

Quick Guide: StayPrivate Vault

v1.0

The StayPrivate Vault can be used to store and share sensitive files securely. Vault functionality is seamlessly integrated into StayPrivate product and is available on both desktop and mobile devices.

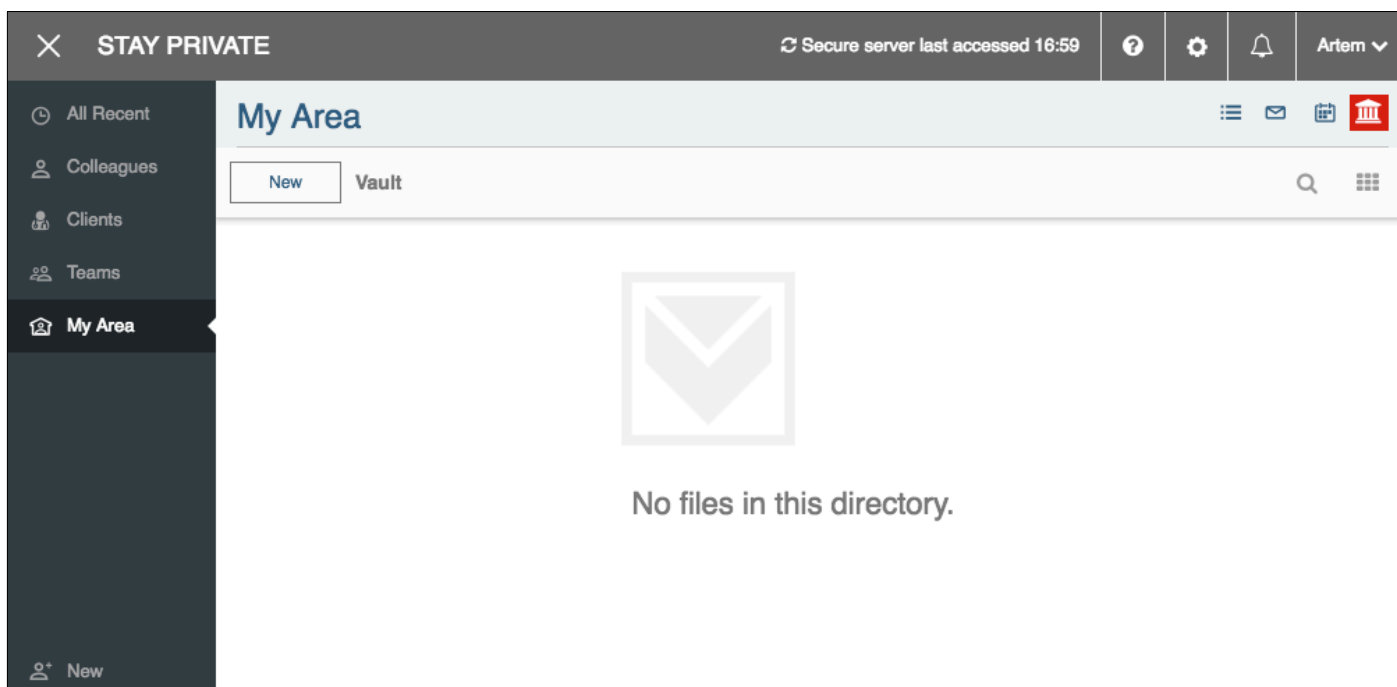
The vault can be:

- Personal (My area). Files in a Personal Vault available only for the owner.
- Shared with a colleague, client, or a group. Each channel has its own Vault which is available to all the members of the channel.

Using a Personal Vault (available to company users only)

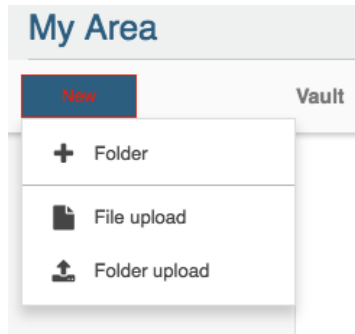
Web browser (for desktop and mobile devices)

To access the Personal Vault using a browser choose My Area in the main menu on the left and select the vault icon on the right.

