



## **BooleBox online end user guide**

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# 1 Introduction

Welcome to the BooleBox END USER guide, which contains the explanation of the main features of the platform that can be used by users in accordance with the license purchased and the type of user created by an administrator user. Here you will find out how to upload a file, how to share it safely and how to complete the main tasks related to the use of the platform. BooleBox functionalities are available according to the user profile:

- **SUPER ADMIN (SAM)** - administrative profile created automatically during system configuration, with the power to create new companies and new users.
- **ADMIN (ADM)** - administrative profile created by an admin or a super admin, with full permissions within the company of which he is administrator.
- **ADMINISTRATIVE RESTRICTED ROLE (ADR)** - administrative profile created by an admin or a super admin, which have access only to particular sections of the dashboard based on the choices operated from the admin or super admin profile.
- **USER (USR)** - user created by an admin or super admin profile with specific permissions established during configuration.
- **GUEST (G)** - guest user external to the platform with which you can share files according to the sharing template used.

**Note: the guest user does not cover the users available for the purchased license and can't access classifications.**

**Note: In this guide, you will find some useful sections that illustrate the use of the BooleBox mobile application for the fulfillment of the main functions. The mobile application is not part of Common Criteria EAL2 + evaluation.**

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# 2 License

Discover all the procedures for activating, deactivating or upgrading your account.

## 2.1 Activating a personal account

By signing up, you can get 10GB of free space to store and protect your files and folders with our military grade BooleBox encryption. If you want to secure up to 1TB of space with all of our advanced security features, select the Cloud Individual version instead.

If you want to SIGN UP for the free version:

- Enter your first name, last name, e-mail and password in the [PRICES > FREE VERSION section at Boolebox.com](#).
- Select SIGN UP and wait for our confirmation e-mail.
- Click on the link in the e-mail within 24 hours to complete your registration.

If you want to purchase the Cloud Individual version:

- Enter your first name, last name, e-mail and password in the [PRICES > BUY NOW section at Boolebox.com](#).
- Select SIGN UP, fill in your personal data and enter your credit card details. Proceed with the payment and wait for our confirmation e-mail. Click on the link in the e-mail within 24 hours to complete your registration.

**Note: the Common Criteria EAL2+ certified version is not available for BooleBox cloud license.**

Integrations				
Outlook Encryptor	✓	✓		
Gmail Encryptor	✓	✓	✓	✓
File Encryptor	Upon Request	✓		
Share Point Encryptor		✓		
Microsoft™ Office 365™ Integration	✓	✓	✓	✓
BooleBox Secure Sync	✓	✓	✓	✓
	\$65/month	On demand	FREE	\$16/month
	30-DAYS FREE TRIAL	REQUEST INFO	FREE VERSION	BUY NOW





## The safest cloud solution ever. **FREE**

- 10GB of storage available
- Desktop and Mobile App
- Immediate activation
- Guaranteed military level of encryption
- No installation required
- Your data immediately protected
- Safe and controlled sharing

[Click here](#) to compare features

BUSINESS	INDIVIDUAL	<b>FREE</b>
----------	------------	-------------

### BooleBox FREE

First Name \* Last Name \*

boolebox.individual@gmail.com

••••••••

Confirm Password \*

By registering you agree to the [Terms of Service](#) of BooleBox.



Type the code shown above

**SIGN UP**

## The safest cloud solution ever. At only **16\$/month**

- 1TB of storage available
- Desktop and Mobile App
- No installation required
- Immediate activation
- Guaranteed Military level of encryption
- Safe and controlled sharing
- Backup up to 99 previous versions

[Click here](#) to compare features

BUSINESS	<b>INDIVIDUAL</b>	FREE
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### BooleBox Individual

First Name \* Last Name \*

boolebox.individual@gmail.com

••••••••

Confirm Password \*

By registering you agree to the [Terms of Service](#) of BooleBox.



Type the code shown above

**SIGN UP**



## BOOLEBOX INDIVIDUAL

More than 1 TB of space, personal keys and unlimited extra protection, activity log, versioning and annotations. [Find out more!](#)

[nome.cognome@gmail.com](#)

### AUTOMATIC RENEWAL

☒ Per Month ☐ Per Year (2 months free)

16\$ per Month

### YOUR BILLING INFORMATION

First Name*	Last Name*
Company Name	
Address Line 1*	
ZIP*	City*
State/Province/Region*	< Select Country >*
VAT Number / Tax ID	

### CREDIT CARD



Visa

Available only in: [Cloud Individual](#) | [Free](#)

## 2.2 Activating a business account

By activating a business account, you get a 30 day free trial of Cloud Business and get 6TB of free space with all of our security features.

- Enter your company name, first name, last name, e-mail and password in the [PRICES > SIGN UP NOW](#) section at [Boolebox.com](#).
- Select SIGN UP, fill in your personal data and enter your credit card details. Your card will not be debited before the expiry of the 30 day free trial period, during which you will be able to cancel your registration with no further obligation.
- Proceed with registration for the free trial and wait for our confirmation e-mail.
- Click on the link in the e-mail within 24 hours to complete your registration.

### Are you a Company?



### Are you an Individual?



	Cloud Business	On-Premises/Hybrid	Free version	Cloud Individual
Space Available	6TB	Unlimited	10GB	1TB
Personal Keys	Unlimited	Unlimited	3	Unlimited
Anti-screen capture and deter photo shots	Unlimited	Unlimited	1	Unlimited
Desktop and mobile apps	✓	✓	✓	✓
Backup for up to 99 previous versions	✓	✓		✓
Annotations	✓	✓		✓
Syncing with Active Directory	✓	✓		
Admin Dashboard	5 licences included	✓		
Users	\$10 per month	✓		





The safest cloud solution ever. **Try BooleBox Business FREE for 30 days**

- 5TB of storage available
- Desktop and Mobile App
- No installation required
- Immediate activation
- Guaranteed Military level of encryption
- Safe and controlled sharing
- Backup up to 99 previous versions
- 5 users included
- Active Directory sync

**BUSINESS** INDIVIDUAL FREE

BooleBox Business – 5 User Pack

Company \*

First Name \*

Last Name \*

E-mail address \*

Password \*

Confirm Password \*



Type the code shown above

- ☐ I hereby confirm that I have read and agree to the [Terms of service](#)
- ☐ I hereby confirm that I have read and understood the [Privacy Policy](#)

### BOOLEBOX BUSINESS with 5 licenses included

More than 1 TB of space, personal keys and unlimited extra protection, activity log, versioning and annotations. [Find out more!](#)

Company Name

nomeee.cognome@gmail.com

COMPANY

#### AUTOMATIC RENEWAL

☒ Per Month ☐ Per Year (2 months free)

65\$ per Month

30 days Free Trial! \*

#### YOUR BILLING INFORMATION

First Name\*

Last Name\*

Company Name

Address Line 1\*

ZIP\*

City\*

State/Province/Region\*

< Select Country >\*

Available only in: **Cloud Business**

## 2.3 Upgrading an account

By upgrading an account - which means buying one of the paid licenses provided by BooleBox - you can take advantage of all the features offered by the platform, also obtaining more protected storage space for your files. To upgrade an account:

- Click on the menu icon at the top left of your account's homepage and access the MY ACCOUNT > SUMMARY ACCOUNT section.
- Select the preferred paid version (Cloud Individual or Cloud Business), fill in the details with your data and insert the references of your credit card to proceed with the payment.
- Wait for the confirmation e-mail at the address indicated and click within 24 hours on the link sent to complete the upgrade of your account.

Available only in: **Cloud Individual** | **Free**



## 2.4 Deactivating an account

In order to deactivate an account, you must send an e-mail to **info@booleserver.com** containing:

- An explicit request to deactivate the account.
- The e-mail address of the account you want to deactivate.

**Note:** by deactivating an account, all files uploaded on the BooleBox platform will be lost. If the account to be deactivated is an administrative (SAM, ADM or ADR) account, all users of the company administrated by the account will no longer access to BooleBox.

**Note:** the request to deactivate an account must be received from the e-mail address associated with the account to be deleted. Once the request to delete the account has been processed, the user will receive an e-mail requesting the confirmation of account deactivation. Upon confirmation, the user will be notified when the account has been deactivated.

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## 3 Login

Discover all the options related to the login procedure and the security features made available to you in order to access the platform in a safe and controlled manner.

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### 3.1 Login

In order to login to BooleBox platform, you will need the username and password associated with your account. To login:

- Enter the e-mail address associated with your account.
- Enter the password associated with your account.

**Note:** if you enter wrong credentials, an error message will appear, indicating that the credentials you entered don't match any account.

**Note:** if you enter the wrong password for more than three consecutive attempts, you will be asked to enter a CAPTCHA code with an increasing delay in case of wrong insertion.

**Note:** the session created with the first login will last 30 days. If the access to the platform takes place via a public workstation or a non-exclusive access device, it is strongly recommended to log out.

---

### 3.2 Login with One Time Password (OTP)

If the TWO STEP VERIFICATION option has been enabled for your user profile, the access to your BooleBox account will occur not only by entering the credentials linked to your profile, but also by a One Time Password (OTP) sent to the mobile phone number matched to your account, to your e-mail address or generated via the configured authenticator app. To login with OTP:

- On the login page, enter the username and password related to your BooleBox account and click on SIGN IN.
- Wait for the reception of the OTP.
- Enter the One Time Password received in the appropriate field and click OK.

**Note:** by enabling the TRUST THIS COMPUTER option, the device in use will be recognized as safe and it will no longer be necessary to insert an OTP during the login. To restore this setting, you will need [to delete your Web browser's cookies](#).

**Note:** by clicking on LOST YOUR PHONE? you will be asked for the code provided during the pairing of the mobile phone number to your BooleBox account. By doing this, you will automatically deactivate the TWO STEP VERIFICATION option and you will be able to access your account without having to enter an OTP. Once you have restored the access to BooleBox platform from a new mobile device, in order to maintain the Common Criteria EAL2+ certified version of BooleBox On-Premises, you will have to enable immediately the TWO STEP VERIFICATION option.

**Note:** if the user in question has received from one administrator (SAM, ADM or ADR) the permission to manage the two-step verification option, this feature is manageable through the MY ACCOUNT > OPTIONS section.

**Note:** in order to obtain the Common Criteria EAL2+ certified version, you must not enable the TRUST THIS COMPUTER option.

**Note:** if you enter a OTP that doesn't match the one sent via e-mail or generated through the authentication app, an error message will appear, informing that the OTP you entered is not correct.



