


## Getting Started

To create a new Workspace, click **New Workspace** on the **SendSafely Start Page**.


You can create multiple Workspaces, and each Workspace has its own isolated repository of files and list of users that can access them.

**Welcome to the Demo Corp Secure Data Transfer System**


Please choose from one of the options below to get started. For all support inquiries, please visit our [Online Help Center](#).



**Send Items**  
Send a secure message or send encrypted files

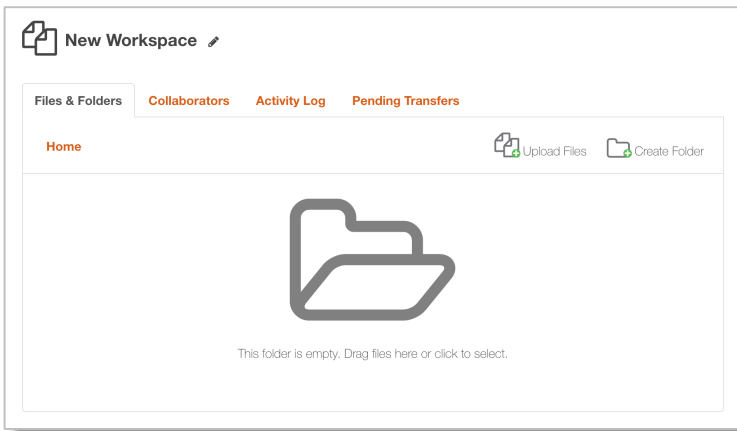


**New Workspace** BETA  
Create a secure file repository to collaborate with others



**View History**  
View all your items and the status of each

## Add Files and Folders



By default your Workspace will be named “New Workspace”. You can give your Workspace a unique name by clicking the **pencil icon** next to the name.

Files can be added by dragging them over the large folder icon in the center of the screen. You can create folders and sub folders to organize your files.

Existing files can be updated by uploading another copy of the file with the same name.

A full version history is maintained for each file you upload, and the current version number will be shown underneath the filename.

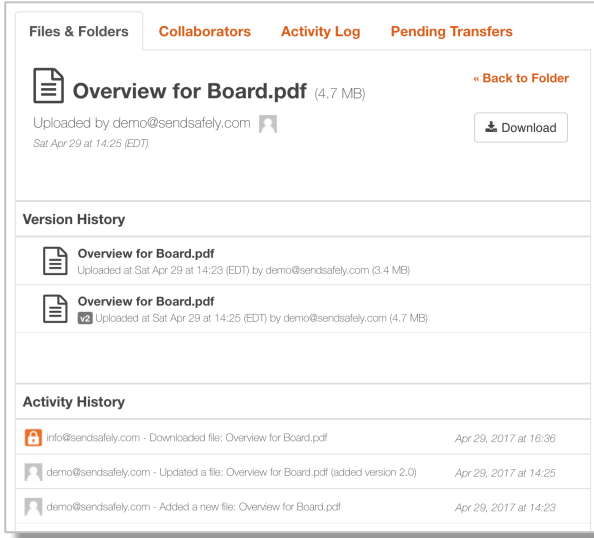
- To see more file details and access prior versions of files, **click on the file row.**
- To download the current version of the file, **click on the file name.**

**Project Alpha**

Files & Folders | Collaborators | Activity Log

Home | Upload Files | Create Folder

Project Plan	✕
Product Specs	✕
Budget	✕
Agenda & Meeting Minutes	✕
<b>Overview for Board.pdf</b> v2 Uploaded at Sat Apr 29 at 14:25 (EDT) by demo@sendsafely.com (4.7 MB)	✕
Team Charter.docx Uploaded at Sat Apr 29 at 14:23 (EDT) by demo@sendsafely.com (5.2 MB)	✕



**Files & Folders** Collaborators Activity Log Pending Transfers

**Overview for Board.pdf** (4.7 MB) « Back to Folder

Uploaded by demo@sendsafely.com Sat Apr 29 at 14:25 (EDT) Download

**Version History**

- Overview for Board.pdf**  
Uploaded at Sat Apr 29 at 14:23 (EDT) by demo@sendsafely.com (3.4 MB)
- Overview for Board.pdf**  
Uploaded at Sat Apr 29 at 14:25 (EDT) by demo@sendsafely.com (4.7 MB)