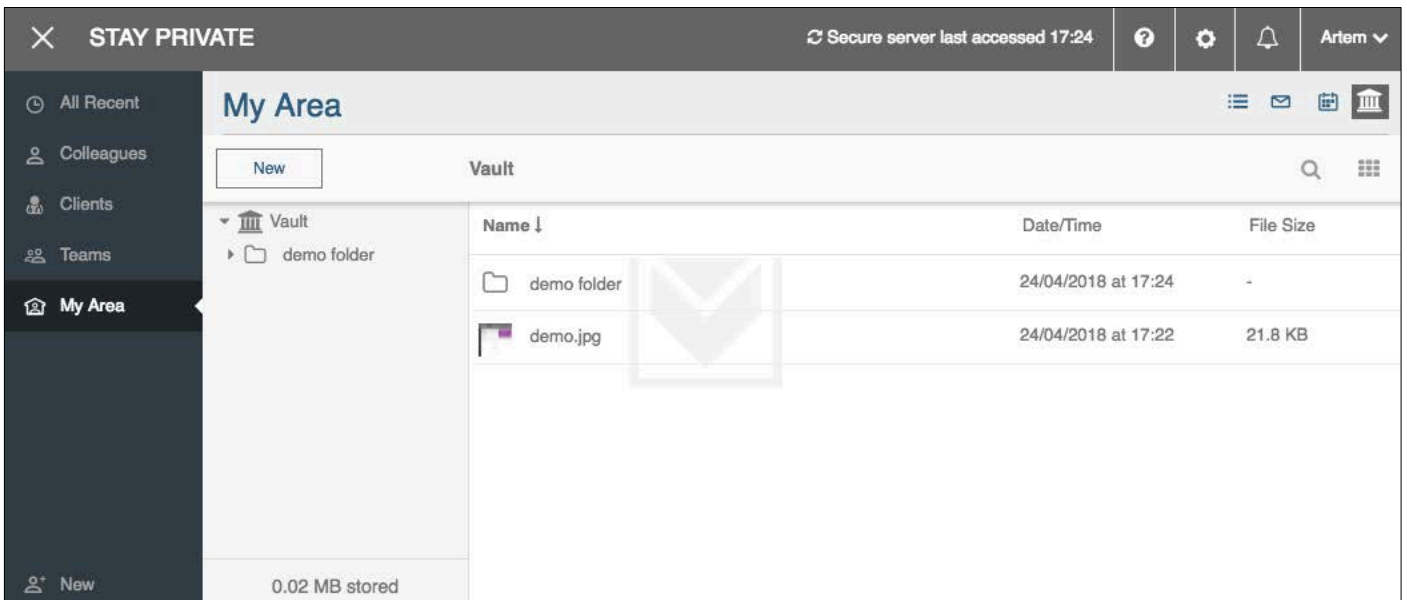


Here you can find all files stored in your Personal Vault. These files are available only for you.