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### 3.3 Access from unsafe devices

By accessing from unsafe devices, you can request a One-Time Password and increase your account's security when you sign in on a shared/public computer or tablet. To request an OTP:

- Click on [ACCESS FROM NON-TRUSTED DEVICES on the LOG IN page at BooleBox.com](#).
- Enter the e-mail address for your account and wait for the One-Time Password at the number of the phone linked to your account to sign in in total security. When you have received the OTP, you can sign in by inserting it in place of your usual password.

**Note: the ACCESS FROM UNSAFE DEVICES option must not be used for TOE instances configured in accordance with the indications provided by Common Criteria EAL2+ certification.**

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### 3.4 Windows authentication

With BooleBox On-Premises, you can access to your BooleBox account by entering your Windows account credentials:

- In your access window, select the WINDOWS AUTHENTICATION item.
- Enter your Windows account credentials.

**Note: if the configuration of the browser has been correctly completed, the access will be automatic, without needing to insert credentials manually.**

**Note: the WINDOWS AUTHENTICATION option must not be used for TOE instances configured in accordance with the indications provided by Common Criteria EAL2+ certification.**

Available only in: [On-Premises](#)

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### 3.5 Recovering your password

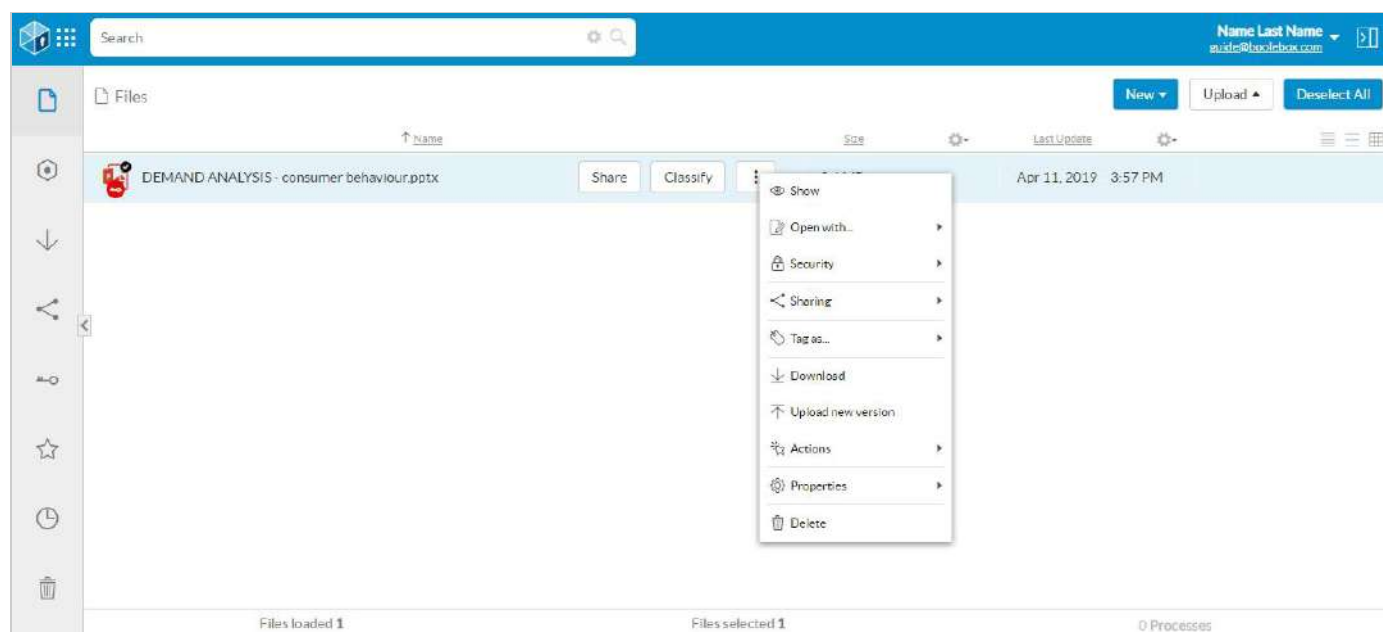
To recover your password:

- Click on [FORGOT YOUR PASSWORD on the LOG IN page of the Boolebox.com site](#).
  - Enter the e-mail address for your account and wait for the password recovery e-mail to create a new password and log in to your account's homepage.
-



# 4 Files managing

Learn how to upload, organize, edit or delete files and folders in BooleBox through your account's homepage.



## 4.1 Files managing tabs

Files are the most important resource in any type of activity and must be protected and easily available when needed. BooleBox, in addition to offering you military-type encryption automatically applied to all files uploaded to the platform, organizes your files in a convenient and intuitive manner, putting at your disposal several tabs for file management:

- **FILE** - tab that groups all unclassified files uploaded to the platform.
- **PERSONAL KEY** - tab that groups all unclassified files uploaded on the platform and protected with a Personal Key.
- **FAVOURITES** - tab that groups all the files you have marked as favourites by applying the star icon.
- **RECENT** - tab that groups all unclassified files you have recently used, to help you find the files you are working on in the last period.
- **RECYCLE BIN** - tab that groups all files deleted from the file manager before they are permanently removed.



## 4.2 Uploading a new file or folder

By uploading files, you can automatically protect them with BooleBox military encryption. To upload files or folders:

- If the file to be uploaded is already available on your device, you can upload it with a simple drag & drop operation. Alternatively, click on the UPLOAD button and choose the file you are interested in.
- If the file to be uploaded is still to be created, click on the NEW button, select the type of file to be created (folder, MS PowerPoint presentation, MS Excel Document, MS Word Document, document template or personal document template).
- The complete list of files and folders stored in BooleBox is always available in the entry window of your online reserved area in details or preview mode. To change from one view mode to the other, simply click on the three icons at the top right.

**Note: the drag & drop operation for directories is only available for Google Chrome.**

You can protect any type of files with military grade encryption offered by BooleBox platform. The application of advanced protection VIEW ONLY in the sharing phase, is instead supported only by the following files:

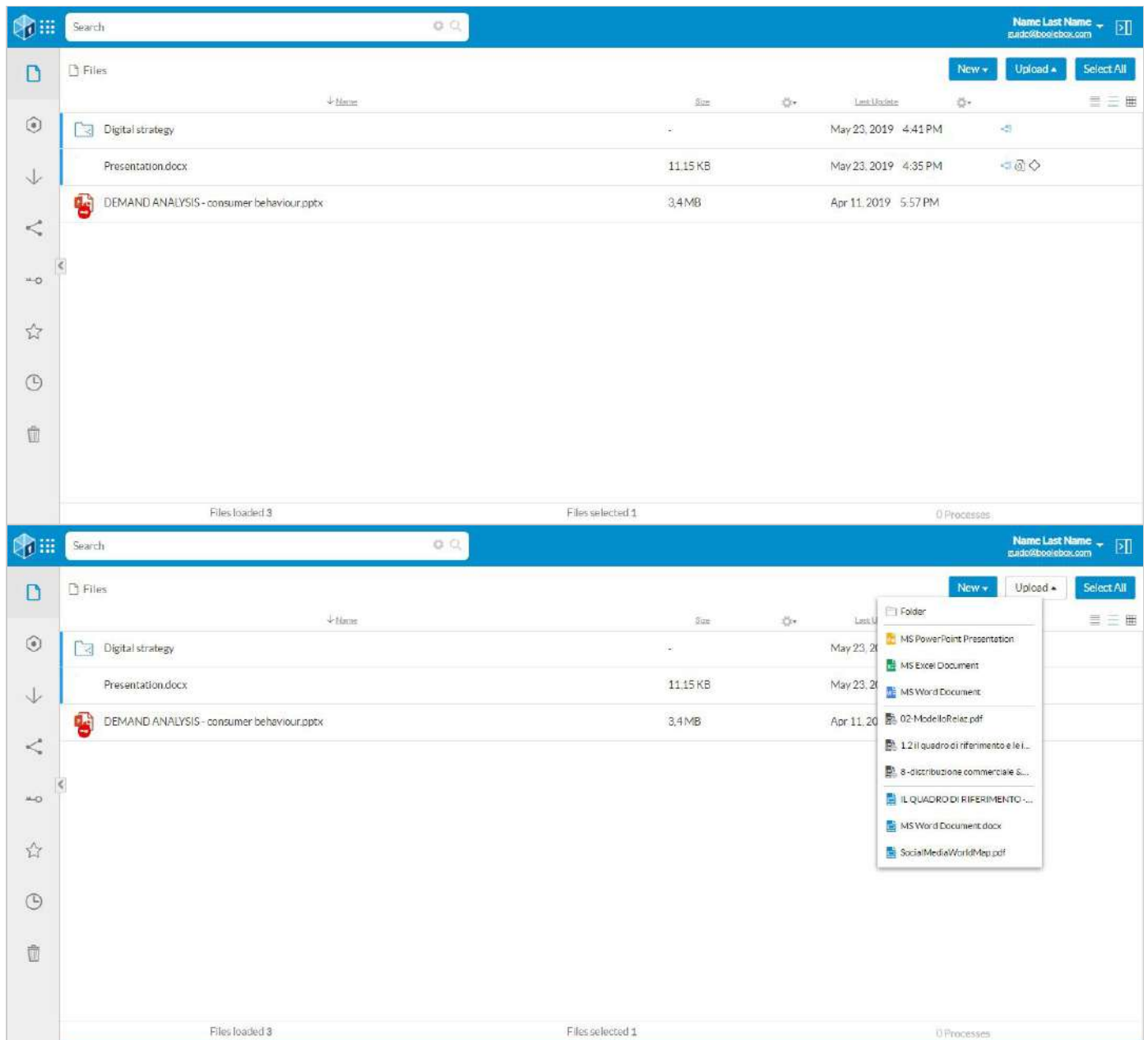
- **MS-Office® Documents:**
  - Word/OpenOffice/Text files.
    - Doc, Docx, Dotx, Odt, Ott, Rtf, Txt, Html, Mhtml.
  - Excel/Spreadsheets.
    - Xls, Xlsx, Xltx, Ods, Ots, Csv.
  - Powerpoint presentations.
    - Ppt, Pptx, Potx, Od, Otp.
  - MS-Visio.
    - Vsd, Vsdx, Vss, Vst, Vsx, Vtx, Vdw, Vdx.
  - Project.
    - Mpp, Mpt.
  - Onenote
    - One.
- **Adobe:**
  - PDF
- **Image/CAD:**
  - Jpg, Bmp, Png, Gif, Psd, Tiff, Dwg, Dxf.
- **Mail:**
  - Msg, Eml, Emlx, Oft, Tnef.
- **Extensible Markup Language Paper Specification:**
  - .XPS, .OXPS.
- **Electronic Publication (eBook Reader):**
  - ePub
- **High Efficiency Image File Format:**
  - .heic

**Note: if you attempt to upload a file when your storage space is finished, an error message will appear, indicating that there is no storage space still available for your user.**

**Note: you cannot upload files that are 0 bytes in size. If a user attempts to upload a file of null dimensions, an error message will appear indicating that it is possible to upload only files whose size is greater than 0 bytes.**

**Note: depending on the license purchased, the maximum size of each file that can be loaded on the platform, considering the only case in which there is sufficient space available, is 2GB for the FREE version, 5GB for the INDIVIDUAL version and 50GB for the BUSINESS version. The On-Premises version, however, does not set any limit on the maximum size of the uploaded files.**





### 4.3 Info panel

Clicking on the name of a file uploaded on the platform, an information panel will appear on the right of the screen. In the DETAILS tab, you can view a lot of information about the file or folder you are looking at, for example:

- **FILE ID:** the id of the file in the BooleBox database.
- **OWNER:** the BooleBox user that owns the file.
- **PATH:** the path where the file is located on the BooleBox platform.

