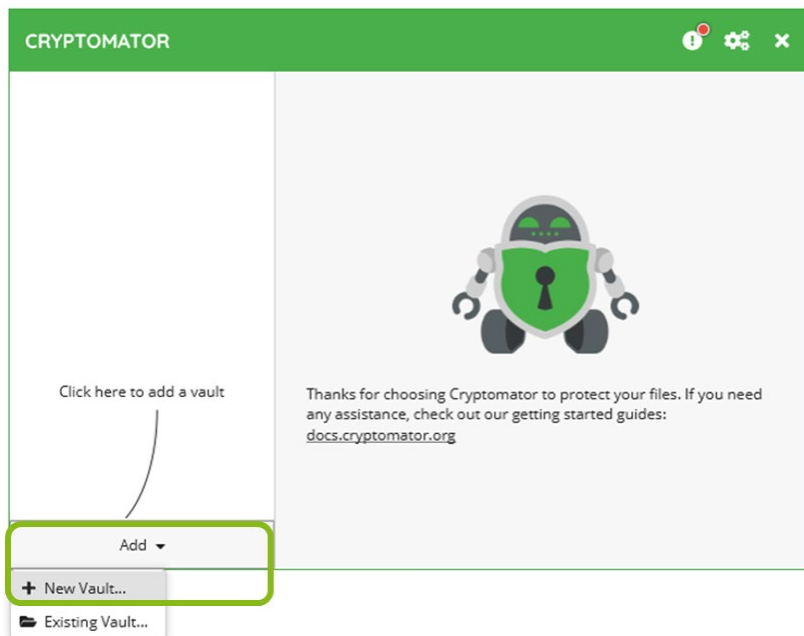


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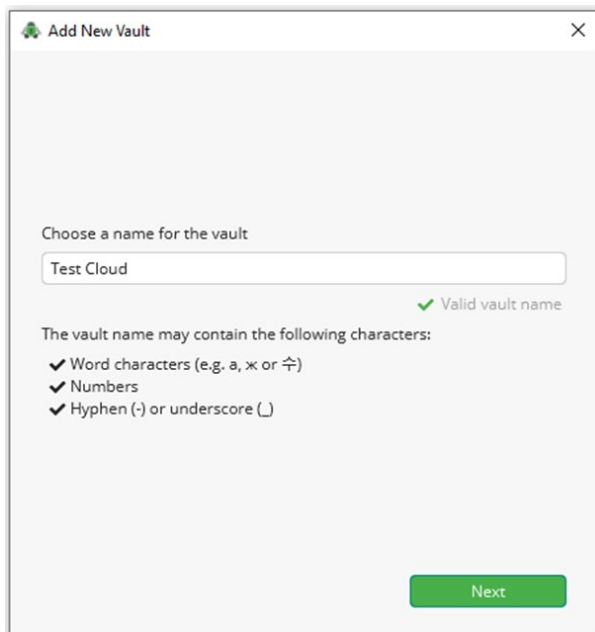
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Instructions for encrypting files with the *Cryptomator* programme

1) Open Cryptomator and create a new vault by clicking on **Add** at the bottom left and then on **+ New Vault**



2) A new window will open. Enter a name for your vault and click **Next**.



