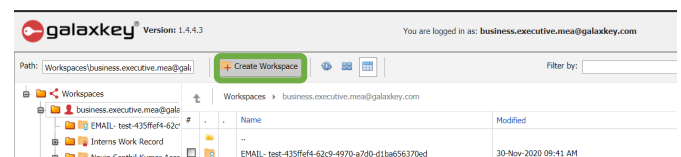
Version: 5.6.15.3 Copyright © 2021 Galaxkey Limited.  
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2. Click the tab “Workspace” on the left-hand pane



3. This will open the Workspace portal.

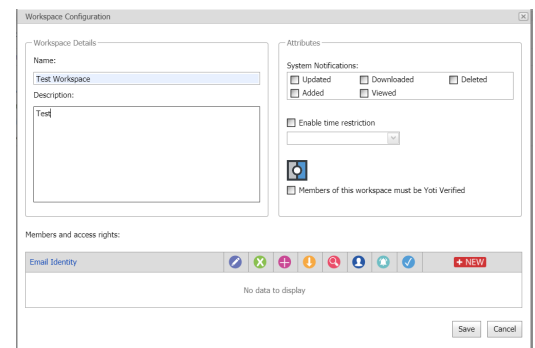
Click the button “Create Workspace” to start the process.



4. You will see a pop-up requesting details for creation of the Workspace.

Fill the following details:

- Name of the Workspace
- Brief description
- Actions for which you need notifications



Workspace Configuration

Workspace Details

Name:

Description:

Attributes

System Notifications:

- ☒ Updated ☐ Downloaded ☐ Deleted
- ☒ Added ☐ Viewed

☐ Enable time restriction

☒ Members of this workspace must be Yoti Verified

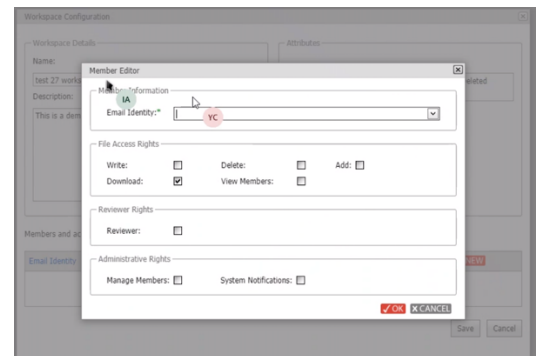
Members and access rights:

Email Identity

No data to display

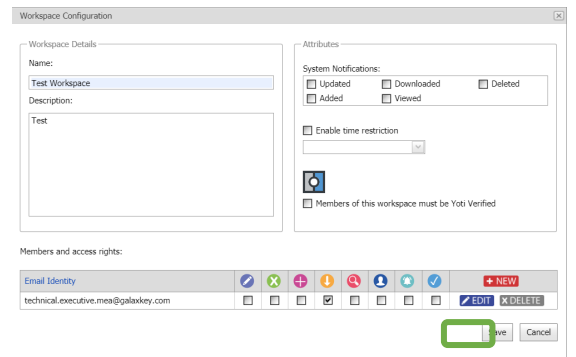
5. Then proceed to add the users.

- You need to provide the following details:
  - Email address
  - Access rights for the user (file, reviewer, administrative)
- Click “OK” after finishing.
- Continue the process till you have added all the users you need with the relevant access rights.



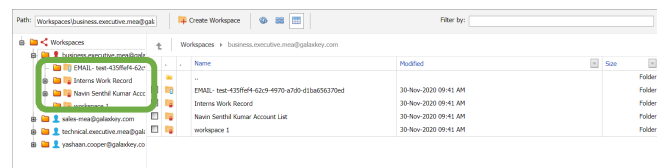
5

6. After finishing entering all details, you can click “Save” and the Workspace is ready for secure sharing and editing.



6

7. Each Workspace will be visible on the dashboard.



7