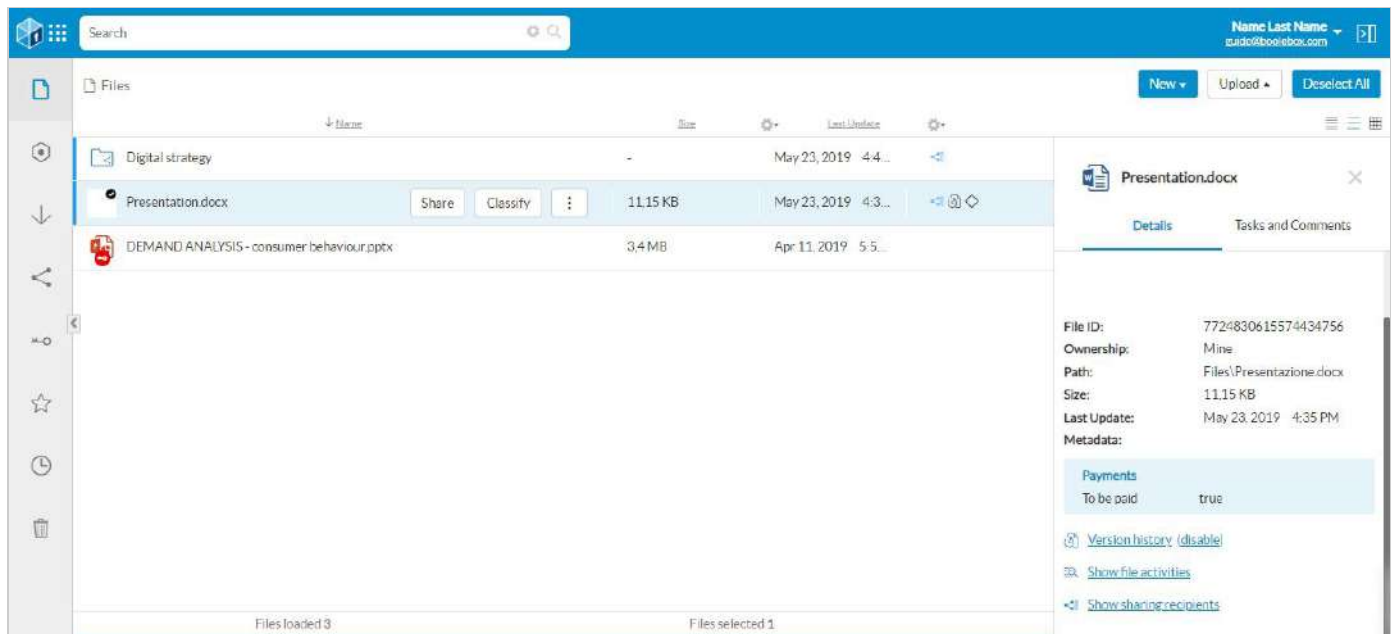
**Note:** by clicking on the appropriate command next to the PATH field, you can copy the file path.

- **SIZE:** the space occupied by the file on the platform.
- **LAST UPDATE:** date and time of the last file update.
- **METADATA:** all metadata related to the file.

From the information panel, by clicking on the relevant commands, you can view all previous versions of the file, the main tasks performed on it and disable the VERSIONING function.

The TASKS AND COMMENTS tab, however, allows you to assign file-related tasks to BooleBox users and/or to add comments to the selected file or folder.

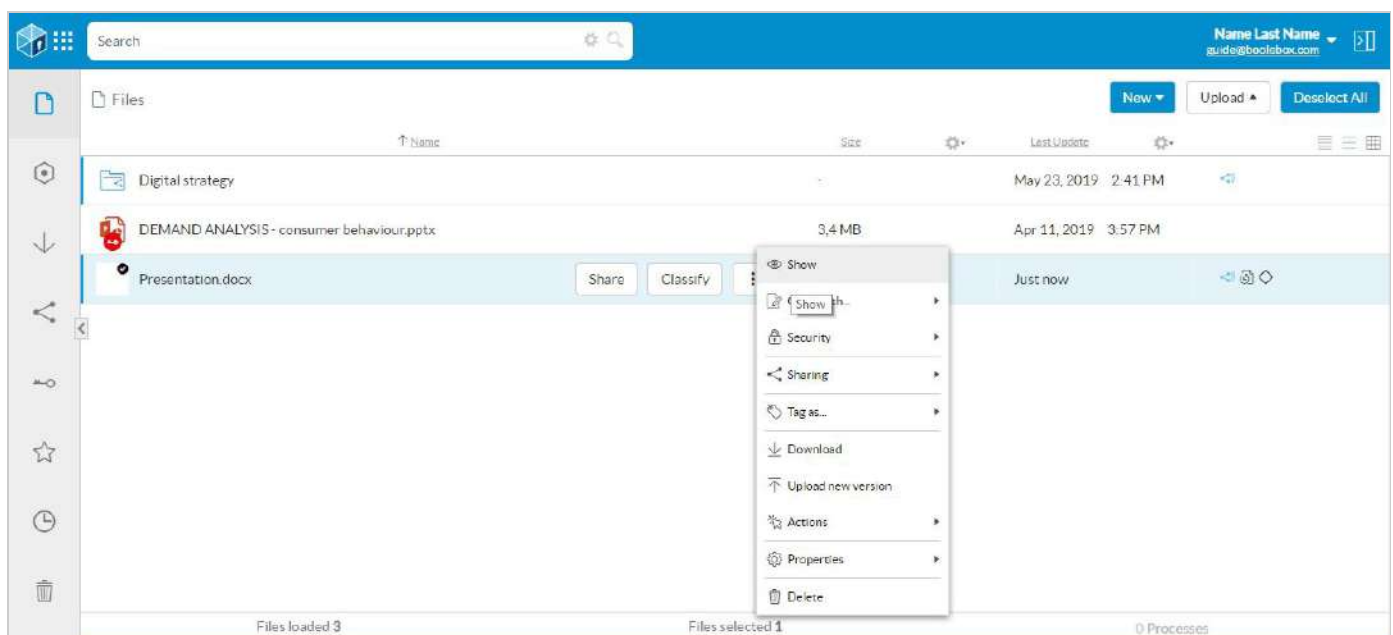




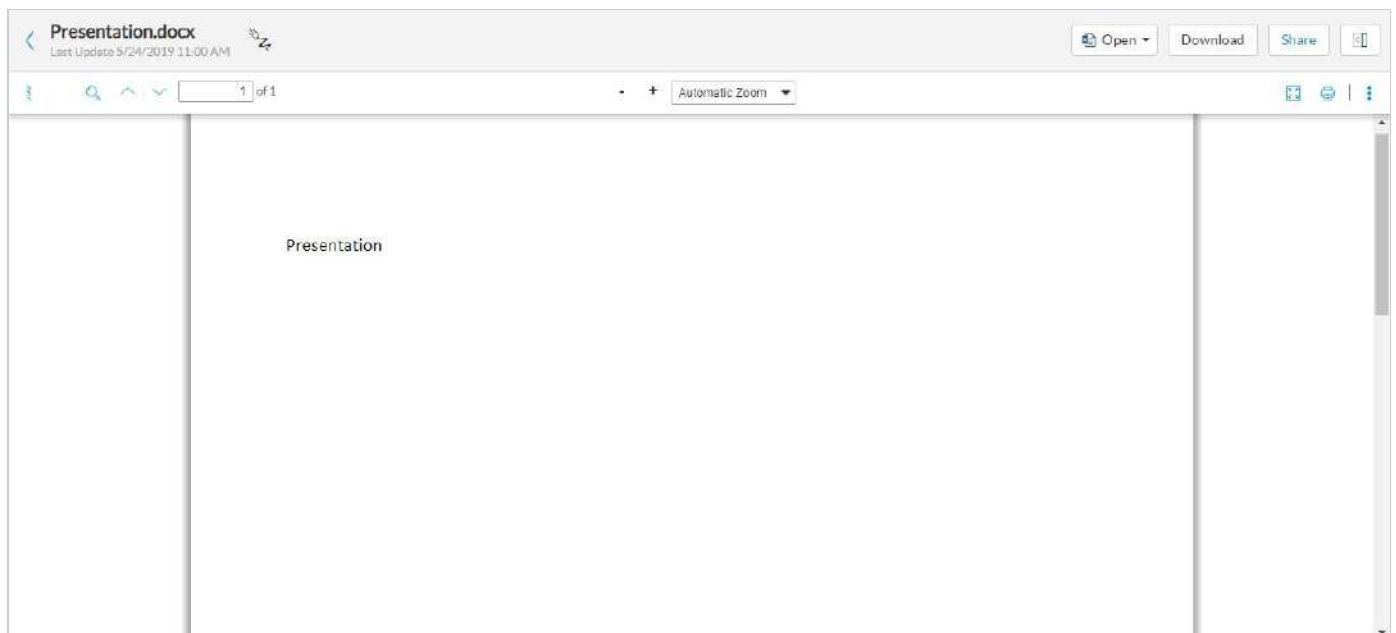
## 4.4 File preview

BooleBox allows you to view and work on files uploaded to the platform while enjoying great portability and all the protection offered by military grade encryption. Thanks to the preview, you can view the file without having to download it locally. To visualize the preview of a file:

- Click on the three-point menu next to the file whose preview you want to view.
- Click on SHOW.
- The screen showing the preview of the selected file appears.
- By clicking on the icon at the top left, you can add ANNOTATIONS inside the file, taking advantage of freehand, text and highlight instruments.
- Once the file preview is opened, using the buttons at the top, you can decide to:
  - Open the file with MICROSOFT OFFICE ONLINE or FILE ENCRYPTOR CLIENT.
  - DOWNLOAD the file.
  - SHARE the file with other users.
  - PRINT the file.
  - Take advantage of the navigation features in the three-point menu at the top right.
- Click on the arrow at the top left to return to the main screen of the file manager.