Encryption with Cryptomator

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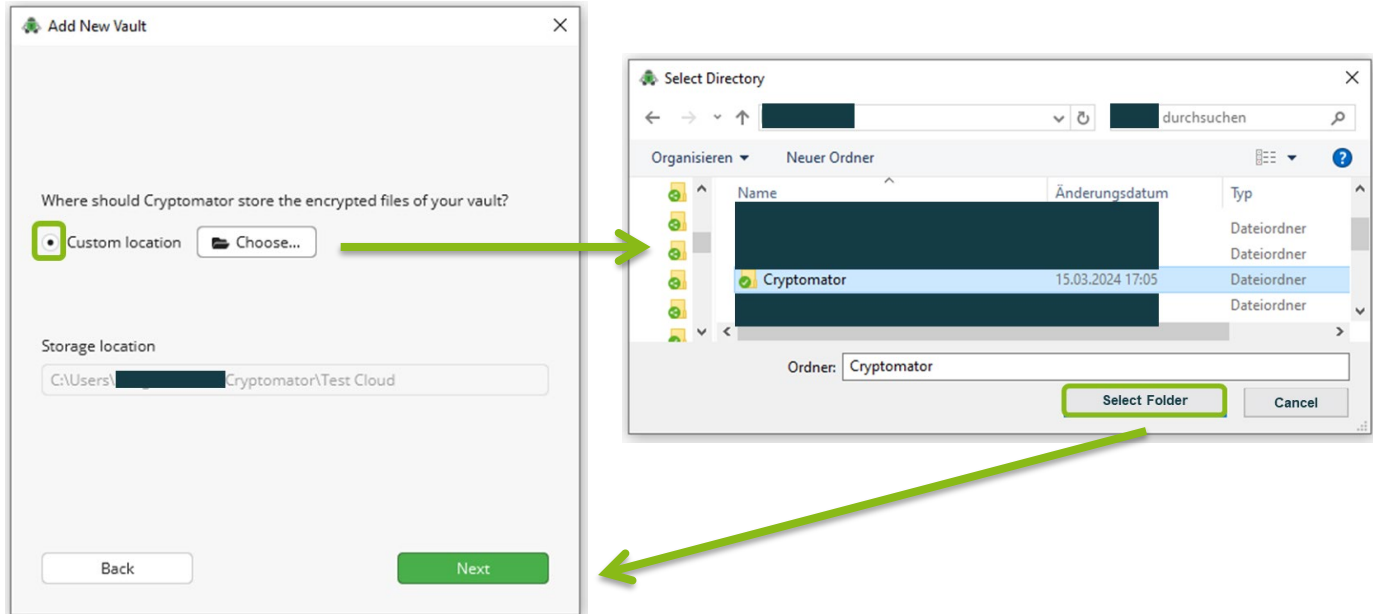
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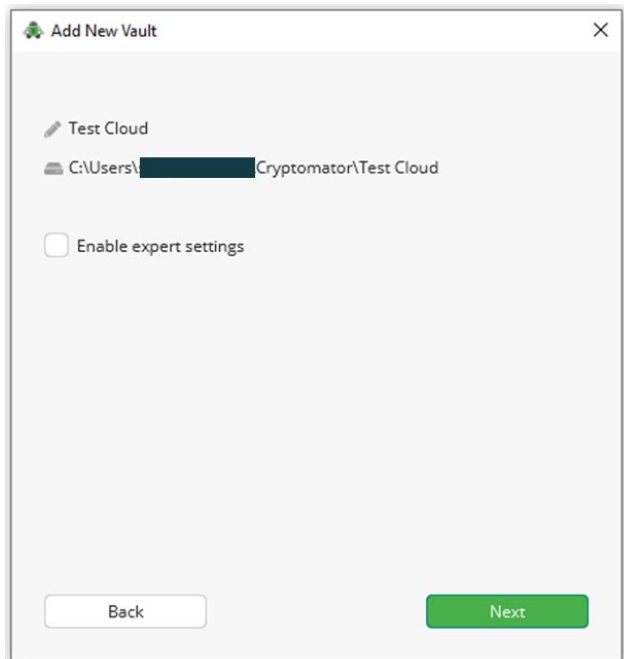


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3) Select **Custom location** for storage and **Choose** the desired location on your computer, confirm your selection in the browse window with **Select Folder** and then confirm with **Next**.



4) In the next step, the name and location of your vault will be displayed again. Confirm with **Next**.



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5) Enter a [strong password](#) and confirm it by entering it again. Save your password in a trusted [password manager](#) so that you do not forget it.

Then click on **Create Vault** at the bottom.

Add New Vault

Enter a new password

.....

Very strong

Confirm the new password

.....

Passwords match!

You won't be able to access your data without your password. Do you want a recovery key for the case you lose your password?

Yes please, better safe than sorry

No thanks, I will not lose my password

Back Create Vault

6) To encrypt files now, you must unlock the vault. To do this, select **Unlock Now**.

Add New Vault

Added vault "Test Cloud".
You need to unlock this vault to access or add contents. Alternatively you can unlock it at any later point in time.

