galaxkey ®

www.galaxkey.com

User Guide

Galaxkey User

5.6.2

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Section 1.   Version History

Version Number	Revision Date	Summary of Changes	Changed by
V 5.0	28 May 2018	Updated new functionalities	AK
V 5.1	05 Sept 2018	Updated the Digital Document Sign functionality	AK
V 5.2	10 Nov 2018	Review Changes	AK
V 5.3	09 Apr 2019	Updates with respect to new theme and licensing	AK
V 5.6	01 Jun 2020	Updates with new features and functionality Platform version: 5.6.7	AK
V5.6.1	25 Sept 2020	Updates with new features – Yoti Authentication	AK
V5.6.2	05 Oct 2020	Updates for Add-in – Workspaces integration	AK

Section 2.   Copyright

Section 3.   About Galaxkey

Galaxkey is a data protection company providing a portfolio of corporate data protection products to secure all data and support multinational data compliance regulations. Galaxkey is a global company with its headquarters in the UK. Our Galaxkey team has vast experience working with large multinational organisations across a variety of sectors and Galaxkey has select partners globally to provide local support and service to our customers across the globe. Our robust and experienced team offers exceptional customer service as well as quick response and turnaround times.

3.1. Disclaimer

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3.2. Galaxkey User Guide

This document, the Galaxkey User Guide, outlines the functionalities for a Galaxkey end user. The intended audience for this document is the users with access to the Galaxkey Manager and one or more of its client applications on any of the desktop and/or handheld devices.

Section 4.   Individual Users

4.1.Overview

Individual users are the persons entitled to avail Galaxkey Security as a member of a subscribing corporate or as non-corporate free or subscribed users.

This document outlines the use cases for the individual user to use Galaxkey effectively in various environments.

4.2.URL for Self Service

The individual users can access their Galaxkey accounts online in a browser from the Galaxkey Manager portal. The URL to the portal is https://manager.galaxkey.com.

If the company has an in-house customised portal, the URL to the portal is https://**company**.galaxkey.com, where the **company** is the designated sub-domain provided by Galaxkey.

Section 5.   Galaxkey Account

Galaxkey provides an identity-based security solution. The first step to start using Galaxkey is to register your email identity and create your Galaxkey account.

There are two types of Galaxkey account;

1. **Individual (non-corporate account)**: This account is intended for non-corporate users only and can be **free** offering a limited functionality. Individual users can **subscribe** with Galaxkey and avail premium features. Individual accounts can be created from;

   a. **Invitation**: Typically, if your email address is not registered with Galaxkey, you are invited to join Galaxkey. You will receive an invite in one of the following events;

      i. When a secured email is sent

      ii. When a secure workspace is shared with you

      iii. When a secured document is shared for signing

      iv. When a file is shared via Galaxkey Secure Share (GSS)

2. The features available will vary according to the invite received.

   a. **Self-Registration**: Alternatively, you can register with Galaxkey using one of the client apps on desktop or hand-held devices. The option to self-register is also available on the *Manager* portal and *Galaxkey* portal.

When you register with Galaxkey, generally, a free account is created. If you wish to avail majority of the features, please *Subscribe*.

⚠️	The self-registration option is exclusively for individual accounts.

3. **Corporate Account**: This account is linked to the licence as purchased by an organisation. These accounts avail the features based on the licence and access granted by the corporate settings. Corporate accounts can be added by

   a. Invitation from other Galaxkey registered users

   b. Invitation from corporate administrator

   c. Via Galaxkey Active Directory Connector (GADC)

5.1. User Registration: Individual Account

Galaxkey works on an invitation model where unregistered users are invited to join the Galaxkey network.

Galaxkey registration can be done in two ways, based on how the document owner chooses to verify his identity. Galaxkey now supports identity verification using Yoti, along with our own secure identity.

This section takes you through the process of registering with Galaxkey;

5.1.1.   Registration by Invite

You will receive a Galaxkey invitation when a registered user

1. Sends you a **secured email** OR

2. Shares a secured document for electronic signing OR

3. Shares a secure workspace with you

Once registered, a Galaxkey account is created for you which is accessible after proper authentication and authorisation.

5.1.1.1.   Registration using Galaxkey

Follow the link in the email to create your Galaxkey account. Depending on the invite type, Galaxkey registration page will be displayed;

1. Invite is from a **Galaxkey registered** user, Galaxkey will redirect you to Galaxkey registration page.

2. Invite is from a **Yoti-verified Galaxkey user**, Galaxkey will redirect you to the Yoti-Galaxkey registration page. In this case, you still have the option to bypass the Yoti verification and proceed with Galaxkey registration.
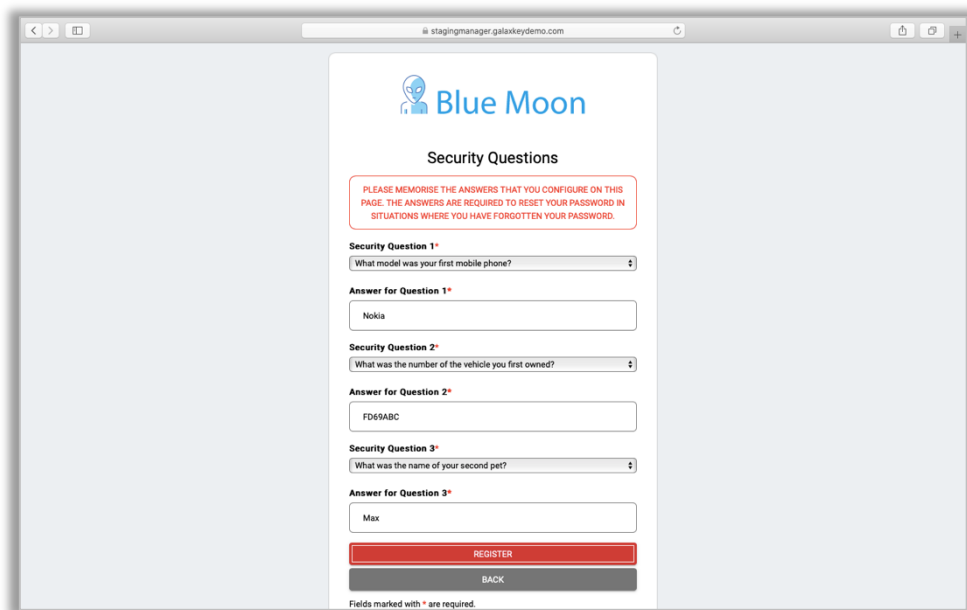
⚠️	The invitation email template is configurable and, thus, can vary.

Set a strong password complying with the password policy.

Use the '**Use security questions** to **enhance your security**' option to set the mode of password recovery. This is unchecked, by default. If you **go with the default setting**, Galaxkey will assist you in Password recovery.

If you **select** this option, you will have to answer three **security questions** at the time of registration. These questions will, later, help you recover your password.

⚠️	By default, this option is unchecked and is the recommended setting.

Click '**REGISTER**' to complete the registration process and log on to the Galaxkey Manager.

⚠️	Galaxkey does not store passwords in any form. So, we advise you to memorise or securely save the answers to your security questions.

5.1.1.2.   Registration using Yoti identity

You can register with Galaxkey using Yoti if you have

1. Received the invitation from a Yoti verified user OR

2. Your company has purchased Yoti licence and your corporate administrator invites you

Follow the link in the invitation email, Galaxkey will redirect you to the Yoti verification portal.
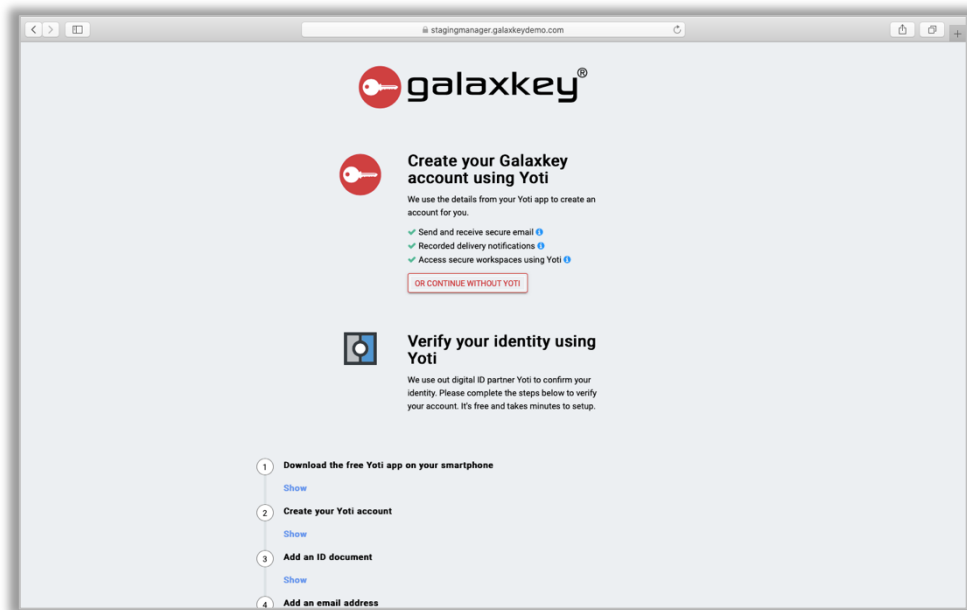
Here you have two options:

1. Continue registration using Yoti where your Galaxkey account is paired with Yoti.

2. Skip Yoti authentication and complete Galaxkey registration. You can pair your Galaxkey account with Yoti later.

Registration using **Yoti** is a two-step process;

1. Digital Identity Authentication with Yoti:

   a. Use the Yoti app on your handheld device to scan the QR code.
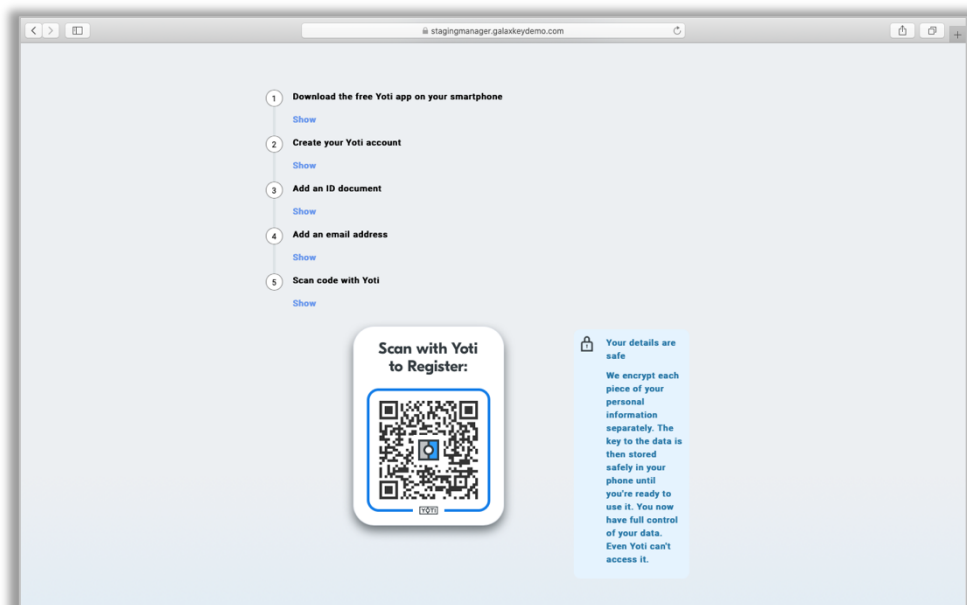
   b. The Yoti app will ask you to verify and confirm if the request has come from intended provider.
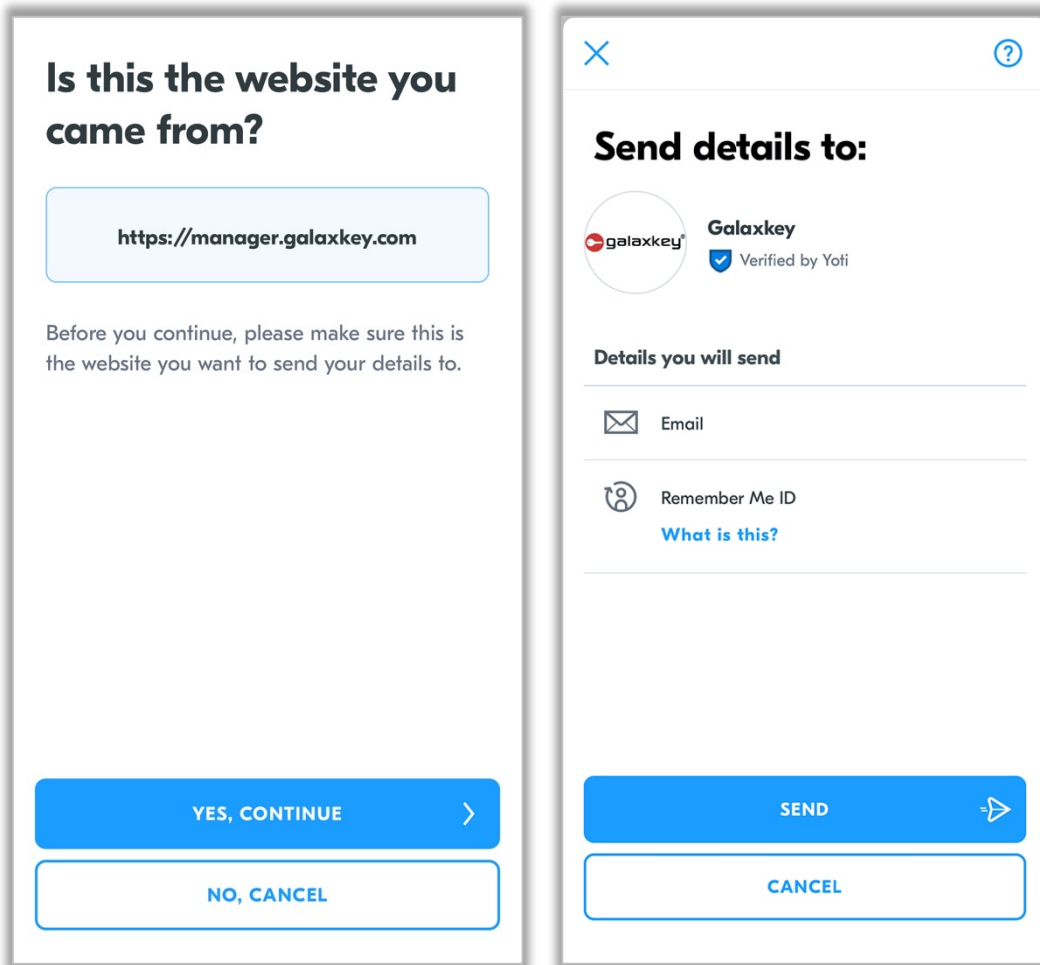
c.   Upon confirmation, Yoti will share your email address with Galaxkey. Once this is successful, we will **redirect you to the Galaxkey registration portal**.

2. **Registration with Galaxkey**: In this step, you must set a strong password and account recovery option. [For details refer section *5.1.1*]

> ⚠️ You can choose to go ahead with Galaxkey authentication at the time of registration, and set-up Yoti authentication at a later stage.

5.1.2.   Self-Registration

You can sign-up with Galaxkey by directly registering yourself from the app on your hand-held devices, Galaxkey Add-in for Outlook, Galaxkey For Windows, Galaxkey Manager portal and the Galaxkey Corporate website.

5.1.2.1.   Galaxkey Manager

In a browser, launch the *Galaxkey Manager*. On the login screen, enter your email id and click 'Start'.
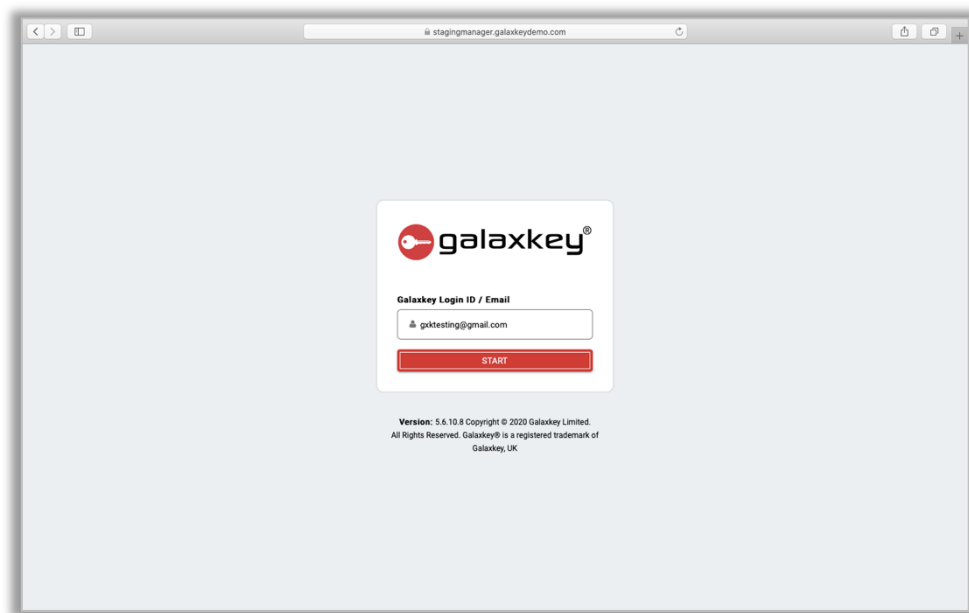
1. Galaxkey checks the registration status of the entered email; since it is not registered, it will redirect you to the Registration portal.

2.   On the registration portal, enter Captcha and click '**SIGNUP**'.

3. You will receive a registration email with further instructions. Follow the link in the email to go to the Registration form, set your password and complete the registration.

4. On the registration form, after entering your name and setting a strong password, choose the password recovery mode using '**Use Security questions to enhance your security**' option. [For details refer section *5.1.1*]

5. Click '**PROCEED**' to complete the registration.

5.1.2.2.   Galaxkey for Windows

To create an account using the Windows desktop app, click '**Signup**' on the login dialog of Galaxkey for Windows.

On the following dialog, enter the email to be registered and click '**OK**'.

On receiving the registration email, please follow the steps in section *5.1.1* to complete the registration.

5.1.2.3.   Galaxkey Add-in for Outlook

Galaxkey Add-in for Outlook offers registration of users in two ways;

1. When you launch Outlook as a Galaxkey-enabled client for the first time, a '**Signup**' dialog with you the account(s) configured in Outlook listed is shown.

2. Alternatively, use the '**Signup'** option in Galaxkey ribbon to register yourself.

3. Select the identities you want to register and click '**Next**'.

4. On the Signup screen, enter the name, set a strong Password and choose the account recovery option and click '**Next**'.

5. On the Confirmation dialog, review the provided information click 'Finish' to create your account and start using Galaxkey.

5.1.2.4.   Galaxkey app for Mac

On the Login screen of the app, click '**Don't have an account? Sign up**' button. Enter your email address and click '**Register**'.

On receiving the registration email, please follow the steps in section *5.1.1* to complete the registration.

5.1.2.5.   Galaxkey app on iOS

On the login screen of the app, click '**New User?**' link. On the following screen, enter you email address and click Sign up.

On receiving the registration email, please follow the steps in section *5.1.1* to complete the registration.

5.1.2.6.   Galaxkey app on Android

On the Login screen of the app, click '**Sign up**' button. Enter your email address and click '**Register**'.

On receiving the registration email, please follow the steps in section *5.1.1* to complete the registration.

⚠	On completing the registration, a **free account with limited features** is created for you. You can opt to **Subscribe** and purchase a licence and avail a feature rich version.

Section 6.   Galaxkey Manager

You will log on to the Galaxkey Manager - as soon as your account is created.

The Galaxkey Manager serves the dual purpose of **managing** and **operating** your Galaxkey account as under

1. Managing account and additional security configurations

2. Web access for secured emails

3. Web access for secured documents

4. Secure digital document signing

5. Secure Workspaces web access

6. Online Decrypt Tool

The Downloads section provides all the latest installable and documents.

6.1. Galaxkey Account Management

You can manage and edit your Galaxkey account using following modules;

1. My Profile

2. Identities

3. Subscription

6.1.1.   My Profile

Click your login id on the top right-hand corner of the page. Click the My Profile link to view your profile. Using **My Profile** module, you can

1. Edit basic account information

2. Configure signature for your Galaxkey-secured emails

3. Reset your Galaxkey Password

4. Configure 2-Factor Authentication for your account.

6.1.1.1.   Edit Profile

When you click the **Edit Profile** button on the My Profile page, you can edit your account information.

1. **Login id**: - The email address you used to create your account is your default login id. You can use any other id of your choice. You can use both, the email address and the login id configured here to log on to Galaxkey.

⚠️	The Login id can be in a non-email address format. e.g. Alice

2. **Name**: - The name that you entered while creating your account is displayed here by default and can be changed as per your requirement.

3. **Address**: - Typically, this is your complete postal address fitting in the Address1, Address2, City, State or County, Postcode/Zip and Country fields.

4. Enter your telephone and fax numbers in the **Phone 1**, **Phone 2** and **Fax** fields.

5. **Primary Email** – By default, this is the email address you have registered with Galaxkey.

6. **Alternate Email**: - In case of corporate users, we recommend using a personal email address here.

6.1.1.2. Change Password

The Change Password button lets you reset your own Galaxkey password. On the password reset form, enter your current password, new password. Re-enter the new password and click **Update**.

On resetting the password, your current session will end, and you will have to login again.

6.1.2. 2-Factor Authentication: Pairing Account

The 2-Factor Authentication is an extra layer of protection used to ensure the security of your Galaxkey account beyond just a username and password.

Galaxkey provides **three** modes of 2-Factor Authentication, as follows:

1. Using Yoti Digital Identity

2. Using code generated in the Galaxkey App

3. Using SMS/Test Messages

Click the **2 FA Required** link on the top of the page. Alternatively, click your login id and click the **Two Factor Authentication** link on the dropdown menu.
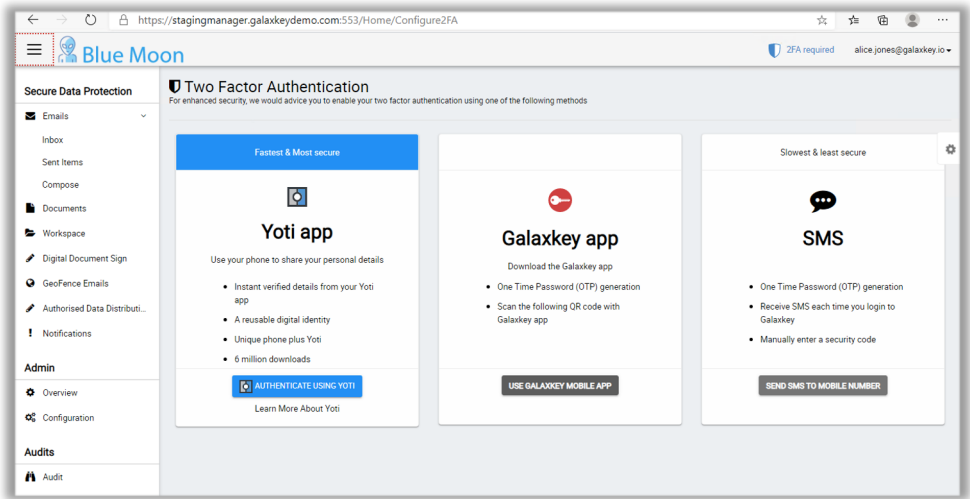
On the following page, select the option of your choice and pair the account as under: -

6.1.2.1.   Pairing Galaxkey Account with Yoti

Yoti is Galaxkey's **digital identity authentication** partner which we use to confirm your identity. To pair your account with Yoti, click the '**2FA Required**' link. On the following page, click the '**AUTHENTICATE USING YOTI**' button.

⚠️	The pre-requisites for setting up Yoti authentication for Galaxkey: -
	1. You must have a Yoti account with the identity registered with Galaxkey verified with Yoti
	2. Yoti App installed on your Android or iOS device.

Galaxkey will redirect you to the Yoti pairing portal.

Locate the **Yoti QR code and scan** it using the Yoti app on your hand-held device.

After the scan is successful, the app will confirm the following

1. The application or portal from where the request originated. Your details will be shared with this application – here, the URL of the Galaxkey portal. Tap the '**Yes Continue**' button to go ahead with the pairing.

2. The next screen will confirm the details that will be shared with Galaxkey, the app requesting identity authentication. Tap '**Send**' to continue.

Is this the website you came from?

https://manager.galaxkey.com

Before you continue, please make sure this is the website you want to send your details to.

YES, CONTINUE ›

NO, CANCEL

✕   ⑦

Send details to:

Galaxkey
✅ Verified by Yoti

Details you will send

✉️   Email

👤   Remember Me ID
What is this?

SEND ⏩

CANCEL
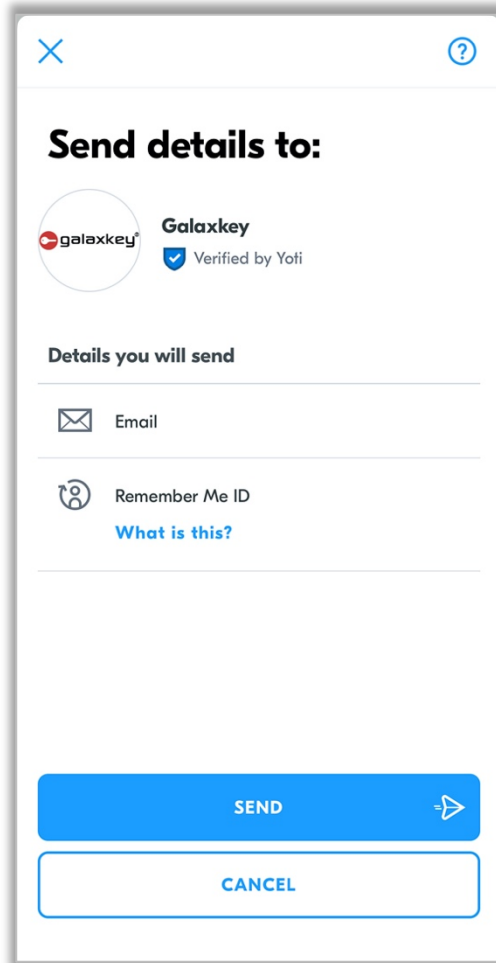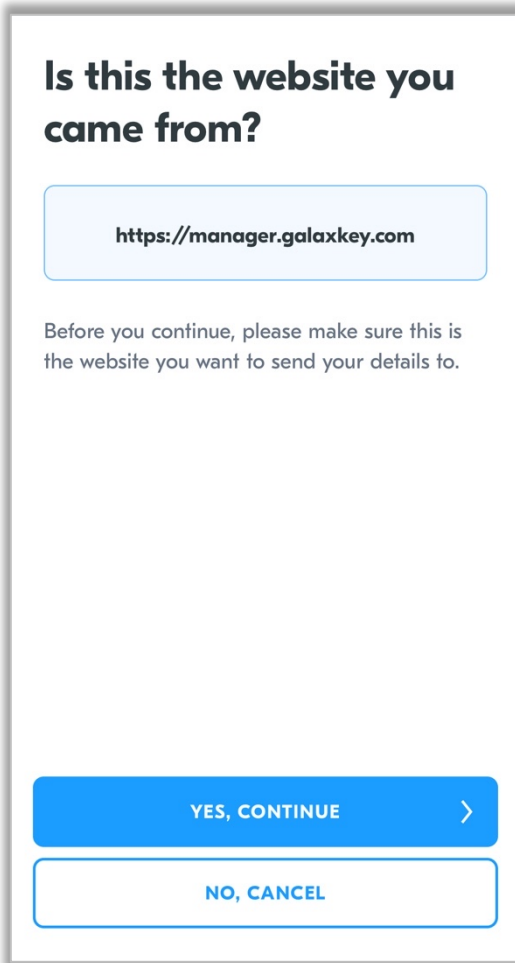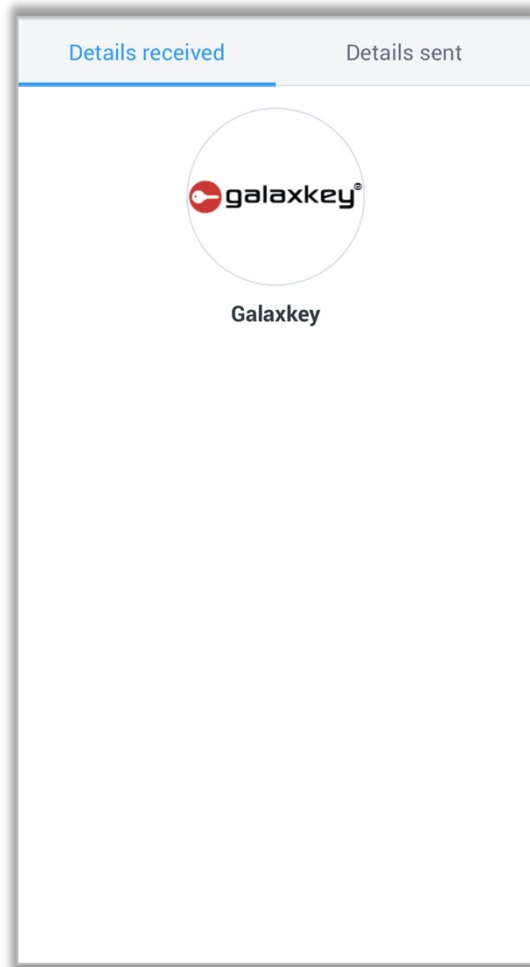
3. Tap '**Send**' to share your details with the requesting app.

Once you consent to sharing information, your account will be paired with Yoti. You can then use your Yoti identity to log on to any of the Galaxkey clients.

Unpairing Yoti – Galaxkey Account

Log on to the Galaxkey manager and go to the **My Profile** page.

Click the '**REMOVE YOTI**' button to unpair the account

6.1.2.2.   Using Galaxkey App

You can choose to use Galaxkey app for OTP (One Time Password) based 2-factor authentication.

The Galaxkey app on your device is used as a software token for One Time Password (OTP) generation. The generated One Time Password is valid for only a short period and is generated by factors that are unique to both, the user and the device itself.

Pairing the Account and Device

In order to use your Galaxkey app to generate the OTP, you must first link your device with your Galaxkey identity.

1. Log on to the Galaxkey Manager and click the '**2FA Required**' link. On the following page, click the **USE GALAXKEY MOBILE APP** button.
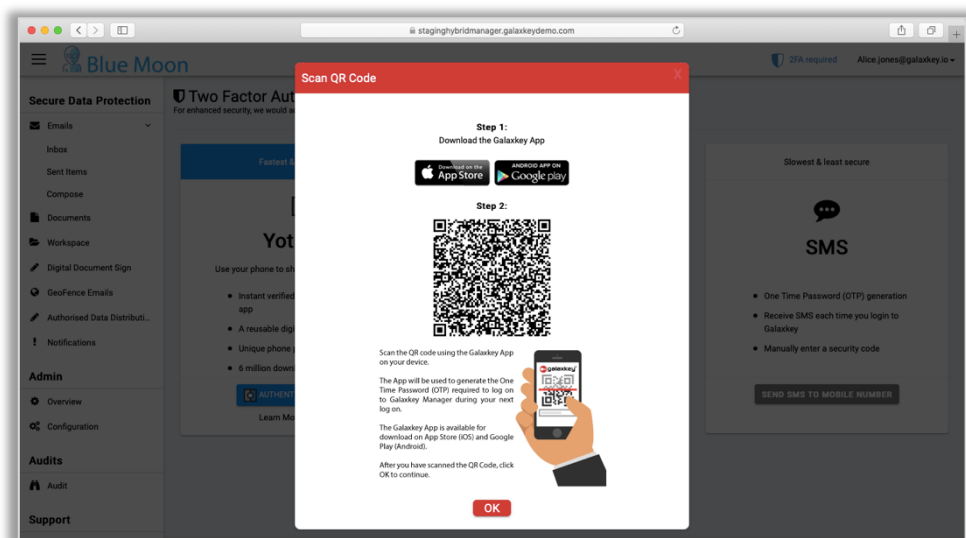
2. Scan the generated QR code and click **OK**. The app is now ready to generate the OTP.

3. We recommend you to login again for the changes to be effective.

Logging in using 2-FA

Launch the Galaxkey Manager and enter your login (email) id and click Next. On the following page, enter your password and the OTP generated on your device to login.

Unpairing the Account

Log on to the Galaxkey manager and go to the **My Profile** page.
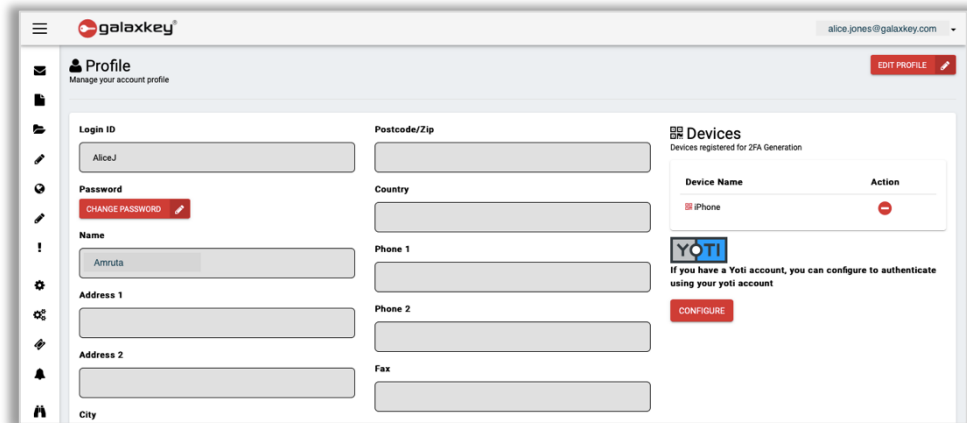
Click the '**DELETE**' button to unpair the account. On the device, long tap the OTP to delete the pairing.

The next time you log on, you will not need an OTP.

6.1.2.3.   Using SMS/Text Messaging

You can choose to use your phone to receive OTP (One Time Password) as a text message (SMS).

Although common, this is the least secure way of 2-Factor Authentication.

Pairing the Account and Device

In order to use your Galaxkey app to generate the OTP, you must first link your device with your Galaxkey identity.

1. Log on to the Galaxkey Manager and click the '**2FA Required**' link. On the following page, click the **SEND SMS TO MOBILE NUMBER** button.