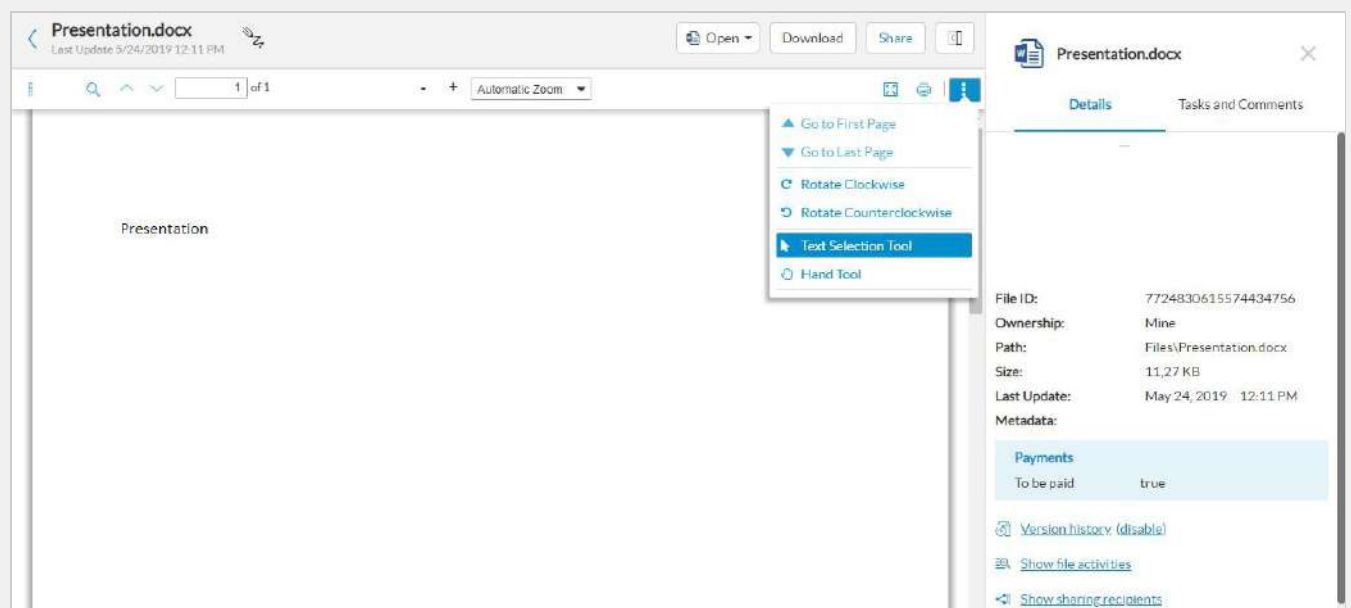




#### 4.4.1 File preview actions

The three-point vertical menu at the top right of the file preview allows you to navigate within the document very easily and quickly. By clicking on the menu icon, you can select one of the following features:

- **GO TO FIRST PAGE** - action that allows you to return to the first page of the document being consulted.
- **GO TO LAST PAGE** - action that allows reaching the last page of the document being consulted.
- **ROTATE CLOCKWISE** - action that allows you to rotate the document clockwise.
- **ROTATE COUNTERCLOCKWISE** - action that allows you to rotate the document counterclockwise.
- **TEXT SELECTION TOOL** - action that allows you to activate the mouse or TouchPad cursor as a text selection tool.
- **HAND TOOL** - action that allows you to activate the mouse or TouchPad cursor as a panning tool, which allows you to navigate through the document as if it were browsed by hand.





## 4.5 Opening and editing a file

BooleBox allows access to the content of uploaded files through the use of two main applications: Microsoft Office Online and File Encryptor Client.

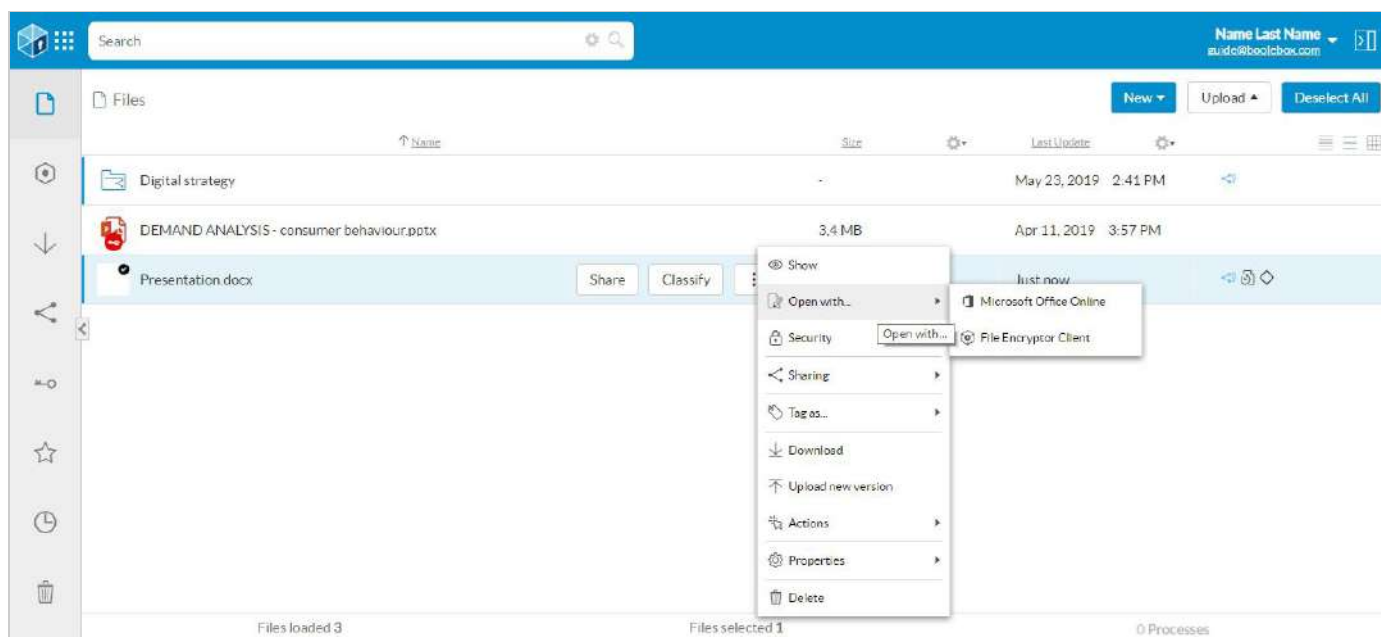
By taking advantage of a Microsoft Office Online license, you will be able to make full use of the functions provided by Office applications, combining the convenience of automatic saving of any operation performed on the file at the same time.

By opening a file with File Encryptor Client, you will instead have the possibility to enhance the security offered by BooleBox during the process of editing the uploaded files on the platform, automating the processes of: download, file decryption, encryption of the modified file and subsequent upload. To open and edit a file:

- Click on the three-point menu icon next to the file you want to open and edit.
- Select the OPEN WITH item.
- Select MICROSOFT OFFICE ONLINE or FILE ENCRYPTOR CLIENT.

**Note:** online editing of documents through Microsoft Office 365 is only available for Word documents, Excel spreadsheets or PowerPoint presentations with .docx, .xlsx or .pptx extensions. For more information on how the editing program works and on Microsoft Office Online business policies, visit <https://support.office.com/it-it>.

**Note:** if you have a BooleBox instance according to Common Criteria EAL2 + Certification specifications, you will not be able to use the online editor.





## 4.6 Security

Security is the most important added value that BooleBox constantly guarantees to all its users. In addition to the automatic encryption of all the content loaded on the platform, BooleBox allows you to take advantage of other security options, such as personal encryption keys (PERSONAL KEY), the DETER PHOTO SHOTS and the CHANGE OWNER.

**PERSONAL KEY:** personal encryption key that can be set by a user, allowing a second encryption of files uploaded on the platform through a key known only to the user.

**DETER PHOTO SHOTS:** functionality that, by making the file visible in limited portions corresponding to the the area in which the cursor is placed, allows you to protect your files from prying eyes when they are being consulted.

**CHANGE OWNER:** an operation that allows you to transfer the file's ownership to another BooleBox user, displaying it in the recipient's file manager and making it inaccessible to the original owner.

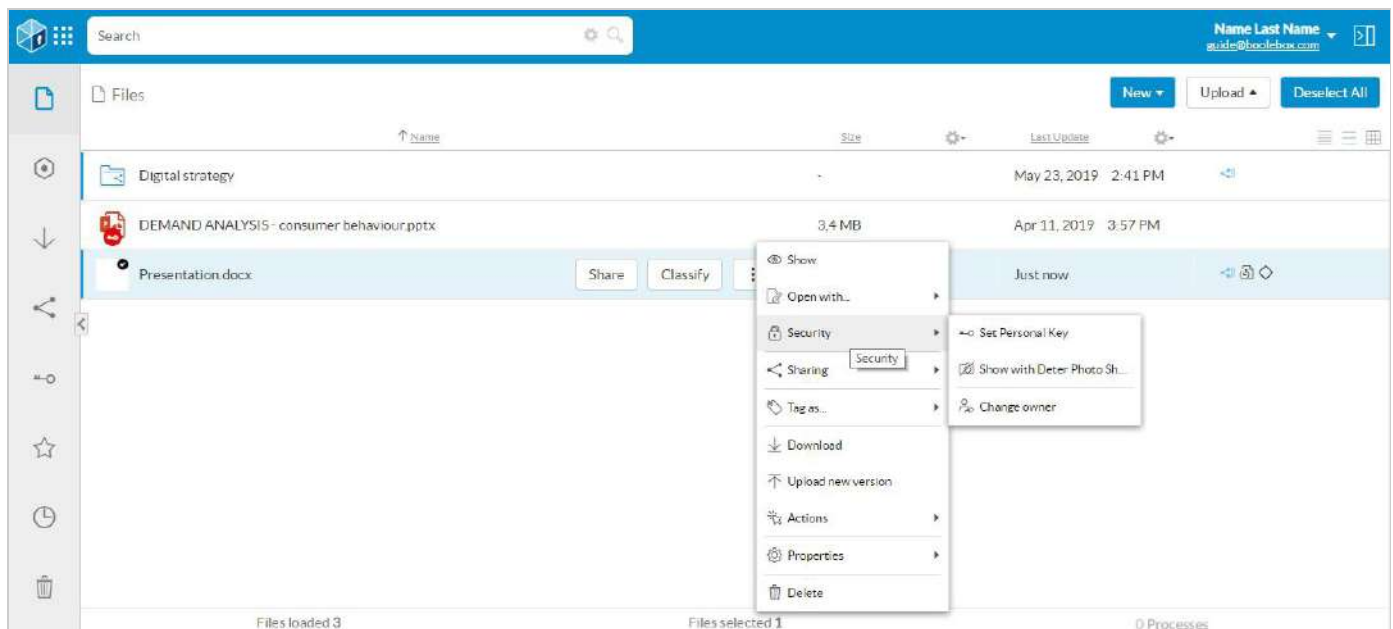
To take advantage of the security features of a file:

- Click on the three-point menu icon next to the file you are interested in.
- Select the SECURITY item.
- Select one of the available items from SET PERSONAL KEY, SHOW WITH DETER PHOTO SHOTS and CHANGE OWNER.

