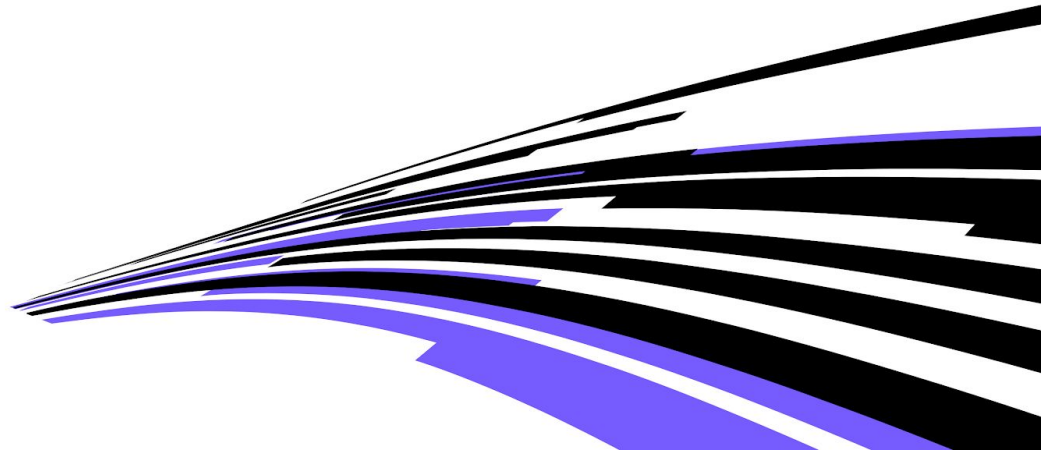




CONNECTED



Connected – quick start

Secure communication made simple

<https://theconnected.app/>

Updated: 18th November 2019

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Overview & Purpose

Connected provides a secure platform to both receive and send files in the cloud, unlike other file collaboration platforms Connected does not force people sending you files to use any particular platform.

To use Connected ALL your clients need is a web browser and an internet connection.

Connected provides you with dedicated "Secure conversation" pages to share with clients or embed on your website.

When files are received they are stored and organised in the cloud, this makes Connected both efficient and very secure.

Why use Connected?

Typically organizations use Connected when the files and messages being exchanged are too sensitive and or the file size too large to be sent via email.

Files and messages are available in your secure company branded portal.

You can automatically share files uploaded via Connected making use of the latest cloud collaboration technology.

Files received with Connected can be automatically synced to your local devices.

Who uses Connected?

Typical use case scenarios are:

1. Mortgage companies exchanging confidential financial records with clients.
2. Print shops receiving and processing files to be printed from clients
3. Financial advice organizations exchanging confidential files
4. Educational organisations receiving course work from students
5. Audio transcription companies receiving files to be transcribed
6. Solicitors / Lawyers exchanging confidential files
7. Video editing companies receiving video content from clients
8. IT support service organizations receiving and distributing files to clients
9. Real estate agents sending and receiving files from clients & photographers
10. Accountants receiving and sending confidential files to clients

Quick Start - company branding settings

The first thing to do is to set your company name and logo in settings.

As the first user in your company your account is automatically set up as an administrator allowing you to change company wide settings.

Simply access your [settings page](#) and enter your basic settings information. (see screenshot below) and in the company branding settings section

- 1.) Click in the Company Name field and enter your company name then click save
- 2.) Click the Change Logo button and select your company logo
- 3.) Optional - you can also change the color scheme to match your company brand

To change the color scheme simply click on the color scheme main colors and button styles, when you are happy with your choice click the save button.

NOTE you can also enter a specific custom color hex code below e.g. #2b3c51 in the box provided, when you click save this will become the new base color, this is very useful to exactly match your company's specific brand color.

Company Branding Settings

Change Logo Save

2.

Microsoft

Company Name

1.