**Activity History**

- info@sendsafely.com - Downloaded file: Overview for Board.pdf Apr 29, 2017 at 16:36
- demo@sendsafely.com - Updated a file: Overview for Board.pdf (added version 2.0) Apr 29, 2017 at 14:25
- demo@sendsafely.com - Added a new file: Overview for Board.pdf Apr 29, 2017 at 14:23

## File Details and Version History

Clicking on the file row in the Files & Folders listing will open the **File Details** screen. Prior versions of the file are shown in the **Version History** section of this screen. You can download each prior version by clicking on the file name.

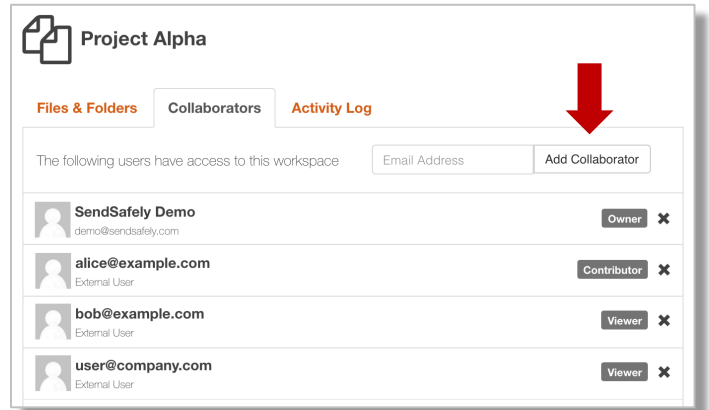
The **Activity History** shows everyone who has accessed and/or updated the file.

## Add Collaborators to the Workspace

The **Collaborators Tab** lets you add other users to the Workspace. Each Workspace you create has its own collaborator list. Enter the email address of your collaborator and click **Add Collaborator**.

Users can be added with three levels of permissions:

- **Viewer** – Allows read-only access to the most current version of each file in the Workspace
- **Contributor** – Allows read & write access to all files and folders within the Workspace. Contributors can update existing files and create new folders and files.
- **Admin** – Allows user to manage collaborators and update all files and folders in the Workspace.



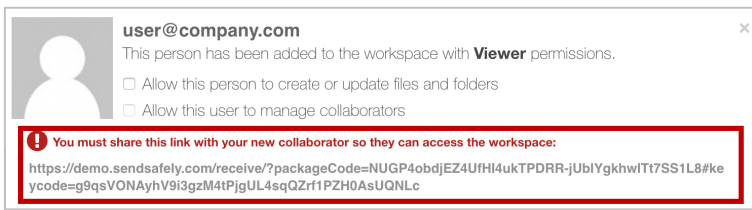
**Project Alpha**

**Files & Folders** Collaborators Activity Log

The following users have access to this workspace

Email Address Add Collaborator

- SendSafely Demo**  
demo@sendsafely.com Owner x
- alice@example.com**  
External User Contributor x
- bob@example.com**  
External User Viewer x
- user@company.com**  
External User Viewer x



**user@company.com**

This person has been added to the workspace with **Viewer** permissions.

Allow this person to create or update files and folders

Allow this user to manage collaborators

**You must share this link with your new collaborator so they can access the workspace:**

<https://demo.sendsafely.com/receive/?packageCode=NUGP4objEZ4UfH4ukTPDRR-jUbYgkhwIT7SS1L8#keycode=g9qsVONAyhV9i3gzM4tPjgUL4sqQZr1PZH0AsUQNLc>

By default, collaborators are added with viewer permissions. Check the appropriate boxes to upgrade the collaborator to a **Contributor** or an **Admin**.

**You must copy and send the Secure Link to each collaborator so they can access the new Workspace. Without this link, your Collaborators will not be able to decrypt any files in the Workspace**