**Note: Personal Keys inherit passwords minimum complexity criteria set by an administrator user (SAM, ADM or ADR) for the users of your company. If you try to enter a Personal Key that does not meet these requirements, an error message will appear indicating that the entered Personal Key does not meet the minimum complexity criteria.**

**Note: in order to comply with the complexity criteria set for the Common Criteria EAL2+ certified version of BooleBox On-Premises, the Personal Key must be at least 8 characters long and must contain at least one uppercase letter, one lowercase letter and one number.**

**Note: Personal Key validation will be confirmed until the end of the session. Once entered correctly for the first time, it will no longer be necessary to enter it until the end of the session.**





Search

Files

ccc

File Encryptor Client installation

ScreenDb.JPG

Testfile.txt

1

Testfile.txt

Last Update 1/19/2019 7:40 PM

OpenDownloadShare

1 of 1Automatic Zoom

datai accesso debian 9

u0001 root

Search

Search E-mail Address

All (6)

Marketing (1)

Pre-sales (2)

Sales (3)

Sales (Italia) (3)

Name Last Name (guide@boolebox.com)

<<1>>>

No selection

ConfirmCancel

Name Last Nameguide@boolebox.com

UploadDeselect All

Last Update

Nov 10, 2018 2:58 PM

May 31, 2019 9:25 AM

Mar 02, 2019 12:21 PM

Jan 19, 2019 7:40 PM

20/91



### 4.6.1 Security objective - Personal Key

In order to use the Common Criteria EAL2+ certified version of BooleBox On-Premises, you must satisfy the following security objective:

OPERATIONAL ENVIRONMENT OBJECTIVE	DESCRIPTION	SECURITY PRECAUTIONS TO BE TAKEN
OE.PERSONALKEY	The Operational Environment shall grant a secure distribution of Personal Keys correlated to classification projects. Furthermore, users are responsible for the secure management of their Personal Keys. It is recommended to save the Personal Keys used on a file uploaded on BooleBox and protected with Personal Key.	Users must save their Personal Keys on a file uploaded on BooleBox and protected with a Personal Key.

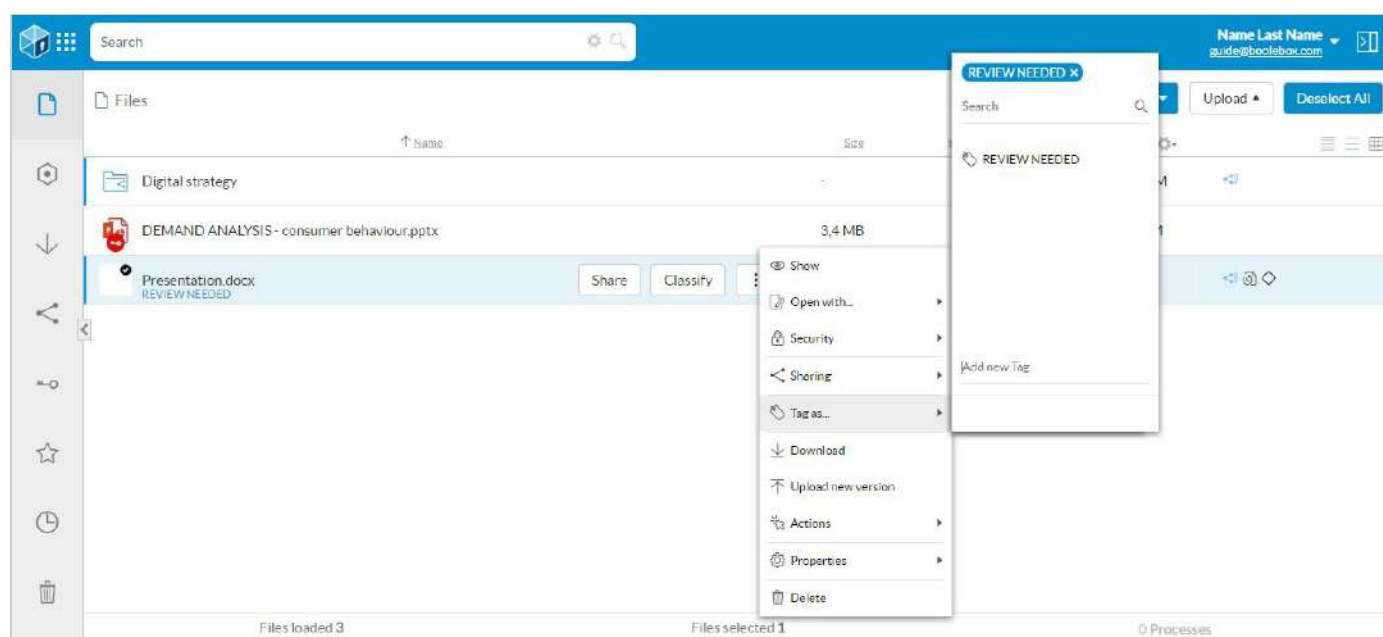
Available only in: [On-Premises](#)

### 4.7 Adding a personal tag to a file

In addition to the various security features, BooleBox is always able to guarantee a perfect organization of the files stored on the platform. To help you search for a file or folder in your file manager, you can apply a personal tag to these to be used as a keyword to find your file again later on. The personal tag entered will always be visible under the name of the archived file. To apply a personal tag to a file:

- Click on the three-point menu icon next to the file you want to tag.
- Select the TAG AS item.
- If you want to tag a file with a label already used you can select it from the list of available labels; if instead you want to create a new label, click on ADD NEW TAG, enter the name of the label, press enter and click on CONFIRM.

**Note: the labels of files are for personal use only: unlike classification tags, they will not affix specific protections to the tagged file and will not be displayed if the tagged file is shared with other users.**



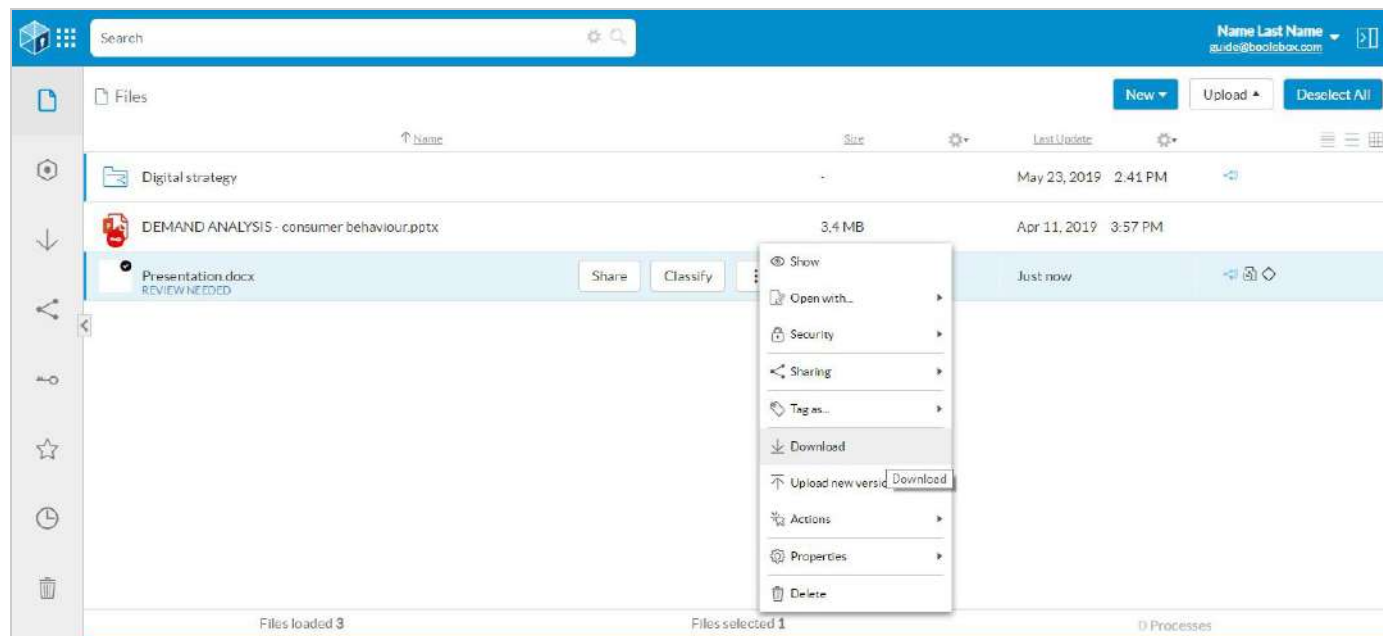


## 4.8 Downloading a file

To download content uploaded on BooleBox platform:

- Click on the three-point menu icon next to the file you want to download and select the DOWNLOAD item.