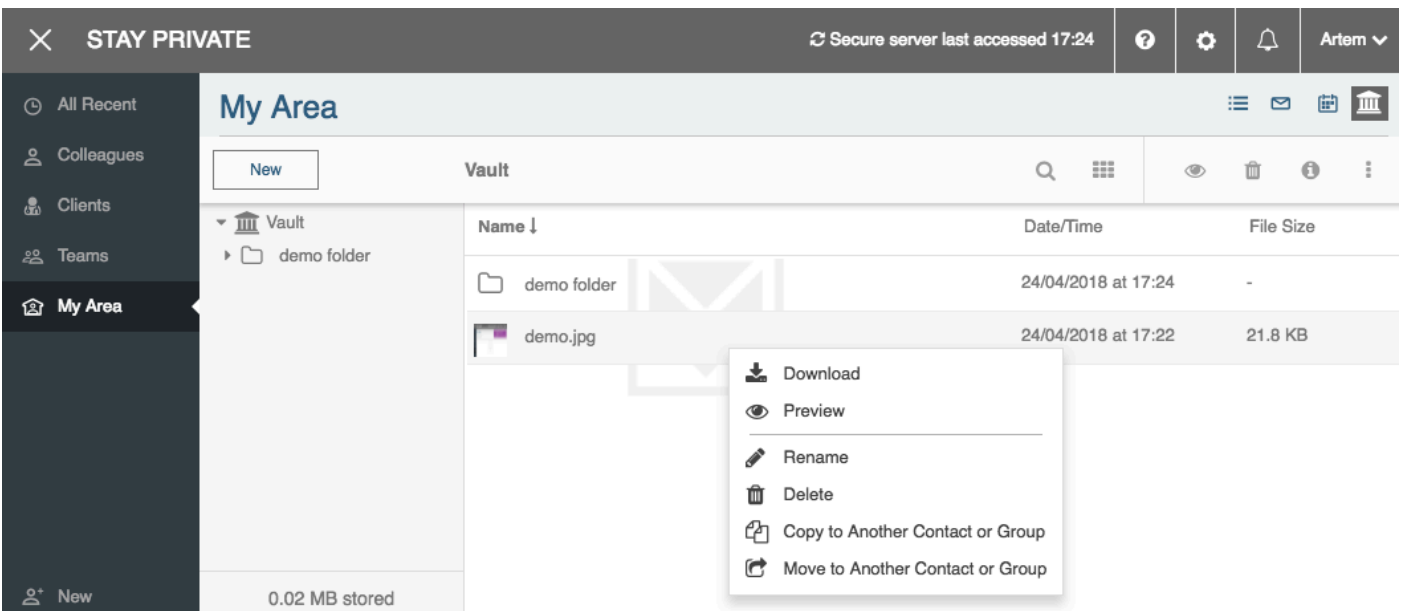
To add a new file or folder, click on the “**New**” button and select the desired action in the drop-down menu: to create a new folder or upload a new file.



You will see new files/folders added to your Personal Vault.

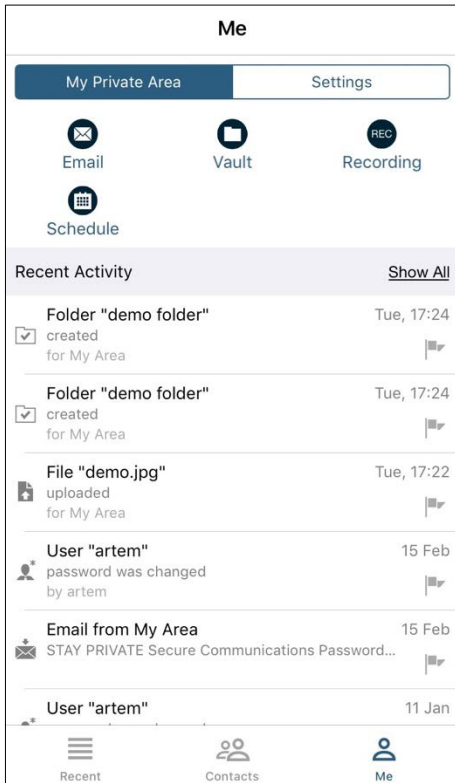


You can manage the files using the pop-up menu (right mouse button click).



From this menu, you can also move the files and folders to your Shared Vaults to provide access to other users.

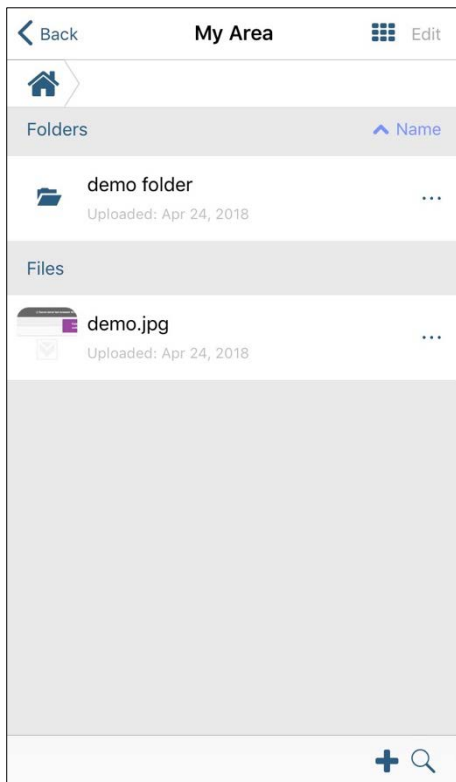
Mobile Apps



To access the Personal Vault using the mobile apps select the tab **“Me”**. You will get to your Private Area where you can find the Vault icon.