2. Enter your mobile phone number along with the Country code and click **OK**.
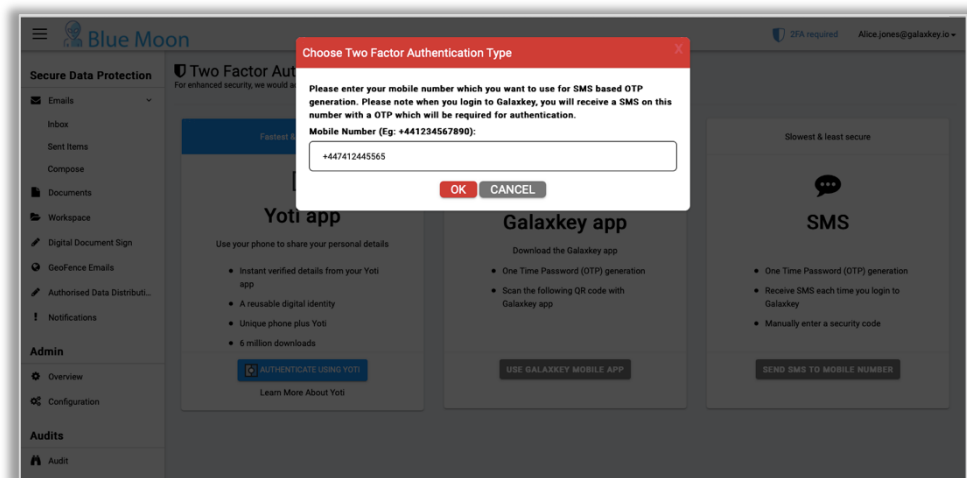
3. Enter the OTP you receive as a text message to complete the pairing with your Galaxkey account.
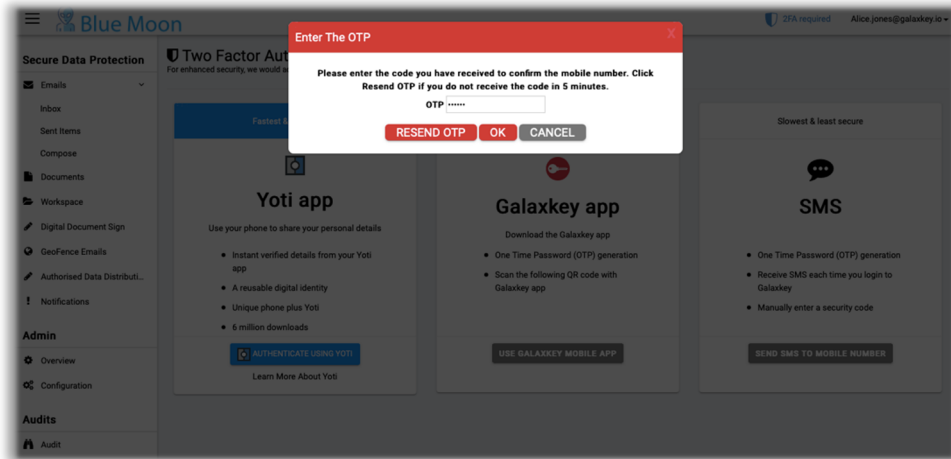
Logging in using 2-FA

Launch the Galaxkey Manager and enter your login (email) id and click Next. On the following page, enter your password and the OTP generated on your device to login.
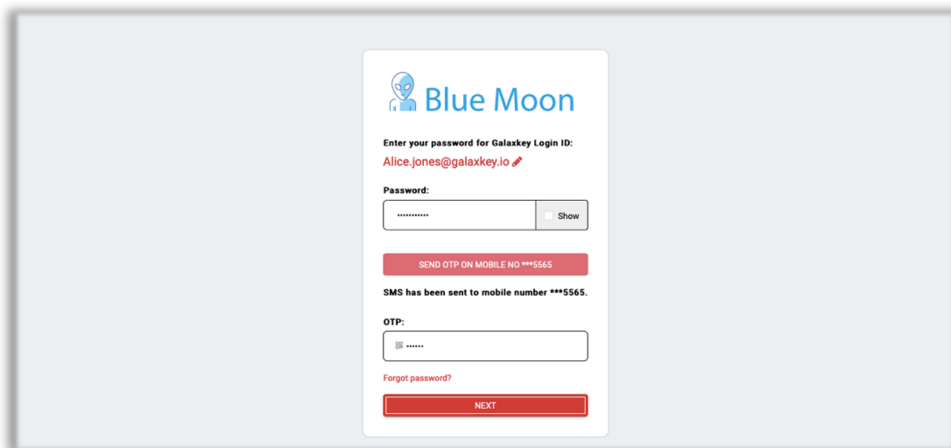
Unpairing the Account

Log on to the Galaxkey manager and go to the **My Profile** page.
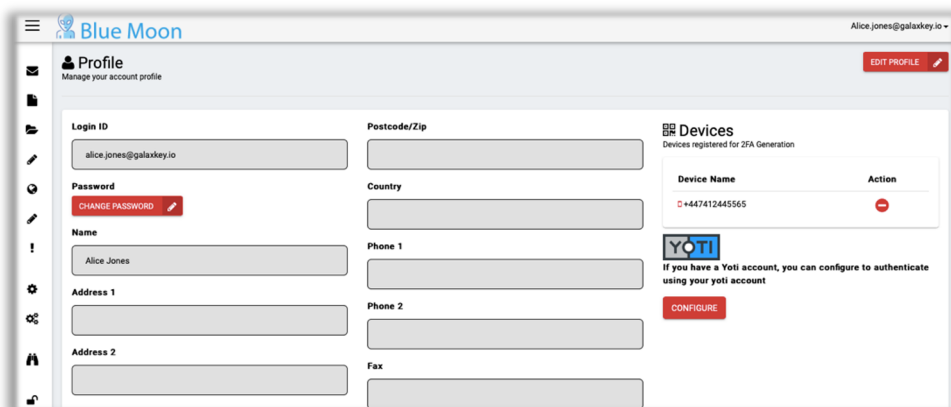
Click the '**DELETE**' button to unpair the account.

The next time you log on, you will not need an OTP.

⚠️	We recommend you log out and login again for the changes to take effect.

6.1.3.   Identities

The identities module lets you manage your Galaxkey identity. The key functions are
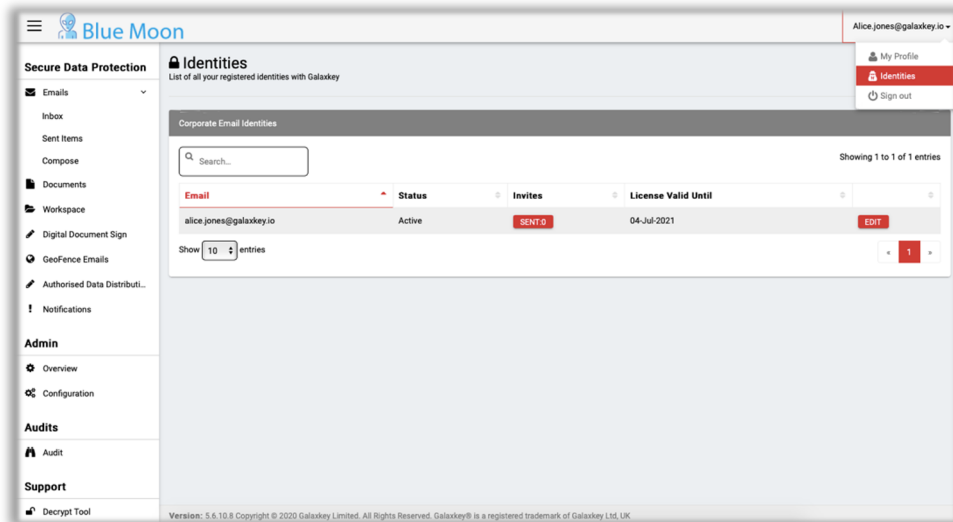
1. Manage your identity status

2. Revoking identities

3. Manage Galaxkey invitations

6.1.3.1.   Manage Identity Status

The **Edit** button lets you manage the identity status. You can mark your identity **inactive**.

On marking the identity inactive, your login will be disabled, and you cannot access your secured data.

Please contact *Galaxkey Support* to reactivate your account.

⚠️	The option to mark your identity active or inactive is available to Individual users only. For corporate users, this is maintained by the Corporate Administrator.

6.1.3.2.   Revoking Identities

Revocation of identity is a crucial function in **identity-based cryptosystems**, such as Galaxkey. In this case, the current **private key** of the user is revoked, and a new key is generated. User can still access the documents encrypted using the old key.

Galaxkey has a **manual key revocation** approach.

Click the **Revoke** button to revoke your identity.
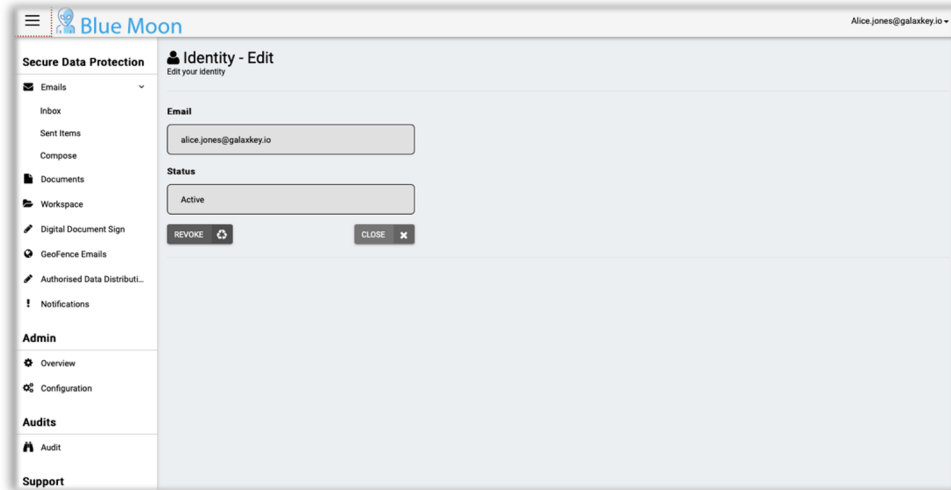
On the Identity Revocation form, enter your password and click **REVOKE** button to revoke your identity.

A list of the revoked identities along with the validity period is maintained after the identity is revoked at least once.

6.1.3.3.   Galaxkey Invites

A Galaxkey invite is a formal request, in the form of an email, sent to a user with whom a secured document is shared and who is yet to register with Galaxkey.

While these invites are sent from different clients, including the Identities module, a list of all the invited users is maintained on the Galaxkey Invites page.

Sending Invitation

Click the **Invite** button to open the invitation form.
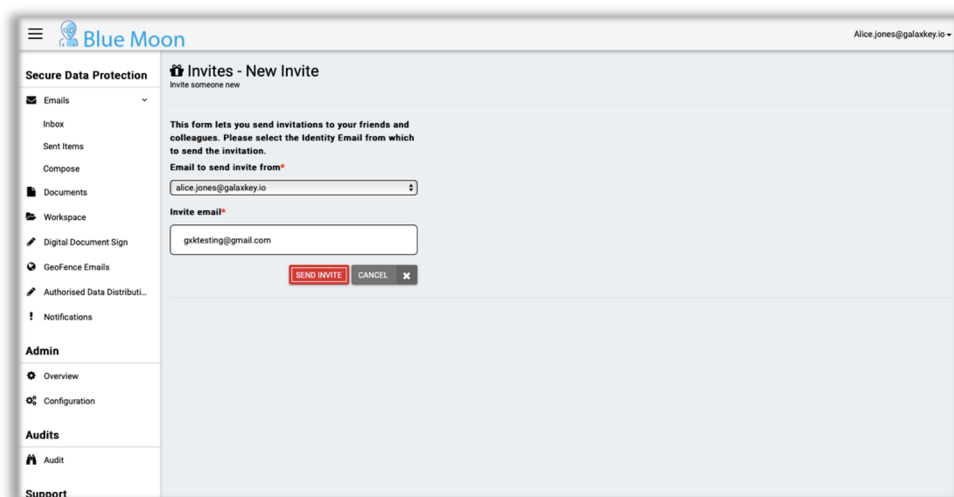
Enter the email address you want to invite in the **Invite Email** and click '**SEND INVITE**' button.

An invitation email will be sent to the email address with a link to complete the registration process.

> ⚠️ Only Corporate and Subscribed individual users can send invitations.

6.1.4.   Galaxkey Subscription

A free Galaxkey user has access to limited features. You can avail maximum functionalities by subscribing with Galaxkey using the **Upgrade** link.

Once you have subscribed, you can view licensing information using the '**My Subscriptions**'.

6.1.5.   Privacy Settings

You can update your Privacy settings at any time using this option.

6.1.6.   Galaxkey Overview

You can view your account details using the Galaxkey Overview page.

6.2. Galaxkey Web Access (GWA) for Emails

The Galaxkey Web Access or GWA is the platform-independent, browser-based client for accessing Galaxkey-secured emails. Using the GWA, you can

1. Access secured emails **received** till date using the **Inbox** listing

2. Access the secured emails you have sent till date using the **Sent Items** listing

3. Compose and send a secured email using the **Compose** option

6.2.1. Inbox

A Galaxkey-registered user is redirected to the immediately after logging in. By default, the **Inbox** enlists most recent **twenty** emails.
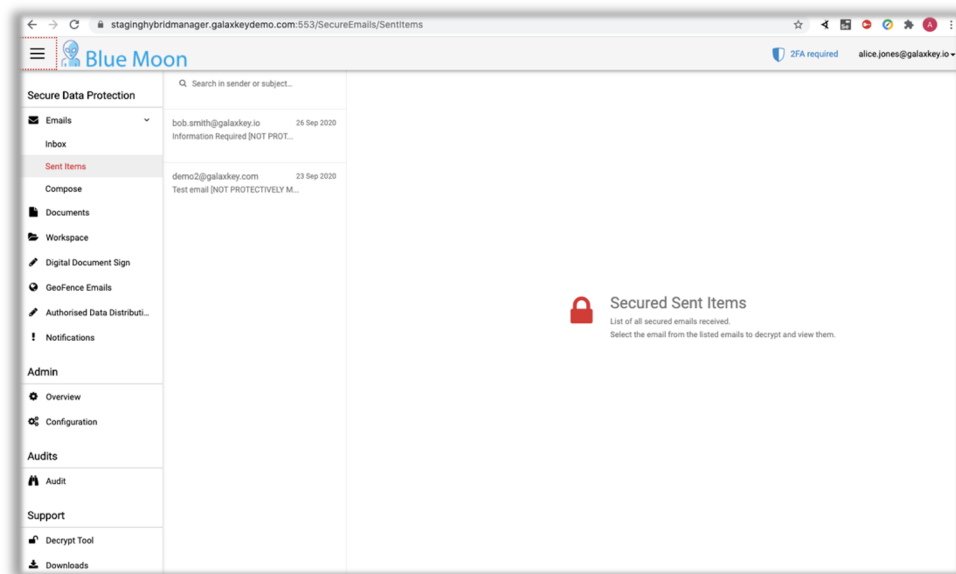
You can select the required email from the list OR **Search** the required email by **Subject**.

You can also access the email directly by following the link received in the secured email. The email will be displayed in the reading pane upon proper authentication and authorisation.

6.2.1.1. Accessing a secured email

When you select an email from the list, its contents are displayed in the reading pane on the right-hand side of your screen. However, in some cases, as under the email contents will be displayed on satisfying the conditions –

1. **Notification**: These are the read receipts, which you **MUST** accept to read a secured email. The contents of the secured mail are displayed only when you **accept** the notification. If you **reject** it, the email will not be displayed.
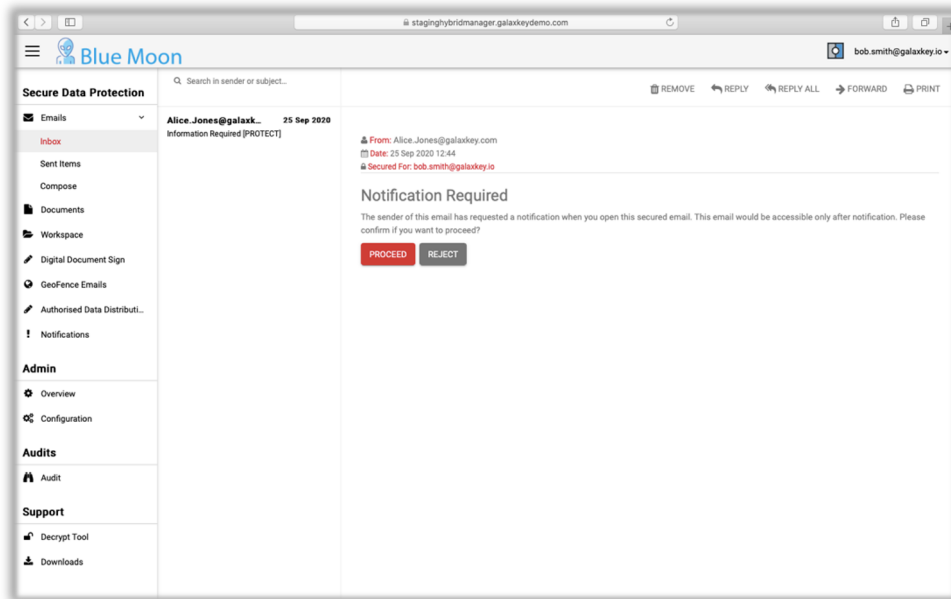
2. **Time-restricted emails**: The sender of the email can restrict the duration for which you can access the email. Thus, you will not be able to access a secured email **BEFORE** or **AFTER** a set time, depending on the settings made by the sender.

3. **Classification**: If the sender has classified the email, a visual label is displayed either in the subject or the body or both.

4. **Galaxkey Digital Signature**: If the sender has digitally signed the email, a label indicating verification of the identity is displayed at the top.

5. **Other Actions**: You can work on the secured emails – view attachments, reply to or forward an email. **Replying** to and **forwarding** and email can be restricted by the sender. In such case, you cannot reply to the email. If you wish to forward the email, you can raise a '**Forward Permission**' request with the sender of the email.

⚠️	A secured email is available via the Galaxkey Web access only when it is uploaded to the Galaxkey cloud.

6.2.1.2.   Accessing a Yoti Verified secured email

A sender can make it mandatory for you, the recipient to verify your digital identity using Yoti. For such emails, the contents of the email will be displayed ONLY upon Yoti verification.

To access this email, you must scan the Yoti QR code in order to access the secured email.
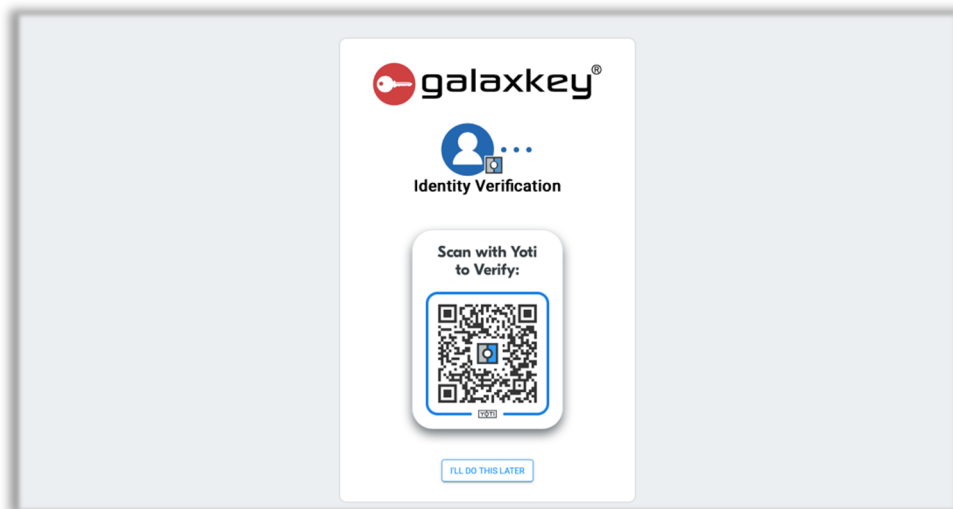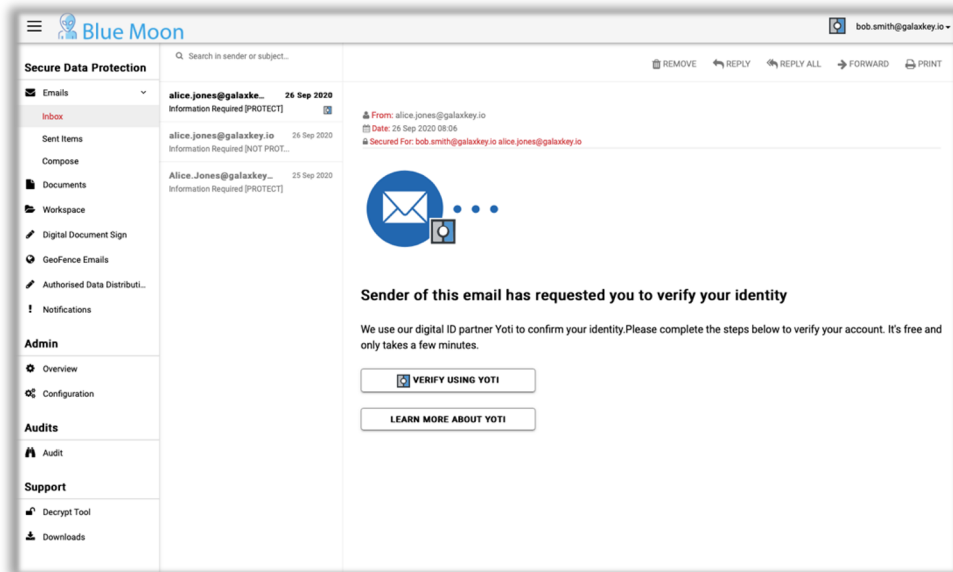
6.2.2.   Sent Items

As the name suggests, all the secured emails that you have sent till date, are enlisted in this section.
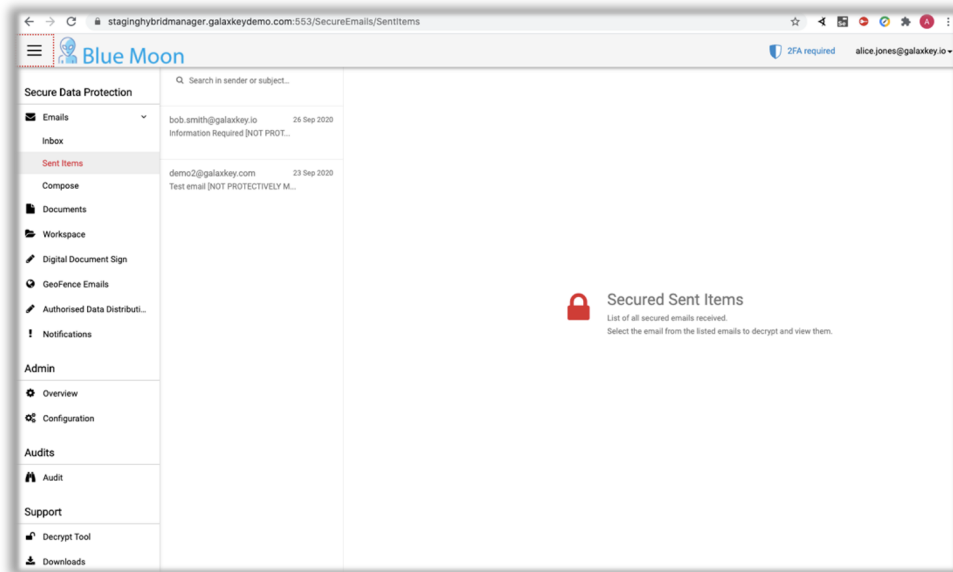
Apart from viewing the email in the reading pane, you can;

1. **Forward Secured email**: You can forward the secured emails to other users.
2. **Revoke Secured Email**: You can stop recipients from accessing the sent secured email by revoking it from the sent items. The ability to revoke is based on your group settings.

6.2.3.   Compose

The Compose menu option lets you draft and send a secured email.

In the left-hand menu, click **Compose**. Draft and format your email using the HTML editor. You can also add attachments and in-line attachments to the secured email.
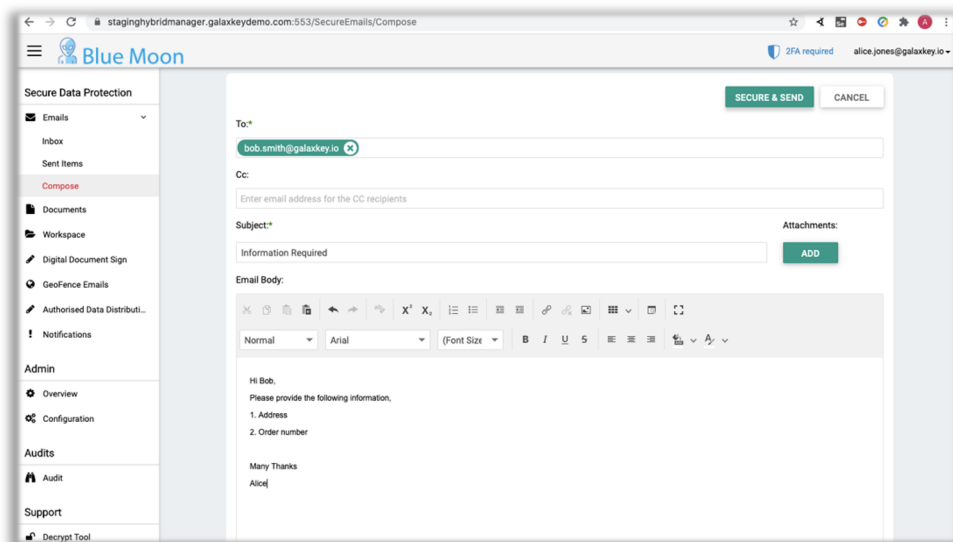
While forwarding an email, the attachments are retained in the email and they are removed while replying to the email.

⚠️	The maximum attachment size supported by Galaxkey is 10 mb.

6.2.3.1.   Forwarding Secured Email – Authorised Data Distribution

You can forward a secured email using the '**Forward**' option in the reading pane. Sender of a secured email can restrict and control who can access the secured email. If the sender has enabled '**Forward Block**' option, you cannot forward the email to others without the sender's permission. You will have to raise a **Forward Permission request** for required recipients. The sender can then approve or reject the request.

On the alert click '**Yes**' to raise the request. Enter the email address(es) of the users to whom you want to forward the email.
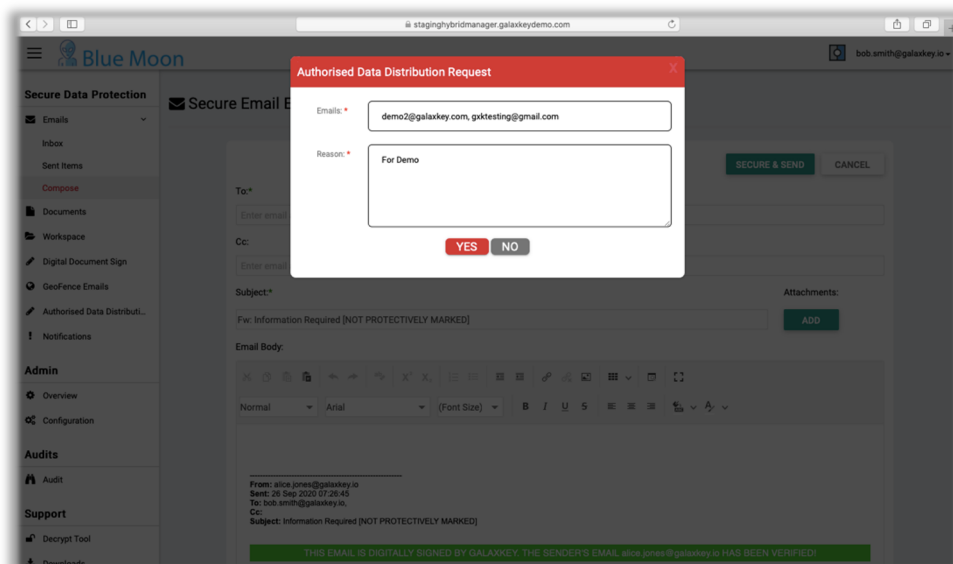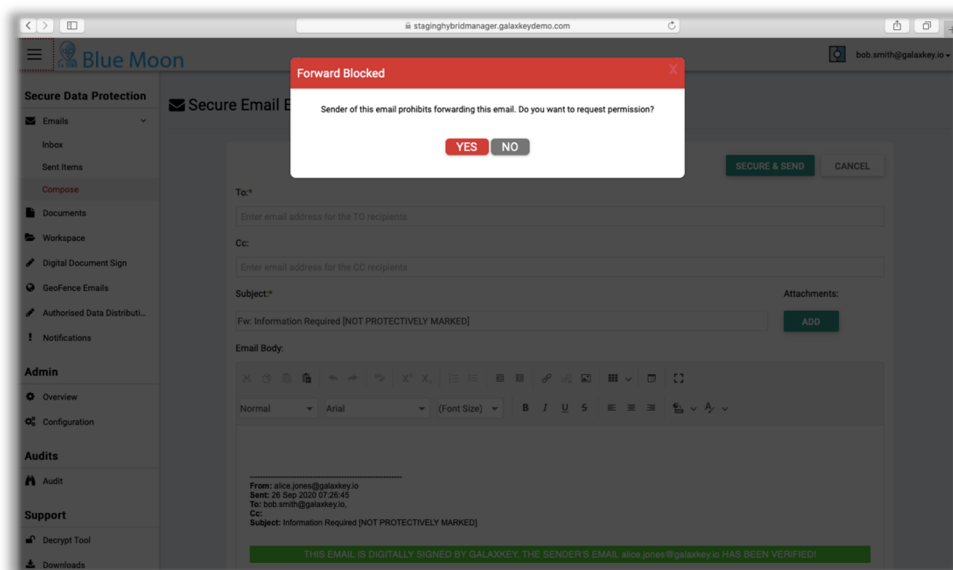
Enter the reason and submit the request. Once the sender approves the request, you can forward it to the users for whom the request has been approved.

6.2.3.2. Sending Secured Email

Once you have drafted the email and added the recipients in To and Cc lists, click the **Secure & Send** button. A confirmation dialog with following security options will be displayed.
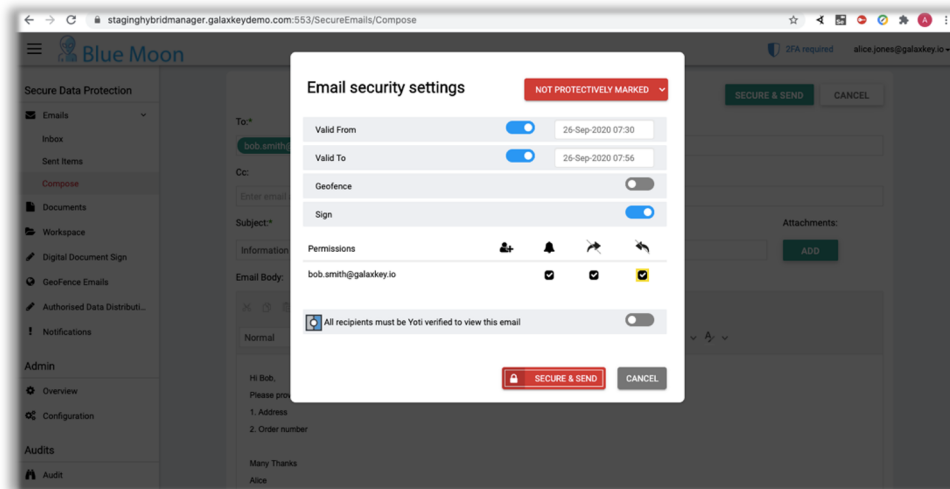
Select the required options and click **Send**.

Feature	Description
Notify	Option to receive reports when recipients access a Galaxkey Secured Mail. There are two types of Galaxkey notifications; **Acknowledged**: Sent when your recipients click 'Yes' on the notification alert **Rejected**: Sent when your recipient selects 'No' on the Notification alert. ⚠️ The mail will be decrypted ONLY when your recipient clicks the '**Yes**' button on the Notification alert.
Block Forward	Option to stop email recipients from sharing the secured data with unintended users. When you enable this option, the recipient is prompted to raise a request for permission to forward the email to others.
Block Reply	Option to restrict email recipients from further communication with the email owner. When you enable this option, the recipient is cannot reply to the email. There is no option to raise a reply request.
Valid From	Galaxkey allows you to restrict the validity and thus, the accessibility of your secured mail. Using the '**Valid from**' option, you can set the time after which the shared users (recipients)

	can access the secured mails. Recipients will be unable to access the secured mails before this time.
Valid Till	Galaxkey allows you to restrict the validity and thus, the accessibility of your secured mail. Using the 'Valid till' option, you can set the time limit for which the shared users (recipients) can access the secured mails. Shared users will be unable to access the secured mails after this time lapses.
Geo-Fence	Your organisation can opt for restricting secured attachments from leaving the premises of your organisation. The 'Geofence' option is used for this purpose. When you check the 'Geofence' checkbox, an email with link to the secured mail is sent to the recipients. ⚠️ The **Geo-fence** option is available for users with Enterprise Self-hosted licence.
Sign	When you select this option, your email is digitally signed. This is vital in establishing your identity and email integrity, especially in transit.
Classify	In addition to the Classify button, you can classify the secured email from the confirmation dialog.
All Recipients must be Yoti verified to view this email	If this option is selected, the recipients MUST verify using Yoti to open the secured email in any of the Galaxkey clients.
Email will be signed using your Yoti identity	If this option is selected, you, the sender will have to verify using Yoti before sending the secured email. ⚠️ If you have logged in using Yoti, this option will be selected by default.

⚠️ All the above options are editable for a subscribed (having a valid licence) user ONLY.

The Yoti options are available ONLY if your licensing allows Yoti authentication.

To open a secured email using Yoti, the recipient has to be registered with Yoti and Galaxkey.

6.2.3.3. Sending Yoti-verified Secured Email

You can send emails by verifying your digital identity using Yoti. When you log on to the Manager portal using Yoti, the **Email will be signed using your Yoti identity** option on the confirmation dialog will be enabled by default.
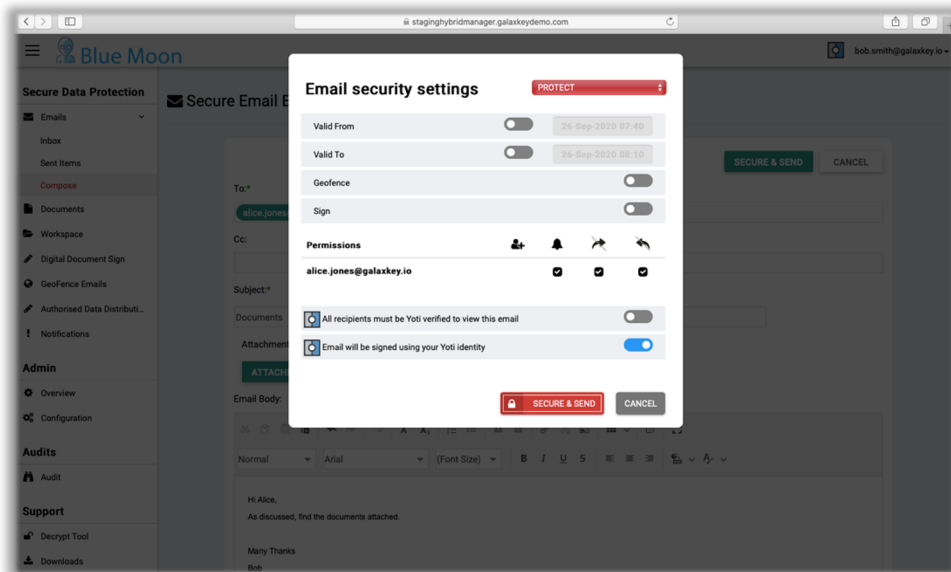
You can send a Yoti verified after logging on with your Galaxkey credentials as under;

Enable the Email will be signed using your Yoti identity option using the slider button.

On the Yoti verification screen, scan the **QR code** to verify your identity.
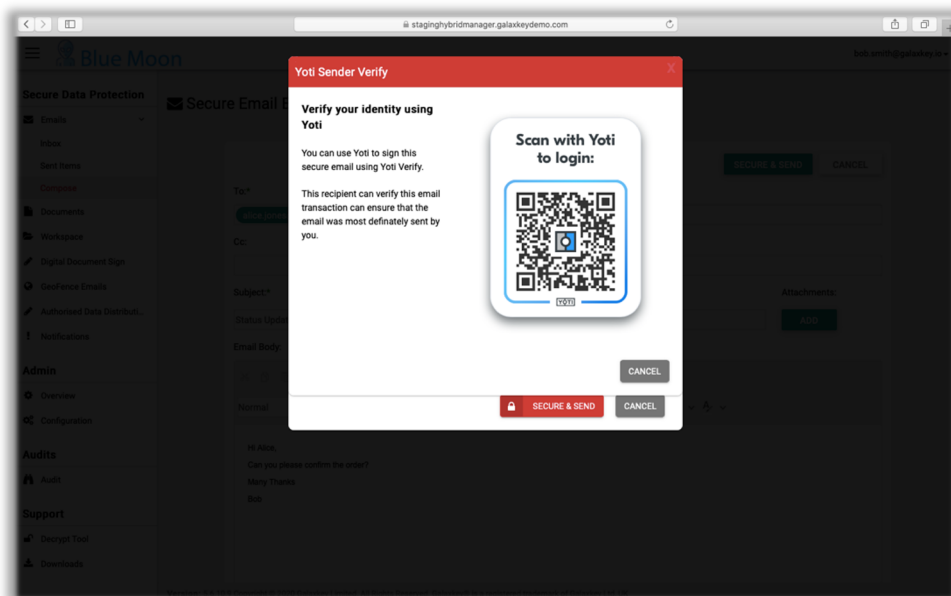
6.3.Other Features

6.3.1. Notifications

This section lists all the notifications – acknowledged and rejected, you have received till date.

6.3.2. GeoFence Emails

This is the list of all GeoFence emails you have **sent** till date.

You can revoke the geofenced emails you have sent till date using this section.