**Note: in case of multiple selection of contents or folders to be downloaded, a zip file will be created and you'll be able to set a password to access the downloaded files.**

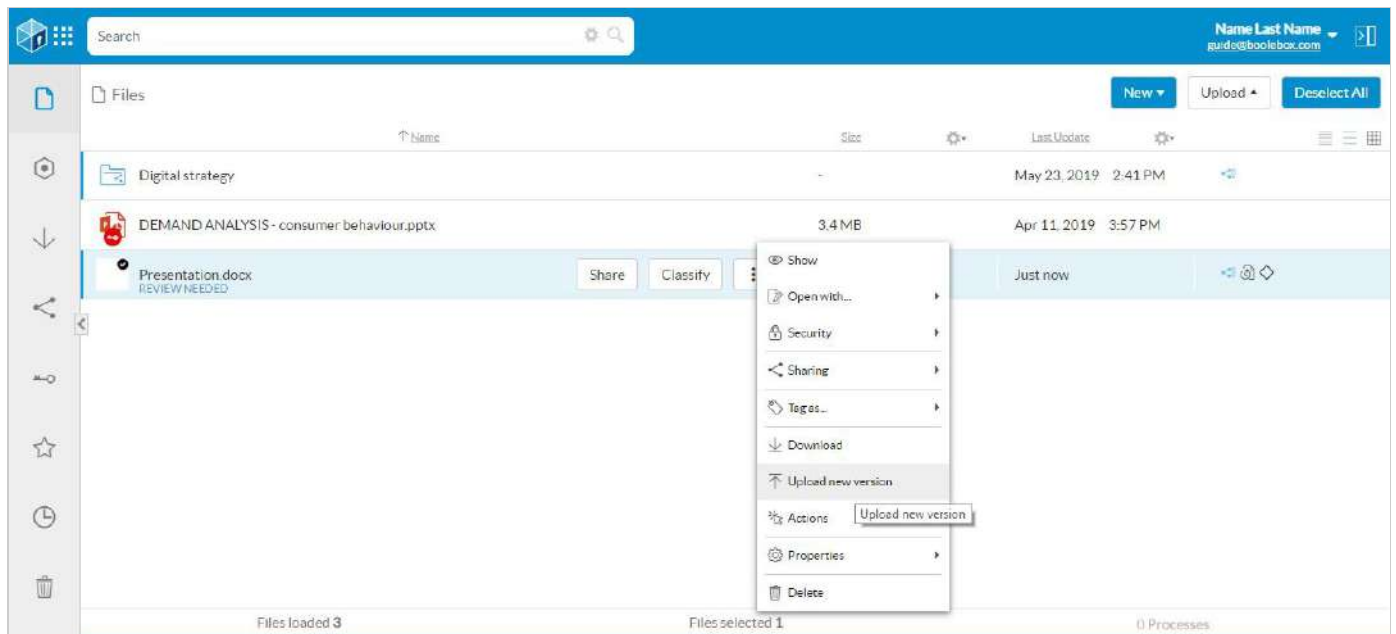


## 4.9 Uploading a new version of a file

By uploading a new version of a file, you can upload a file in its latest version, keeping the contents stored on the platform always up to date. To upload a new version of a file:

- Click on the three-point menu icon next to the file you want to update.
- Select the UPLOAD NEW VERSION item.
- Choose a file that maintains the same extension as the file to be replaced and wait for the upload to complete.





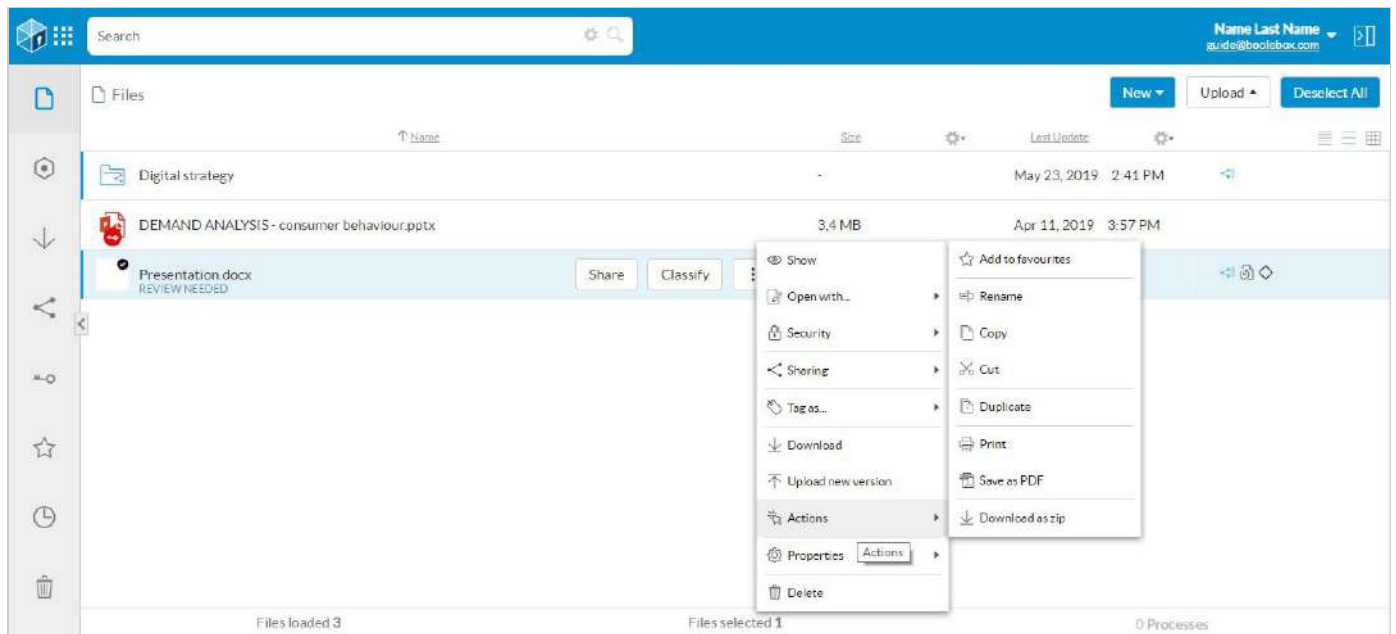
## 4.10 Actions on files

BooleBox allows to perform numerous actions on the files in an easy and fast way, maintaining all the protection features offered by the military encryption grade at the same time. To perform actions on files:

- Click on the three-point menu icon next to the file you want to work on.
- Select the ACTIONS item.
- Select one of the available items from:
  - **ADD TO FAVOURITES:** action that allows you to insert a frequently used file in the FAVOURITES section in order to be able to find it quickly in case of need. The FAVOURITES section, identified by a star, is available on the same screen as the FILE MANAGER.
  - **RENAME:** action that allows you to assign a new name to a file uploaded to platform.
  - **COPY:** action that allows you to copy the selected file.
  - **CUT:** action to cut the file selected.
  - **DUPLICATE:** action to create a duplicate of the selected file.
  - **PRINT:** action to print the selected file.
  - **SAVE AS PDF:** action that allows you to save a file in PDF format.

**Note:** it is not possible to rename a file containing the characters / : \* ? " < > | . If a user attempts to rename a file by assigning a name that contains one of the above characters, an error message will appear indicating that the file name cannot contain the characters / : \* ? " < > | .

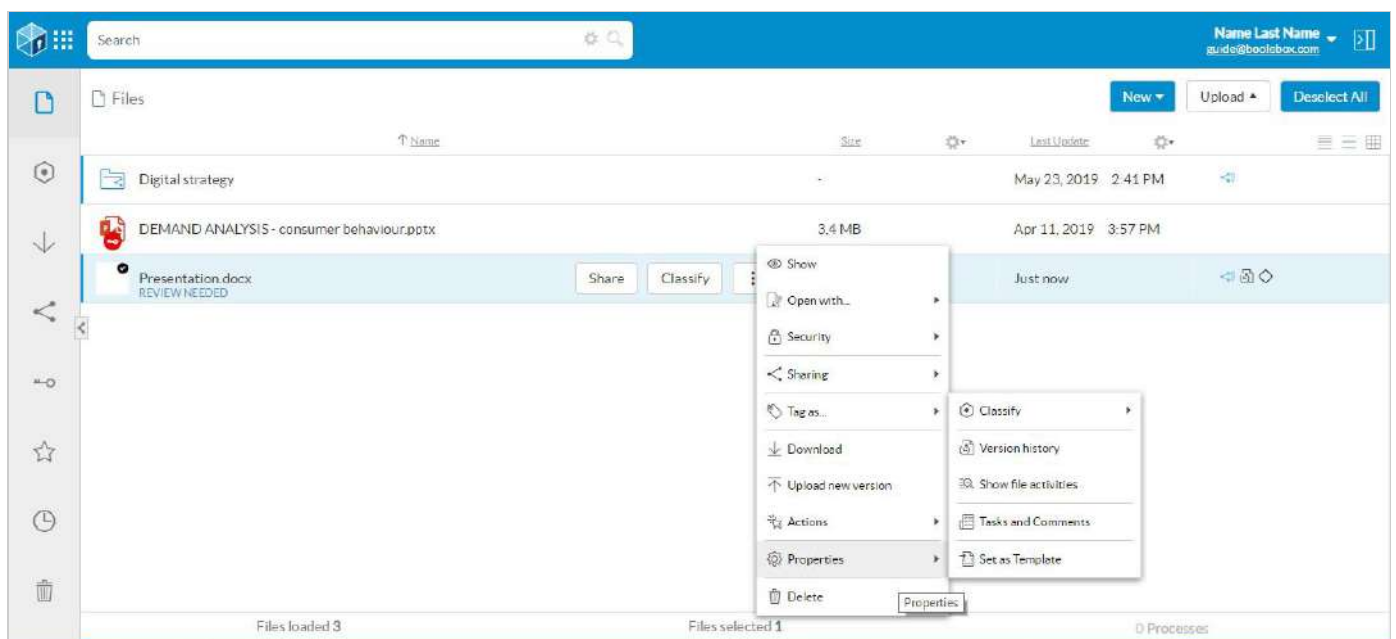




## 4.11 Properties

BooleBox keeps track of all the operations performed on a file and allows effective collaboration between all the users who have it at the same time. To carry out an operation concerning the **PROPERTIES** of a file:

- Click on the three-point menu icon next to the file you want to work on.
- Select one of the available items from:
  - **CLASSIFY:** action that allows you to classify a file.
  - **VERSION HISTORY:** action that displays the **VERSIONING** of the file, or the history of the versions saved by BooleBox.
  - **SHOW FILE ACTIVITIES:** action that allows you to view the latest operations that involved the selected file.
  - **TASKS AND COMMENTS:** action that allows to put tasks and comments on the selected file.
  - **SET AS TEMPLATE:** action that allows you to use the selected file as a personal document template, with the possibility of using it then when creating a new file, exploiting the presence of a predefined structure. The personal document template will be available in blue in the drop-down menu for the **NEW** button at the top right. Unlike the document templates made available by an administrator user (SAM, ADM or ADR), the personal template will be visible only and to you.