Note: the interface for the Android app slightly differs from the screenshots below.

When you press the Vault icon you will see the files stored in your Personal Vault.



You can manage the uploaded files by tapping on the menu button on the right from the file. From this menu, you can also move the files and folders to Shared Vaults to provide access to other users.

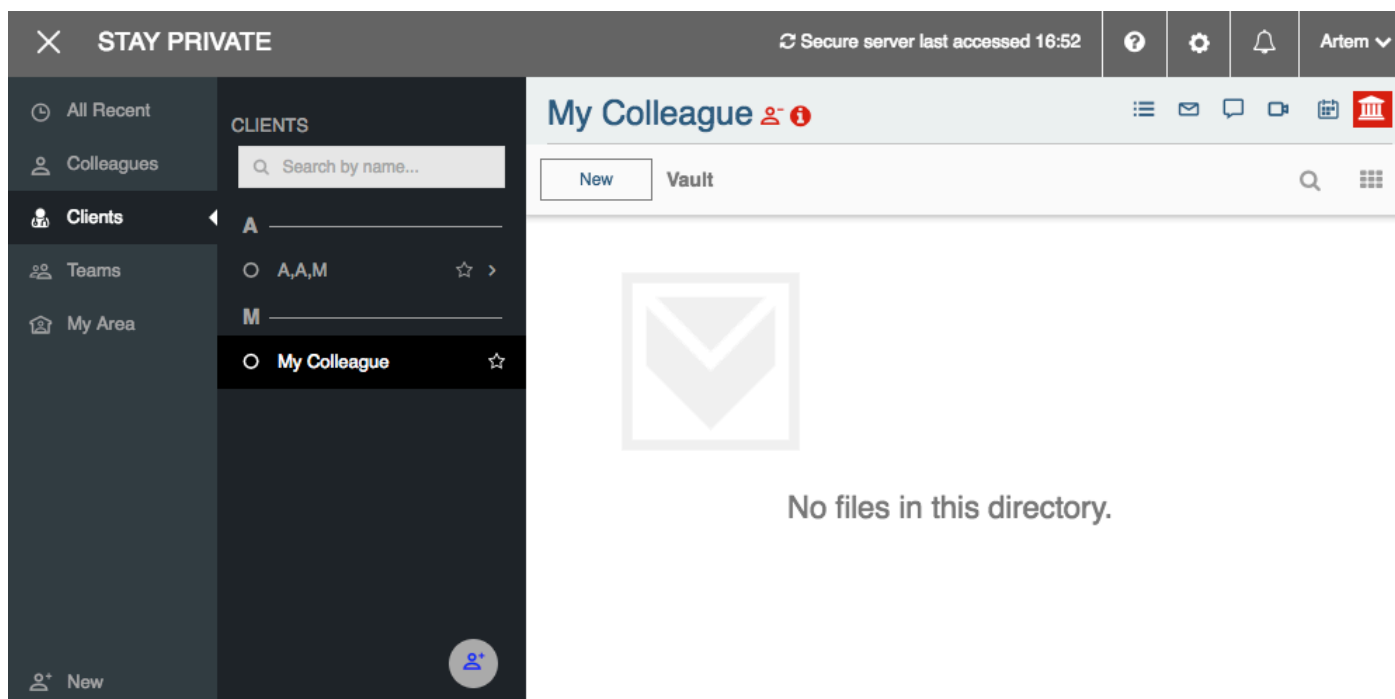
To add a new file, press the **“plus”** button in the top-right corner. Using the mobile app, you can also upload audio and video recordings and photos from your phone gallery.