6.3.3.   Authorised Data Distribution (ADD)

This is the list of all the forward permission requests sent to you for your approval. You can Grant or Reject the requests using this menu option.
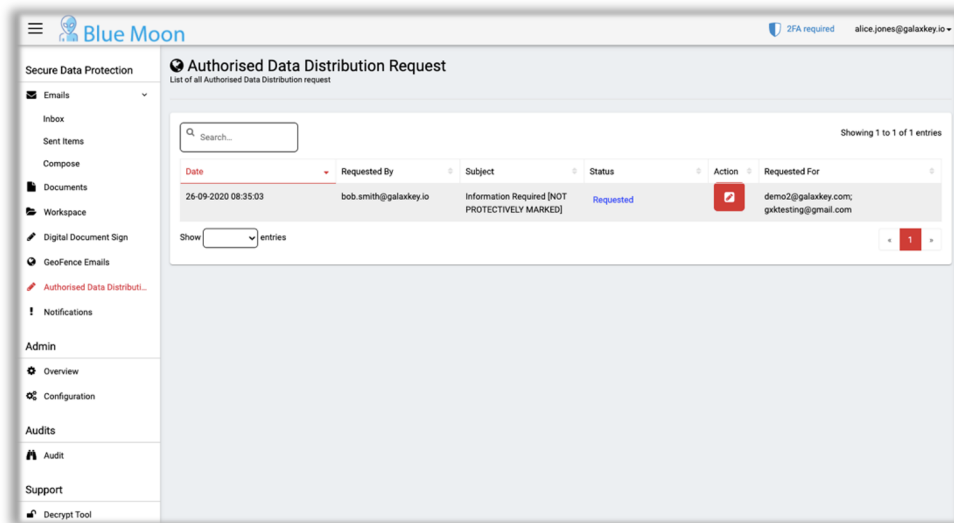
6.3.3.1.   Granting Forward Permission Request

When a recipient of your secured email, with forwarding restrictions, raises a Forward Permission or Authorised Data Distribution request, you will receive a notification email.

You can review the request and click the '**Grant**' button to approve the request. The status of the request then changes to **Granted**.
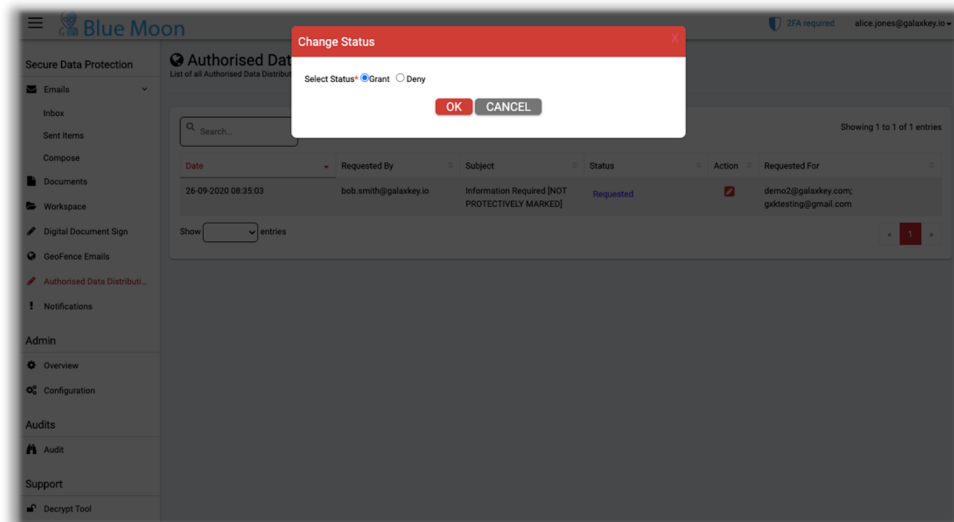
Alternately, you can log on to the Galaxkey Manager and approve the request.

⚠	A request, once granted, cannot be rejected.

6.3.3.2.   Rejecting Forward permission Request

When a recipient of your secured email, with forwarding restrictions, raises a Forward Permission or Authorised Data Distribution request, you will receive a notification email.

You can review the request and click the '**Deny**' button to reject the request. In this case, Galaxkey will redirect you to **Galaxkey Manager > Authorised Data Distribution**, where you must enter the reason for rejection in the Comment box. The status of the request will be then changed to **Denied**.
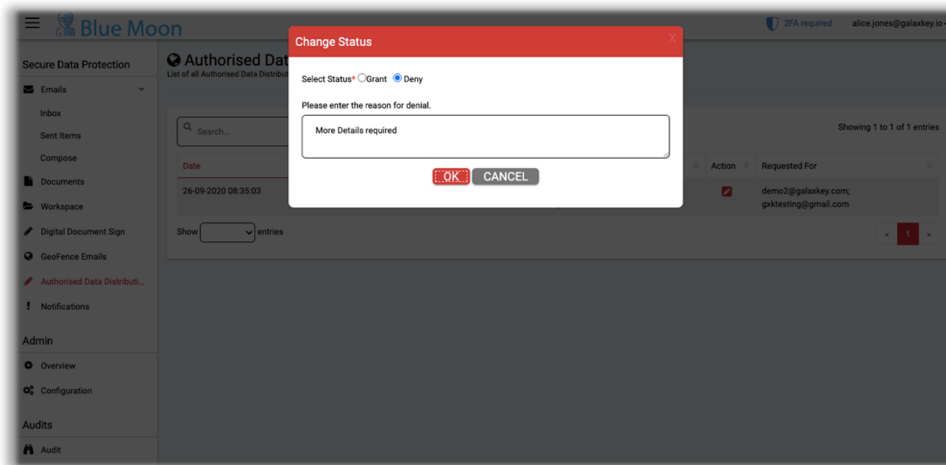
Alternately, you can log on to the Galaxkey Manager and reject the request.

⚠️	A rejected request, can be approved later.
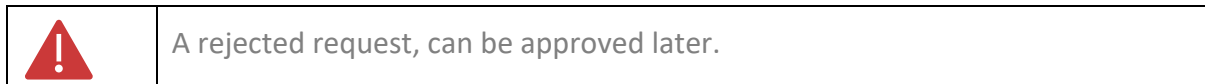
6.4. Galaxkey Web Access: Secure Documents

You can share documents securely using Galaxkey. The Secure Documents menu option lets you access the files in a browser, without the need for installation of any client.
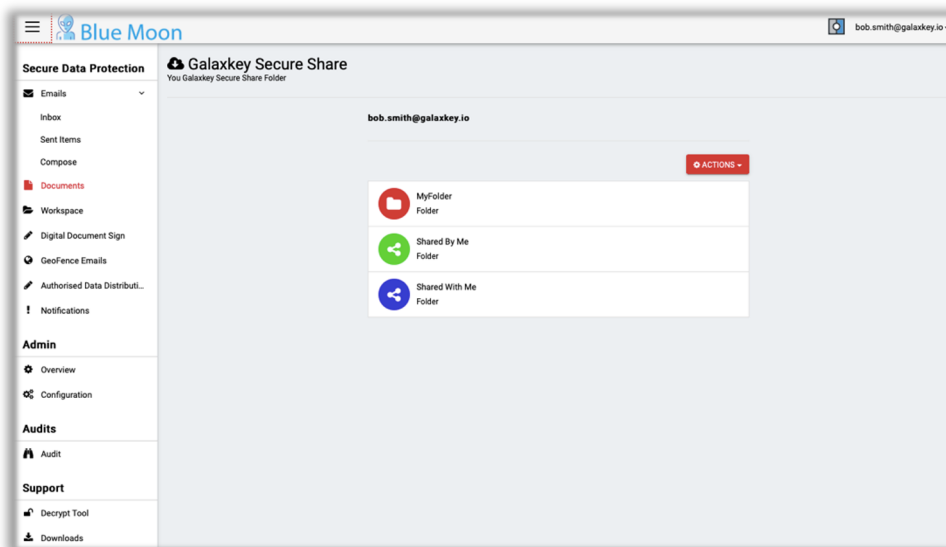
The **Secure Documents** menu option has three sections:

1. **MyFolder**: This is the list of all the documents securely synchronised with Galaxkey cloud. The documents in this folder are not shared with others.

2. **Shared By me**: This is the list of all the documents you have shared with others

3. **Shared with Me**: This is the list of all the documents shared by other users with you.

6.4.1.   My Folder

This is the list of all the documents securely synchronised with Galaxkey cloud. You are the owner of these documents and you have not shared them with anyone.
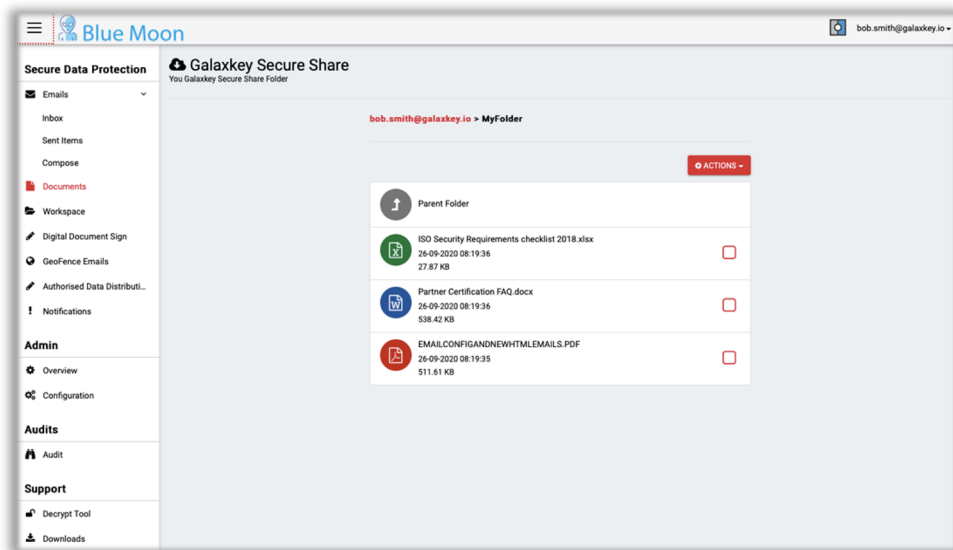
6.4.1.1.   Uploading Documents

On the listings page, click the '**Actions**' button and select '**Upload File**' option.

Click the '**Select File**' button, browse to the file location, select the file(s) to be uploaded and click OK.
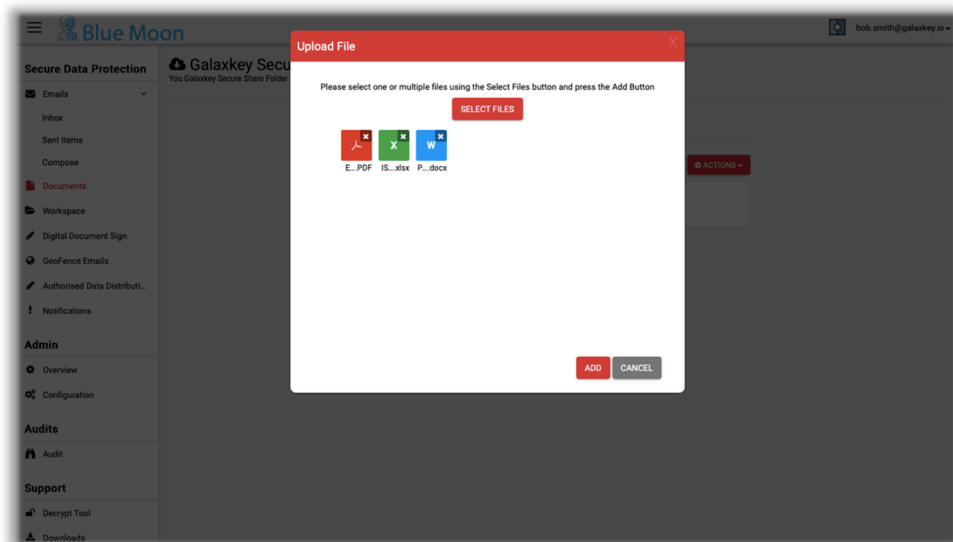
All the files will be **encrypted at source and uploaded** to Galaxkey Cloud.

6.4.1.2.   Adding Folders

You can organise your files by uploading them in folders, created in the Galaxkey Cloud. Click the **Actions** button and select **Add Folder** option.
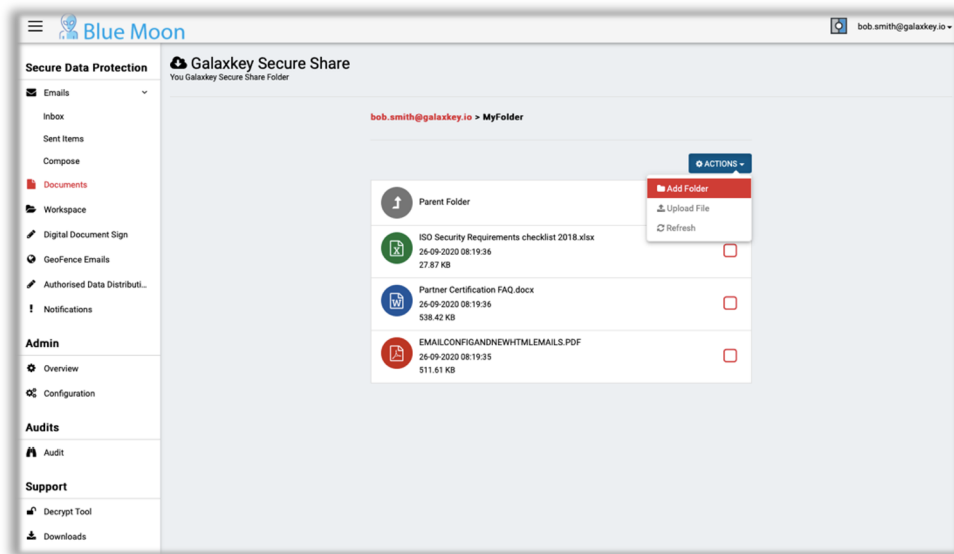
Enter an appropriate folder name and click Add. The folder will be created on the Galaxkey cloud and listed in MyFolder. You can access the folder by double clicking on it. Once in the folder you can use the Action menu to;

1. Add sub-folders

2. Upload files

3. Refresh the view

Click the '**Parent Folder**' to navigate back to the previous folder.

6.4.1.3. Downloading Files

You can download the files from MyFolder. Select the file to be downloaded and from the **Actions** menu, click **Download**.

On the Select Download Method alert, choose if you want to decrypt and download the file or download it in the encrypted form. If you choose to download the decrypted file, it will be safely decrypted in the cloud.

6.4.1.4. Delete Files

You can delete the uploaded files from the cloud using the Delete option. When a file is deleted from the cloud it cannot be accessed from any of the clients.

6.4.2. Shared By Me

This section lists all the files you have shared till date.

Document sharing in Galaxkey is **group-based**. Thus, a file can be shared with selected group and only the members of the group can access the file on proper authentication and authorisation.
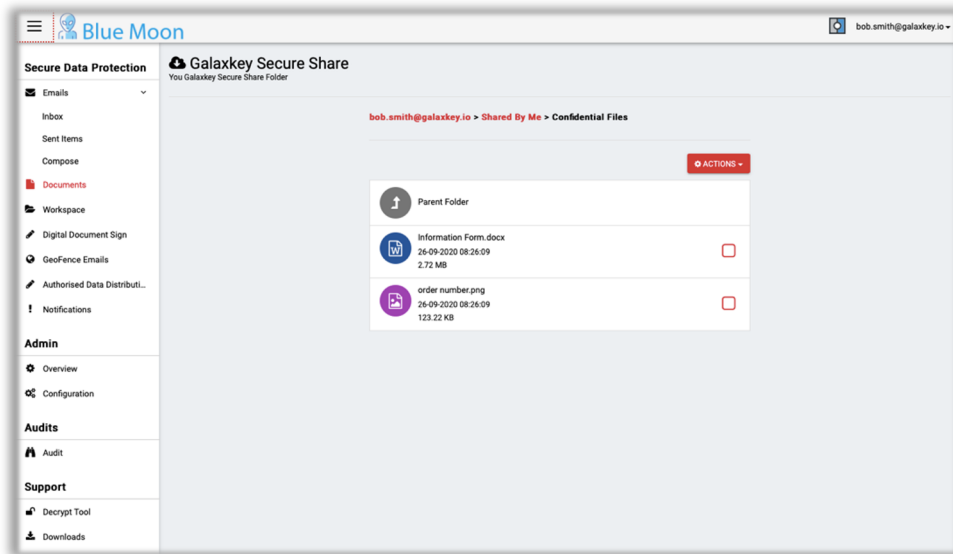
6.4.2.1. Sharing a Document: Group Creation

Sharing a document is a two-step process;

1. Creating a folder and assigning access:

    a. Click Actions > Add folder button
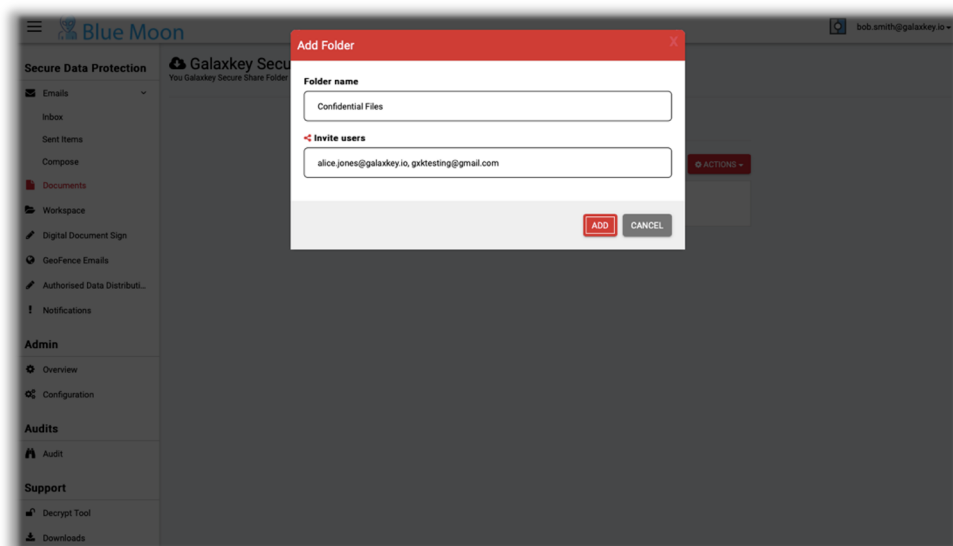
    b. In the pop-up windows, enter the '**Folder Name**', which is the name of the group. When you view it on the Desktop app, the folder is prefixed with **GROUP_.**

    c. Enter the email address of the users to whom you want grant access to this folder and thus share the documents therein. Click **Add** to create the folder.

2. Sharing a Document

    a. Double click the folder name to open the folder and view the document listing.
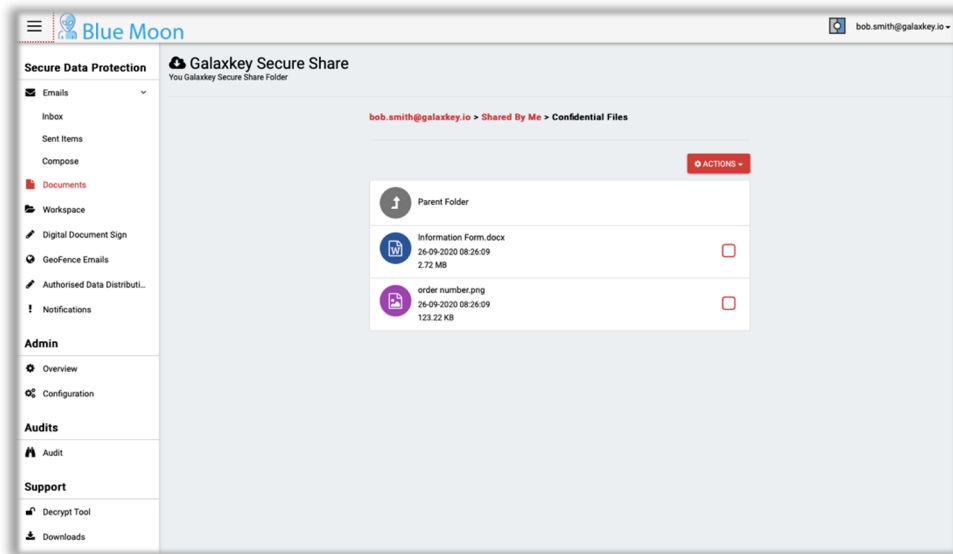
b. Click Action > Upload file option.

c. On the pop-up window, click '**Select File**' button to browse and select the file to be uploaded and click **OK**. You can upload multiple files in one go.

3. The uploaded file will be listed inside the folder.

4. A notification email will be sent to all the users whom you have added in the group and thus, shared the files. The notification email contains the link to the document.

⚠️	You can create a folder structure inside the group folder.

6.4.2.2.   Edit Folders

A group folder can be edited after it is created and also after you have added documents to it.

Select the folder to be edited and click **Actions > Edit Properties**. This action allows you to add new members to the group or remove the existing ones.

Removing the existing group members **revokes** their access to the files. These users will not be able to access the files shared with the group.

⚠️	Any file(s) downloaded before revoking the access, will still be accessible to the users.

6.4.3.   Shared with Me

This folder lists all the files shared with you. The files are grouped by the email id of the user who has shared the files and then by the groups.
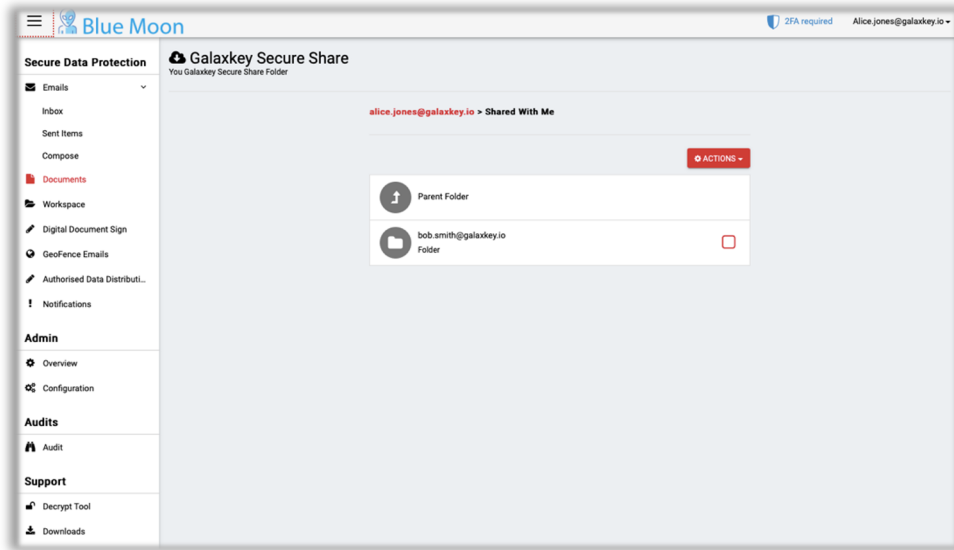
You can only download the files shared with you. No other action is possible.

Section 7.   Digital Document Signing (DDS)

The Galaxkey Digital Document Sign allows you to go paperless and request electronic signature for your documents.

The Galaxkey Digital Document Signing provides an interface for **securely sharing** and signing documents. This is a web-based system, so no special client is required.

If you are new to Galaxkey, please follow the invitation link and complete the *registration* process. If you are already registered, please log on to the Galaxkey Manager to access the documents.

7.1. Getting Started

When a document is shared for signing, you will receive an email notification. You can follow the link in the email. Alternatively, you can log on to the Galaxkey Manager and navigate to Digital Document Signing from the left-hand menu.

The Digital Document Signing portal provides a list of documents grouped by the action to be taken as follows:
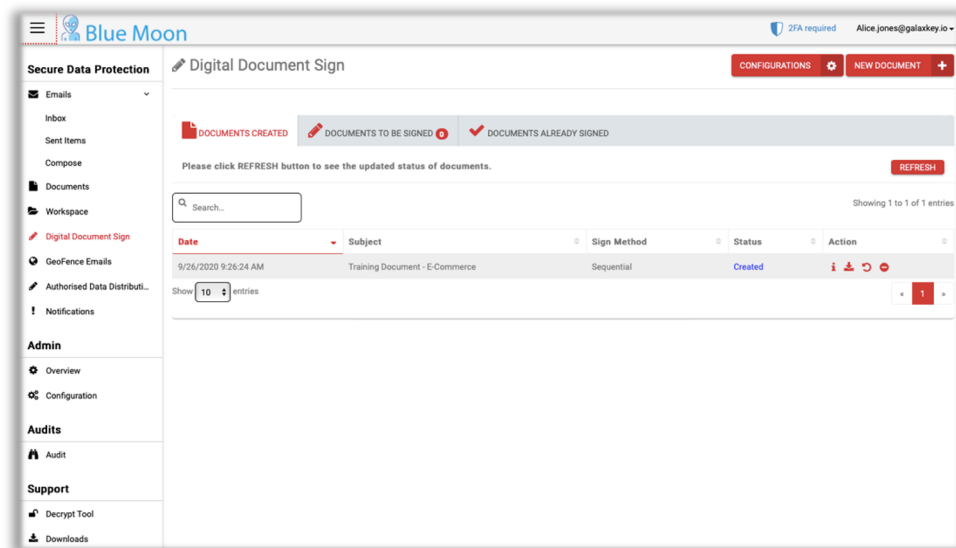
1. **Documents to be Signed**: This section lists all the documents to be signed by the logged in user.
2. **Documents Already Signed**: This section lists all the documents already signed by the logged in user.
3. **Documents Created**: This section is exclusively available to corporate users who have rights to share documents for signing.

If you log on to the Galaxkey manager (*https://manager.galaxkey.com*), select the Digital Document Sign option from the left-hand menu.

Before you **digitally sign your first ever document using Galaxkey**, you must

1. Provide Electronic Signature Consent
2. Configure a signature

The sequence of the above two appearing can vary. The consent form will be shown only once before you sign your first ever document.

This document is a step-by-step guide to the Digital Document Sign Feature.

7.1.1.   Configuring Signature

When you use Galaxkey Digital Document Sign for the first time, you must configure a digital signature which will be used for digitally signing documents. **If you are a corporate user, you can configure multiple signatures for yourself**.

⚠	Your ability to configure multiple signatures is based on the settings made by the corporate administrator.

When you log in for the first time, the Configure Signature dialog opens with the Generated option selected. Based on the Name in your Galaxkey Profile, a signature and initials are generated for you. You can accept them or opt to change them by clicking the **Change** button.

You can configure signature in three different ways:
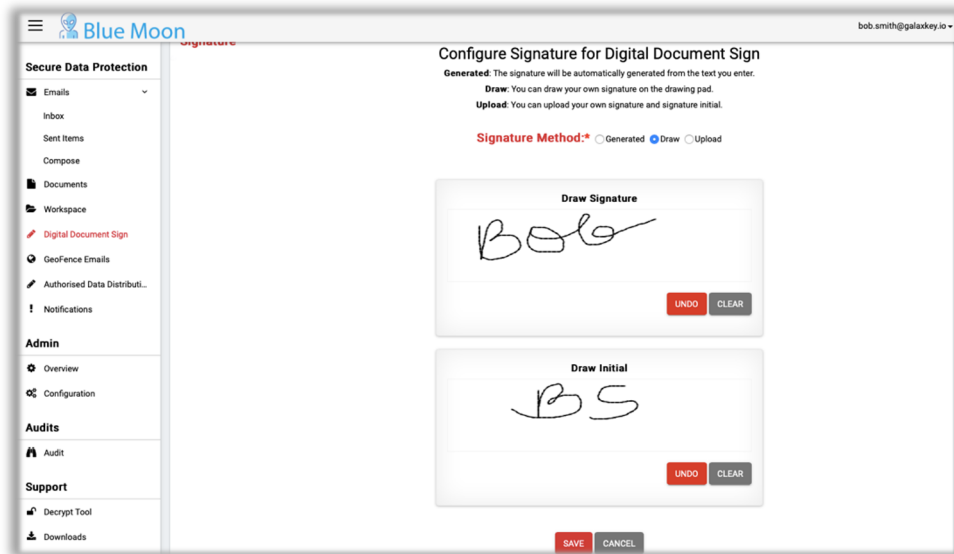
1. **Generated**: This option lets you type the required name and initials in the respective canvas. These are then converted to a suitable '**handwriting**' font and stored as your signature.

2. **Draw**: This option lets you draw you signature on the provided canvas using a mouse or a suitable graphic device. You can revert the last operation using the '**Undo**' button. Use the '**Clear**' button to reset the canvas.

3. **Uploaded**: This option allows you to upload an image of your signature in png or .jpg/.jpeg format. You can preview the signature before finalising.

Once you have configured the signature as per your requirement, click '**Save**'. This signature is now available for signing documents.

In case you have configured multiple signatures, use the slider button to set one of the signs as **Default**. This signature will be used to sign the documents, if you do not select one at the time of signing.

You can change or add signatures at a later stage.

7.1.2.   Uploading Company Stamps

You can upload more than one company stamps to insert in the document at the time of signing. These are in addition to the company stamp configured by the corporate administrator.

To add a new stamp, click '**New Stamp**'. Enter the Stamp name and purpose.
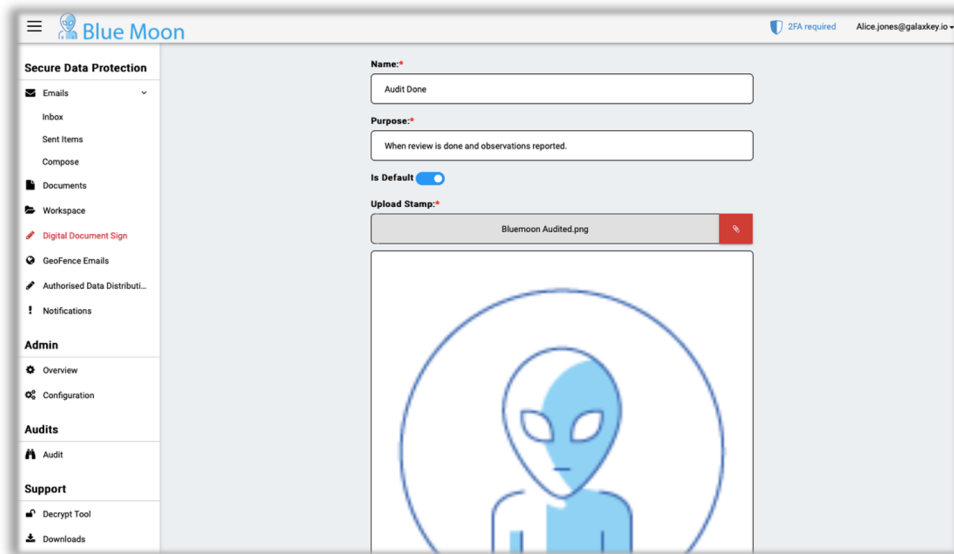
Click the browse button to select and upload a company stamp. You can upload more than one stamps. Use the slider button to set a stamp as **default**. Click '**Save**' after you have updated the required fields.

The default stamp will be used while signing a document unless specifically selected.

⚠	Your ability to upload company stamps is based on the settings made by the corporate administrator.
	If you do not set a default stamp, the company stamp uploaded by the corporate administrator will be used by default.

7.1.3.   Electronic Signature Consent

When you log on for the first time to sign a document, you must read and accept the electronic signature consent form.
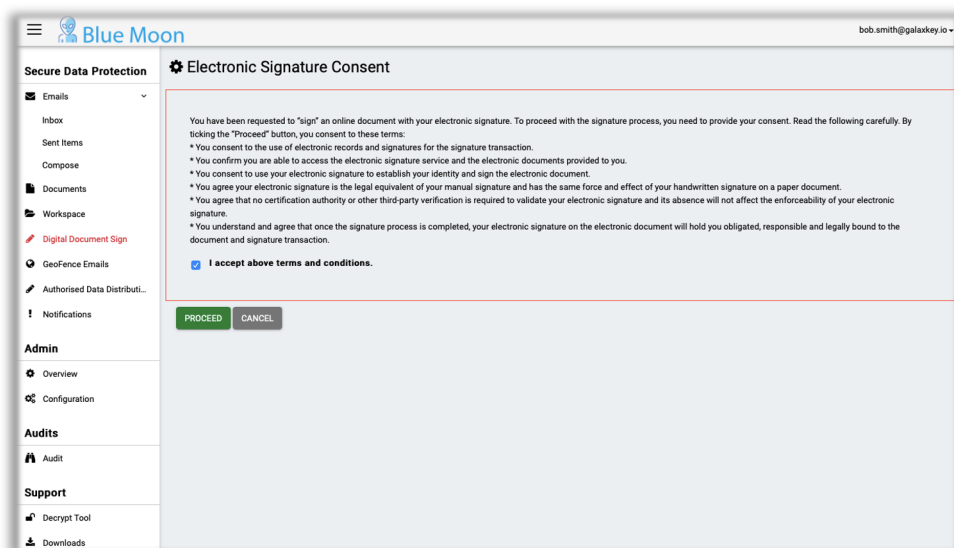
Select the '**I consent**' checkbox and click **Proceed**. This will redirect you to Signature configuration process. Alternatively, if you have already configured the signature, you can proceed to signing the document.

7.2. Signing Documents

When a document is shared with you for signing, you will receive a notification email. Follow the link in the email to access the document.

Alternatively, you can access the document from **Documents to be Signed** list on the Galaxkey Manager > Digital Document Signing portal.

7.2.1.   Signing the Document

7.2.1.1.   Signing with Single Signature and Company Stamp

Click the **View Document & Sign** button to sign a document from the list.
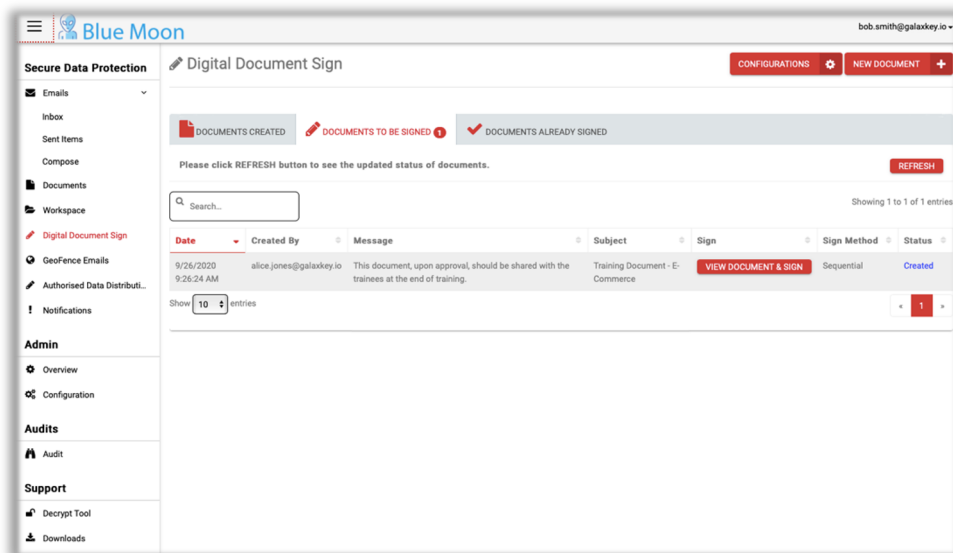
1. When the document opens, you can see **signature placeholders**. These are the places in the document where you must sign.