Done Unlock Now

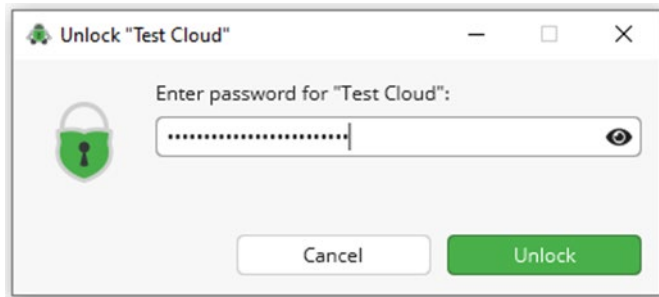
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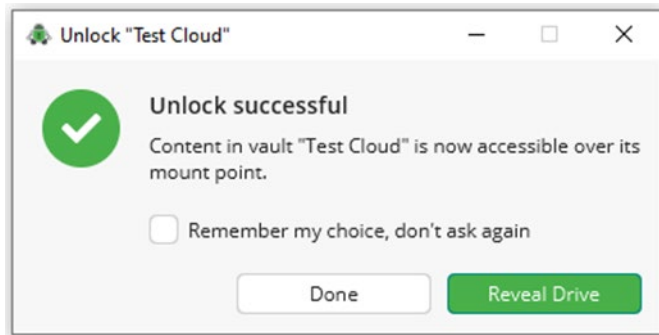


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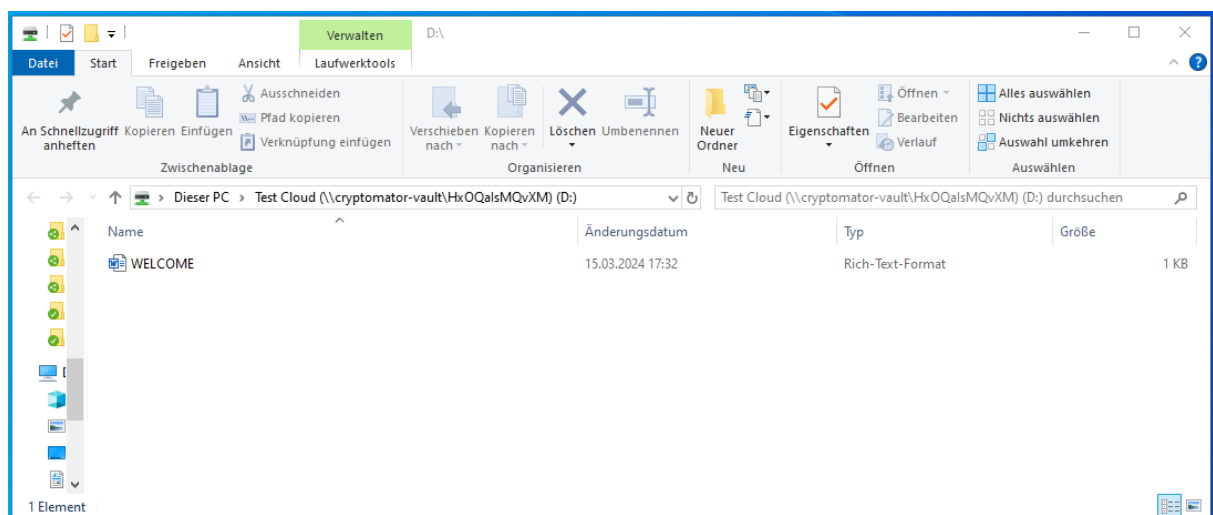
7) Enter the password and confirm with **Unlock**.



8) You will receive a successful unlock message. Select **Reveal Drive**.



9) You will now see the vault, the Cryptomator drive, and you can drag the files you want to encrypt onto it.