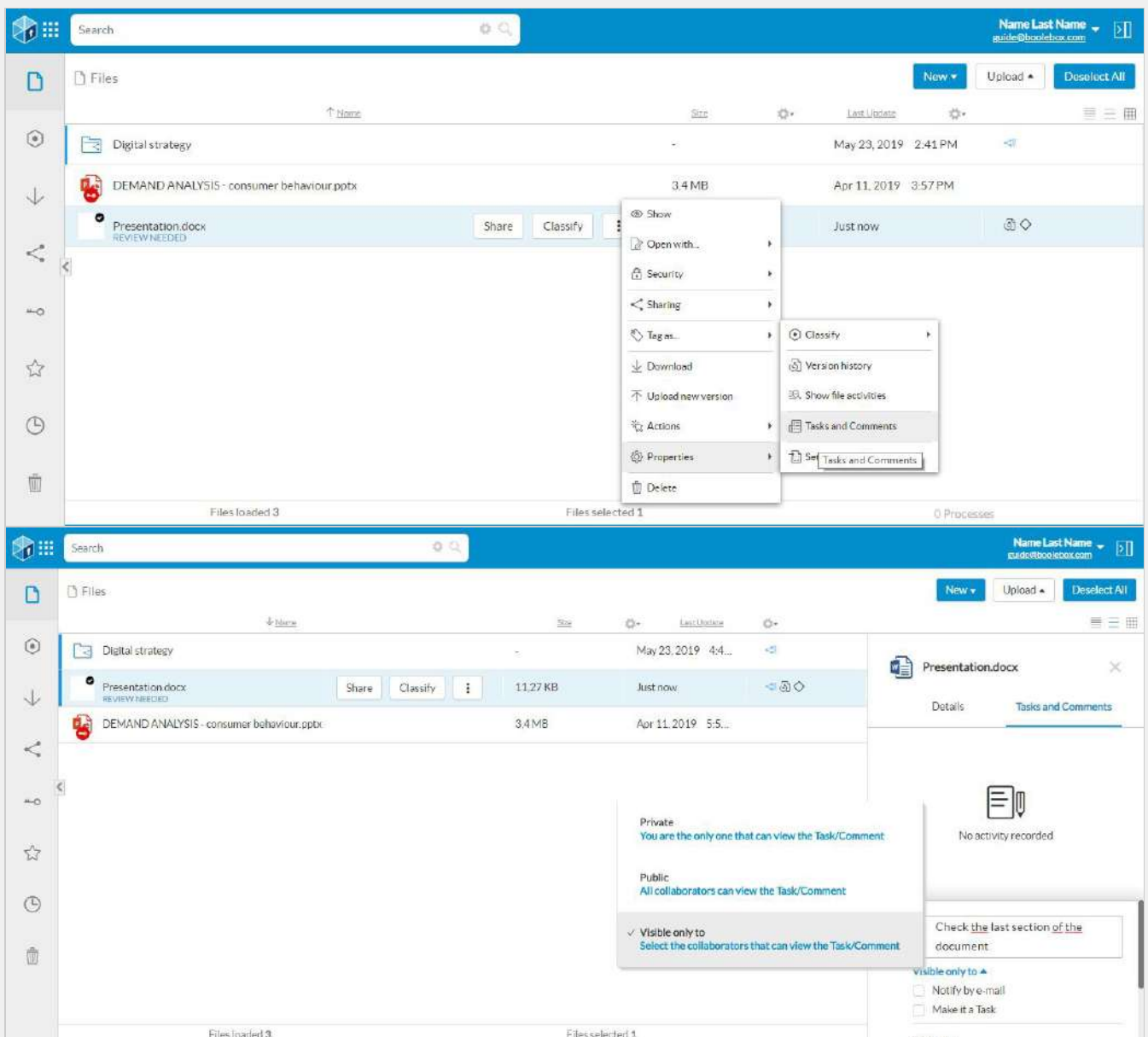


### 4.11.1 Adding a comment to a file

By adding a comment to a file, you can share information with other users that is useful for collaboration regarding the selected file. To add a comment to a file:

- Select the TASK AND COMMENTS item.
- In the side panel that is going to appear on your screen, enter the text of your comment into the appropriate field.
- Select the VISIBILITY you want to assign to the comment from the blue drop-down menu, choosing one of the following options: PRIVATE (visible only to you), PUBLIC (visible to all your collaborators), VISIBLE ONLY TO (visible only to the assignees).
- Select the NOTIFY BY E-MAIL option to send an e-mail to all users who are authorized to view the comment, notifying the addition of it.
- Click on CONFIRM.
- The comment has now been added and will be visible to all users you selected. You can edit or delete the comment through the related icons next to the comment.

**Note:** in order for a comment to be visible to your collaborators, you must have shared the file with them. If you try to add a comment to a not shared file, you will be blocked by an error message inviting to verify the sharing.





Search

Name Last Name  
guide@boolebox.com

Now Upload Deselect All

Files

↓ Name

Size

Last Update

Digital strategy

May 23, 2019 4:4...

Presentation.docx  
REVIEW NEEDED

Share

Classify

11.27 KB

Just now

DEMAND ANALYSIS - consumer behaviour.pptx

3.4 MB

Apr 11, 2019 5:5...

Files loaded 3

Files selected 1

Presentation.docx

Details

Tasks and Comments

No activity recorded

☒ Notify by e-mail  
☐ Make it a Task

Assignees

user123@boolebox.com

Cancel Confirm

Search

Name Last Name  
guide@boolebox.com

Now Upload Deselect All

Files

↓ Name

Size

Last Update

Digital strategy

May 23, 2019 4:4...

Presentation.docx  
REVIEW NEEDED

Share

Classify

11.27 KB

Just now

DEMAND ANALYSIS - consumer behaviour.pptx

3.4 MB

Apr 11, 2019 5:5...

Files loaded 3

Files selected 1

Presentation.docx

Details

Tasks and Comments

Name Last Na... 5/24/2019 1:18 PM  
Check the last section of the document

Type text



### 4.11.2 Adding a task to a file

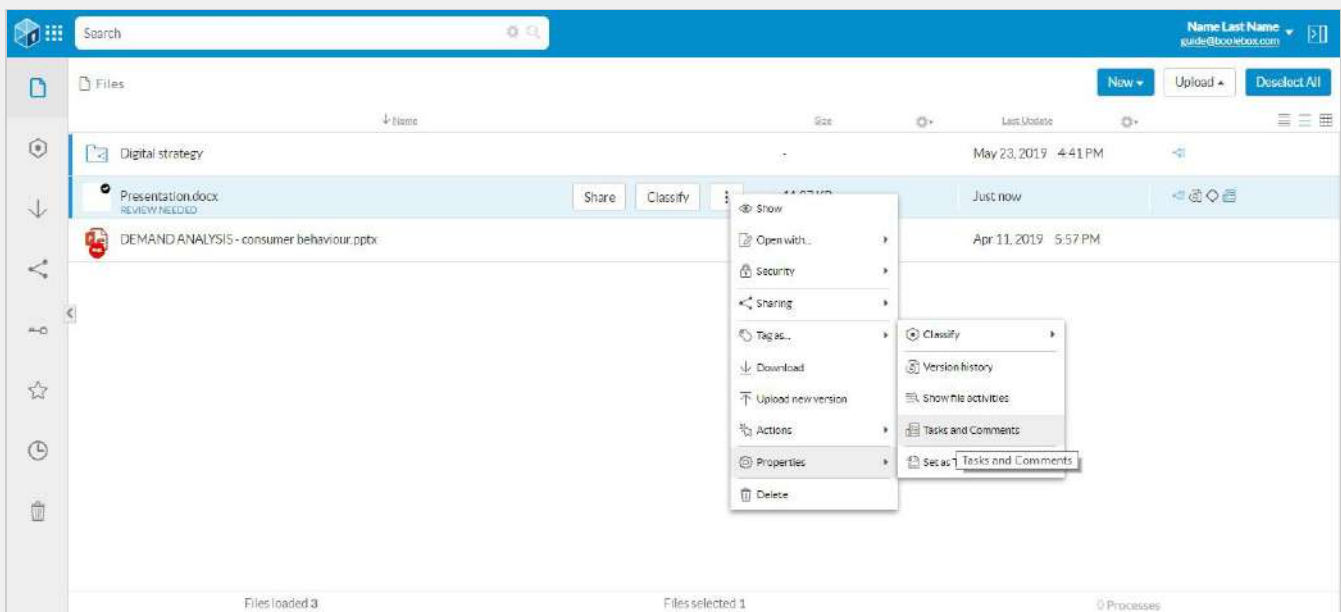
By adding a task to a file, you can simplify the collaboration between you and other users by synchronizing the deadlines of the activities related to the selected file. To add a task to a file:

- Select the TASK AND COMMENTS item.
- Enter an explanatory text of the task you are assigning.
- Select the VISIBILITY of the task by choosing one of the following options: PRIVATE (visible only to you), PUBLIC (visible to all your collaborators), VISIBLE ONLY TO (visible only to the assignees).
- Select the NOTIFY BY E-MAIL option to send an e-mail to all users who have the file by notifying the addition of it.
- Select the item MAKE IT A TASK.
- Insert in the ASSIGNERS area the e-mail addresses of the users to whom you want to assign the task, a date and a EXPIRY time within which the task must be completed.

**Note: if the task VISIBILITY is set as PRIVATE, the ASSIGNEES area will not be available.**

- Click on CONFIRM.
- The task has now been entered and assigned to the user indicated. When the user has selected the appropriate checkbox to indicate the completion of the task, you will see the task as crossed out and you will receive an e-mail notification.