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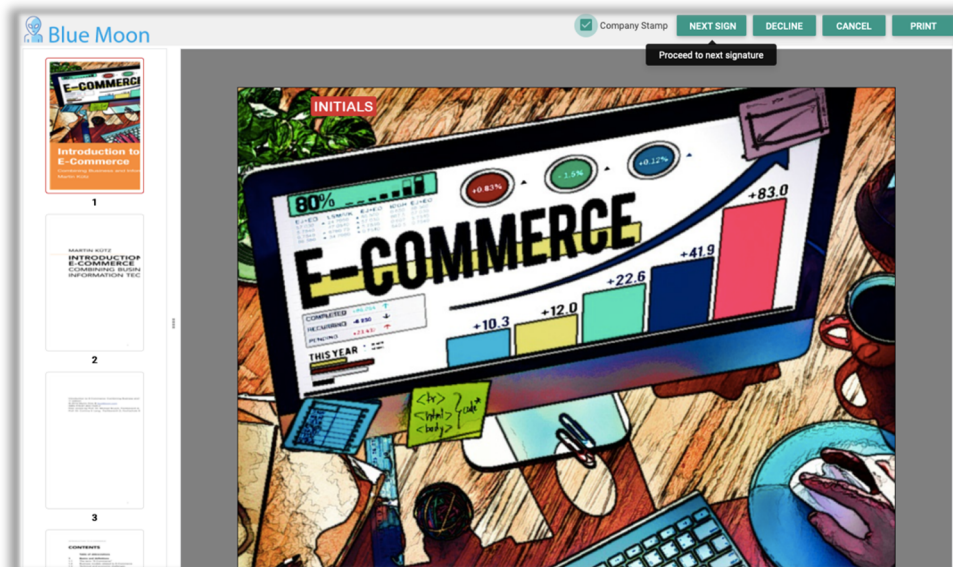
2. Click the **Start Signing** button to initiate the process. When you start signing a document, this button toggles to '**Next**'.
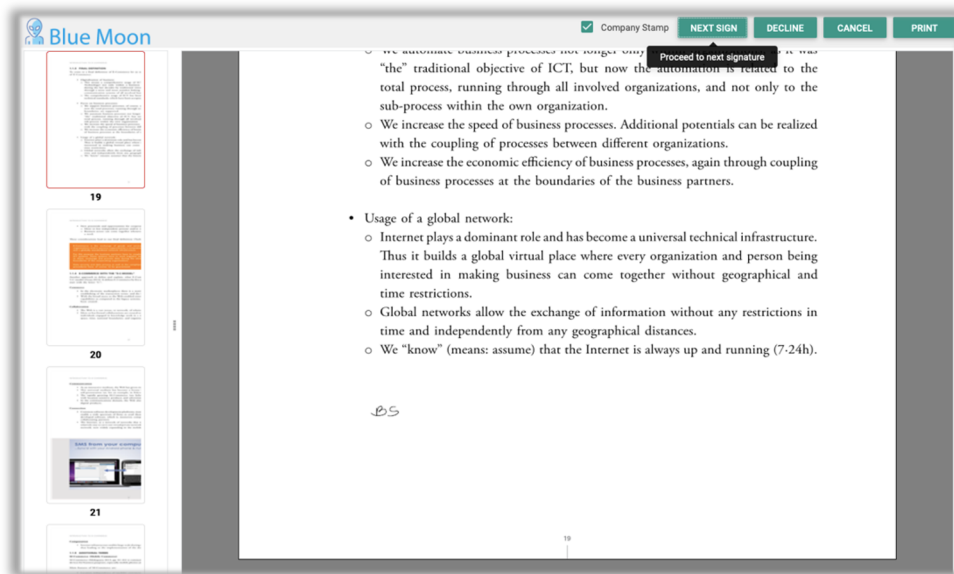
3. Select the **Company Stamp** checkbox if you want to insert the company stamp.

⚠️	The Company Stamp is inserted only with the Signature. It is not inserted with Initials.
	Company Stamp can be inserted by corporate users with Enterprise Self-hosted licence.
	The Company stamp check will be displayed only if the corporate administrator has configured a company stamp.

4. You must click every '**Signature**' or '**Initials**' placeholders to insert your sign or initials. Use the '**Next**' button to navigate through the documents.

5. If the owner of the document has opted for **name of the signatory and signing date, these are pre-populated**. Once you have placed all the signs, the '**Next**' button toggles to '**Done**'.
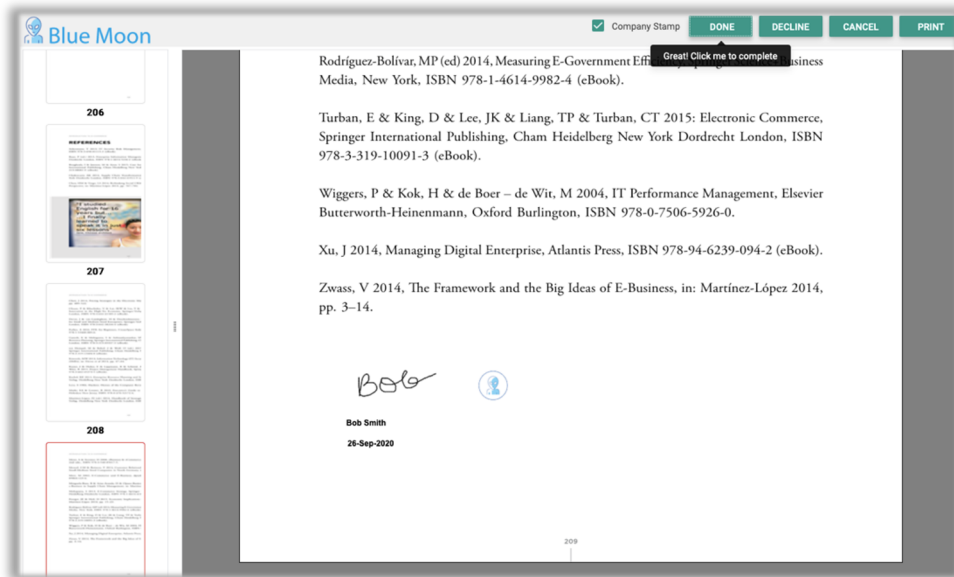
7.2.1.2. Signing with Multiple Signatures and Company Stamps

Corporate users, based on the corporate settings, can configure more than one signatures and company stamps for signing documents. In such cases, users must first select the sign and stamp to be used.

1. Click the '**SELECT SIGNATURE AND STAMP**' button which will show a list –

   a. Select Signature
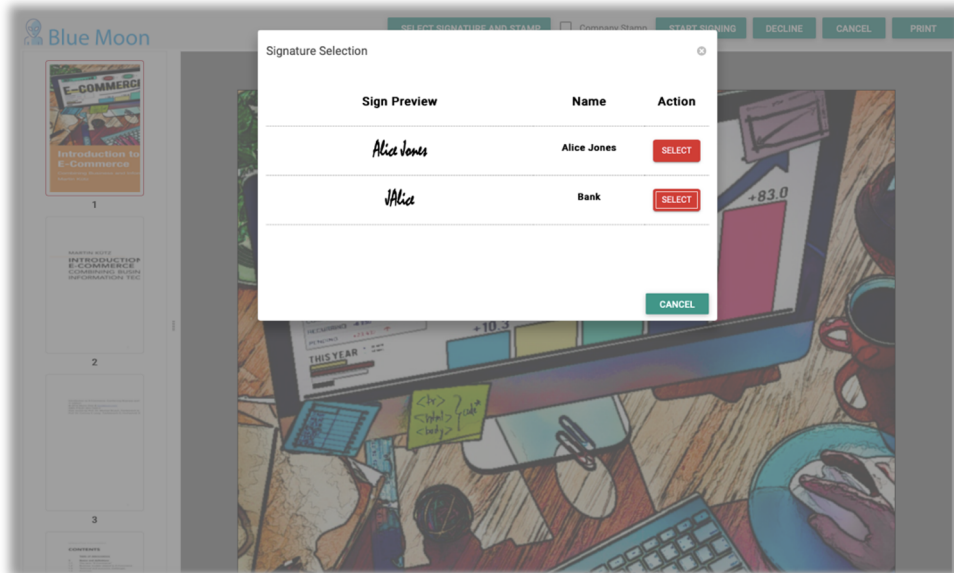
   b. Select Company Stamp
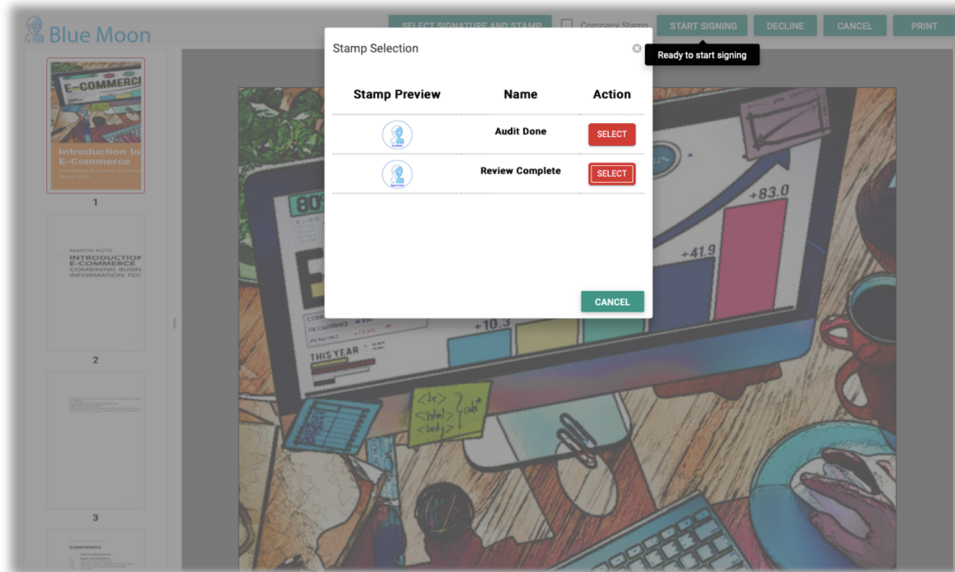
2. When you click the '**SELECT SIGNATURE**' link, you can see the list of all the signatures you have configured. Select the appropriate sign from the list.

3. When you click the '**Select Company Stamp**' link, you can see the list of all the company stamps you have uploaded. Select the appropriate company stamp from the list.

4. After selection of Sign and Stamp, follow the signing process as mentioned in the previous section.

⚠️	You cannot change the stamp and sign after starting the signing process.
	If you do not select the signature and stamp before initiating the signing, the default sign and company stamps are used.

7.2.1.3. Submitting Signed documents: Without Consent

When you have signed the required pages in the document, the '**Next**' button toggles to '**Done**'. Click '**Done**' to complete the signing process –

1. The status of the document changes to 'In Progress' for the Owner.

2. The document is listed in the 'Documents Already Signed' list for the signatory.

3. You, the Signatory, will receive an email confirmation for successful signing. A secured copy (gxk) of the signed document is attached to the email. You can restore it using Galaxkey for Windows or Galaxkey Online decrypt tool.

4. An email notification will be sent to the document owner informing that the signatory has signed the document.

⚠️	The signatory can view signatures by other signatories in the document based on the signing method selected by the document owner.

7.2.1.4.   Submitting Signed Document: With Consent

The document owners' corporate policy can require the signatories to provide an electronic signing consent while signing every document.

This consent is in addition to the consent provided at the time of configuring the DDS.

The signing process will be successful only if the signatory **Accepts** the consents.
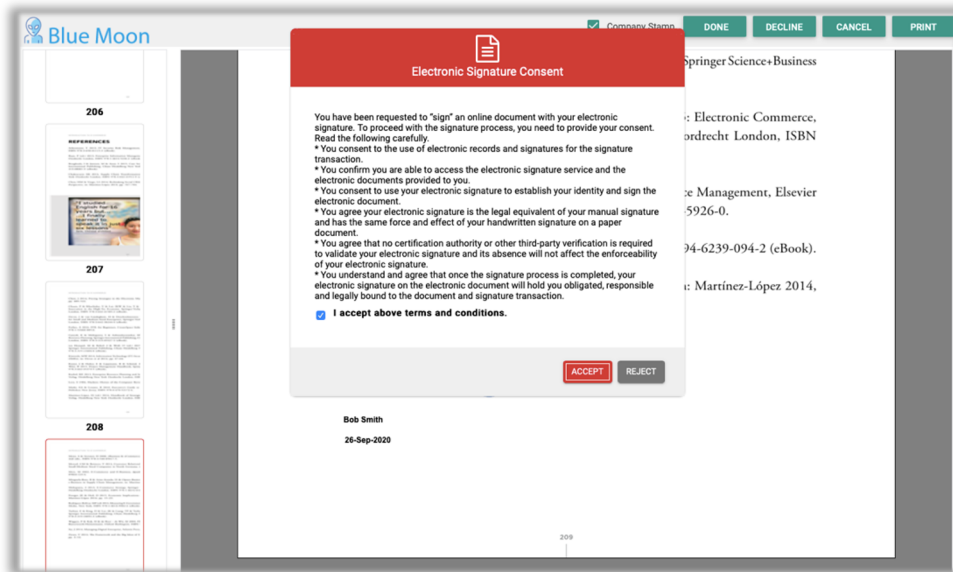
The signatory has an option to **Reject** the consent. In this case, the document will not be signed by the signatory.

⚠️	You cannot sign such a document at a later date unless the owner shares it again.

However, the process will be completed.

7.2.1.5.   Cancelling Signing Process

A signatory can choose to **cancel** the process at any stage before submitting the document. This document is still listed in the '**Documents to be signed**' list and can be signed at a later stage.

7.2.2.   Decline to Sign

You, as a signatory, can decline to sign a document. To decline to sign a document;

1. Click the '**Decline**' button on the document canvas.

2. Galaxkey will prompt you to record the reason for declining. Enter the reason and click 'OK'.

3. The document will be listed in the 'Documents already signed' list with status '**Declined**'.

4. The owner is notified by email.

⚠️	Based on the document owner's corporate policy, the signing process will be continued to completion or aborted after rejection by at least one signatory.

7.2.3. Downloading Signed Document
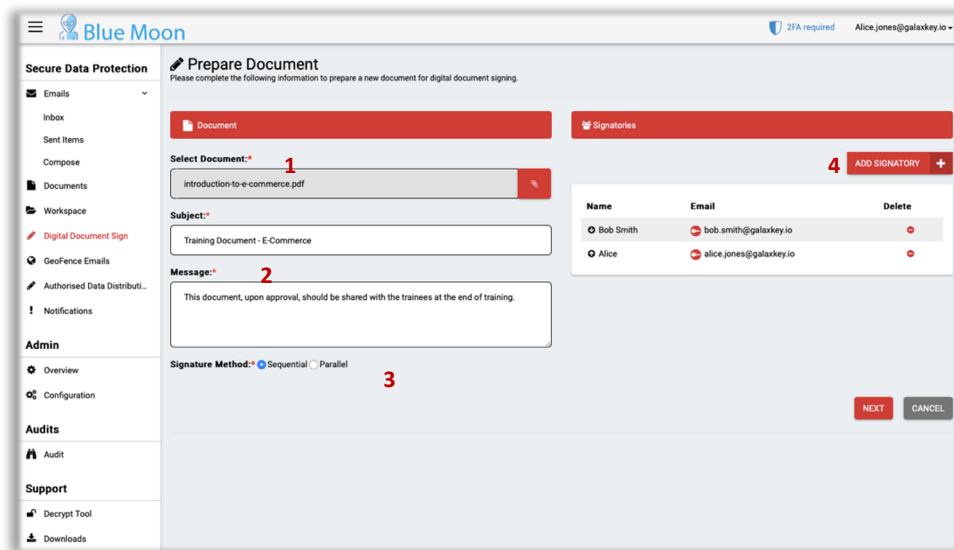
You can download a copy of the signed document from the portal. Based on the owner's corporate policy, the unique identifier, the GXK id is inserted (or not) in the header-footer on each page if the document.

7.3. Sharing Documents for Digital Signing

After configuring the DDS system, you can share documents for signing. Click the '**New Document**' button to upload and prepare a document for signing. The following sections will guide you through the process.

7.3.1. Creating Document: Select Document

When you click the '**New Document**' button on the top of the page, the '**Prepare Document**' page opens.

1. In the **Document** Tab, click the attachment icon and browse to select the required document.

2. **Subject and Message**: These should provide an insight to the intent of the owner's request to sign the document.

3. **Signing Method**: This is the most important step in the preparation of the document. The course of the signing process is defined by the method you choose. Select one from;

    a. **Parallel**: In this case, the document is **simultaneously** available to all the signatories. Each signatory will sign their own copy of the document.

    b. **Sequential**: In this case, as the name suggests, the document is **serially** sent to each signatory.

i. Each signatory will receive the document according to the sequence in which they are added.

ii. A single copy of the source document is updated with signatures of all the signatories.

iii. The document is listed in the 'Document to be Signed' tab of the current signatory only.

7.3.2. Creating Document: Assigning Signatories

Next step is to add signatories. In case of Sequential signing method, the sequence in which the signatories are added in the list determines the order in which the document will be circulated for signing.

1. Under the Signatories section, click the '**Add Signatories**' button.

2. On the add user pop-up window, enter the name and email address of the signatory and click '**Add**'. Repeat this process as necessary to create the list of signatories.

3. Click '**Close**' once you have added all the signatories. After creating a list of signatories, you can;

   a. Remove signatory(s) from the list

   b. Move the signatories up and down the list. This positioning is particularly signification in case of **Sequential** signing method.

4. Click '**Next**' to proceed to prepare the document.

⚠️	You can add yourself as one of the signatories. An un-registered signatory will be invited to join Galaxkey and must complete the registration process before signing the document.

7.3.3. Creating Document: Prepare for Signing

The document is now opened on a canvas with a series of buttons which you can use to configure the signing positions in the document for each signatory.

The document thumbnails are displayed which help in easy navigation between the pages of the document.
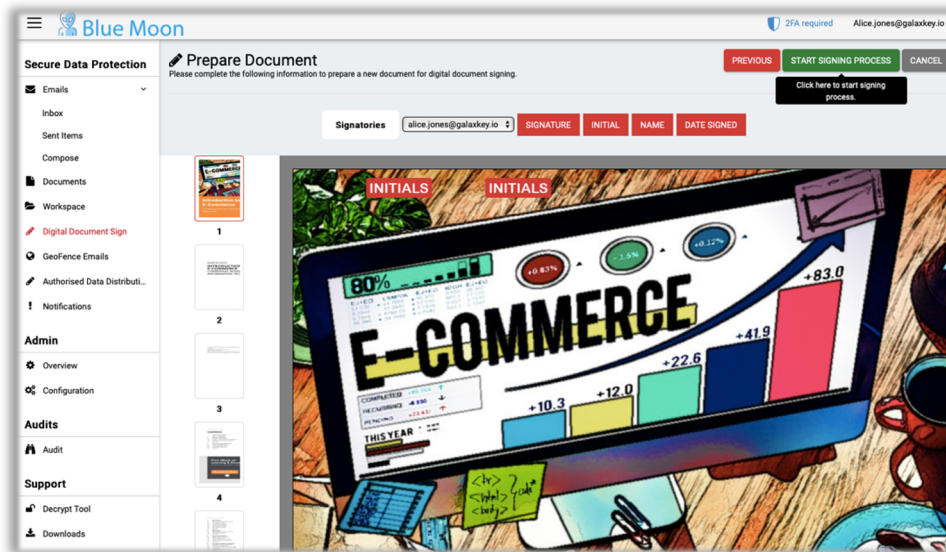
In addition to the Signature and Initials, you can record additional information like name and date of signing.

7.3.3.1. Inserting Placeholders

1. Using the thumbnails, go to the page where you want to insert the signature.

2. On the top of the page, select the required signatory in the **Signatory** dropdown.

3. Click any of the **Signature, Initials, Name or Date** button and then click on the document to insert the placeholder. Repeat this process to insert placeholder for all the signatories on required pages.

4. You can change the position of the inserted placeholder or delete it later. The Delete button is enabled when you select a placeholder.

5. Use the **Previous** button to the go back to the previous step and **Cancel** button to abort the process.

⚠️	You cannot change the document selected for signing when you navigate back to the previous step.
	You must add either **Signature** OR **Initials** for each signatory.

7.3.3.2. Sharing the Document

Click '**Start Signing Process**' when you have inserted placeholders for all the signatories. A notification email will be sent to the first signatory (Sequential) or all signatories (Parallel) based on your selection.
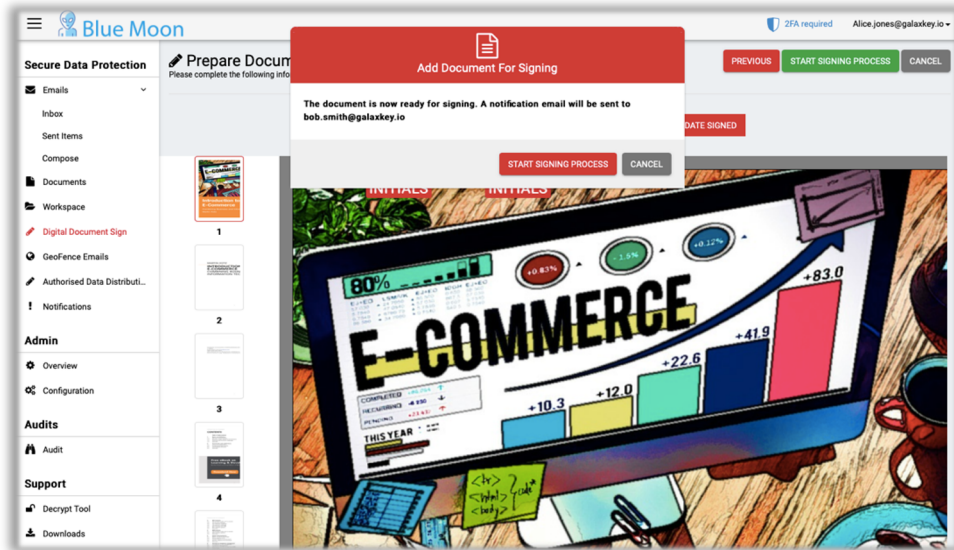
The document is now created. Each document is assigned a unique document id on creation.

The new document is now created and listed in your **Documents Created** tab and **Documents to be Signed** tab of your signatories.

The Documents Created tab is a list of all the documents you add and share with others for signing. The list provides details like the **Subject** and Signing **method** of the document along with the **creation date**.

You can view the progress of the signing process based on the **Status** of the document. The **Actions** column provides facility to:
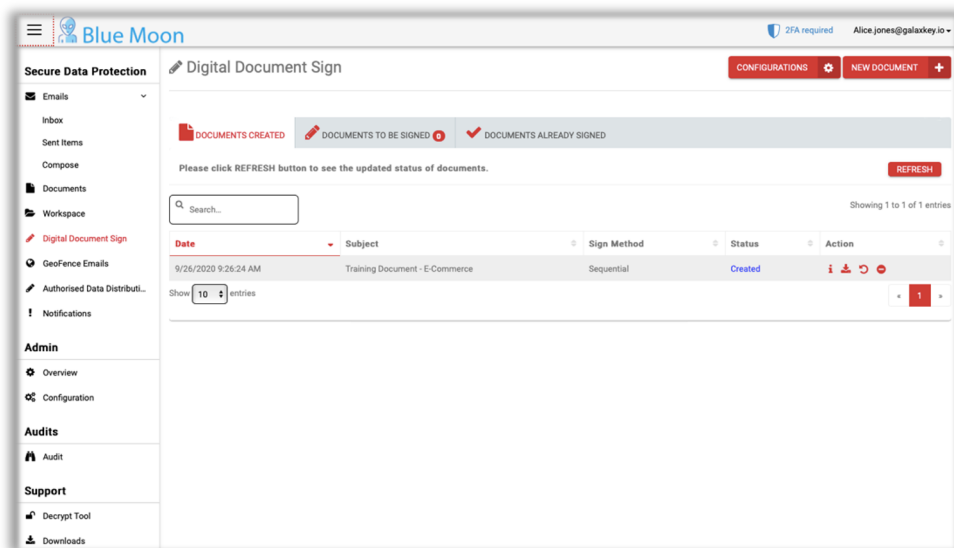
1. **Document Information**: Click the 'I' information icon to view the details under two sections –

    a. **Document**: - Details like the Document name, id, subject and message and signature method

    b. **Signatories**: - This is the list of all the signatories. It also displays the signing status for each of the signatory and date of signing, if applicable. You can send

reminders using the Remind button if the signing is pending with one of the signatories.

2. **Download**: - Facility to download a file at any stage of the signing process.

3. **Recall**: Facility to stop the signing process at any stage of signing.

4. **Delete**: Facility to delete the document at any stage of signing.

⚠️	All documents are saved in encrypted form in the Galaxkey cloud or your organisation's Galaxkey server.

7.4. Recalling Document

As document owner, you have the option to recall a document at any time.

1. Click the **Recall** icon against the document to suspend the signature process for this document.

2. Signatories will be informed that the document has been recalled and the process is suspended.

3. The document will be returned to your Documents Created tab with a status of Recalled.

4. You are not able to re-edit a recalled document to re-start the process, however. It must be re-created, and a new process initiated.

7.5. Deleting Document

As document owner, you can delete a document. A document can be deleted before the signing process starts. A document with signing process in progress cannot be deleted.

Click the **Delete** icon against a document in the list to remove the document from the system. This process is not reversible.

Section 8.   Downloads

This is the Download centre for all standard Galaxkey software and documentation.
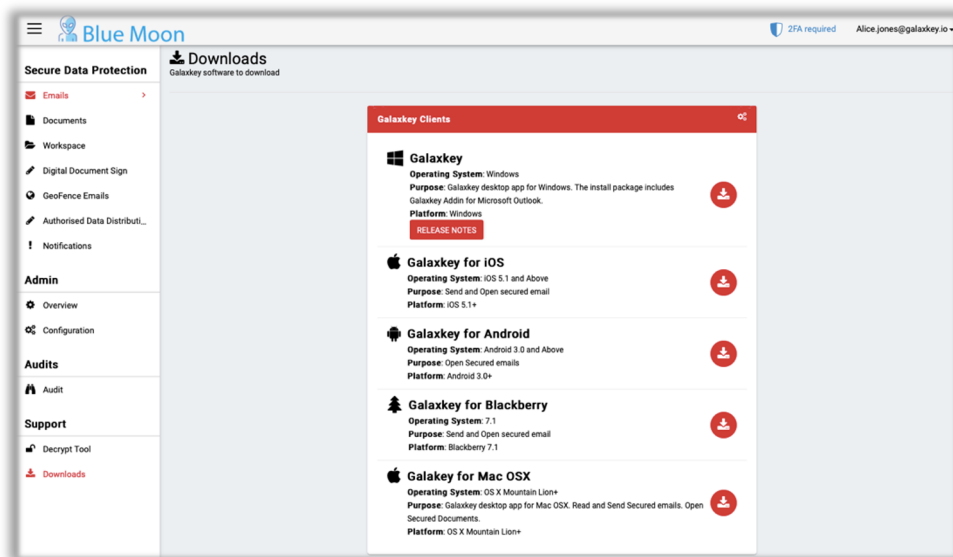
Section 9. Galaxkey For Windows

Galaxkey For Windows® is a comprehensive Windows desktop application that encapsulates all the Galaxkey encryption functionalities in a single monolithic platform.

The main features of Galaxkey for Windows are;

1. Complete Shell Integration to provide encryption and decryption on the click of a mouse button

2. Free 10GB cloud storage for storing and synchronisation of data on multiple computers and devices.

3. Galaxkey Vault to secure any documents on the desktop. The Vault can also be used to secure the data stored with third party cloud storage services like DropBox, Box, iCloud, Google drive or Microsoft OneDrive.

4. Group-based secure file sharing with other users.

5. Galaxkey for Windows provides an easy to use encryption and security for your files. Empowered with world-class encryption technology where the user password is never stored in any form.

9.1. Downloads

You can download Galaxkey for Windows from the Galaxkey Manager *https://manager.galaxkey.com/downloads*

9.2. System Requirements

The minimum system configurations to install Galaxkey for Windows are as follows:

1. Windows 7 and above

2. 4GB memory

3. 20GB free hard disk space

9.3. Installation

Log on to the Galaxkey Manager to download the Galaxkey set-up file – Galaxkey.exe

⚠️	When you run this, you will install both, **Galaxkey for Windows** and **Galaxkey Add-in for Outlook** on your windows computer. You need administrative rights on the computer to install Galaxkey.

Run the set-up and navigate through the following screens to install Galaxkey. On successful installation, Galaxkey is ready to use.
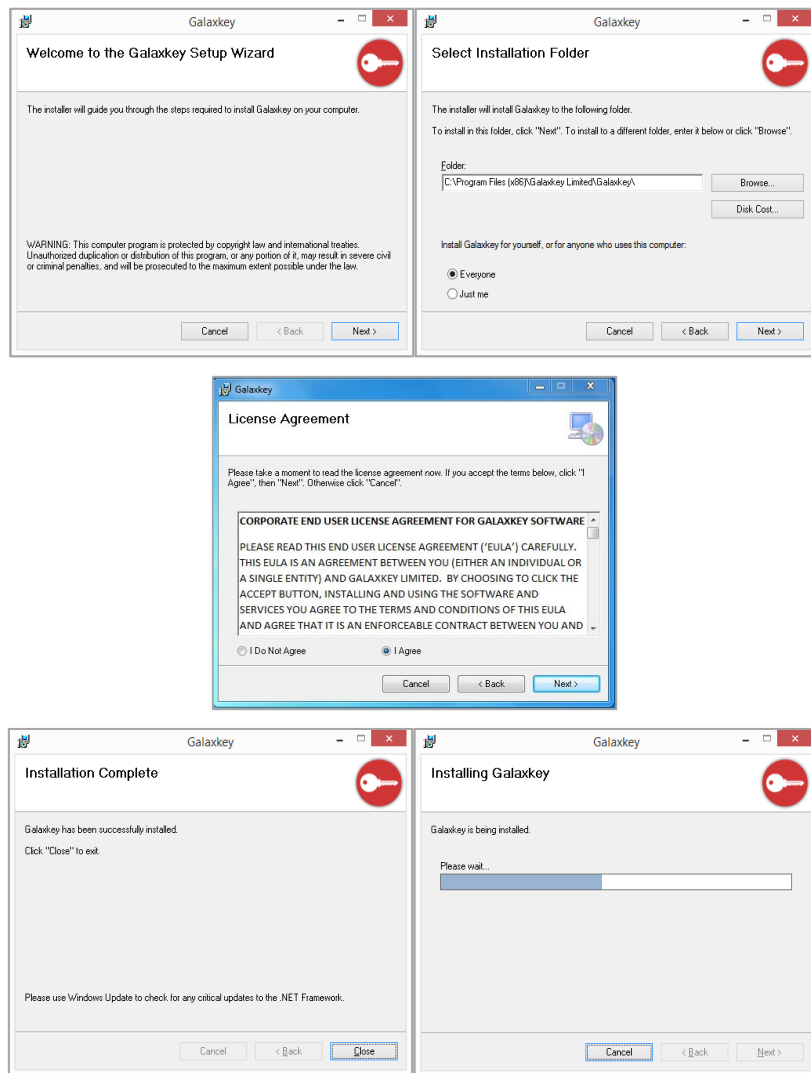
9.4.Getting Started

When you install Galaxkey for the first time, a desktop shortcut is created as follows

9.4.1.   Launching Galaxkey

Galaxkey for Windows is launched on successful installation.

For later, double click Galaxkey desktop icon to start the Galaxkey application in background. The application opens with following dialog.

Please enter your **Galaxkey login id and your password** to get started. Alternatively, you can log on using **Yoti**.

On successful authentication, a Galaxkey tray icon will be visible as follows.
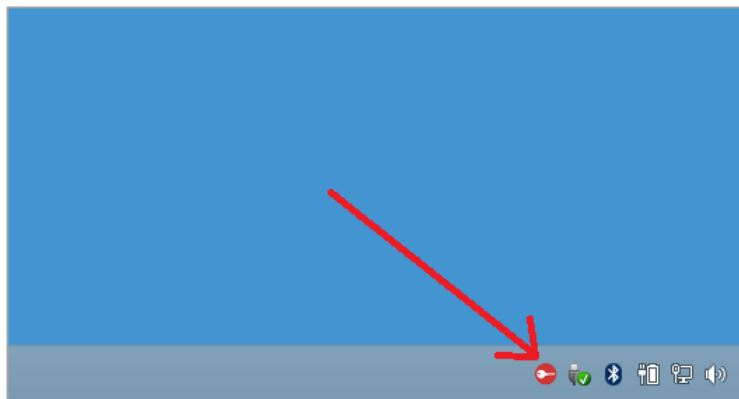
9.4.2.   Galaxkey Icon Modes

During the usage of Galaxkey, the tray icon changes colours based on the activity and present status. The following table gives an overview of the various changes.

Icon	Description
	This icon indicates that the Galaxkey is running and can communicate with the cloud storage and the authentication servers.

	This icon indicates of some upload and download activity when the Galaxkey Secure Share is active.
	This icon indicates that Galaxkey is unable to authenticate or there is no network connection now.

Apart from the above three icons, when someone shares a file with you using Galaxkey Secure Share, you can see a small yellow dot on the top right of the icon which indicates that there are some files which are ready to download.

Once you visit the **Files shared for Me** menu item from the tray icon, the yellow dot will disappear.

9.4.3. Galaxkey Menu

When you click the tray icon, a pop-up window enlists the recent twenty files in your Galaxkey folders. This window also presents the following menu items.
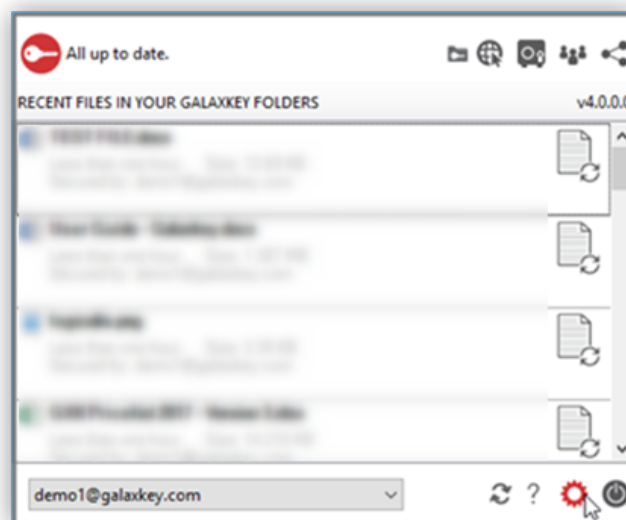
This window provides the option to log out if the current session of Galaxkey. Even after you log out, Galaxkey keeps running in the background. So, the next time you try to encrypt or decrypt a file, Galaxkey will prompt you with an authentication dialog.

When you hover over the tray icon, you can see the logged in user identity as toll tip.

9.4.3.1. Configuration

Click the Configuration menu option to open the following dialog. In case your login has timed out, you will be prompted to authenticate again.

This dialog is primarily used to configure your Galaxkey for Windows folder options. The Configuration menu has following five tabs;

1. **Galaxkey Identity**: This tab displays your default identity, i.e., the identity used for logging on to Galaxkey for Windows. All your files are secured using this identity.

2. **Cloud Sync**: Galaxkey for Windows has an integrated functionality to provide a cloud-based file synchronisation service. In this tab, you can configure your root folder where your cloud files are synchronised. You can set your root folder to any resolvable folder either on your machine or in your network where you have complete read-write access. More details of this service are mentioned in the Galaxkey Secure Share section of this document.

3. **Vault**: This tab is used to set the vault folder on your desktop. The vault folder can be any resolvable folder either on your machine or in our network where you want to secure any files which are copied to the vault. The Vault is explained in more details in the Galaxkey Vault section of this document.

4. **Options**: The options tab provides you with two options

   a. **Delete secured after restore**: When you restore a Galaxkey secured file, and if this option is selected, the secured file will automatically be deleted once it is restored, i.e., decrypted.

   b. **Delete original after secure**: When you secure or encrypt a file and if this option is set, the original file will be deleted and only the secured file will be retained.

By default, both the above options are set.

5. **Edit Folder**: Galaxkey provides you with an option to edit a secured file. This tab also provides options to manage the Edit folder. These are as follows;

   a. **Open Folder in Explorer**: You can open the Edit folder in the explorer to view the contents using this button.

   b. **Purge files securely now**: You can delete all the files in the edit mode using this button during an active session of Galaxkey for Windows.

   c. **Purge Files automatically at logout**: When you select this option, the files in this folder will be purged at every logout.

By default, the above option is selected.

9.4.3.2.   My Folder

This menu option launches your cloud sync folder, 'My Folder' in windows explorer.

9.4.3.3.   Galaxkey Manager

This menu option launches the Galaxkey Manager portal in your default browser. You can manage your Galaxkey account as per the access granted by your corporate administrator.

9.4.3.4.   Galaxkey Vault

This menu option opens your Galaxkey Vault folder in Windows explorer.

9.4.3.5.　　Galaxkey Shares

This menu option opens a dialog box which displays all files and folders;

1. Shared by you

2. Shared with you

You can also add and edit the Groups from this screen. More on this in the Galaxkey Secure Share section of this document.

9.4.3.6.　　Galaxkey Groups

The Groups menu option opens a dialog box which displays the currently configured groups that are shared with the users. More on this in the Galaxkey Secure Share section of this document.

9.5. Shell Integration

9.5.1.　　Shell Integration

With Galaxkey for Windows® we have integrated the capability of securing the documents on your desktop by just using the right mouse button.

On installation, Galaxkey integrates with the operating system Shell. This enables the functionality to encrypt and decrypt files by just right clicking the mouse button.