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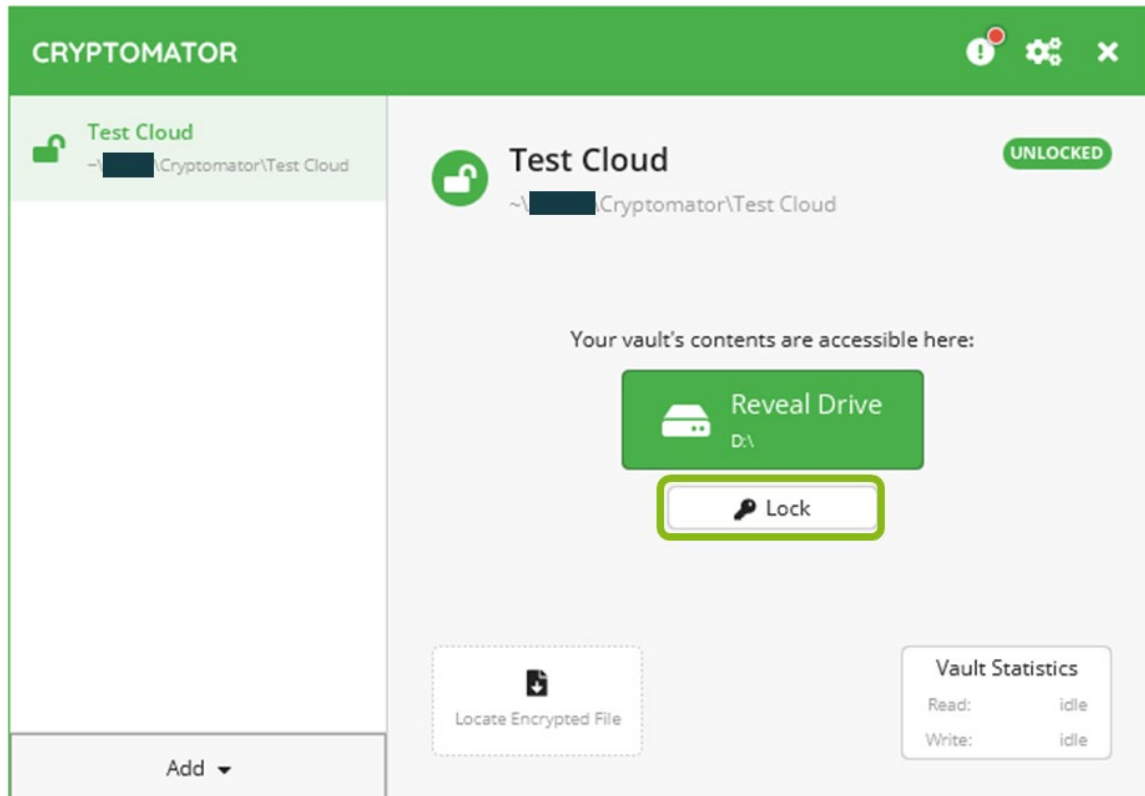
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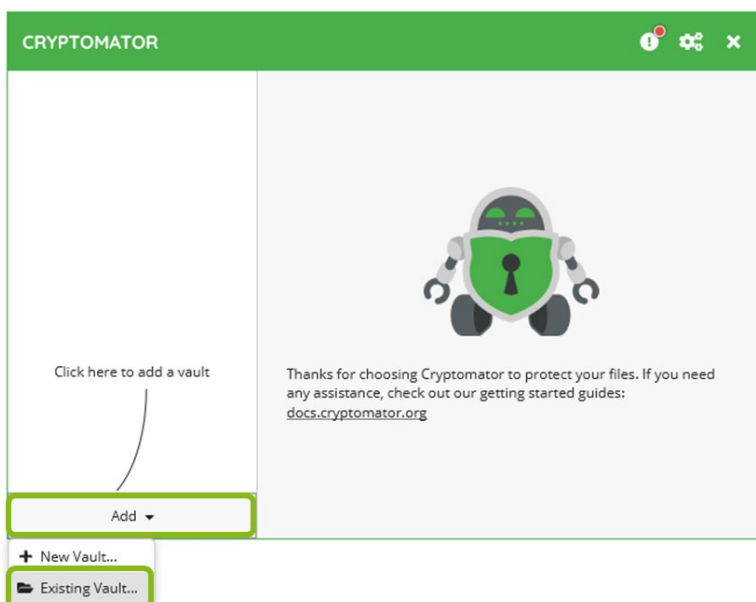
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10) Once you have added all the files you want to encrypt, go back to Cryptomator and **Lock** your vault again.



