

# ACME Secure Messenger - User Training Manual

## PUBLIC - For Employee Training

*Document Type: Training Manual*

*Confidentiality: PUBLIC*

*Product: ACME Secure Messenger*

*Version: 1.0*

*Audience: All Employees*

## 1. Getting Started with ACME Secure Messenger

### 1.1. Installation

To install ACME Secure Messenger, please follow these steps:

- Step 1: Navigate to the ACME Corp software portal.
- Step 2: Download the installer for your operating system (Windows/macOS/Linux).
- Step 3: Run the installer and follow the on-screen instructions.

### 1.2. First Login

Upon first launch, you will be prompted to log in. Use your ACME Corp employee credentials:

- Username: Your ACME Corp email address
- Password: Your standard ACME Corp network password

## 2. Using Secure Messaging Features

### 2.1. Sending Encrypted Messages

All messages sent via ACME Secure Messenger are end-to-end encrypted. To send a message:

- Step 1: Click on 'New Message'.
- Step 2: Select the recipient(s) from your contact list.
- Step 3: Type your message in the text field.
- Step 4: Click 'Send'. The message will be automatically encrypted.

### 2.2. Secure File Sharing

To securely share files:

- • Step 1: In a conversation, click the 'Attach File' icon.
- • Step 2: Select the file you wish to share.
- • Step 3: Click 'Send'. The file will be encrypted before upload and transmission.

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