9.5.2.　　Shell Menu Options

The Shell menu works based on where you have selected the file to act upon. In general, the menu options available on right click of the mouse button are as shown in the following image:

The Shell menu items are grouped into three categories

1. Galaxkey Secure Share

2. Galaxkey File Security Management

3. Galaxkey Vault
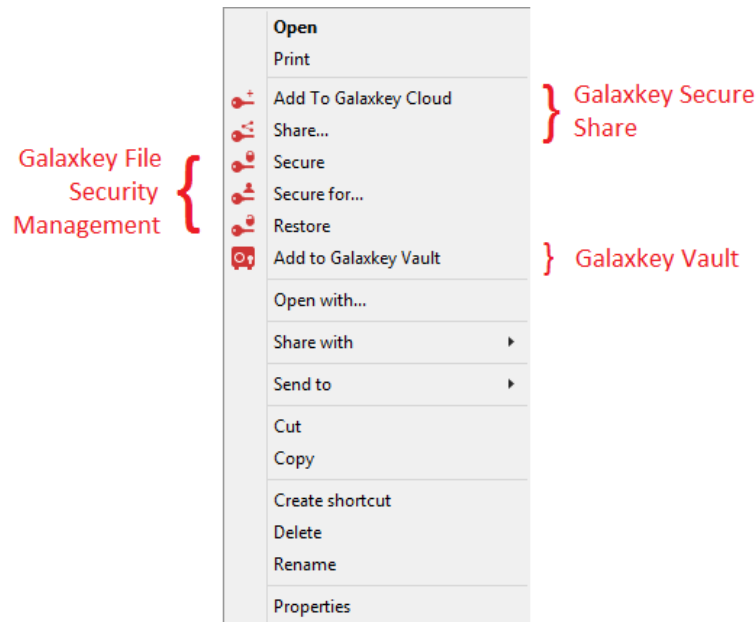
Details and usage of the above in the following sections.

9.6. Galaxkey File Security

The Galaxkey File Security is a complete solution for securing the files on your desktop. Galaxkey File Security allows you to encrypt the files 'in-place'. The speed of file encryption is extremely fast and efficient. You can encrypt any kinds of files which can also include movie files.

Some of the important features of Galaxkey File Security are as follows

1. Ability to encrypt (secure) and decrypt (restore) an entire folder with one click of the mouse button

2. Directly open and edit encrypted (secured) .gxk files

3. Easily secure files for other users

4. Options to delete files after encryption and decryption

9.6.1. Using Galaxkey File Security

Once you have installed Galaxkey for Windows®, Galaxkey File Security is installed by default and it will be available for the logged in user on the right click of the mouse button.

9.6.1.1. Secure

When you right click on a file you will get the '**Secure**' option in the context menu.
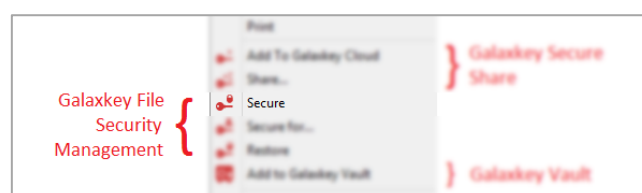
When you select this option, the file will be instantaneously secured using your Galaxkey Identity. Based on the settings in **Configuration > Options**, the original file will be retained or deleted after encryption. If you have selected the '**Delete original after secure**' option, the original file is deleted and the new '.GXK' file is created.

This '.GXK' file is your original file encapsulated into a secured file which can be opened only by the user who has access to it.

You can copy this file to any storage device or network location. The file is platform independent and can be opened on any machine. The **Secure** command secures the file for the logged in user, exclusively.

If the user login to Galaxkey timeouts, the user will be prompted to enter his credentials.

Editing Secure Files

If you have Galaxkey installed on the machine, you can directly edit the secured Galaxkey file (.gxk), without restoring (decrypting) it. When you double click the .gxk file, it opens in the default editor of the original file, e.g., Word, Excel, etc. Once you have edited the file and saved it, it is stored back as the ".gxk" file, i.e., the encrypted file format, thus safeguarding your data.

Secure Folders

Galaxkey securing is very powerful and you can secure all the files and sub folders using the secure command on the right click of a mouse. This makes it easy for users to directly secure all their content in a folder while maintaining the folder structure.

9.6.1.2. Restore

You can easily restore a secured file. Your file will be restored in the same location. If you have enabled the option **Delete secured after restore** then the secured files will be deleted as soon as the original files are restored. If the login session of the user has timed out, the user will be prompted to authenticate again. A file can be restored on proper authentication and authorisation, i.e., the user must have a valid password to access the secured file.
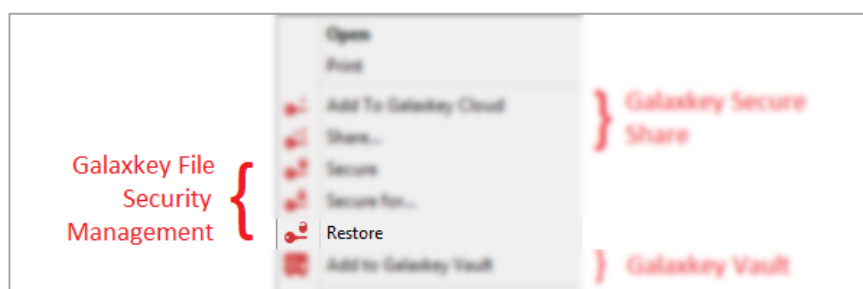
You can directly restore an entire folder previously secured using Galaxkey. A folder with a scattered Galaxkey secured files can be restored on a right click. All your files will be restored while maintaining the folder structure.

9.6.1.3. Secure For…

Consider a situation where you want to secure a file to be accessed by multiple users other than you. This can be easily done using the **Secure For…** command. The '**Secure For…**' option helps you secure the file for select users other than you.
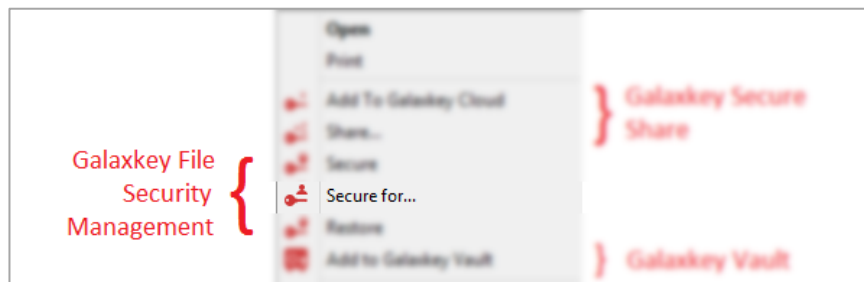
When you right click a mouse on a file or folder and select the **Secure For…** command, the following dialog is displayed.
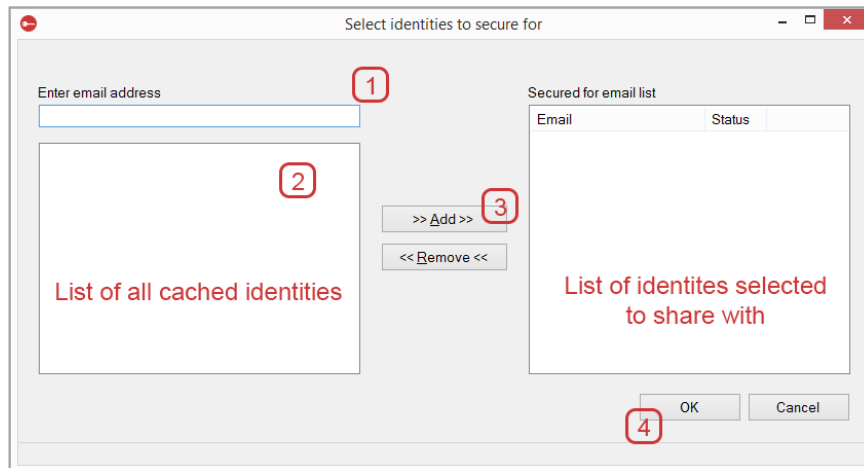
1. Enter the email address of the user you want to secure the file for.

2. This is optional, in case the user is present in your cached list of identities, then it will be filtered as you type, and you can select from this list.

3. Press the add button to add the identity to the list of users you want to share with. The 'Secured for email list' displays the Galaxkey registration status of the selected identities.

4. Then press the OK button to secure the file for yourself and other selected users.

If the user you have added in the list to secure the file for is not a Galaxkey Registered user, an invite will be sent. When you press **OK**, the Galaxkey server is informed to send an invitation to the user directly. The user can then accept the invitation and access this file when it is presented to him using his user account

9.6.2.   Access on Other Platforms

Galaxkey supports the following platforms to **read** Galaxkey Secure files

1. Windows

2. Mac

3. iOS (iPhone and iPad)

4. Android 4.0+

9.7. Galaxkey Vault

Galaxkey Vault is a very powerful tool to secure files on your Desktop, in the Network or even your Cloud folders like Dropbox, Google Drive, Microsoft OneDrive, Sugar sync or any other cloud-based folder that you want to secure.

The Vault works on the concept of creating a Vault folder in the designated folder. Any file you add to this folder it will be automatically secured for the Default Galaxkey Identity of the logged in user.
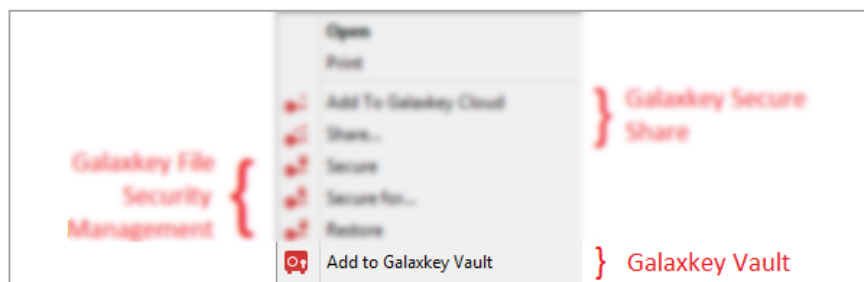
You can set the Galaxkey Vault folder using **Configuration > Vault** tab. You can create the Galaxkey Vault in any of the folders, to which you have **complete read and write access**. Once this folder is created any file you copy to this folder via file manager will be encrypted for your identity**.**

The Vault acts like a proper physical vault and only the person with proper credentials has access to the files in this folder.

Just like Galaxkey File Secure, you can directly edit files in the Vault as well, but the files will always be stored as Galaxkey Secured Files.

If you want to secure your Dropbox or One Drive folder, all you must do is configure the Galaxkey Vault folder from the configuration to point to your local cloud folder.

Once you have configured Galaxkey Vault, with the right click of a button you can copy any folder or file into the vault. The files are encrypted before they are copied.

9.8. Galaxkey Secure Share (GSS)

Galaxkey Secure Share or GSS in short is a revolutionary secured cloud storage technology. With GSS, Galaxkey has provided a perfect framework for users to store their files in the cloud completely secured. Unlike traditional cloud storage companies like Dropbox, Google Drive and Microsoft One Drive, Galaxkey secures each file locally on your machine before the file is copied to the cloud. The cloud is stored on the Amazon®'s EC3 framework which is the world's most robust and redundant cloud storage. Even if anyone gets to your files in the cloud they are completely locked down and since the storage stores only your secured files, no user can access these files unless he has your password.

GSS is built keeping in mind the need for multi device synchronisation. So, you can store your files in the cloud at the office and access them from home or vice versa. The ability to synchronise your files with a cloud storage makes it very easy for you to work at the same time the files are secured hence you get both security and convenience.

Galaxkey also has the GSS clients on the mobile Galaxkey clients, so not only can you access your files on the machines but also on the mobile devices. The files can also be accessed via your web interface.

Regions
Galaxkey lets the users select their region of preference for storing their cloud files. Currently following regions are supported
US East (Virginia)
US West (N. California)
US West (Oregon)
EU West (Ireland)
EU Central (Frankfurt)
Asia Pacific (Tokyo)
Asia Pacific (Singapore)
Asia Pacific (Sydney)
South America (Sao Paulo)
US GovCloud West (Oregon)
China (Beijing)

9.8.1.   Cloud Storage
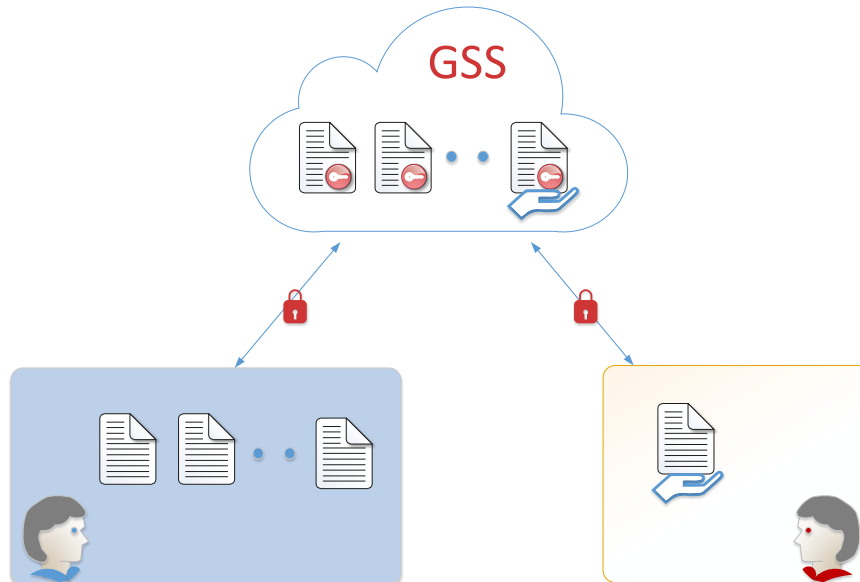
Galaxkey supports multi-device synchronisation. Galaxkey provides an option to configure the folder where the cloud data will be synchronised. While configuring Galaxkey for Windows, you can set the synchronisation folder using the **Configuration > Cloud Sync** tab.

Galaxkey then creates subfolders in this folder based on your identities. The folders are created when you authenticate successfully for the first time.
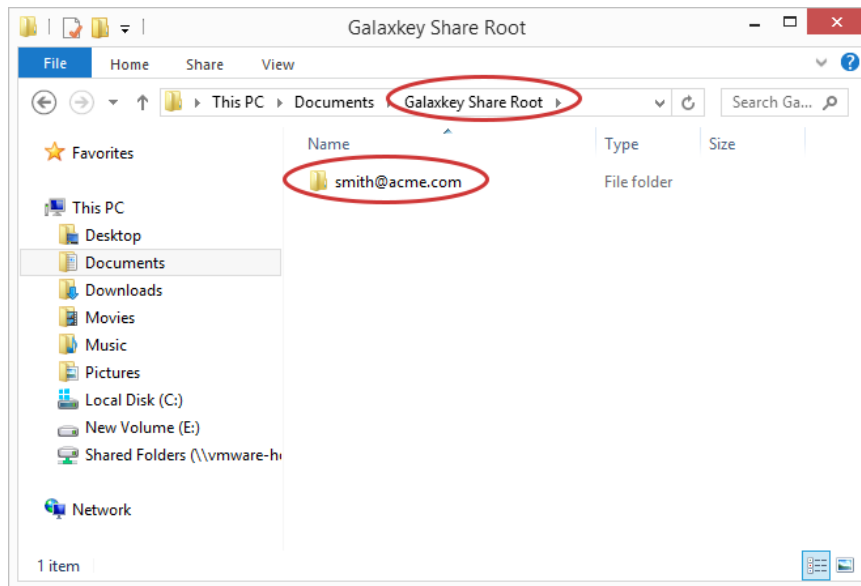
Inside your identity folder there are two more folders created which are called as **MyFolder** and **SharedForMe**. Both these folders are automatically created by Galaxkey.
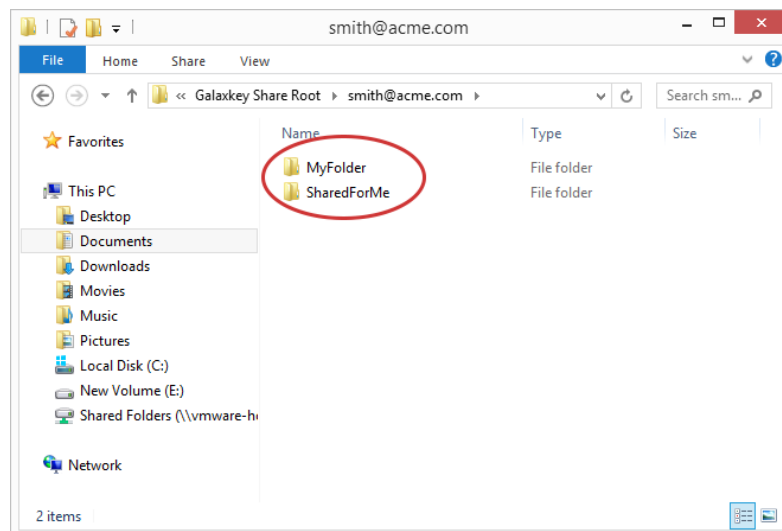
The **My Folder** is the folder for the identity which is synchronised with the Cloud Storage and backup on Amazon®. Any file in this folder will be encrypted and then copied to the cloud storage. The encryption takes place on your local machine, so the file **does not leave** the machine unless it's secured completely.

The uniqueness of the GSS is that the local file remains in normal form that is unencrypted form, so the user can continue working on this file and in the background this file is secured and copied or synchronised with the cloud storage. Thus, the user experience is completely preserved.

If you copy an encrypted (secured) file (.gxk) to the cloud share folder, it will be synchronised as it is and the encryption will be maintained.

The **Shared For Me** folder contains files that are shared with you by other users. This folder contains the folders which are the identity folders of the users who have shared with you and then the shared group and the files in them.

When someone shares a file with you, the files are not automatically downloaded. You get a notification email from the owner and your tray icon displays a small yellow dot on the top right of the icon indicating that someone has shared a files with you. You can then click tray icon and view the shared files in the 'Recent Files' list. You can download these using the '**Galaxkey Shares**' menu.
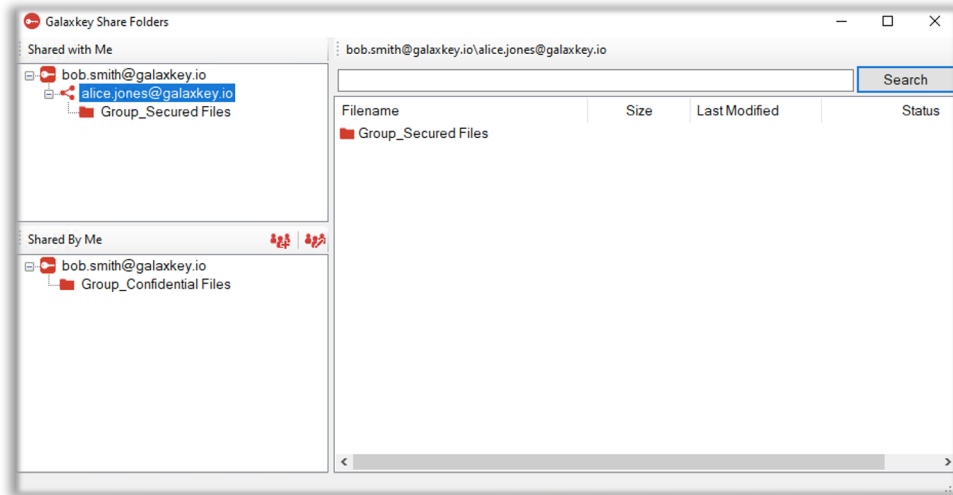
This dialog has **three** main sections;

1. **Shared with Me**: section lists identities of users who have shared files with you. Each user folder has a group sub-folder starting with '**GROUP_**'

2. **Shared by Me**: section lists identities of the users with whom you have shared your files. Each user folder has a group sub-folder starting with '**GROUP_**'

3. **List of the files in each of the groups**: This is the right-hand side pane of the dialog which displays all the files in each group folder.

The **Status** column displays if the file is downloaded to your machine.

You can right click and select the '**Download**' option. The file will be downloaded first even if you select the '**Show in folder**' or '**Open**' options. Once the file is downloaded, the status changes to a **tick-mark** from '**Ready to Download**'

You can search files in the selected folder.

In the current version of Galaxkey if you make any changes to any file which is shared with you, it would be overwritten with the original during the next synchronisation cycle. In short you have read only access to any files that are shared with you.

9.8.2. Cloud Synchronisation

The files that are stored in the **MyFolder** are automatically synchronised with the cloud storage. As mentioned earlier, the files are synchronised by encrypting the files locally before copying to the cloud storage.

Since you have a Galaxkey account, you can install the Galaxkey software on multiple machines. Once you install Galaxkey on another machine and authenticate, your Cloud Storage folder is created, and all your files are downloaded from the cloud. This way you can synchronise your files on multiple machines. This is exactly like other Cloud storage providers.

Any changes to the file in your storage folder are immediately synchronised with the cloud and thereby with all the machines where you have a Galaxkey software installed and configured.

Galaxkey Advantage

With Galaxkey you can have multiple identities synchronised on the same machine. Unlike other Cloud Storage providers, Galaxkey allows you to have multiple identities and each of these identities can have their separate stores locally and in the cloud. This way you can keep all your personal files and official files separate.

9.8.3. Shell Integration

The Galaxkey Secure share is integrated in the Shell. Hence you can easily copy files to the shared folders very easily. There are two options for Galaxkey Secure Share.
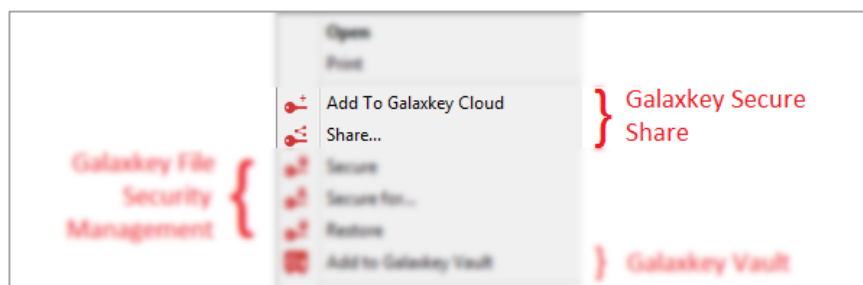
1. **Add to Galaxkey Cloud**: This menu option directly adds the file or the folder to your Galaxkey Identity's cloud share folder. The files are copied and not moved.

2. **Share**: This menu option helps you to directly share the file or folder with other users with your Galaxkey Identity's cloud share folder. (More on this is explained further in the document).

9.8.4. Secure File Sharing

With Galaxkey Secure Share you can share your files with other in a secured manner.

While sharing a file with others, Galaxkey uses a multi tenanted file encryption model to secure the files and share with other users. The files are shared via the Galaxkey Cloud storage. Similar to Galaxkey Cloud Synchronisation, before the file is copied to the cloud for sharing, it is secured (encrypted) locally on your machine and then shared with other users. This way your file is completely safe in the cloud and no one can get access to your data.

The concept of sharing in Galaxkey is based on creating secured **Groups.**

The following steps explain in detail how to share files using groups.

Create Group: In the tray menu, click the **Groups** icon.

This will open the following dialog
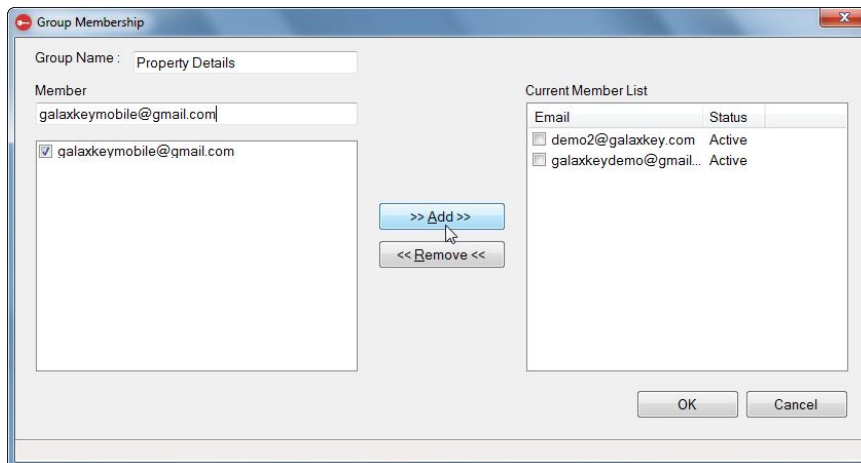
Here, click the **New Group** button to create a new group and add members to it in the following dialog.
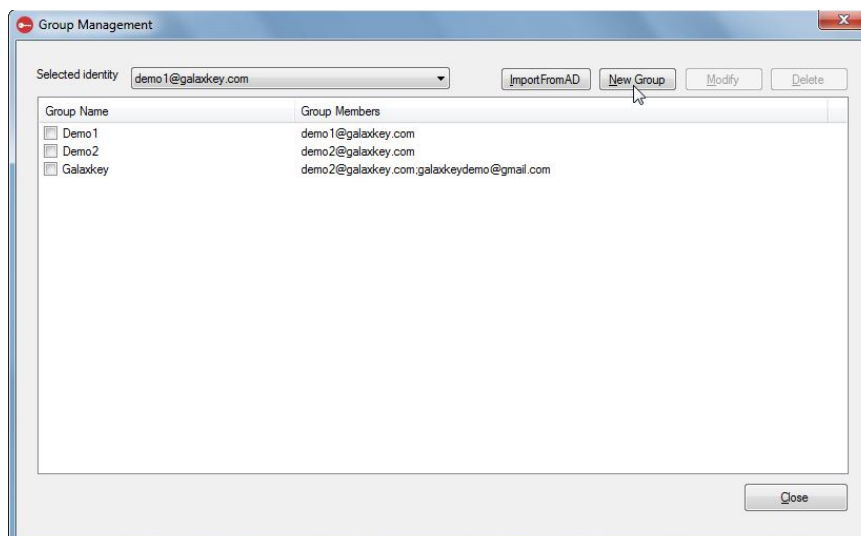
Enter a valid name for the group and enter the email address of the user(s) who you want to add in the group as a group member. Press OK and you will see a group created in the list of groups.

Once you have created a group, a folder is created in your Cloud Folder with a prefix **Group_** to the actual group name you have entered.

Groups Menu

You can add and edit the Groups from the '**Galaxkey Shares**' menu also.

Copy files to the group folder: Once you have created the group all you must do is just copy the files manually to the group folder created in your cloud folder. You can also use the **Share** shell option to copy the files to the group folder.

When you highlight a file and select the **Share** option from the context, the group share dialog is shown as follows
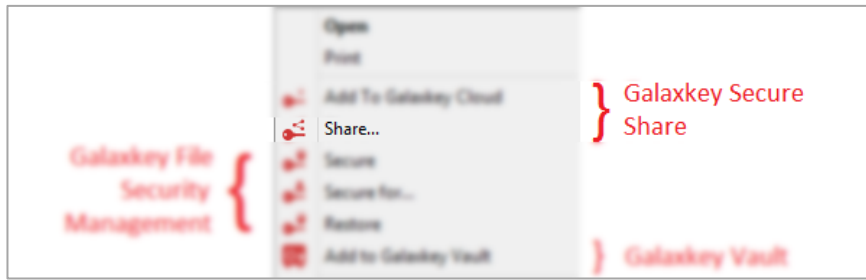
Select the group and click the Share button. Once you do this, the file is shared instantaneously with the members of the group and an email notification is sent to the shared users.

Using Galaxkey Secure Share you can share files and folder directly.

In case, you must remove a member from the group, remove the identity from the group and the files will automatically be removed from the users' folder on the local machine.
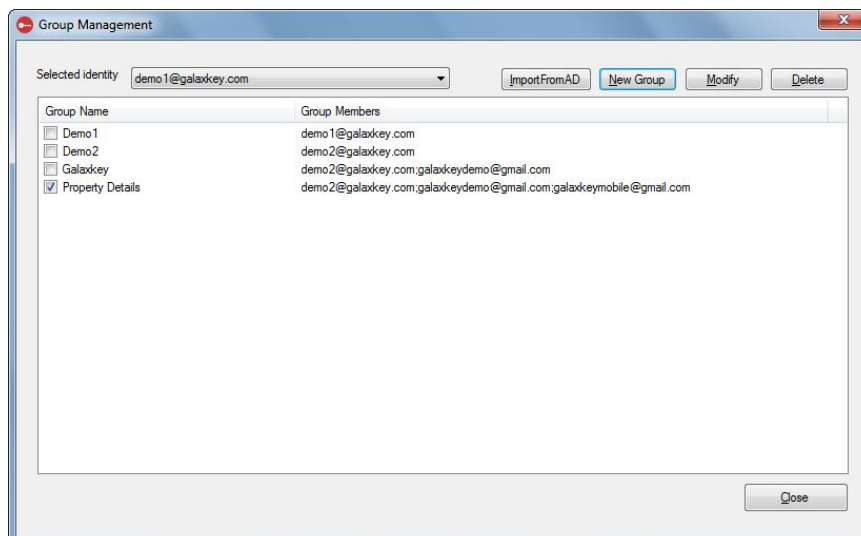
Section 10. Secure Communication

Securing Emails using Galaxkey is the key function for both Individual as well as corporate users. The Galaxkey clients aid this across various platforms.

Galaxkey Security provides end-to-end security for e-mail and attachments therein, inside the enterprise to the desktop, at the enterprise gateway, and across leading mobile smartphones and tablets. This is provisioned by a series of client applications as follows:

1. **Galaxkey Add-in for Microsoft Outlook** – This is the MS Outlook add-in which transforms Outlook into a Galaxkey enabled client. Galaxkey Add-in allows you to secure email communication as well as messages in store.

⚠️	Galaxkey Add-in for Microsoft Outlook is now a part of Galaxkey for Windows. When you install Galaxkey for Windows, and if your system has Microsoft Outlook installed, the Galaxkey Add-in will be automatically installed.

2. **Galaxkey for OS X** - This is the OS X component that extends email security to the OS X mail app.

3. **Galaxkey Web Access (GWA)** – The web interface to access your secured mails over the internet in any of the browsers. If GWA is enabled for a user, the secured mail will contain a link to access the email over the internet, on proper authentication. GWA is now an integrated part of the Galaxkey Manager.

4. **Galaxkey iOS App** - An iOS compatible app to send and receive your Galaxkey secured mails from your iOS device.

5. **Galaxkey Android App** - An Android compatible app to send and receive your Galaxkey secured mails from your Android device.

6. **Galaxkey For Windows** - The identity-based desktop application to secure and share your documents

The following sections guide you through the usage of each of the clients.

Section 11.   Galaxkey Add-in for MS Outlook

The Galaxkey Add-in for Microsoft Outlook transforms Outlook into a **Galaxkey-enabled client**. The Add-in **integrates** with Outlook **seamlessly**.

The Galaxkey Add-in provides the following features:

1. **Auto-discovery of Galaxkey identity for accounts configured in outlook**: Galaxkey Add-in automatically gets the list of email accounts configured in current profile and downloads identities associated with them at the start-up of Outlook.

2. **Enables the user to send and receive secure emails**: While sending an email, Galaxkey Add-in checks for the registration status of all the recipients and sends a secured mail to the registered users ONLY.

3. **Ability to secure emails in store**: Galaxkey Add-in provides a facility to secure previously received mails.

4. **Show**: Enables viewing of secure emails without compromising the security of originally secured email.

5. **Restore**: Enables the user to revert the secured emails to normal, unsecured format.

6. **Support GWA**: A facility to access your secured mails over the internet in any of the browsers by adding a GWA Access link to the secured mail.

The following sections will help you to use the Outlook add-in effectively:

11.1. Installation

The following sections guide you through the system requirements and installation of the Add-in.

11.1.1.   System Requirements

Galaxkey Add-in currently supports the following versions of MS Outlook:

- MS Outlook 2007 32bit

- MS Outlook 2010 32bit / 64bit

- MS Outlook 2013

- MS Outlook 2016

- MS Outlook 2019

DotNet Framework 4.0 should be installed on the client machine. This will be done automatically during the installation of the Galaxkey Outlook Add-in if DotNet is not already on the machine.

11.1.2.   Installation

The Galaxkey Add-in is *installed* along with the Galaxkey for Windows.

Log on to the Galaxkey Manager. Go to the Downloads module and download the latest version of 'Galaxkey'.

On successful installation of the Galaxkey Add-in for Outlook, a Galaxkey tab is added to your Outlook ribbon menu (A toolbar is added in case of Outlook 2007).
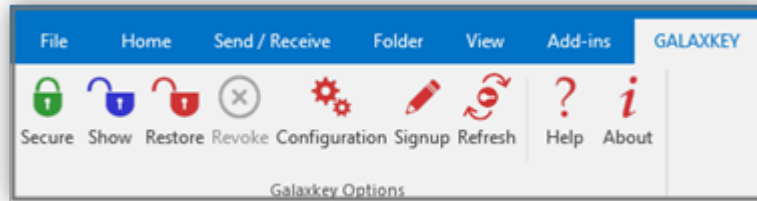
The Galaxkey options are added to the context menu
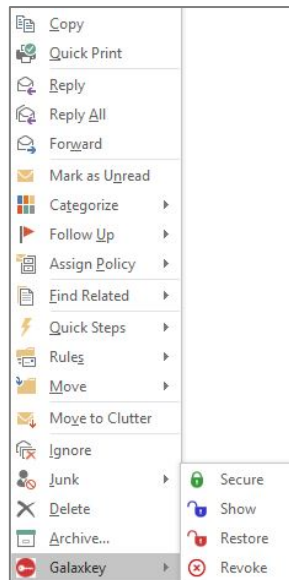
11.2.   Sending Secured Emails

MS Outlook as a Galaxkey-enabled client provides an interface for sending secured e-mails.

Click the **'New'** button in Outlook to open a new **'Message'** window and compose your mail. The 'Message' window, provides the following two sending options;
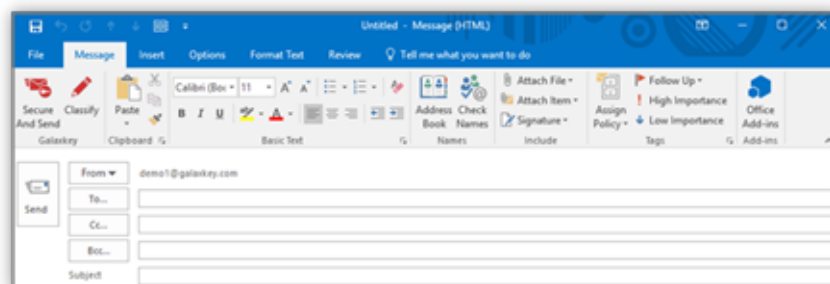
1. **Send**: This default sending option of Outlook can be used to send a regular, non-secured as well as secured email, based on the Galaxkey configurations.

2. **Secure and Send**: This option essentially secures the email before sending.

Whenever a secured mail is sent from Outlook, Galaxkey checks for the **registration status** of the recipients. Invites are sent to the unregistered recipients. When you opt to send a secured mail, the '**Confirmation**' dialogue box is displayed.
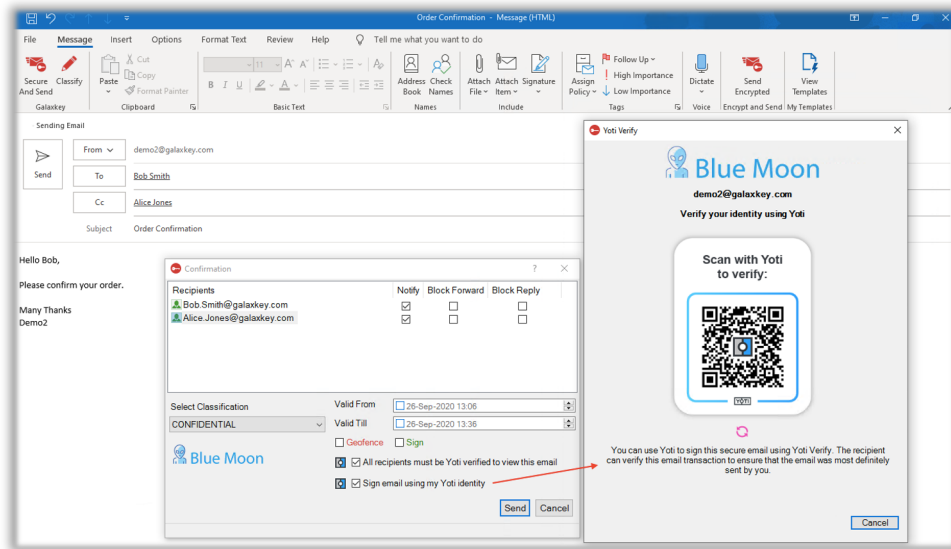
11.2.1. Security Options

In addition to displaying the recipient list and their Galaxkey registration status, the '**Confirmation**' dialog serves the following functions;

Feature	Description
Notify	Option to receive reports when recipients access a Galaxkey Secured Mail. There are two types of Galaxkey notifications;
	Acknowledged: Sent when your recipients click 'Yes' on the notification alert
	Rejected: Sent when your recipient selects 'No' on the Notification alert.
	⚠️ The mail will be decrypted ONLY when your recipient clicks the 'Yes' button on the Notification alert.
Block Forward	Option to stop email recipients from sharing the secured data with unintended users.
	When you enable this option, the recipient is prompted to raise a request for permission to forward the email to others.
Block Reply	Option to restrict email recipients from further communication with the email owner.
	When you enable this option, the recipient is cannot reply to the email. There is no option to raise a reply request.

