QUICK START GUIDE FOR EVERYONE ON

Google Workspace

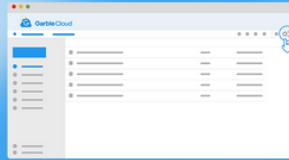## USER VERSION

USER QUICK START GUIDE
(USER VERSION)

Getting set up a GarbleCloud is a quick and straightforward process. Sign-in to GarbleCloud using any email address that is associated with a Google Drive. If you are signing in as a part of a company, sign-in with your work email address. GarbleCloud will automatically recognize that you are a part of a registered organization and will therefore allow you to join more easily.

Once you have signed up for your GarbleCloud account you will be prompted to take a tour of the application. GarbleCloud has many features that can be used on encrypted files and documents, you are able to encrypt existing files as well as upload files that will be encrypted through the application. With encrypted files, GarbleCloud allows the user to have robust sharing features. You can control whether or not the document is able to be updated, whether the shared individual can share it further, or even revoke access to the file that you have shared. In order to use these features, you must first create a GarbleCloud Passphrase.
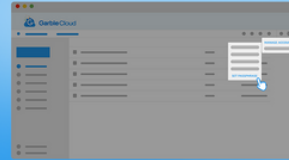
SET GARBLECLOUD PASSPHRASE

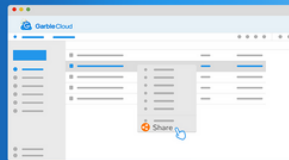**1** CLICK SETTINGS

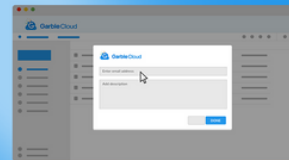**2** MANAGE ACCOUNT > SET PARAPHRASE

3 FILL IN THE DETAILS AND DONE!
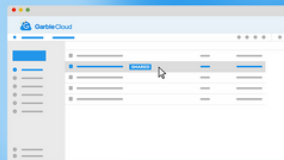
SHARE AN ENCRYPTED FILE

1 RIGHT CLICK AND "SHARE"

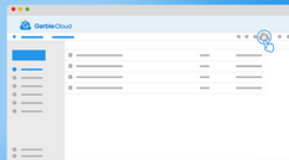**2** ADD EMAIL ID & PASSPHRASE FOR ENCRYPTION
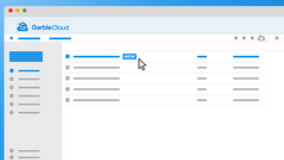
3 FILE SHARED SECURLY

ENCRYPT AND UPLOAD A FILE

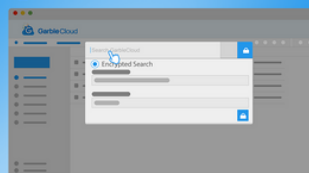**1** CLICK UPLOAD BUTTON

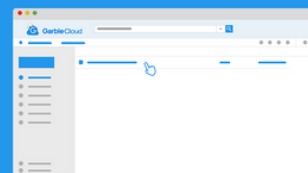**2** SELECT THE FILE

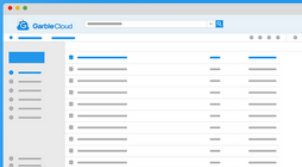**3** FILE UPLOADED SECURELY

SEARCH FOR ENCRYPTED DOCUMENT

1 GO TO SEARCH BAR

2 TYPE IN FILE NAME

3 FIND ENCRYPTED DOCUMENT

After the tour, you will be prompted to set up their own personal GarbleCloud Passphrase and personal Passphrase Recovery Questions. GarbleCloud requires each user to create their own passphrase and recovery questions in order to perform functions on encrypted files. Passphrases are not to be shared with any other users and will not be cached by the GarbleCloud application. It is important that you choose a passphrase and security questions that you will remember. You must set up a passphrase before using GarbleCloud to encrypt, decrypt, and share files.

Once you have set up your GarbleCloud passphrase, you are ready to explore the application. You may explore the features of the GarbleCloud application in the Knowledge Base.

For ongoing support, contact our support team at: alex.ames@garblecloud.com. Our support team can answer any questions on how to get started, or can provide set up assistance.