Microsoft

Select color scheme

Or enter a custom color hex code below e.g. #2b3c51

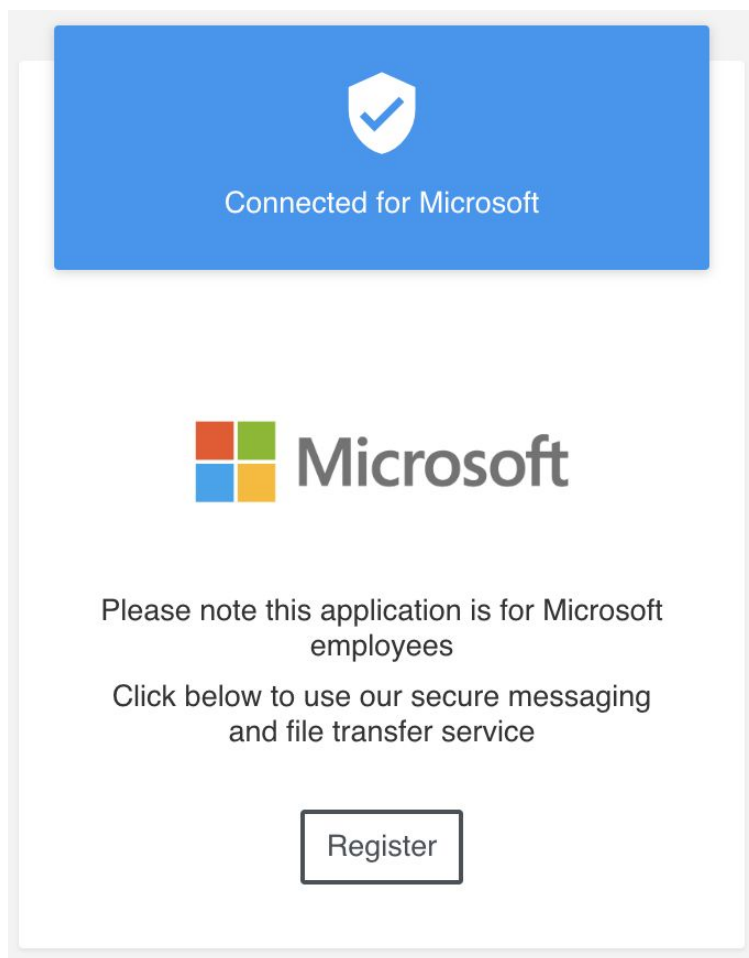
Select button style

Invite other users from your company

Now that you have configured your company name and branding you can invite other users from within your company to use Connected.

Scroll to the bottom of your [settings page](#) and click the “Copy employee sign up button”

Send the sign up link to other employees, they will then be able to register to use Connected for your company via a page branded to your company (an example of which is below).



Identity confirmation

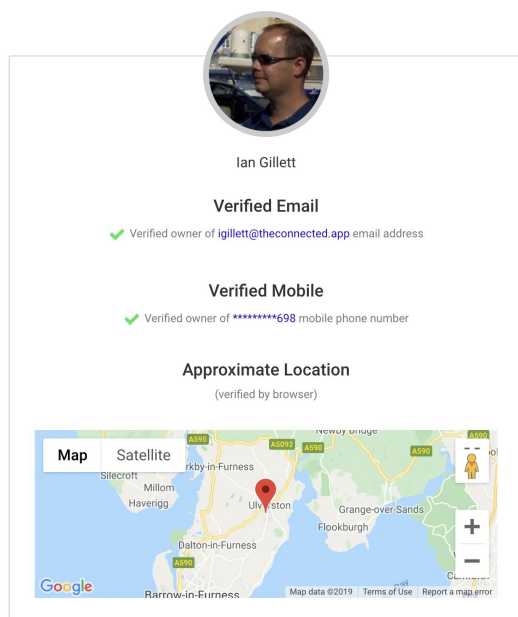
Connected builds trust with the people you exchange information with in a number of ways.

When you sign up for Connected we verify that you own the email you are using with the application and confirm this to people with whom you communicate. This is the first level of identity verification.

To increase trust there are a number of other things you can confirm in your profile settings - first access your [settings page](#)

- Mobile phone - to confirm ownership of your number enter your mobile number in the "Mobile phone number field" then click the "send verification code" button - you will receive a 4 digit code, enter this in the field labelled "Enter the code we just sent to your mobile" and click the button labelled "verify my code" after you have confirmed ownership of your number you can choose to display just the last 4 digits of your number or display your full phone number to people with whom you communicate.
- Verify location - click the "Verify my location" button to verify your approximate location using your web browser

Below is an example of a fully verified identity screen:



Support

For all support enquiries [please click here](#) and use our online support Application.