Valid From	Galaxkey allows you to restrict the validity and thus, the accessibility of your secured mail. Using the '**Valid from**' option, you can set the time after which the shared users (recipients) can access the secured mails. Recipients will be unable to access the secured mails before this time.
Valid Till	Galaxkey allows you to restrict the validity and thus, the accessibility of your secured mail. Using the 'Valid till' option, you can set the time limit for which the shared users (recipients) can access the secured mails. Shared users will be unable to access the secured mails after this time lapses.
Geo-Fence	Your organisation can opt for restricting secured attachments from leaving the premises of your organisation. The 'Geofence' option is used for this purpose. When you check the 'Geofence' checkbox, an email with link to the secured mail is sent to the recipients. ⚠️ The **Geo-fence** option is available for users with Enterprise Self-hosted licence.
Sign	When you select this option, your email is digitally signed. This is vital in establishing your identity and email integrity, especially in transit.
Classify	In addition to the Classify button, you can classify the secured email from the confirmation dialog.
All Recipients must be Yoti verified to view this email	If this option is selected, the recipients MUST verify using Yoti to open the secured email in any of the Galaxkey clients.
Email will be signed using your Yoti identity	If this option is selected, you, the sender will have to verify using Yoti before sending the secured email. ⚠️ If you have logged in using Yoti, this option will be selected by default.

Click **Send** to secure and send the email.

⚠️	For Corporate users, 1. The Confirmation dialog is displayed if your corporate administrator has enabled the '**Confirm before sending secured emails**' option. 2. The Outlook '**Send**' button can be used to send secured emails, if the corporate administrator has enabled the '**Force encryption to outgoing mails in Outlook**'.

Galaxkey Add-in for Microsoft Outlook can be configured at the organizational level to maximise the email security.
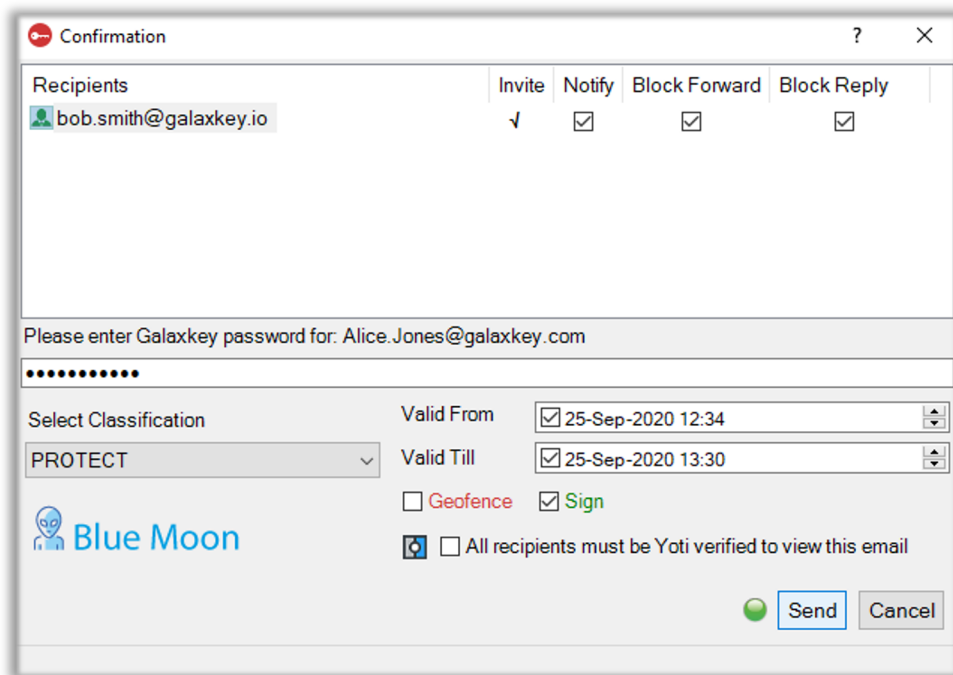
The Corporate Administrator can enable some settings using the **Galaxkey Manager.**

11.2.2.   User Authentications while sending Email

Galaxkey provides a configurable option to mandate the user to authenticate while sending a secured email. The Corporate Administrator can enable this option at a group level or at the organisational level.

When enabled, the '**Confirmation**' dialog displays an additional field for the Password.

Galaxkey will prompt you to provide the password every time you send a secured mail.

11.2.3.   Time-Restricted Email

When you share some sensitive information via email, you may want to restrict its accessibility over a period.

Galaxkey provides for such a restriction also, so that you can set a definite validity period.

Select the '**Valid From**' option on the 'Confirmation' dialog to set a start time – the time from which the mail will be accessible. The default start time coincides with the current time. However, you can set it to a later time.

Select the '**Valid till**' option on the 'Confirmation' dialog to set an end time – the time after which the mail will cease to be accessible. The default validity of any Galaxkey secured email is set to **half** an hour from the system time.

You can reset both, Valid from and Valid Till times to suit your requirements.

11.2.4.   Digital Signature

Galaxkey is based on an end-to-end encryption model. To ensure the integrity and security of your email, especially in transit, you can add a digital signature to your secured mail.

When you select the '**Sign**' checkbox on the 'Confirmation' dialog to insert a digital signature in the mail, you will must furnish your Galaxkey password.

⚠	Galaxkey will not prompt you to enter the password if you have recently opened a secured email and the password has not timed-out.
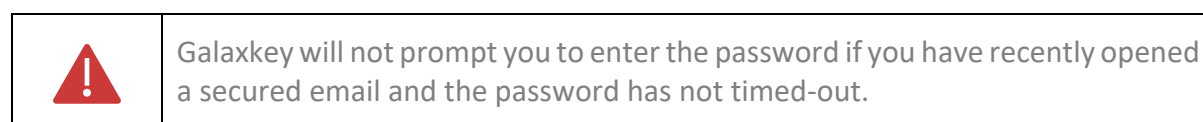
The envelope of the digitally signed mail displays the information about its being signed, as per your corporate settings.

11.2.5.   Geo-Fenced Emails

Your organisation can opt for restricting the information sent out of the premises within a geographic area. The Geo-fence option in Galaxkey caters to this requirement.

When you select the '**Geo-fence**' checkbox on the '**Confirmation**' dialog, a secured email with a link to the actual secured file.

Your recipients can click the link and access the information on proper authentication and authorisation over the web in any of the browsers.

11.2.6.   Attachment Review and Secondary Password

Email is a common mode of exchanging documents in the form of attachments. Galaxkey offers a two-tier security to such emails in the form of secondary password. This feature enables you to –

1. **Review attachments**: Review and recheck the email attachments before it is sent. This helps you ensure that the right attachment reaches the right person.

To review an attachment, click the review icon corresponding to the document. This will open the attached file in the appropriate editor.

The '**Reviewed**' checkbox is marked once you open the attached file.

You can opt to skip the review of the file. In this case, Galaxkey will alert you that the documents have not been reviewed. You can, however, continue to send a secured mail.

2. **Secondary Password**: When your mail contains attachments, you can set-up an optional two-tier security.
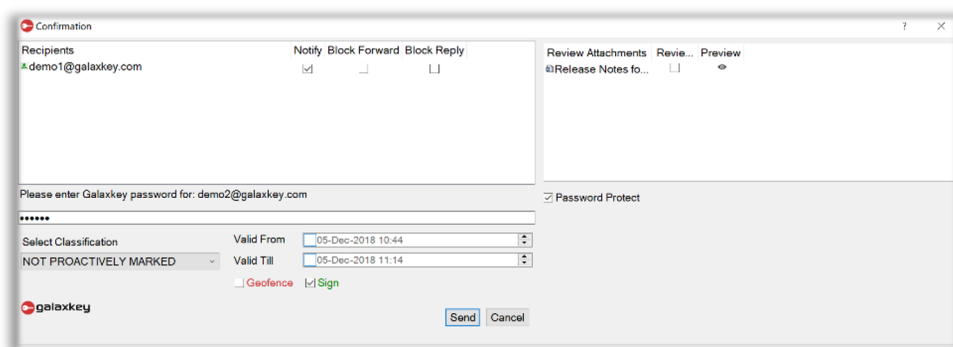
The '**Secondary Password**' checkbox is selected by default and thus an additional password is associated to the mail. If you are sending a mail with secondary password to a recipient for the first time, a new password will be generated. This can be procured from the Corporate administrator and communicated to the recipient. The corporate admin can send it in an email directly.

Alternately, you can opt not to assign a secondary password to a mail. For this, uncheck the '**Secondary Password**' checkbox. While sending the mail, Galaxkey will alert you about it. You can, however, send a secured mail.

⚠️	Galaxkey secures the complete conversation, once you send a secured mail. Thus, encryption will be forced on subsequent actions like forward and reply.

## 11.2.7.	Advanced Security Options

### 11.2.7.1.	Mark Email for Encryption

Some organisations can opt for a set-up wherein the emails are secured at the gateway instead of Outlook. This can be achieved using the **Galaxkey Secure Gateway** (GSG) in conjunction with the Galaxkey Add-in for Microsoft Outlook.

When this setting is enabled, the Galaxkey Add-in inserts headers in the email when you click the '**Secure and Send**' button and forwards it to GSG as a **plain mail** for further processing. These mails are stored as plain unencrypted mails in the **Sent Items** as well.

Also, most of the incoming secured emails will be decrypted at the gateway and will be seen in the inbox as plain email with a visual header that the email is secured by Galaxkey.

This provides a **flexibility** of securing all the communication with other domains and choosing whether or not the communication within the domain should be secured or not. Also, the user experience remains unaffected with this option.

⚠️	The functioning of this option is dependent on a combination of settings in the Galaxkey Manager, MS Outlook and the Galaxkey Secure Gateway (GSG).

### 11.2.7.2.	Policy-based Encryption

Your organisation can mandate you to encrypt the emails while sharing specific type of information. The corporate administrator defines these policies in the Galaxkey Manager > Configuration > Group Policies > Policy Manager.

These policies are based on multiple attributes like;

1. Sender

2. Recipient

3. Subject of the email

4. Content (body) of the email

5. Number and types (extensions) of attachments

6. Certain attributes of the MS Office attachments

<table>
<tr><td>⚠️</td><td>Example:

The corporate administrator has set up a policy to secure any email with one or more attachments.

You must attach an MS Office document with sensitive official information to the email. Here, the rule condition related to attachments 'Email – contains one or more attachments' is satisfied.</td></tr>
</table>

Thus, a secured mail will be sent even if you use the default 'SEND' button.

11.2.7.3.   Enable Domain Check

In this case, Galaxkey will prompt you to send a secured mail to recipients from domains other than the sender's domain.

Consider a scenario where the '**To**' list has recipients from your own organization and some from others. When you click the Outlook '**SEND**' button to send the mail, a security notice is displayed as follows;
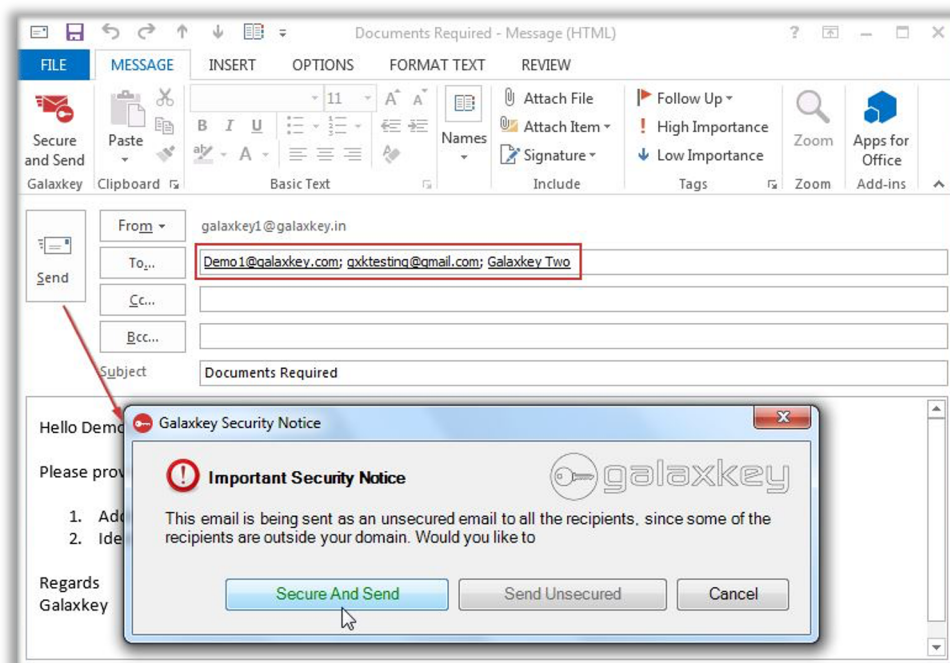
When you click the SEND button, Galaxkey alerts you that some of the recipients are from different domains than yours. You choose to

1. **Send an unsecured mail**: When you click the '**Send Unsecured**' button, a routine unencrypted email will be sent.

2. Cancel sending the email OR

3. **Send secured email**: A secured email will be sent when you select the 'Secure and Send' button on the alert. The '**Confirmation**' dialog will be displayed. In case, any of your recipients are YET to register with Galaxkey, an invite is sent as well.

11.2.7.4.   Force Encryption to Outgoing emails in Outlook

In certain cases, the organization can mandate its users to secure their email communication. The end users can miss this by inadvertently using the default '**SEND**' button. Galaxkey can be configured such that a secured email is sent out in any case.

Thus, a secured mail is sent, even if, you click the Outlook '**SEND**' button instead of the Galaxkey '**Secure and Send**' button.

The '**Confirmation**' dialog is displayed in this case too and you can opt for all the Galaxkey functions.

11.2.8.   Other Features

Galaxkey provides an end-to-end security for your email communications. In view of this, the Galaxkey Add-in serves the following:

11.2.8.1.   Sending Mails from Draft

You can configure multiple Exchange Accounts in Outlook 2010 and 2013.

In such a set-up, if you save an e-mail in 'Drafts' and send it later, the Galaxkey Add-in auto-discovers and detects the sender before sending the secured email server.

11.2.8.2.   Inline Reply

Outlook 2013 and 2016 lets you to send to an e-mail from the reading pane, known as Inline Sending.

You can secure such inline mails using Galaxkey as follows:

1. Open a mail saved in Drafts folder OR click the 'Reply' or 'Reply All' or 'Forward'.

2. Toggle between secure and non-secure using the lock icons in the ribbon.

    a. : Indicates secured mail

    b. : Indicates non-secured mail.
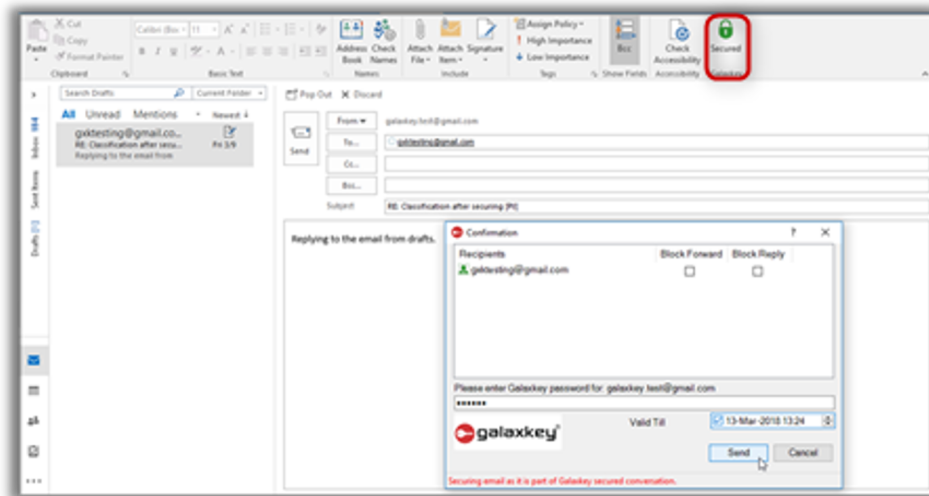
11.2.8.3.   Emails in Sent Items

A sent Galaxkey secured e-mail, is stored in the secured format in the Sent items folder as well.

You can access it using your Galaxkey credentials.

⚠️	If 'Mark for Encryption instead of actual encryption in Outlook' is true, the mails in Sent items are plain non-secured mails.

11.2.8.4.   Securing Emails in Store

Your inbox stores many sensitive emails. Galaxkey aids in securing all such mails as well. You can secure the mails in store as follows:

1. Select a mail from the mail listing in your inbox. Click '**Secure**' on the Galaxkey ribbon menu or the context menu

2. You can secure multiple mails in one go.
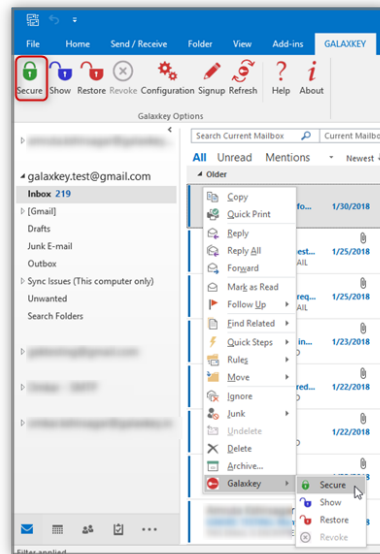
⚠	*Y*ou can also secure the emails in sub-folders of the Inbox and in the Sent Items. The Secure option will work only when; 1. The Read all standard mail in plain text is unchecked under Tools > Trust Centre > E-mails Security 2. Your outlook is connected to the server 3. The Galaxkey context menu will not be displayed when multiple mails are selected.

11.2.9.   Classified Emails

You can manually classify the emails based on its contents. The classified emails can then be sent – with or without encryption.

You can classify the email using the '**Classify**' button and send it as a plain email using the Outlook Send button.

You can also set the classification using the option on the **Confirmation** dialog.

11.3. Sending Secured Emails: Yoti Verification

1. Use the 'Email will be sent using your Yoti identity' slider button to verify your, Sender's digital identity using Yoti. This slider will be enabled, by default, if you have logged on to the app using Yoti authentication.

2. If you enable this later, Galaxkey will redirect you to the Yoti app on your device to verify your identity.

3. Use the 'All Recipients must be Yoti verified to view this email' slider button to make it mandatory for the recipients to verify using Yoti.

11.4. Sharing Attachments Via Secure Workspace

Galaxkey Add-in for Outlook lets you to save attachments to the Galaxkey Workspaces with a single mouse click. This offers many advantages;

1. **Secure Access**: Real-time access to the files to designated users upon proper authentication and authorisation.

2. **Platform Independent Access**: Galaxkey Workspaces is a web-based solution and can be accessed using any of the popular browsers.

3. **Restricted Access**: You can control the duration for which members can access the files. You can also restrict their ability to distribute the files using the Geo-fencing option.

11.4.1.   Uploading Files

1. Compose an email and attach required files to it.

2. Click **Secure & Send** button.
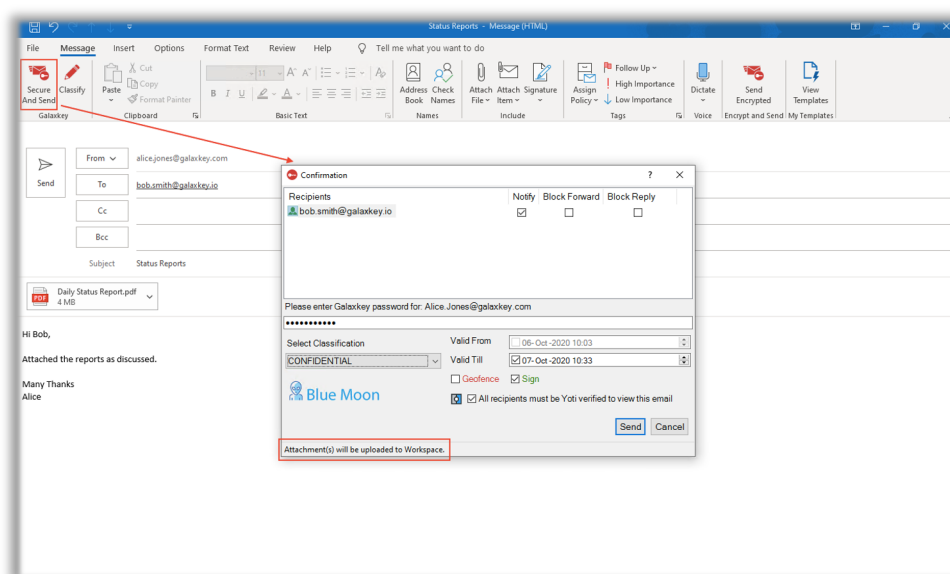
3. On the Confirmation dialog, set the required *security options*. All the security settings applied to the email are applied to the associated Workspace.

   a. When you set a '**Valid Till**' for the email, the same validity applies to the workspace.

   b. If the sender selects '**All Recipients must be Yoti verified**' for the email, recipients must verify using their Yoti identity to access the associated workspace

   c. If the sender **Geofences** the email, the recipients can only View the files Online. The option to download files is not available.

> ⚠️ When the corporate administrator enables settings to upload files to Workspace for your group, the '**Valid From**' option is be disabled.

4. Click **Send** on the confirmation dialog. This triggers the following actions –

   a. Upon authentications of the Sender, a workspace with a naming convention '**Email-<First EIGHTY characters of Email Subject>-<GXK id of the secure package>**' is created.

b. The files attached to the email are **secured for the Sender and all the recipients in To, Cc and Bcc list**, scanned for viruses and uploaded to the workspace.

These emails contain a link to the secured workspace, which can be accessed upon decrypting the email.

11.5. Accessing Secured Email

Another key function of Galaxkey is to decrypt the mails, without compromising on security. This is achieved in following two ways:

1. **Show**: The **'Show'** option enables you to extract and read the Galaxkey secured email, while maintaining the encrypted version in store. To use the 'Show' option to view a secured mail, you can

   a. Double click the mail OR

   b. Use Show option on the Context menu OR

   c. Use the Show option in the Galaxkey tab on the ribbon.

2. **Restore**: Extract and save the original e-mail in store. You can Secure a restored email again. The **Restore** option is available on the Galaxkey tab as well as the context menu.
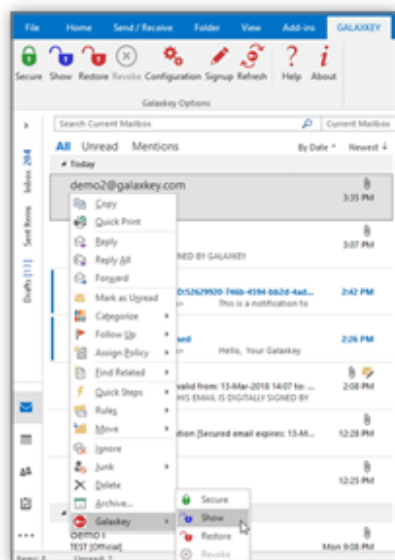
The secured mail will be decrypted on proper authentication and authorisation.

The Add-in will prompt you for your Galaxkey password before extracting the original mail.
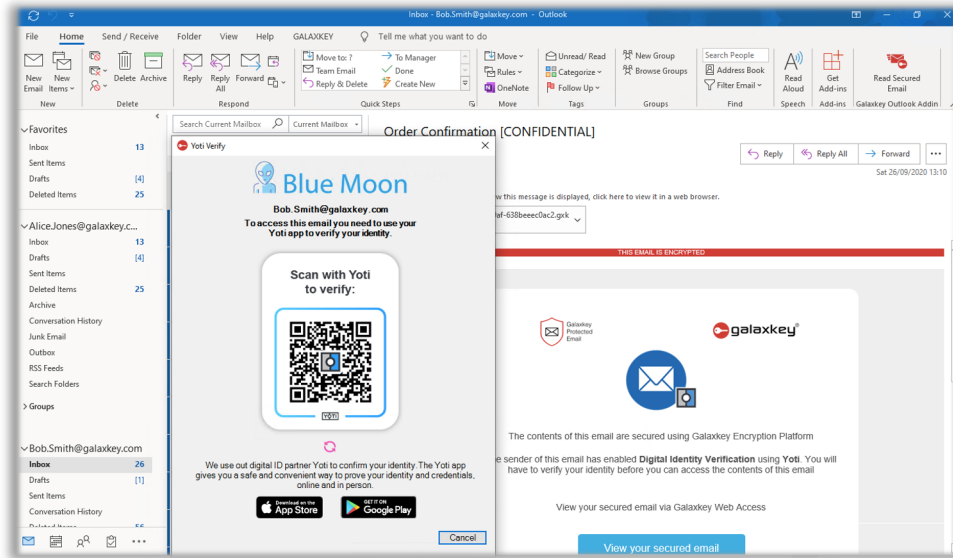
In case of a time-restricted mail, if the mail has timed-out, the secured mail will not open and alert will be displayed.

	You cannot restore an email if it is; 1. Revocable 2. Digitally Signed and 3. Mails with Authorised Data Distribution enabled

11.5.1. Administrative Access

Situations can arise in a corporate environment where the legitimate stakeholders of a secured mail may not be available to decrypt the mail. In such cases, Galaxkey authorises the Corporate Administrator to access the mail on proper authentication.
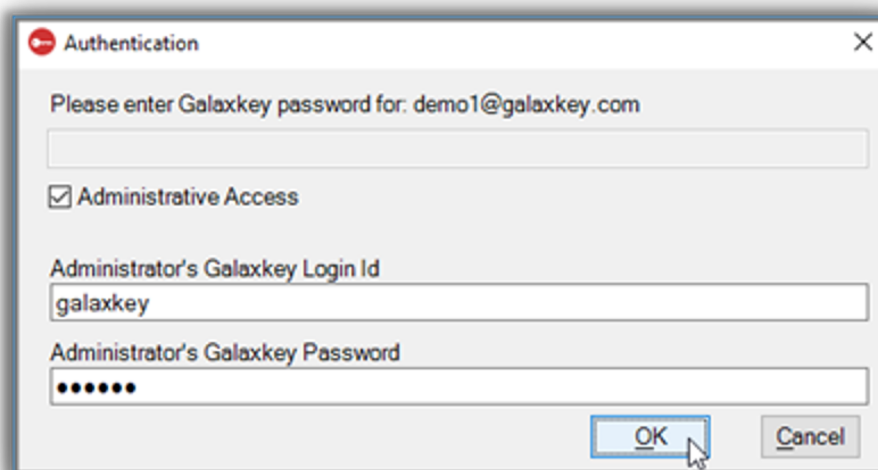
Select the '**Administrative Access**' option to access the secured mail.

Provide your Galaxkey credentials and access the secured mail. You can restore the mail or just view it.

⚠️	Whenever the administrator accesses a secured email, a notification mail is sent to the mailbox owner.

11.5.2.   Accessing Emails with Secondary Password

Some mails, with attachments, have a secondary password associated with them. You will receive the secondary password from the sender via an email or any other mode of communication.
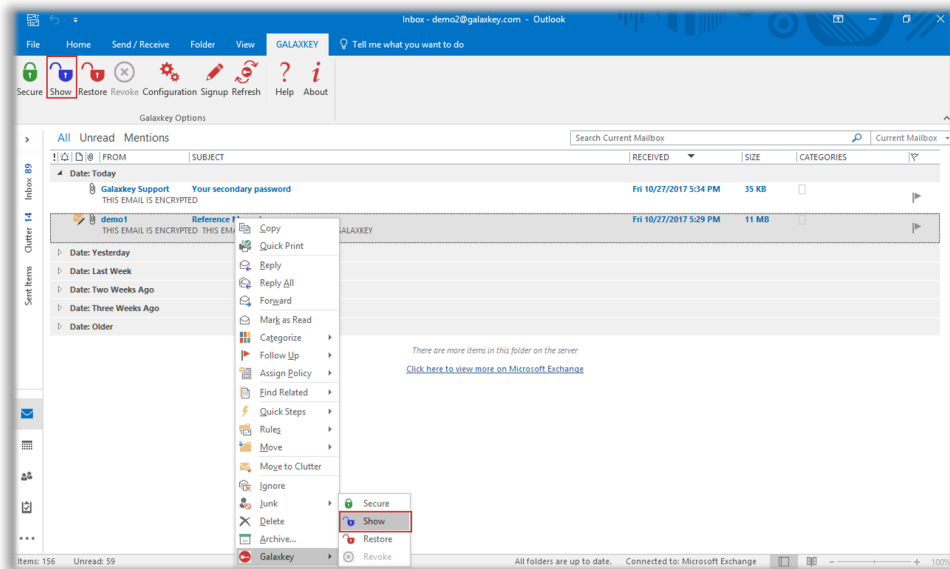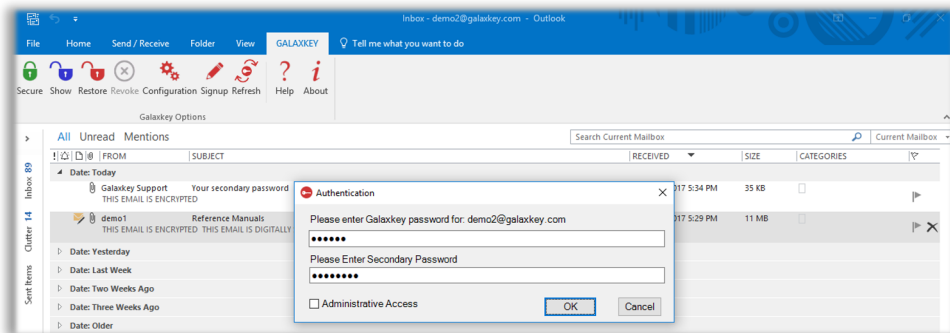
After you enter the Galaxkey password, you will must enter this secondary password to open the mail.

11.5.3.   Verifying Digital Signature

A Galaxkey secured and digitally signed mail can be verified by the recipient.

After you have opened the mail, click the '**Verify**' button on the Home tab. If the mail has not been tampered, the signature will be successfully verified, and a message will be displayed accordingly.

The signature will not be verified if the email is tampered and an error message

11.5.4.   Opening Time Restricted emails

The mails for which 'Valid From' and 'Valid Till' is set, you can open them within the stipulated time-frame.

If you try to open them before the 'Valid From' or after the 'Valid Till' time, an appropriate alert will be displayed.
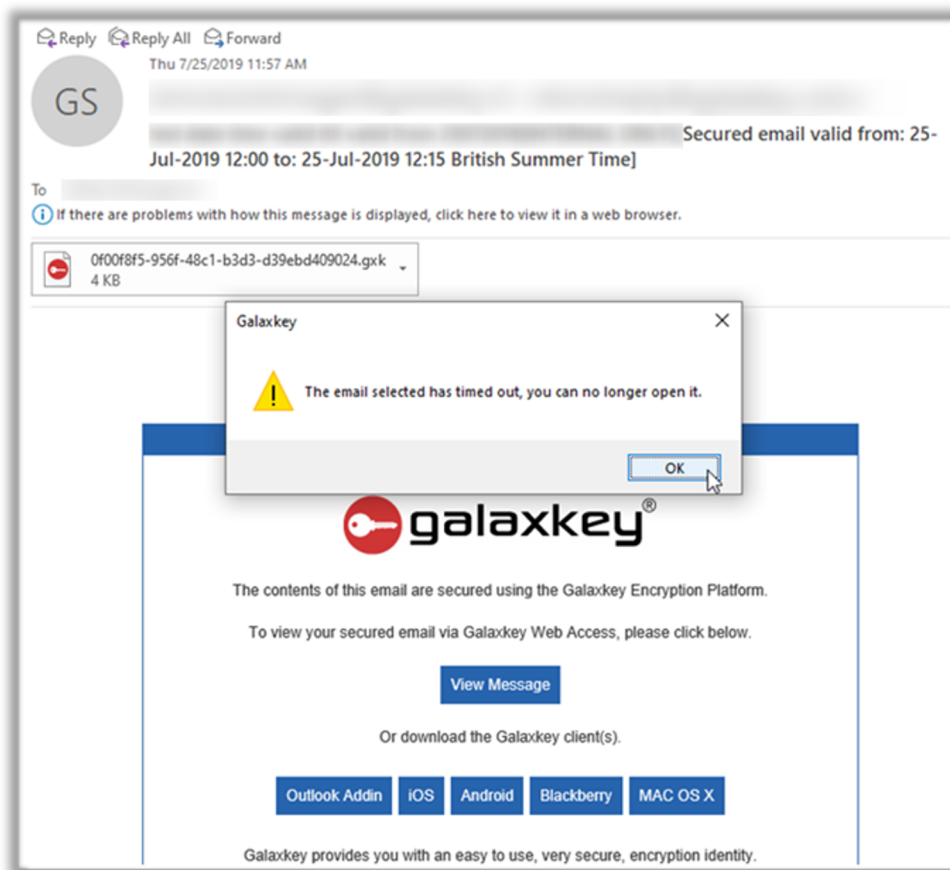
11.5.5.   Accessing Geo-fenced Emails

A geo-fenced mail is a secured mail that gives you a link to access the secured mail instead of actual secured attachment.

When you click the link, you enter the secured space of the sender's organisation. Thus, you must provide your Galaxkey credentials to access the mail. The secured email opens in the browser. The attached documents can also be viewed in the browser.

A GeoFenced email and its attachments cannot be downloaded, copied or saved

11.5.6. Accessing Emails using Revoked Keys
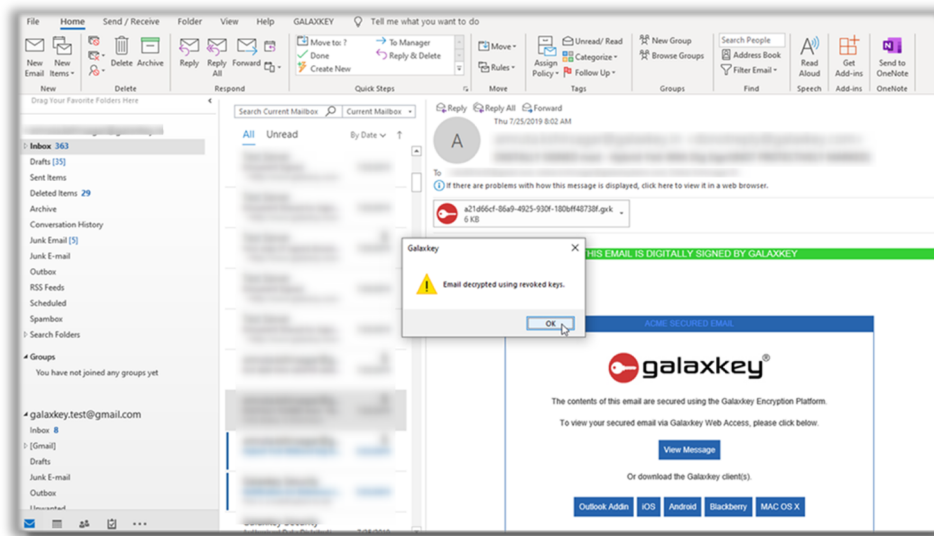
Revocation of identity is an important security feature in Galaxkey. The revoked keys are retained in Galaxkey so that you can open old secured emails.

When a user opens an email secured using the old key, an alert is displayed while opening the secured email.

11.5.7. Accessing Yoti verified email

A sender can make it mandatory for you, the recipient to verify your digital identity using Yoti. For such emails, the contents of the email will be displayed ONLY upon Yoti verification.
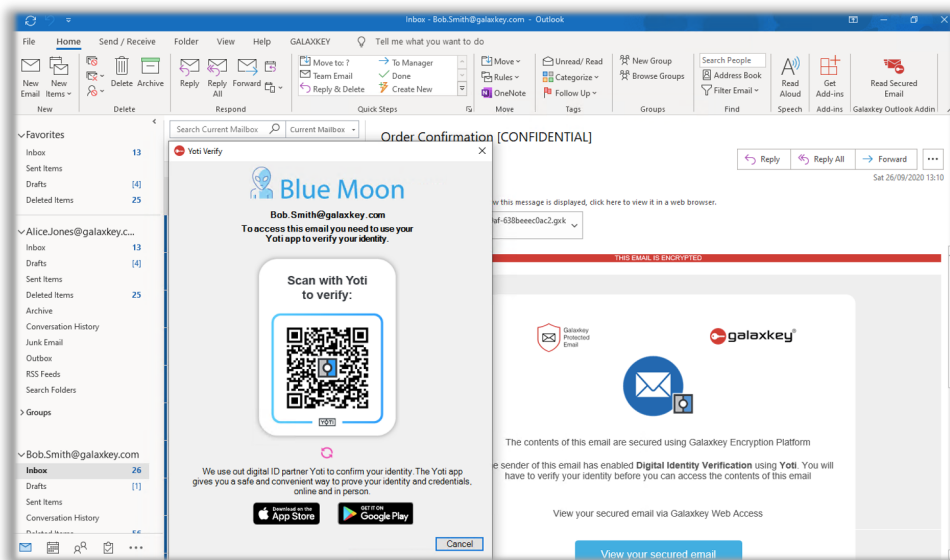
To access this email, you must scan the Yoti QR code in order to access the secured email.