Using a Shared Vault

The main difference between the Personal and Shared vaults is that files in Shared Vaults are also accessible by the all members of that channel. Client users have restricted functionality: they cannot delete files, and they can only access the Shared Vault if a company user has already added a file or folder to the Vault.

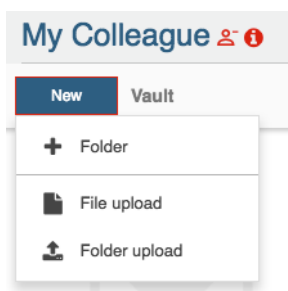
Web browser (for desktop and mobile devices)

To access the Shared Vault using a browser choose a client or colleague, with whom you want to share a file with, in the main menu on the left, then select the vault icon on the right.



Here you can find all files stored in the Shared Vault.

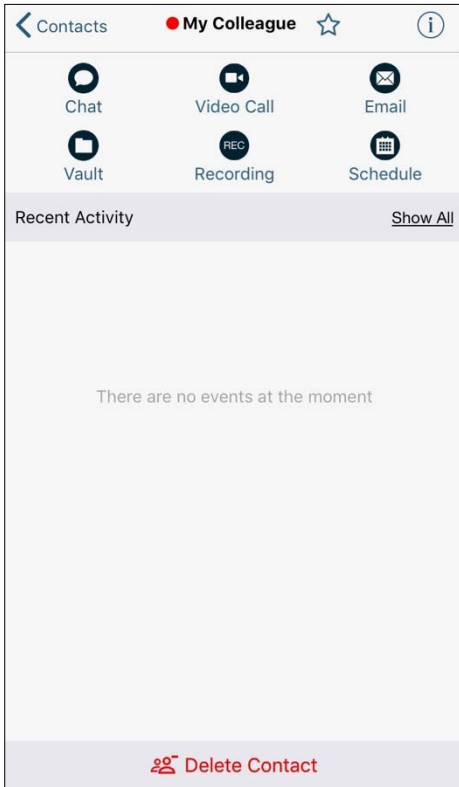
To add a new file or folder, click on the “**New**” button and select the desired action in the drop-down menu: to create a new folder or upload a new file.



The files can also be added to the Shared Vault automatically by sending/receiving a file as an attachment to a secure message.

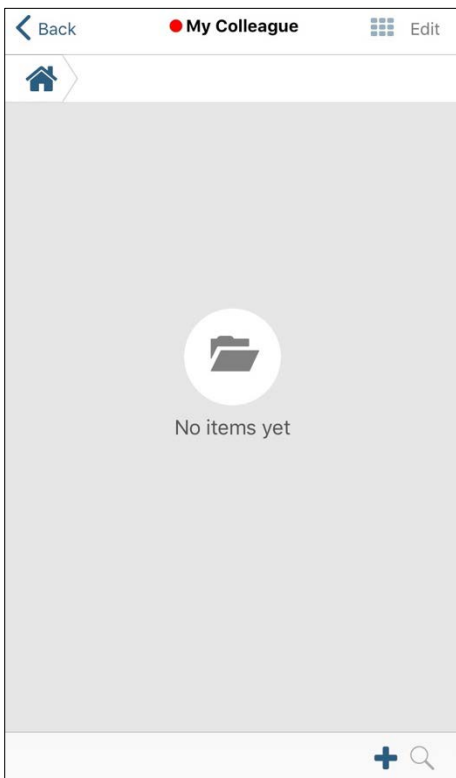
The files/folders can be moved to your Personal Vault or to another Shared vault to let other users access them.

Mobile Apps



To access the Shared Vault using the mobile apps select a colleague, a client or a channel. You will get to the shared area where you can find the Vault icon.

Note: the interface for the Android app can be slightly different from the screenshots below.



To add a new file, press the “**plus**” button in the top-right corner. Using the mobile app, you can also upload audio and video recordings and photos from your phone gallery.

You can manage the uploaded files by tapping on the menu button on the right from the file. From this menu, you can also move the files and folders to Shared Vaults to provide access to other users.