Instructions for decrypting files with the *Cryptomator* programme

1) Open Cryptomator and click **Add** in the bottom left corner, then click **Existing Vault...** to add an encrypted folder that is shared with you.



Encryption with Cryptomator

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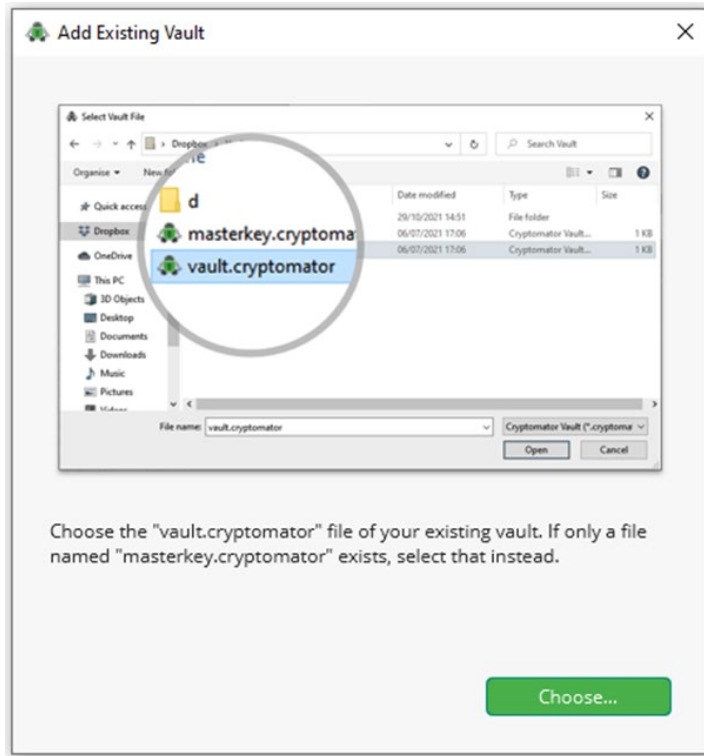
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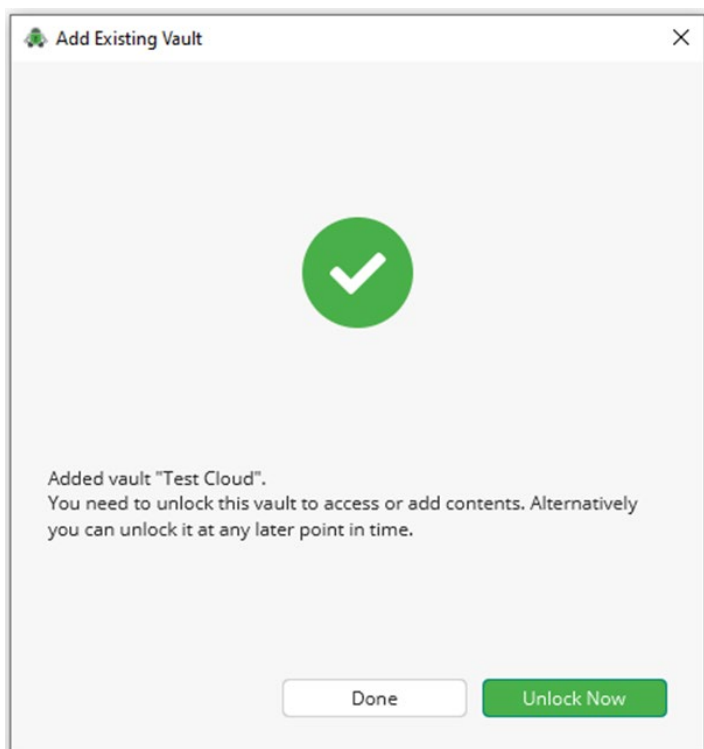


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2) Click on **Choose** to navigate to the shared folder. Select the **vault.cryptomator** file in the shared folder and click **Open**.



3) To decrypt the files in the shared folder, you still need to unlock the vault. Select **Unlock Now**. Once you have entered the password, you can work with the files as usual.



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4) When you have finished working on the files, go back to Cryptomator and **Lock** the vault again.