11.5.7.1. Verifying Yoti Identity

A Galaxkey secured and digitally signed mail can be verified by the recipient.

After you have opened the mail, click the '**Verify**' button on the Home tab. If the mail has not been tampered, the signature will be successfully verified, and a message will be displayed accordingly.
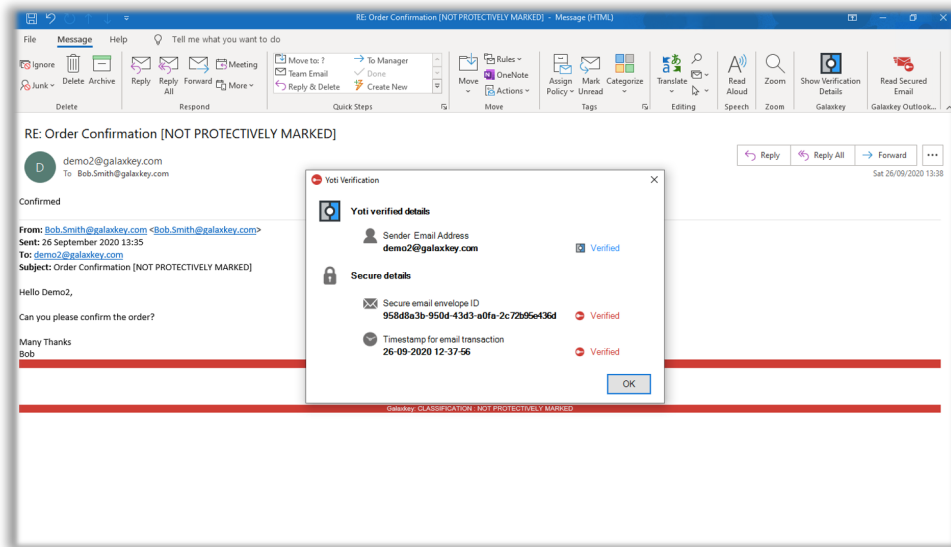
The signature will not be verified if the email is tampered and an error message.

11.5.7.2.   Accessing Attachments Uploaded to Workspaces

Click the link in the received secured email, which will redirect you to the Galaxkey Workspaces portal.
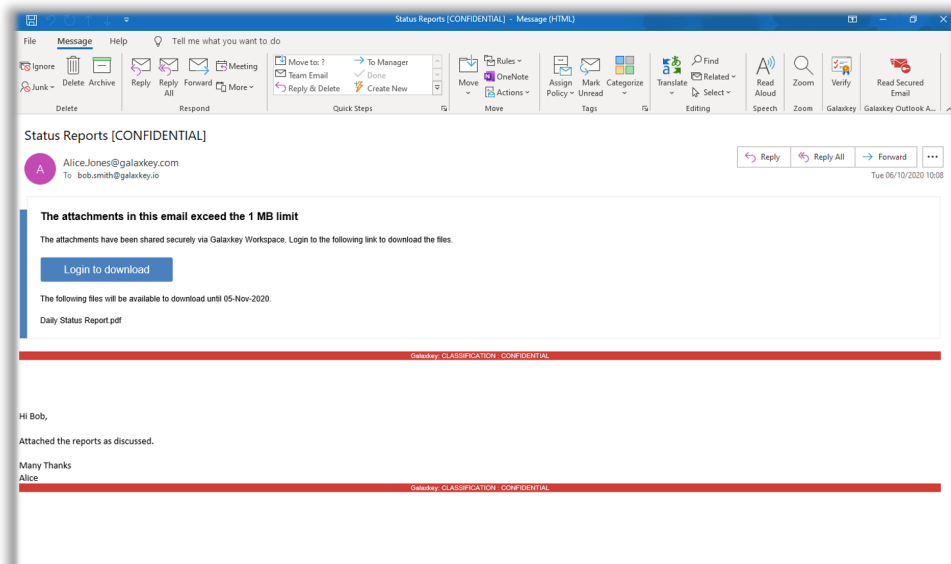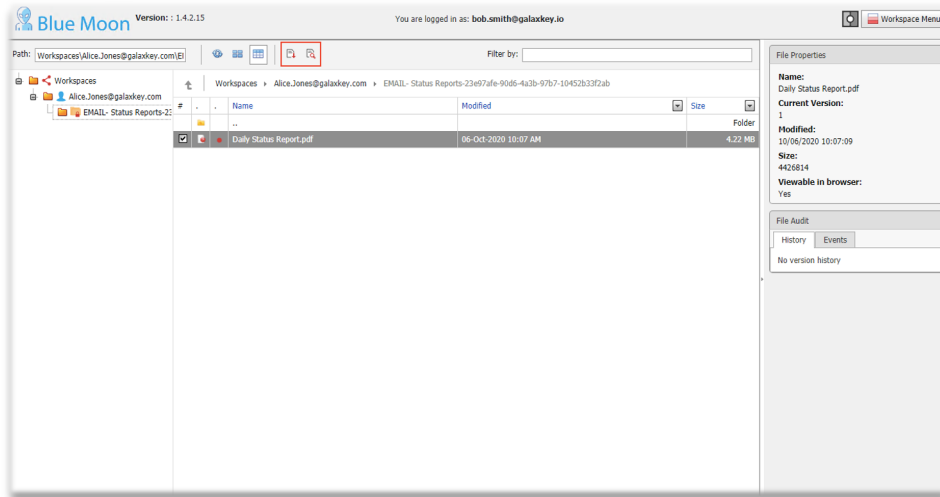
Log on to the Workspaces portal to access your secured attachments. You can view either download the files or view them online in the browser.

Section 12.   Galaxkey for Mac OS X

Galaxkey for OS X is a Galaxkey-enabled client that facilitate secured communication from the OS X based systems.

The Galaxkey for OS X provides the following features:

1. **Auto-discovery of Galaxkey identity for accounts configured in OS X Mail App**: Galaxkey for OS X automatically gets the list of email accounts configured in current profile and downloads identities associated.

2. **Enables the user to send and receive secure emails**: While sending an email, Galaxkey for OS X checks for the registration status of all the recipients and sends a secured mail to the registered users and an invite along with secured mail to non-registered users.

3. **Show**: Enables viewing of secure emails without compromising the security of originally secured email.

4. **Support GWA**: A facility to access your secured mails over the internet in the browser by adding a GWA Access link to the secured mail.

5. **Support for MS Outlook for Mac**: Ability to route emails via the MS Outlook for Mac email app in addition to the native Mac mail app.

6. Following Sections encompass the functioning of the Galaxkey for OS X:

12.1.   System Requirements & Installation

12.1.1.   System Requirements

Galaxkey App for OS X currently supports **OS X Lion and above.**

12.1.2.   Installation

The Galaxkey for Mac app is available in the '**App Store**'. Go to the App Store and search for Galaxkey.
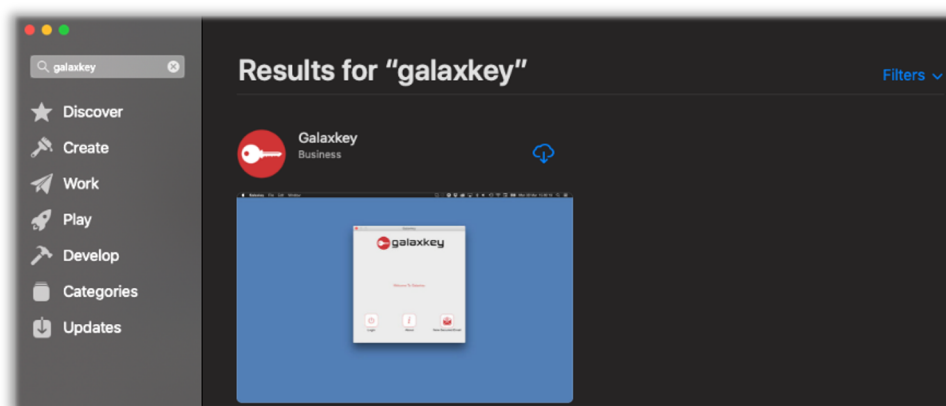
Click the download icon to install the Galaxkey app. Launch the app using the **Open** button.

12.2. Getting Started

12.2.1.   Launching Galaxkey

Upon installation, use the 'Open' link to launch the app. Subsequently, you can launch it from the Finder or keep it in the dock for easy access.

The app opens with the following login dialog.

If you are already registered with Galaxkey, please enter your Galaxkey login id and password to get started.

12.2.1.1.   Register with Galaxkey

If you are yet to register with Galaxkey, you can start the process using the Galaxkey app.

1. Click the 'Don't have and account? Sign up' button.

2. You will receive an email, with a link to complete the registration.

3. Follow the link and complete the process as directed under the *Registration* section of this document.

Once the authentication is successful, you can **configure** and start using Galaxkey.

12.2.2.   Galaxkey Authentication using Yoti

If you have paired your account with Yoti, the login screen will be displayed as follows. Scan the QR code to log on to the app.
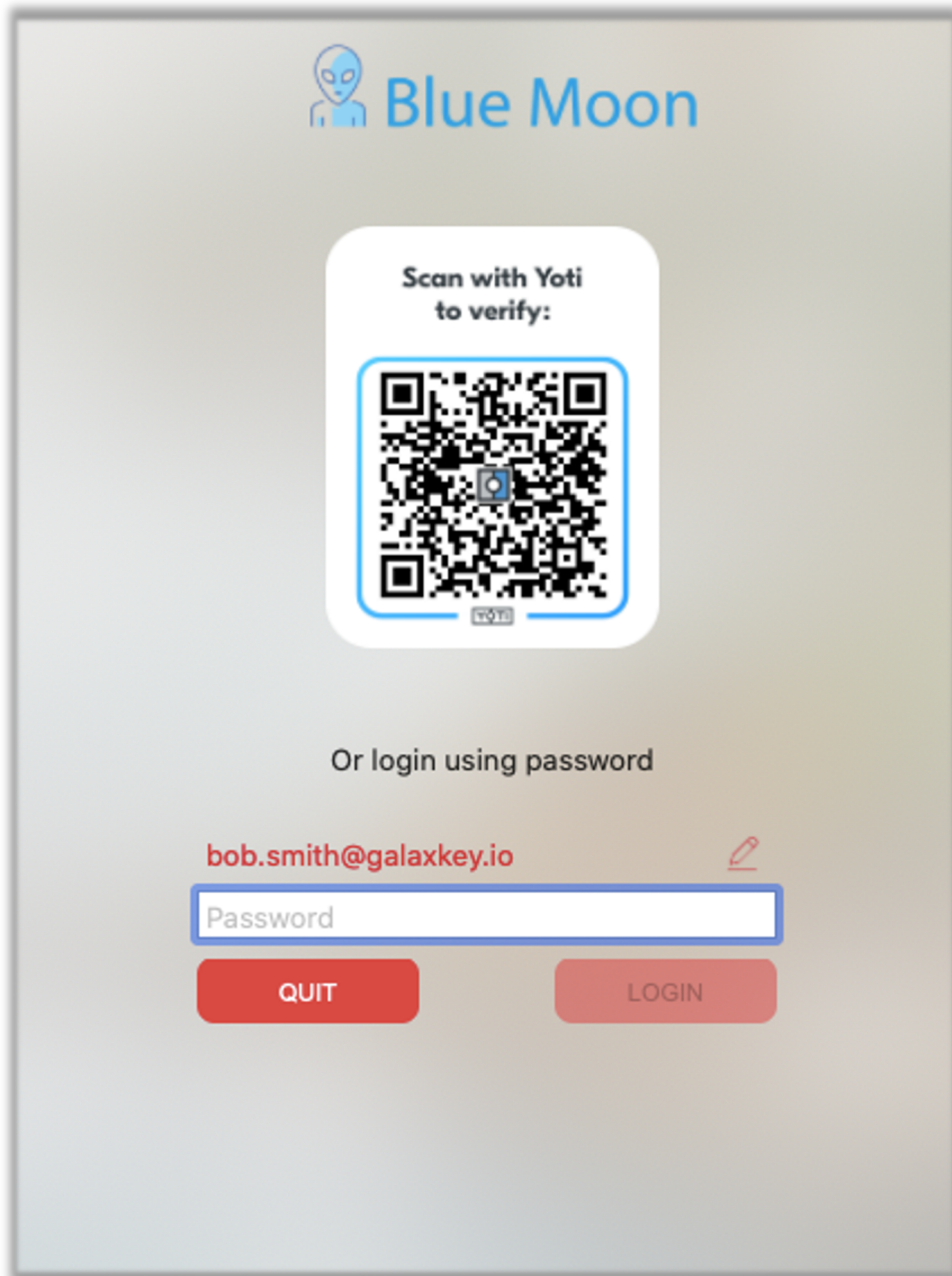
12.2.3. Configuring Galaxkey

The first step after logging in Galaxkey is to

1. **Configure default email sending method** - Select and configure either SMTP settings or the default app between Mac Mail and Outlook to send secure emails.
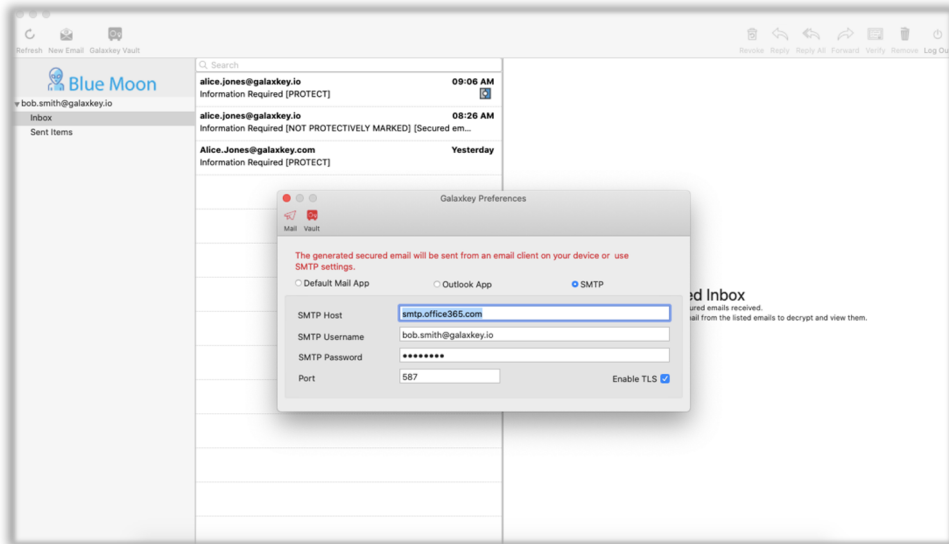
2. Configure **Galaxkey Vault** Folder for storing secure files.
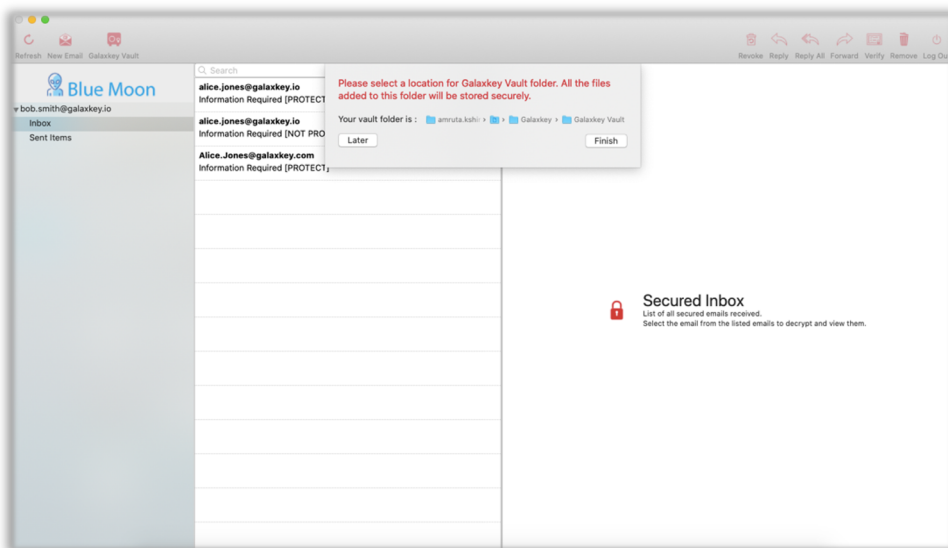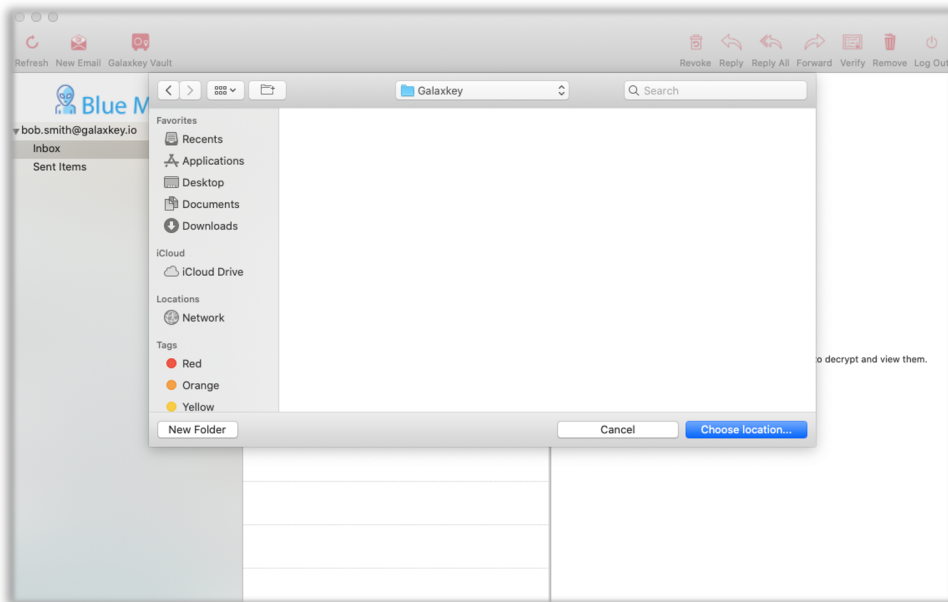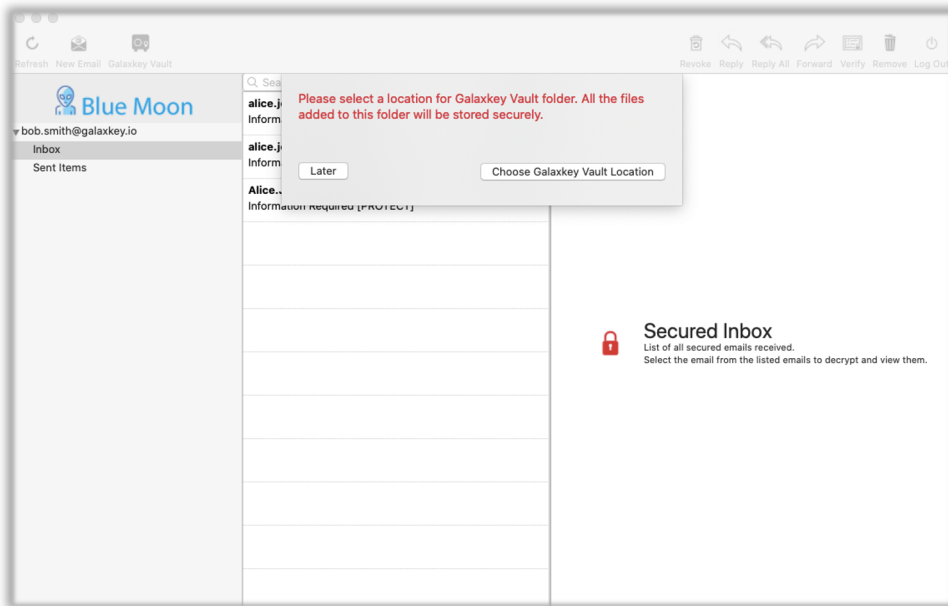
12.3. Sending Secured Emails

The Galaxkey for Mac OS X app is designed send and read secured emails.

Galaxkey transfers the generated email to the native mail app or MS Outlook on your device. Thus, sending secured mails from Galaxkey is a simple two-step process which includes

1. **Transferring** a secured mail from Galaxkey to the native mail app or MS Outlook – based on user preference.

2. **Sending** the mail from native mail app or MS Outlook OR the SMTP server - as per user preference

12.3.1.   Compose Secured Email

On the app Home page, tap the '**New Secured Email**' button.
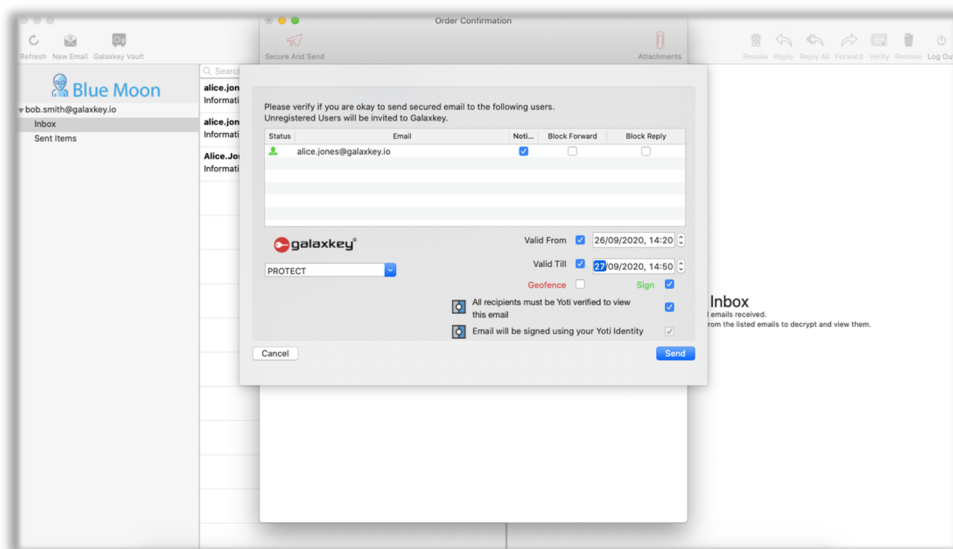
You can attach various files from your device. Click the attachment icon and select the required file. You can preview the attachment as well.

In addition to the standard options like adding attachments, Galaxkey has the following exclusive options. Click the '**Send**' link to access these options on the **Confirmation** dialog;

1. **Notifications**: Option to receive intimations when recipients access a Galaxkey Secured Mail. When this option is enabled, the recipient must accept the notification to view the decrypted mail. There are two types of Galaxkey notifications;

   a. **Acknowledged**: Sent when your recipients click '**Yes**' on the notification alert

   b. **Rejected**: Sent when your recipients click '**No**' on the notification alert

2. **Authorised Data Distribution (ADD)** – This feature provides the ability to restrict the sharing of the data with unintended users. The data may be shared only with the permission of the owner.

   a. **Forward Block**: Option to stop email recipients from sharing the secured data with unintended users. When you enable this option, the recipient is prompted to raise a request to permit to forward the email to others.

b. **Reply Block**: Option to restrict shared users from further communication with the email owner. When you enable this option, the recipient is cannot reply to the email. There is no option to raise a reply request.

3. **Time Validity**: – When you share some sensitive information via email, you may want to restrict its accessibility over a period. Galaxkey provides for such a restriction also, so that you can set a definite validity period.

a. **Valid From**: Select the 'Valid From' option on the 'Confirmation' dialog to set a start time – the time from which the mail will be accessible. The default start time coincides with the current time. However, you can set it to a later time.

b. **Valid To**: Select the 'Valid till' option on the 'Confirmation' dialog to set an end time – the time after which the mail will cease to be accessible. The default validity of any Galaxkey secured email is set to half an hour from the system time.

You can reset both, Valid from and Valid Till times to suit your requirements.

4. **Ability to Geo-fence**: Your organisation can opt for restricting the information sent out of the premises within a geographic area. The Geo-fence option in Galaxkey caters to this requirement.

When you select the 'Geo-fence' checkbox on the 'Confirmation' dialog, a secured email with a link to the actual secured file. Your recipients can click the link and access the information on proper authentication and authorisation over the web in any of the browsers.

5. **Digital Signature**: Galaxkey is based on an end-to-end encryption model. To ensure the integrity and security of your email, especially in transit, you can add a digital signature to your secured mail.

6. Verify Sender Using Yoti

7. Verify Recipient Using Yoti

8. **Invite to new users**: While sending an email, Galaxkey app for Mac checks for the registration status and sends a secured mail to all the recipients. Thus, when you tap '**SEND**', an invitation mail is sent along with the secured mail.

Galaxkey decrypts the email on proper authentication and authorisation. Thus, your recipient will must accept the invite to access the email.

Click the '**Send**' button on the Confirmation dialog to transfer the email to the default email app on your device – e.g., Outlook to send it further as a secured email.

Click '**OK**' to transfer the secured mail as a '.gxk' package to the mail app.

12.4. Accessing Secured Email

12.4.1. Access using Galaxkey

Another key function of Galaxkey is to decrypt the mails, without compromising on security. You can read your secured mail on your Galaxkey for Mac OS X app on proper authentication and authorisation.

You will receive the secured email in the mail app, in which your account is configured. To open and read the secured mail;

Right click the GXK attachment and select '**Open Attachment**' or '**Open With… > Galaxkey**'. You will then be redirected to the Galaxkey app to access the mail.

You must select your identity and authenticate to open the secured mail. You can read the mail once you successfully login.
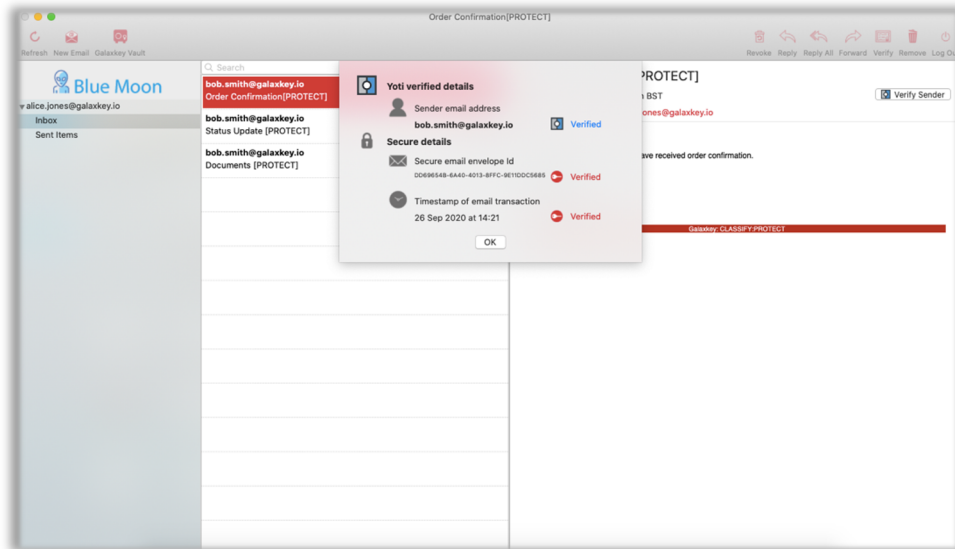
Alternatively, you can view the secured mail from the Galaxkey app console, as follows:

If the Owner has requested for a notification, an alert is displayed as under;

You must click '**Yes**' in order to access the mail.

Other features:

1. **Reply**: You can reply as well as reply all. The reply will be sent as secured mail.

2. **Forward**: You can forward the received email. The forwarded mails are also secured.

3. **Attachments**: You can view and save attachments.

4. **Verify**: You can verify the owner's digital signature and thus the integrity of your email using the '**Verify**' button.

12.4.2.   Access using Yoti

A sender can make it mandatory for you, the recipient to verify your digital identity using Yoti. For such emails, the contents of the email will be displayed ONLY upon Yoti verification.
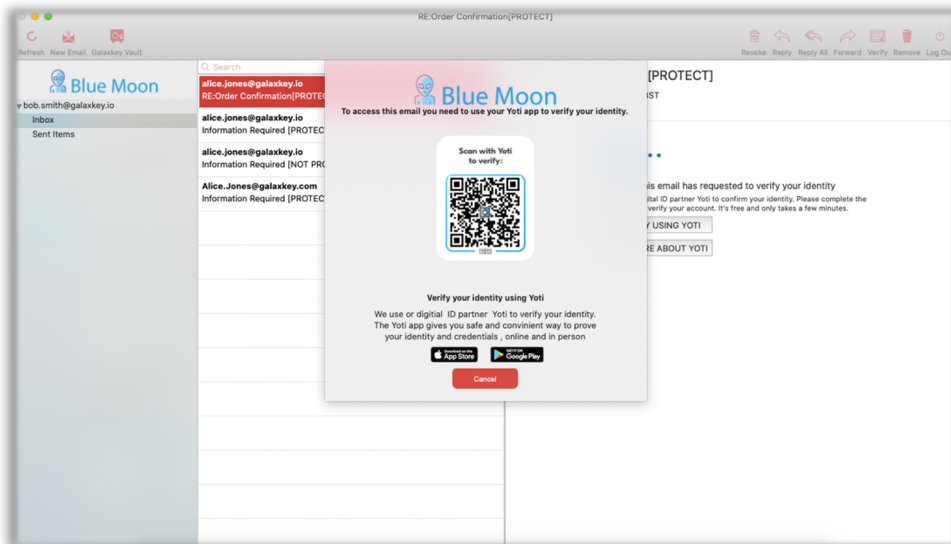
Scan the QR code to access such mails.

12.5. Galaxkey File Security

The Galaxkey File Security is a complete solution for securing the files on your desktop. Galaxkey File Security allows you to encrypt the files 'in-place'. The speed of file encryption is extremely fast and efficient. You can encrypt any kinds of files which can also include movie files.
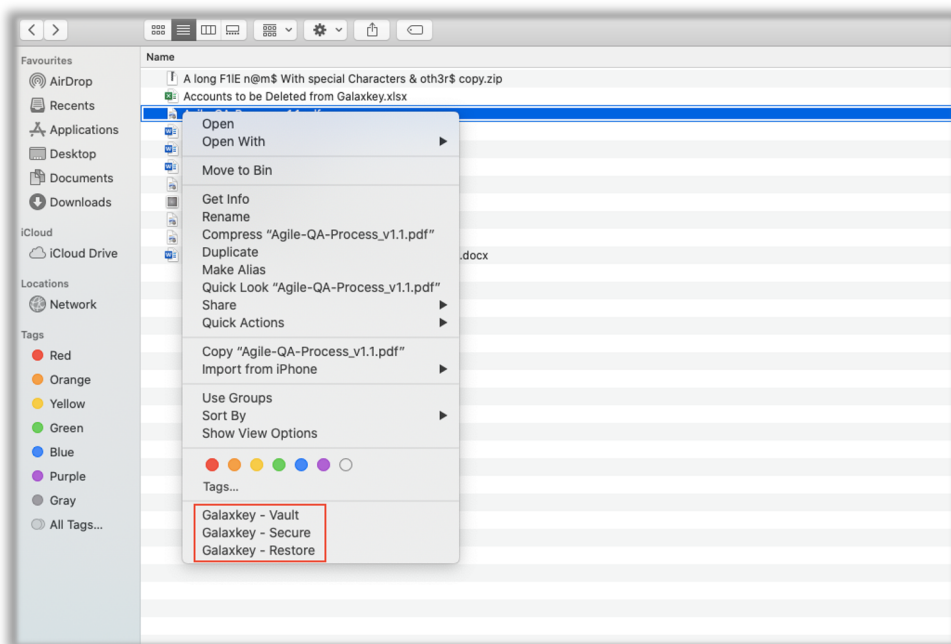
Some of the important features of Galaxkey File Security are as follows

1. Ability to encrypt (secure) and decrypt (restore) an entire folder with one click of the mouse button

2. Directly open and edit encrypted (secured) .gxk files

3. Options to delete files after encryption and decryption

12.5.1. Using Galaxkey File Security

Once you have installed Galaxkey for Mac, Galaxkey File Security is installed by default and is available for the logged in user on the right-click on the mouse button.

12.5.1.1. Galaxkey - Secure

When you right click on a file you will get the '**Galaxkey-Secure**' option in the context menu.

When you select this option, the file will be instantaneously secured using your Galaxkey Identity. This '.GXK' file is your original file encapsulated into a secured file which can be opened only by the user who has access to it.

You can copy this file to any storage device or network location. The file is platform independent and can be opened on any machine. The **Secure** command secures the file for the logged in user, exclusively.

If the user login to Galaxkey timeouts, the user will be prompted to enter his credentials.

Secure Folders

Galaxkey securing is very powerful and you can secure all the files and sub folders using the secure command on the right click of a mouse. This makes it easy for users to directly secure all their content in a folder while maintaining the folder structure.

12.5.1.2. Galaxkey-Restore

You can easily restore a secured file. Your file will be restored in the same location. If the login session of the user has timed out, the user will be prompted to authenticate again. A file can be restored on proper authentication and authorisation, i.e., the user must have a valid password to access the secured file.

You can directly restore an entire folder previously secured using Galaxkey. A folder with a scattered Galaxkey secured files can be restored on a right click. All your files will be restored while maintaining the folder structure

12.5.2. Galaxkey Vault

Galaxkey Vault is a very powerful tool to secure files on your Desktop, in the Network or even your Cloud folders like Dropbox, Google Drive, Microsoft OneDrive, Sugar sync or any other cloud-based folder that you want to secure.

The Vault works on the concept of creating a Vault folder in the designated folder. Any file you add to this folder it will be automatically secured for the Default Galaxkey Identity of the logged in user.

You can set the Galaxkey Vault folder using **Preferences > Vault** tab. You can create the Galaxkey Vault in any of the folders, to which you have **complete read and write access**. Once this folder is created any file you copy to this folder via file manager will be encrypted for your identity**.**

The Vault acts like a physical vault and only the person with proper credentials has access to the files in this folder.

Just like Galaxkey File Secure, you can directly edit files in the Vault as well, but the files will always be stored as Galaxkey Secured Files.

If you want to secure your Dropbox or One Drive folder, all you must do is configure the Galaxkey Vault folder from the configuration to point to your local cloud folder.

Once you have configured Galaxkey Vault, with the right click of a button you can copy any folder or file into the vault. The files are encrypted before they are copied.

Section 13.   Galaxkey for iOS

Galaxkey iOS app is a Galaxkey-enabled client that facilitates secured communication from the iOS devices.

The Galaxkey iOS App provides the following features:

1. **Enables the user to send and receive secure emails**: While sending an email, Galaxkey iOS App checks for the registration status of all the recipients and sends a secured mail to the registered users and an invite along with secured mail to non-registered users.

2. **Show**: Enables viewing of secure emails without compromising the security of originally secured email.

3. **Support GWA**: A facility to access your secured mails over the internet in the browser by adding a GWA Access link to the secured mail.

The Galaxkey iOS app enables you to;

1. Send secured mails

2. Access secured mails

3. Access files and folder stored in Galaxkey Cloud

The following sections guide you through these functions of Galaxkey iOS app.

13.1. System Requirements & Installation

13.1.1.   System Requirements

Galaxkey iOS App currently supports iOS 7.1 and above.

13.1.2.   Installation

The Galaxkey for iOS app is available in the '**App Store**'. Go to the App Store and search for Galaxkey. Tap the download icon to install the Galaxkey app.

Launch the app using the Open button.

13.1.3.   Configuring Galaxkey

13.1.3.1.   Permissions
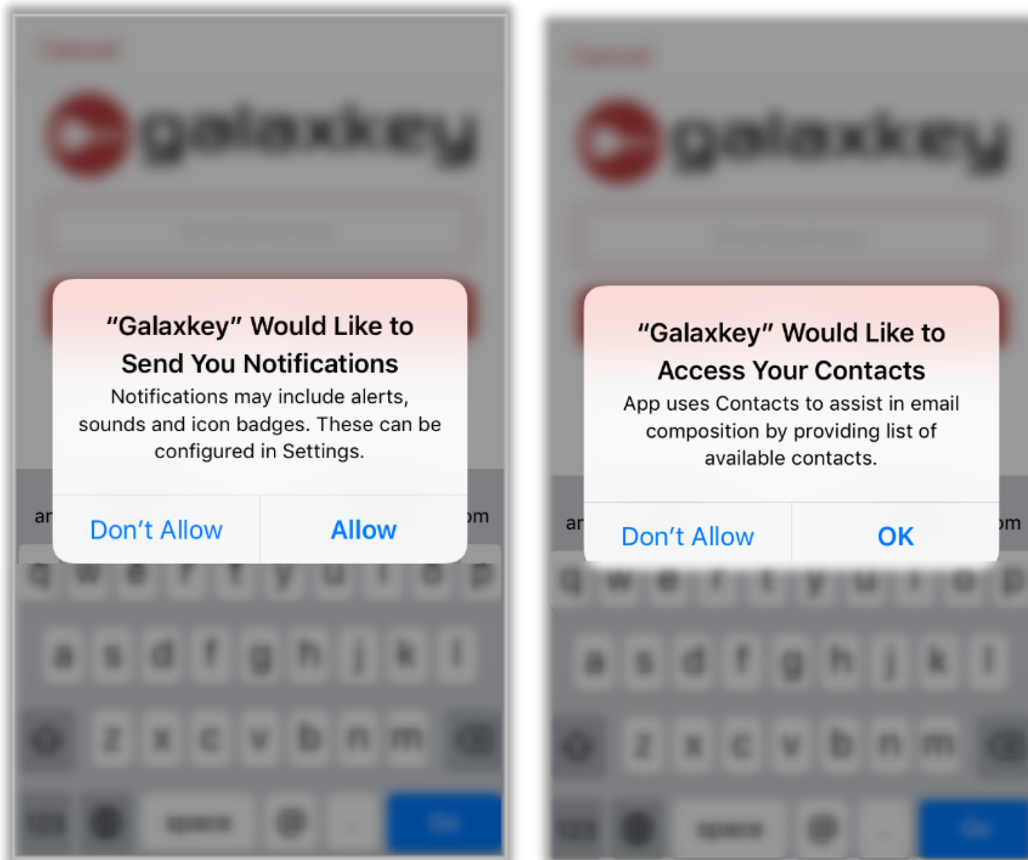
The app requires permission to access your contacts and camera. Galaxkey also asks for permission to send you notifications.

13.1.3.2.   Configuring SMTP

Configure the SMTP settings as follows;

1. Enter your Galaxkey identity, and your email address and password.

2. Enter the SMTP server name, port

3. Enable the TLS protocol using the slider button.
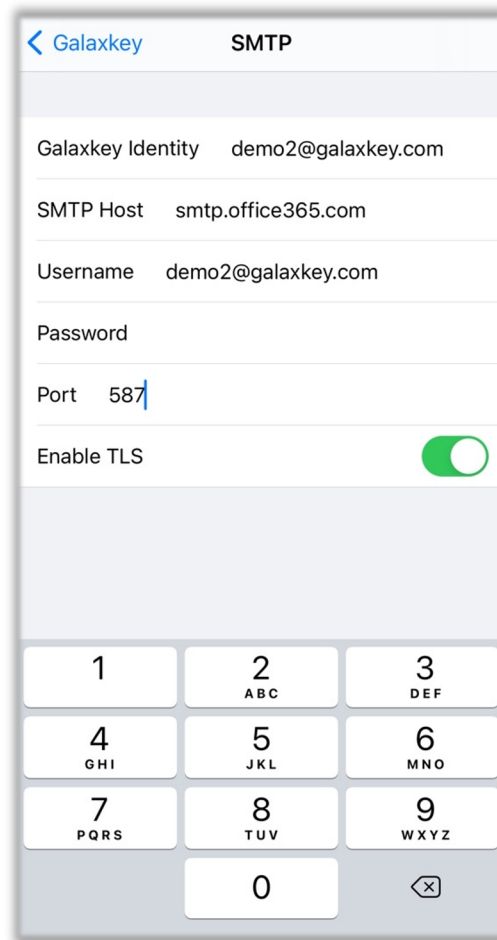
13.2. Getting Started

13.2.1. Launching Galaxkey

Tap the Galaxkey icon to launch the app.

13.2.2. Registration

If you are yet to register with Galaxkey, you can start the process using the Galaxkey app.

1. Tap the 'Sign up' link. On the following screen, enter the email address you want to register and tap 'Sign up'.

2. You will receive an email, with a link to complete the registration.

3. Follow the link and complete the process as directed under the *Registration* section of this document.

Once the authentication is successful, you can **configure** and start using Galaxkey.

13.2.3. Authentication using Yoti

To authenticate using Yoti, tap on the Login Using Yoti button on the login screen. This will redirect you to the Yoti app on your device, where your identity will be verified.
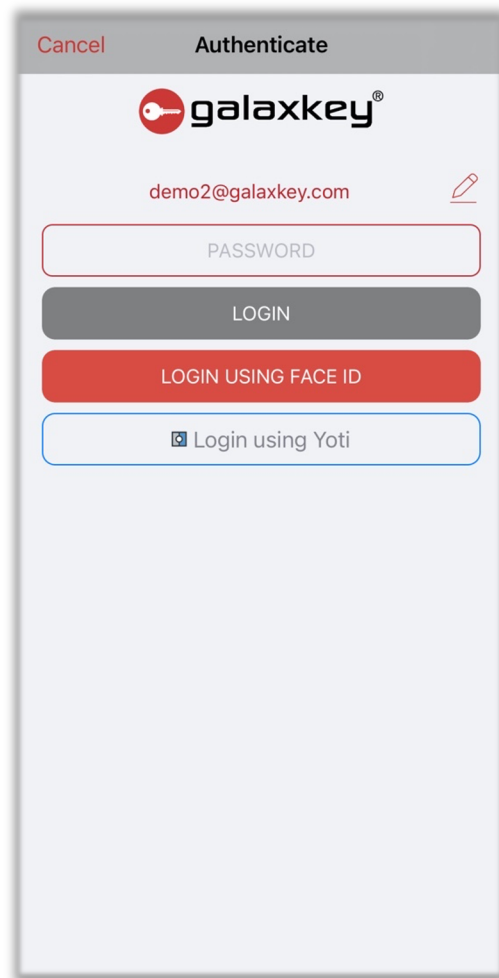
13.3. Sending Secure Emails

The Galaxkey for iOS app is designed send and read secured emails. Galaxkey transfers the generated email to the native mail app on your device. Thus, sending secured mails from Galaxkey is a simple two-step process which includes

1. Transferring a secured mail from Galaxkey to the native mail app.

2. Sending the mail from native mail app.

Alternatively, you can send a secured email using your SMTP server.

13.3.1. Composing Secured Emails

On the app home page, click the '**New Email**' button.
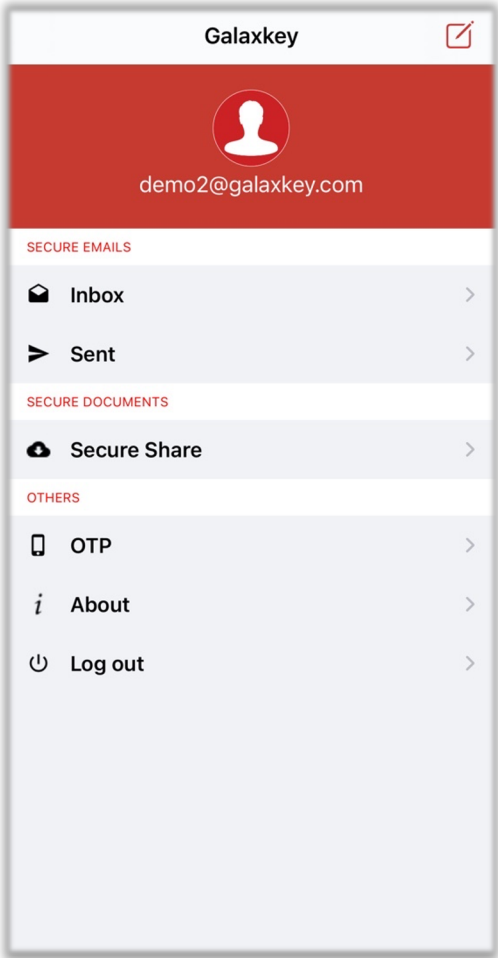
The Compose screen is like any other email app. You can add attachments to your mails.
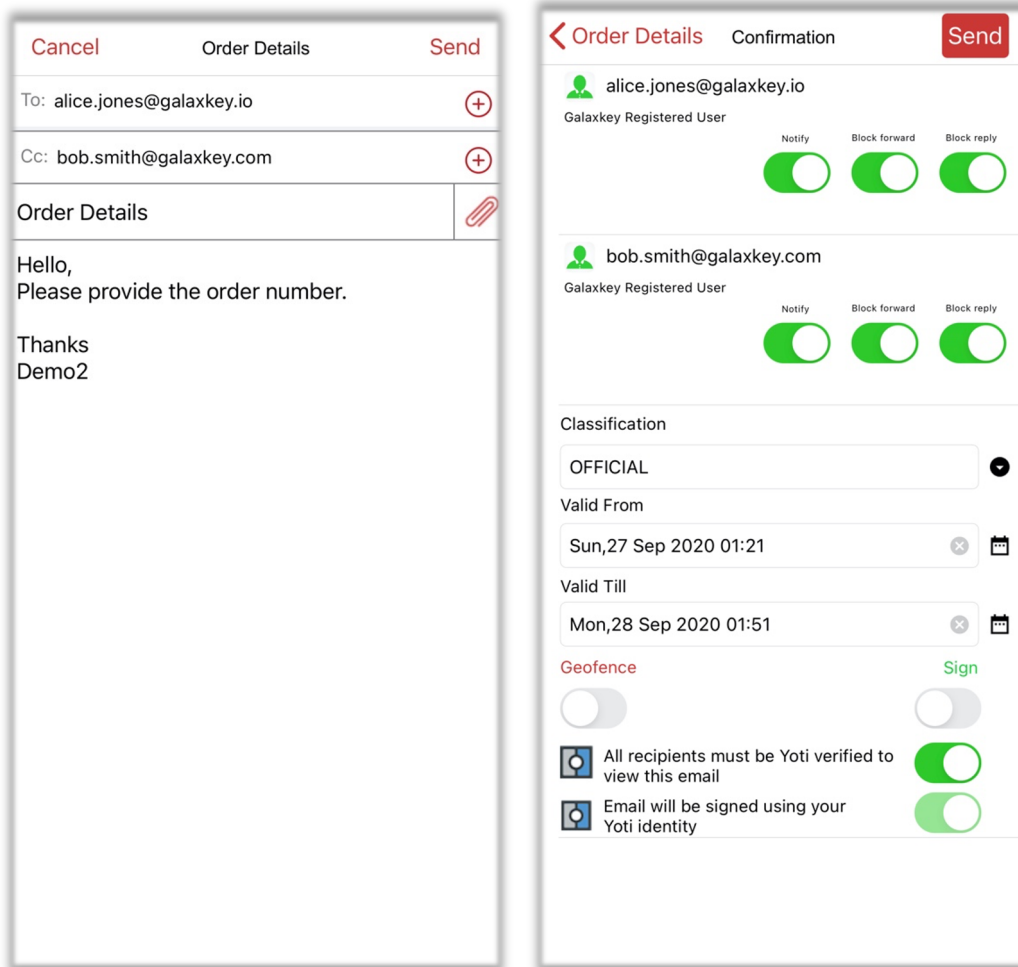
In addition to the standard options, Galaxkey has the following exclusive options -

1. Adding attachments
2. Digital Signature
3. Notifications
4. Invite to new users
5. Yoti verification for Sender's identity
6. Yoti verification for Recipients

13.3.1.1.   Digital Signature

Galaxkey is based on an end-to-end encryption model. To ensure the integrity and security of your email, especially in transit, you can add a digital signature to your secured mail.

Use the '**Digital Sign**' slider button on the Confirmation dialog to insert digital signature in your email.

13.3.1.2.   Notifications

Option to receive intimations when recipients access a Galaxkey Secured Mail. There are two types of Galaxkey notifications;

> 1. **Acknowledged**: Sent when your recipients click 'Yes' on the notification alert

2. **Rejected**: Sent when your recipients click 'No' on the notification alert.

Tap '**Notify**' on the screen. The next screen will display all the recipients (shared users). You can slide to select users from whom you wish to receive notifications and tap '**OK**'.

After you have composed the mail as per your requirements, tap the Send button. The mail will then be transferred to the native mail app for further sending.

Please select an appropriate mailbox to send the secured mail further.

13.3.1.3. Yoti Settings

1. Use the **'Email will be sent using your Yoti identity**' slider button to verify your, Sender's digital identity using Yoti. This slider will be enabled, by default, if you have logged on to the app using Yoti authentication.

2. If you enable this later, Galaxkey will redirect you to the Yoti app on your device to verify your identity.

3. Use the '**All Recipients must be Yoti verified to view this email**' slider button to make it mandatory for the recipients to verify using Yoti.

13.3.1.4. Adding Attachments

You can attach various files to the secured mails from your iOS device. There are two ways to attach files to secured mail in iOS –
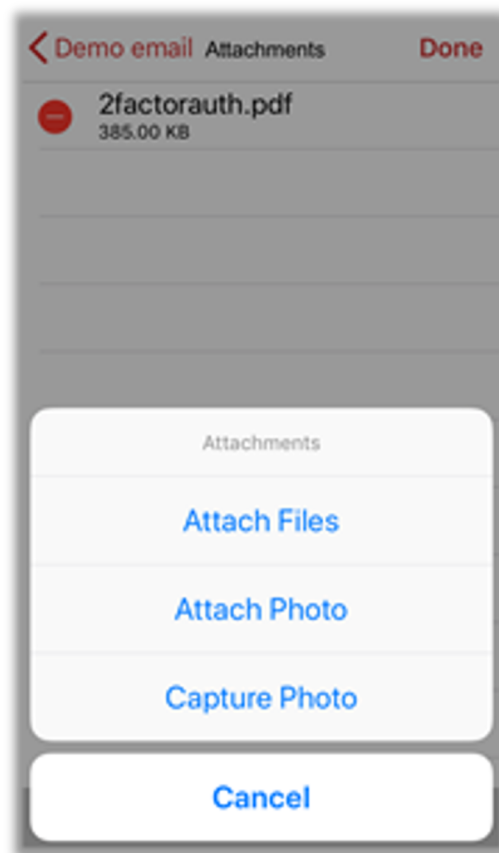
1. **Using Attachment option in Galaxkey iOS app**: Tap the attachment icon. On the following screen, tap the '+' icon. Select the appropriate option – Attach Files, Attach Photo or Capture Photo.

a. **Attach Files**: You can attach the files in your icloud Drive, third party File storage and sharing apps like DropBox, Box etc. You must sign in, to these apps to attach files stored therein.

b. **Attach Photo**: You can attach the images in the Photos app on your device to the email. Galaxkey lets you attach multiple .jpg and/or '.png' files to your email based on your selection.

c. **Capture Photo**: You can capture and attach a photo to your secured email using this option.
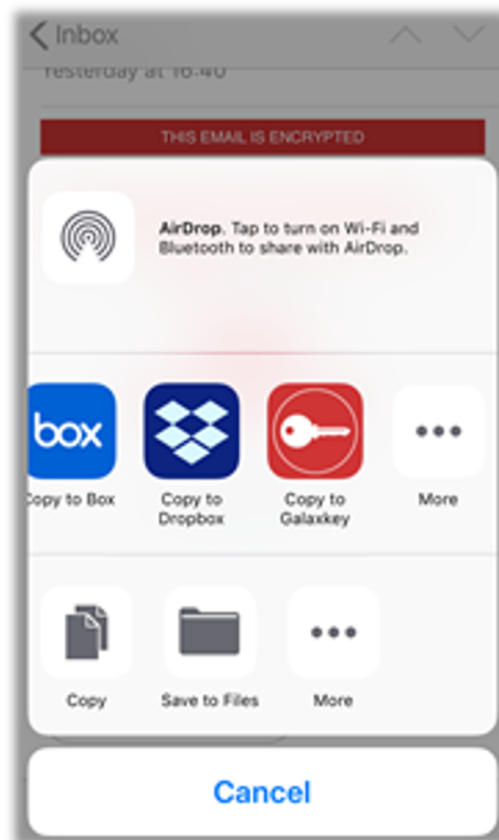
2. **Attaching from Other Apps**: All the apps on iOS are placed in Sandbox. Yet, you can attach files from some of the apps on your device. We have sampled attaching file from DropBox® -

a. Open the file saved in DropBox®. Tap the more options (…) icon followed by 'Export'. On the following pane, tap the 'Open In…' icon.

b. In the app list, select the Copy to Galaxkey option. When you tap this option, you will be redirected to the Galaxkey app and the

⚠	The native email app does not support sending large attachments via email. Thus, the attachment size in Galaxkey is restricted to 5mb. If the attachment size exceeds this threshold, the mail can be accessed only via the Galaxkey Web access (GWA)

13.3.1.5. Invite to New users

While sending an email, Galaxkey app for iOS checks for the registration status and sends an invite to all unregistered the recipients. Thus, when you tap '**SEND**', an invitation mail is sent along with the secured mail.

Galaxkey decrypts the email on proper authentication and authorisation. Thus, your recipient will must accept the invite to access the email.

⚠️	You can view the registration status of a user using the Notification screen
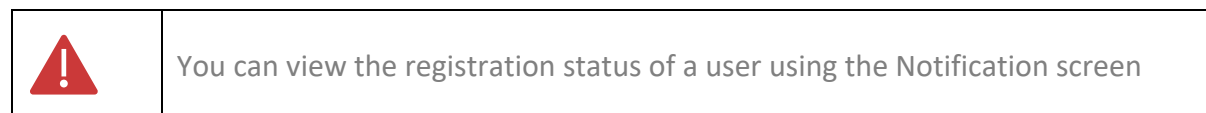
13.4. Accessing Secured E-mails

Another key function of Galaxkey is to decrypt the mails, without compromising on security. You can read your secured mail on your Galaxkey for iOS app on proper authentication and authorisation.

You will receive the secured email in the mail app, in which your account is configured. To open and read the secured mail;

1. Tap the GXK attachment. The attachment will, first, be downloaded. You will then be redirected to the Galaxkey app to access the mail.

2. You must select your identity and authenticate to open the secured mail. You can read the mail once you successfully login.

3. If the Owner has requested for a notification, an alert is displayed as under;

You must tap 'Yes' in order to access the mail.

4. Other Features:

   a. **Reply**: You can reply as well as reply all. The reply will be sent as secured mail.

   b. **Forward**: You can forward the received email. The forwarded mails are also secured.

   c. **Attachments**: You can view and save attachments.

   d. **Verify**: You can verify the owner's digital signature and thus the integrity of your email using the 'Verify' button.

   e. **Yoti Verify**: You can verify sender's details using this option.

13.5. Galaxkey Secure Share

Galaxkey Secure Share (GSS) is a revolutionary secured cloud storage technology. GSS is built keeping in mind the need for multi-device synchronisation.

The GSS component of Galaxkey for iOS app, helps you access your files and folders on your iOS devices.

The folder structure on your Windows computer is replicated in the app. All your files and folders are stored within your identity folder in three different folders as follows:

1. **Emails**: Stores all the sent items uploaded to the cloud.

2. **My Folder**: The MyFolder is the folder for the identity which is synchronised with the Cloud Storage and backup on Amazon®.

3. **Shared for me**: The SharedForMe folder contains files that are shared with you by other users

Section 14.   Galaxkey for Android

Galaxkey Android app is a Galaxkey-enabled client that facilitates secured communication from the Android devices.

The Galaxkey Android App provides the following features:

1. **Auto-discovery of Galaxkey identity for accounts configured on Device**: Galaxkey Android App automatically gets the list of email accounts configured on the native mail app of the device.

2. **Enables the user to send and receive secure emails**: While sending an email, Galaxkey Android App checks for the registration status of all the recipients and sends a secured mail to the registered users and an invite along with secured mail to non-registered users.

3. **Show**: Enables viewing of secure emails without compromising the security of originally secured email.

4. **Support GWA**: A facility to access your secured mails over the internet in the browser by adding a GWA Access link to the secured mail.

The Galaxkey Android app enables you to;

1. Send secured mails

2. Access secured mails

3. Access files and folder stored in Galaxkey Cloud

The following sections guide you through these functions of Galaxkey Android app.
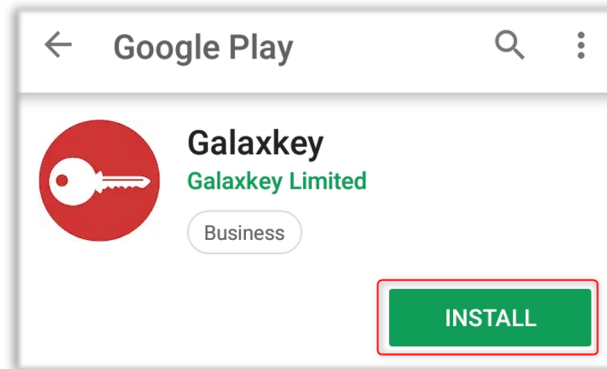
14.1. System Requirements & Installation
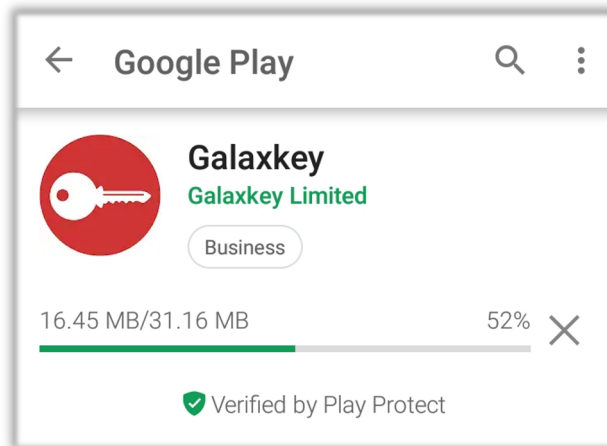
14.1.1.   System Requirements

Galaxkey Android App currently supports Android **4.0 and above**
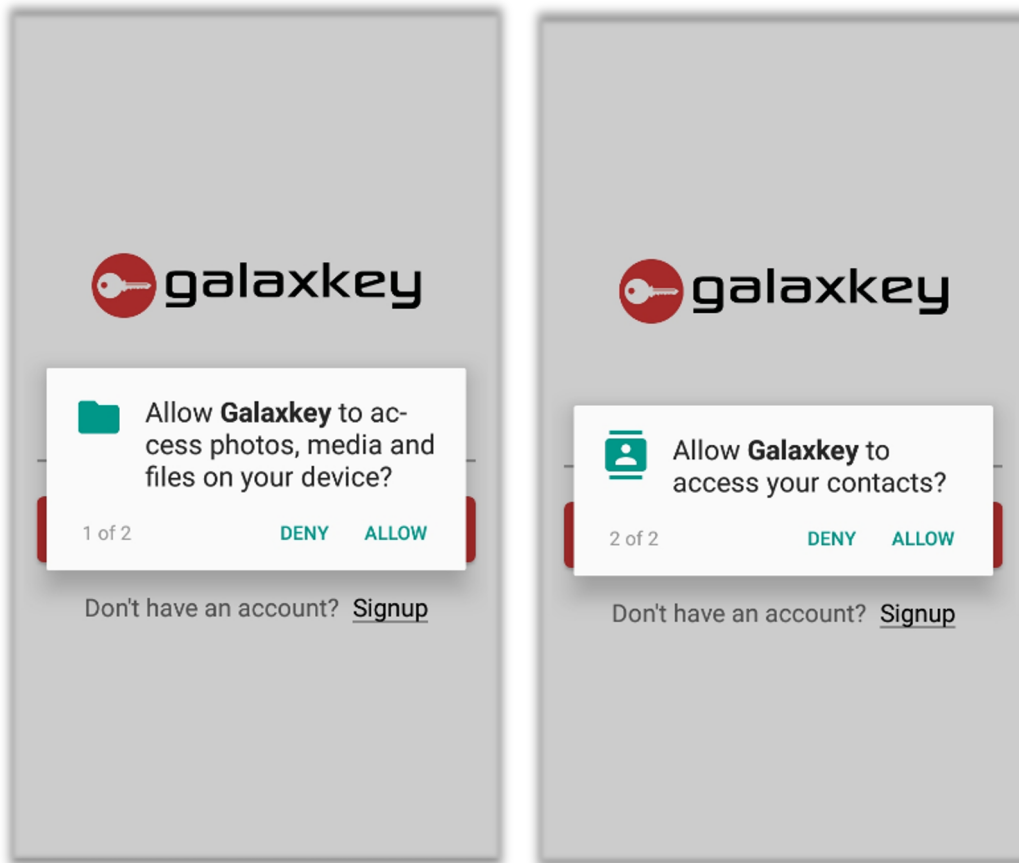
14.1.2.   Installation

The Galaxkey for Android app is available in the '**PlayStore**'.

Go to the PlayStore and search for Galaxkey.

Tap the Install button to install the Galaxkey app. Launch the app using the Open button.

Grant the permissions as required.

14.2. Getting Started

14.2.1. Launching Galaxkey

Tap the Galaxkey icon to launch the app.

14.2.2. Registration

If you are yet to register with Galaxkey, you can start the process using the Galaxkey app.

1. Tap the '**Signup**' link. On the following screen, enter the email address you want to register and tap 'Sign up'.

2. You will receive an email, with a link to complete the registration.

3. Follow the link and complete the process as directed under the *Registration* section of this document.

Once the authentication is successful, you can **configure** and start using Galaxkey.

14.2.3. Authentication using Yoti

To authenticate using Yoti, tap on the Login Using Yoti button on the login screen. This will redirect you to the Yoti app on your device, where your identity will be verified.
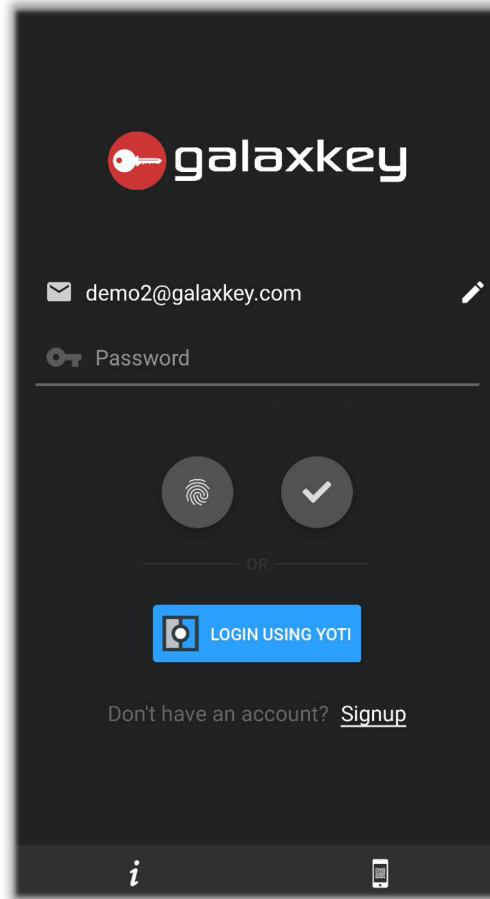
14.3. Secure Emails

The Galaxkey for Android app is designed send and read secured emails.

Galaxkey transfers the generated email to the native mail app on your device. Thus, sending secured mails from Galaxkey is a simple two-step process which includes

1. Transferring a secured mail from Galaxkey to the native mail app.

2. Sending the mail from native mail app.
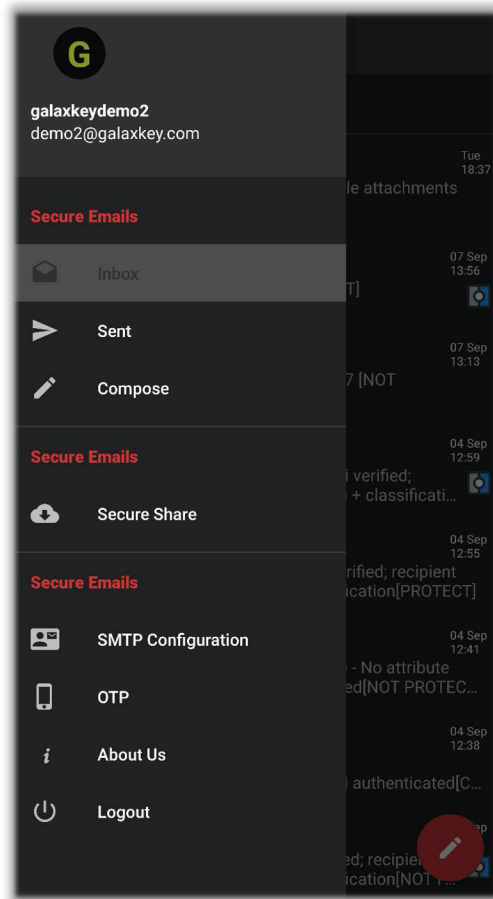
14.3.1.   Composing Secured email

On the app Home page, tap the '**Compose**' button.
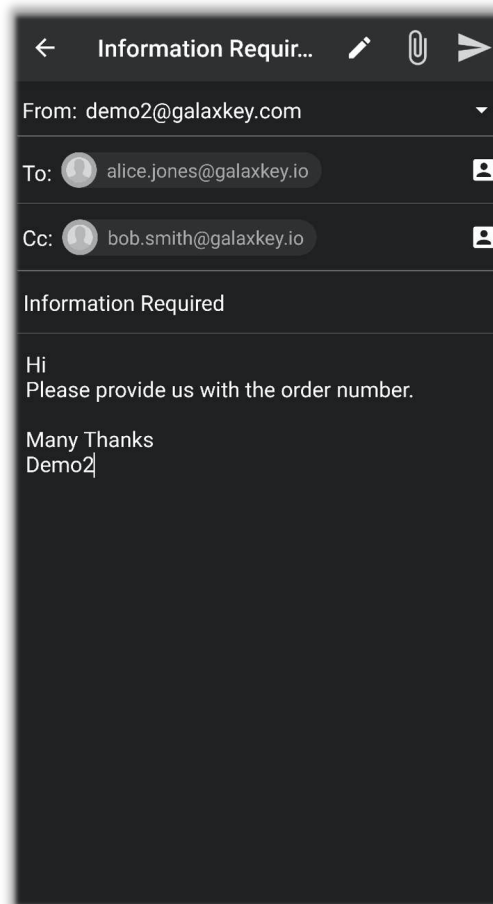
 You can attach various files from your android device. Tap the attachment icon and select the required file. You can preview the attachment as well.

In addition to the standard options like adding attachments, Galaxkey has the following exclusive options. Tap the '**Send**' link to access these options on the **Confirmation dialog**:-

1. **Notifications**: Option to receive intimations when recipients access a Galaxkey Secured Mail. When this option is enabled by moving the slider button to the right, the recipient must accept the notification to view the decrypted mail. There are two types of Galaxkey notifications;

    a. **Acknowledged**: Sent when your recipients click 'Yes' on the notification alert
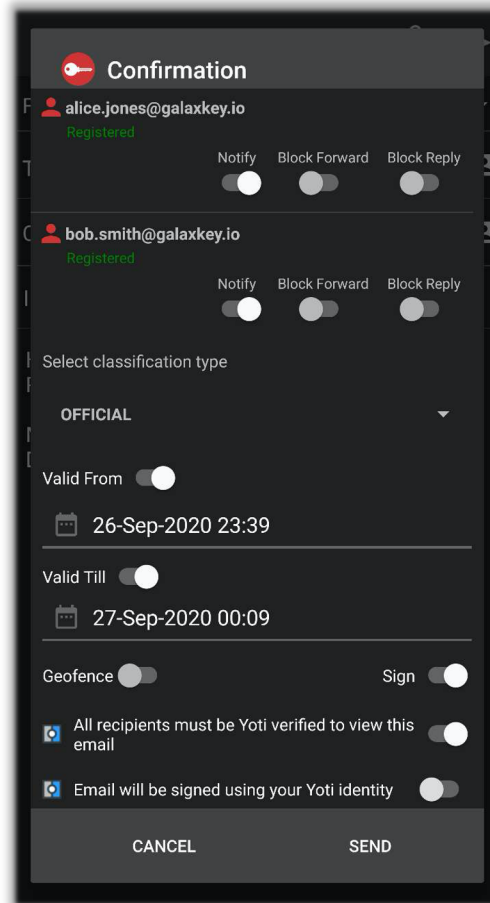
    b. **Rejected**: Sent when your recipients click 'No' on the notification alert

2. **Authorised Data Distribution (ADD)** – This feature provides the ability to restrict the sharing of the data with unintended users. The data may be shared only with the permission of the owner.

    a. **Forward Block**: Option to stop email recipients from sharing the secured data with unintended users. When you enable this option, the recipient is prompted to raise a request to permit to forward the email to others.

    b. **Reply Block**: Option to restrict shared users from further communication with the email owner. When you enable this option, the recipient is cannot reply to the email. There is no option to raise a reply request.

3. **Classify Secured Email** - You can manually classify the emails based on its contents. The classified emails can then be sent – with or without encryption. You can classify the email

using the '**Classify**' button on the compose page or set the classification using the option on the Confirmation dialog.

4. **Time Validity**:– When you share some sensitive information via email, you may want to restrict its accessibility over a period. Galaxkey provides for such a restriction also, so that you can set a definite validity period.

   a. **Valid From**: Select the 'Valid From' option on the 'Confirmation' dialog to set a start time – the time from which the mail will be accessible. The default start time coincides with the current time. However, you can set it to a later time.

   b. **Valid To**: Select the 'Valid till' option on the 'Confirmation' dialog to set an end time – the time after which the mail will cease to be accessible. The default validity of any Galaxkey secured email is set to half an hour from the system time.

You can reset both, Valid from and Valid Till times to suit your requirements.

5. **Ability to Geo-fence**: Your organisation can opt for restricting the information sent out of the premises within a geographic area. The Geo-fence option in Galaxkey caters to this requirement.

When you select the 'Geo-fence' checkbox on the 'Confirmation' dialog, a secured email with a link to the actual secured file. Your recipients can click the link and access the information on proper authentication and authorisation over the web in any of the browsers.

6. **Digital Signature**: Galaxkey is based on an end-to-end encryption model. To ensure the integrity and security of your email, especially in transit, you can add a digital signature to your secured mail.

7. **Invite to new users**: While sending an email, Galaxkey app for Android checks for the registration status and sends a secured mail to all the recipients. Thus, when you tap '**SEND**', an invitation mail is sent along with the secured mail.

Galaxkey decrypts the email on proper authentication and authorisation. Thus, your recipient will must accept the invite to access the email.

Note: You can view the registration status of a user using the Notification screen.

Tap the 'Send' link on the Confirmation dialog to transfer the email to the default email app on your device – e.g., Outlook to send it further as a secured email.

Tap 'OK' to transfer the secured mail as a '.gxk' package to the mail app.

14.4. Accessing Secured Emails

Another key function of Galaxkey is to decrypt the mails, without compromising on security. You can read your secured mail on your Galaxkey for Android app on proper authentication and authorisation.

You will receive the secured email in the mail app, in which your account is configured. To open and read the secured mail;

   1. Tap the GXK attachment. The attachment will, first, be downloaded. You will then be redirected to the Galaxkey app to access the mail.

   2. You must select your identity and authenticate to open the secured mail. You can read the mail once you successfully login.

1. You can also access secured emails using the Emails > Inbox menu in Galaxkey.

2. If the Owner has requested for a notification, an alert is displayed as under;

3. You must tap 'Yes' in order to access the mail.

4. Other features:

    a. **Reply**: You can reply as well as reply all. The reply will be sent as secured mail.

    b. **Forward**: You can forward the received email. The forwarded mails are also secured.

Note: Emails can be forwarded or replied to based on the ADD settings by the sender.

    c. **Digital Signature**: You can verify the owner's digital signature and thus the integrity of your email using the 'Verify' button

    d. **Attachments**: You can view and save attachments

Alternately, you can save the file to view later.

14.5. Galaxkey Secure Share

Galaxkey Secure Share (GSS) is a revolutionary secured cloud storage technology. GSS is built keeping in mind the need for multi-device synchronisation.

The GSS component of Galaxkey for Android app, helps you access your files and folders on your Android devices.

The folder structure on your Windows computer is replicated in the app. All your files and folders are stored within your identity folder in three different folders as follows:

1. **Emails**: Stores all the sent items uploaded to the cloud.

2. **My Folder**: The MyFolder is the folder for the identity which is synchronised with the Cloud Storage and backup on Amazon®.

Shared for me: The SharedForMe folder contains files that are shared with you by other users.