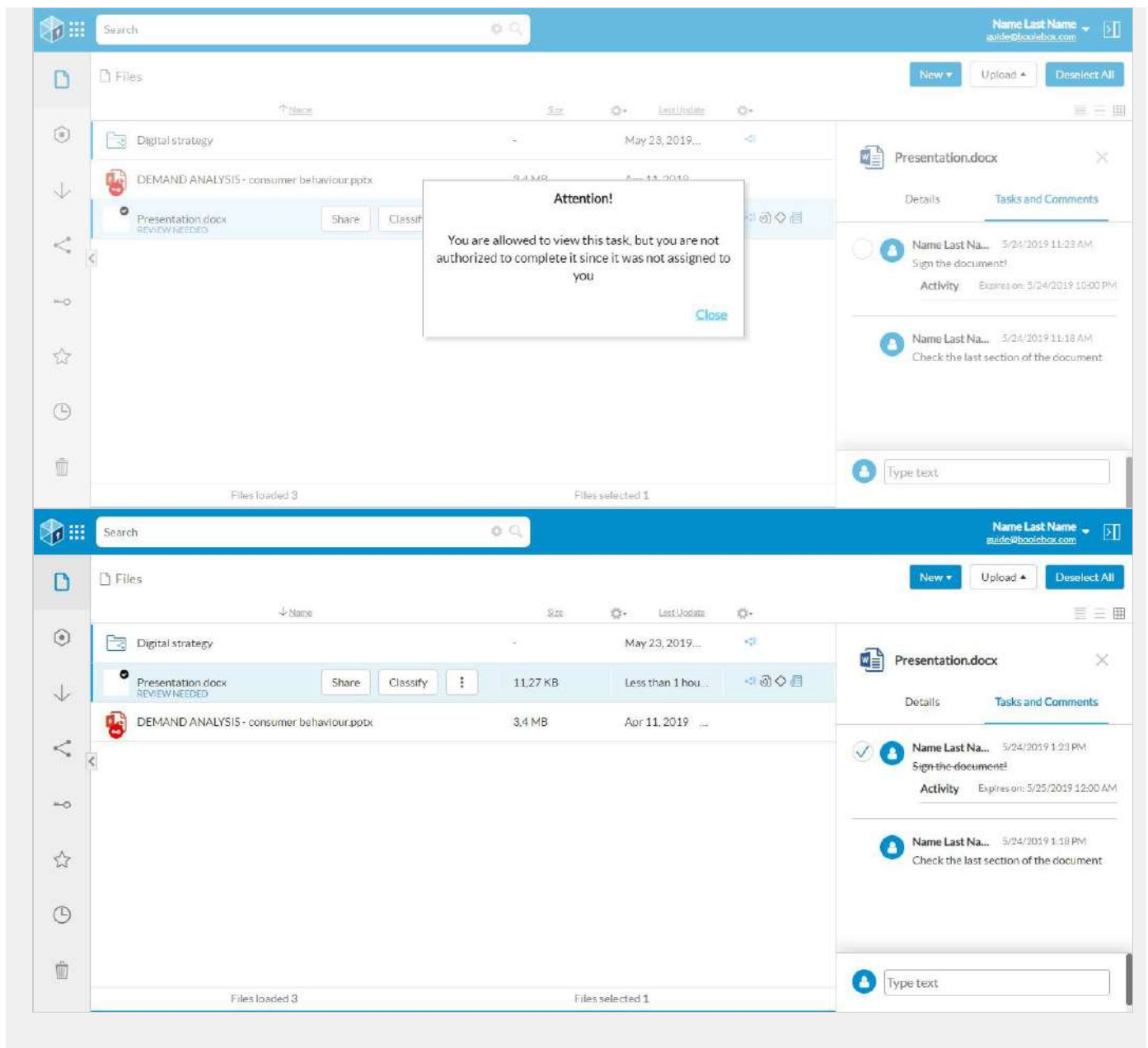
**Note: the task can only be completed by the assignees indicated in the specific field. If unauthorized users attempt to complete the task, they will be blocked by an error message indicating the permissions of the user about the selected task.**











## 4.12 File deletion

If you delete a file, it will be moved from the file manager to the RECYCLE BIN section of your online reserved area. To delete a file:

- Click on the three-point menu next to the file you want to delete and select the DELETE item.
- The deleted file is now archived in the RECYCLE BIN section: to delete it definitively, go to the RECYCLE BIN section, click on the three-point menu next to the file to be permanently deleted and select the DELETED item. If you want to restore a file in the RECYCLE BIN section in your file manager, select RESTORE.

**Note:** in case of files protected by a specific classification, the deleted file will be stored in the RECYCLE BIN section of the DASHBOARD (available only with BooleBox Cloud Business or On-Premises licenses) accessible only by the administrator users (SAM, ADM or ADR) who have access to that section.

**Attention:** files set as personal document templates cannot be deleted.



Search

Name Last Name  
guide@boolebox.com

Files

New

Upload

Deselect All

	Name	Size	Last Update	
	Digital strategy		May 23, 2019 2:41 PM	
	DEMAND ANALYSIS - consumer behaviour.pptx	3,4 MB	Apr 11, 2019 3:57 PM	
	Presentation.docx REVIEW NEEDED		Just now	

Share

Classify

Show

Open with...

Security

Sharing

Tag as...

Download

Upload new version

Actions

Properties

Delete

Files loaded 3Files selected 1Delete0 Processes

Recycle Bin

Deselect All

Empty Recycle Bin

	Name	Size	Last Update	
	MS Word Document.docx	9,6 MB	May 13, 2019 5:05 PM	
	Presentation.docx		Less than 1 hour(s) ago	

Properties

Delete

Delete

Files loaded 2Files selected 10 Processes

Recycle Bin

Deselect All

Empty Recycle Bin

	Name	Size	Last Update	
	MS Word Document.docx	9,6 MB	May 13, 2019 5:05 PM	
	Presentation.docx		Less than 1 hour(s) ago	

Attention!  
Are you sure you want to delete the selected file  
Presentation.docx?  

ConfirmCancel

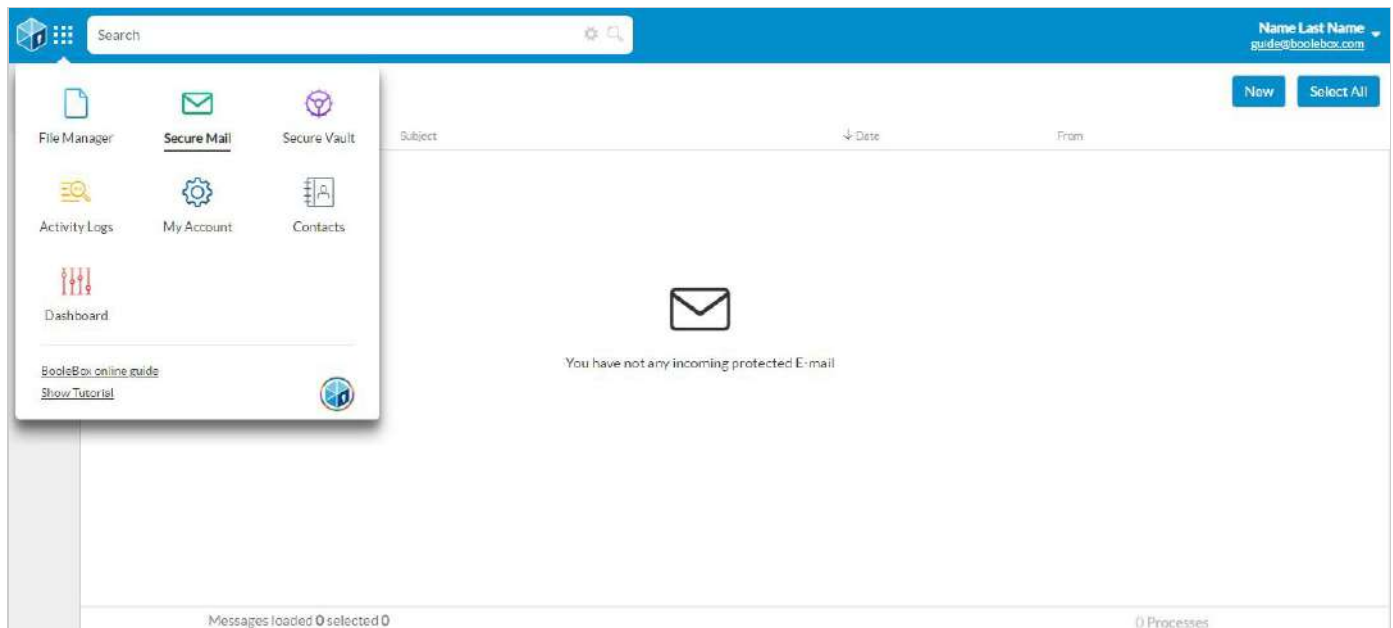
Files loaded 2Files selected 10 Processes



# 5 Encrypted e-mails

Learn how to send, protect, and organize encrypted e-mails through your account's homepage or through Gmail and Outlook.

**Note: the functionalities listed in this chapter don't refer to the Common Criteria EAL2+ certified version of BooleBox On-Premises.**



## 5.1 Sending an encrypted e-mail

By sending an encrypted e-mail, you can send messages exploiting all the security offered by BooleBox military grade encryption:

- Click on the menu icon on the top left of your account's homepage and access the SECURE MAIL section.
- Click on the NEW button in the navigation menu at the top right.
- In the pop-up, enter the recipient's e-mail address, the subject and text of the message.
- Click on the paper clip icon to attach a file to the encrypted email you are sending.
- In the SECURITY SETTINGS area, select the e-mail sharing template you want to use to send the encrypted e-mail.
- If the recipient is not registered, select the ACCESS MODES from the drop-down menu in blue for the e-mail you are sending:
  - **MANDATORY SUBSCRIPTION:** the user must register to one of the free or paid licenses offered by BooleBox in order to access the encrypted e-mail.
  - **E-MAIL CONFIRMATION CODE:** the user will receive a code at the e-mail address indicated as the recipient of the sharing. This code will have to be entered in order to be able to access the text of the encrypted e-mail.
  - **SMS CONFIRMATION CODE:** recipients will receive an SMS to the telephone number connected to their account with a code to be entered in order to access the text of the encrypted e-mail.
  - **FREE ACCESS:** the user can freely access the encrypted e-mail without the need to enter access codes or any credentials.

**Note: the access methods are valid only for NON-REGISTERED users. If the e-mail address entered as the recipient matches a registered account, the selected access methods will be ignored and the recipient users will still need to log in with their own credentials.**

- Select through the ADVANCED SHARING OPTIONS link additional settings to be applied to the e-mail you are sending.
- Click on SEND.
- The recipients will receive an e-mail notification, from which they will be able to open the encrypted e-mail, according to the security settings and access modes you have defined.



---

## 5.2 Changing the security settings for a sent encrypted e-mail

To change the security settings for a sent e-mail:

- Click on the menu icon on the top left of your account's homepage and access the SECURE MAIL section.
- Select the e-mail for which you want to edit the security settings.
- Right click on the e-mail whose security settings you want to change and select the EDIT RIGHTS item.
- In the pop-up, adjust the various settings that are available.
- When you have finished, remember to save the new configuration by clicking CONFIRM.

---

## 5.3 Organizing and searching for an encrypted e-mail

To easily archive e-mails:

- Select the e-mail you want to tag.
- Right click and select the TAG AS item.
- In the pop-up, link a keyword to the e-mail that will beed next to its name to help you while searching for it.
- For faster e-mail management, you can use the internal search engine at the top left, taking advantage of our advanced search filters.

---

## 5.4 Deleting an encrypted e-mail

To delete an e-mail:

- Select the e-mail you want to delete.
- Right click and select the DELETE item.
- The deleted e-mail is moved to the RECYCLE BIN section: in order to permanently remove it from here, access the recycle bin section, right click on the e-mail you want to delete permanently and select the DELETE item.

---

## 5.5 Reading and managing encrypted e-mails

When a new encrypted e-mail arrives, this will be available in the INBOX tab. To consult the content of the received e-mail:

- Double-click on the e-mail received.
- In the pop-up window that appears on your screen, consult the e-mail text and choose whether to reply to the sender or forward the e-mail by clicking on the REPLY or FORWARD buttons.

**Note: the same operations can be performed through the arrow icons in the upper right corner.**

---

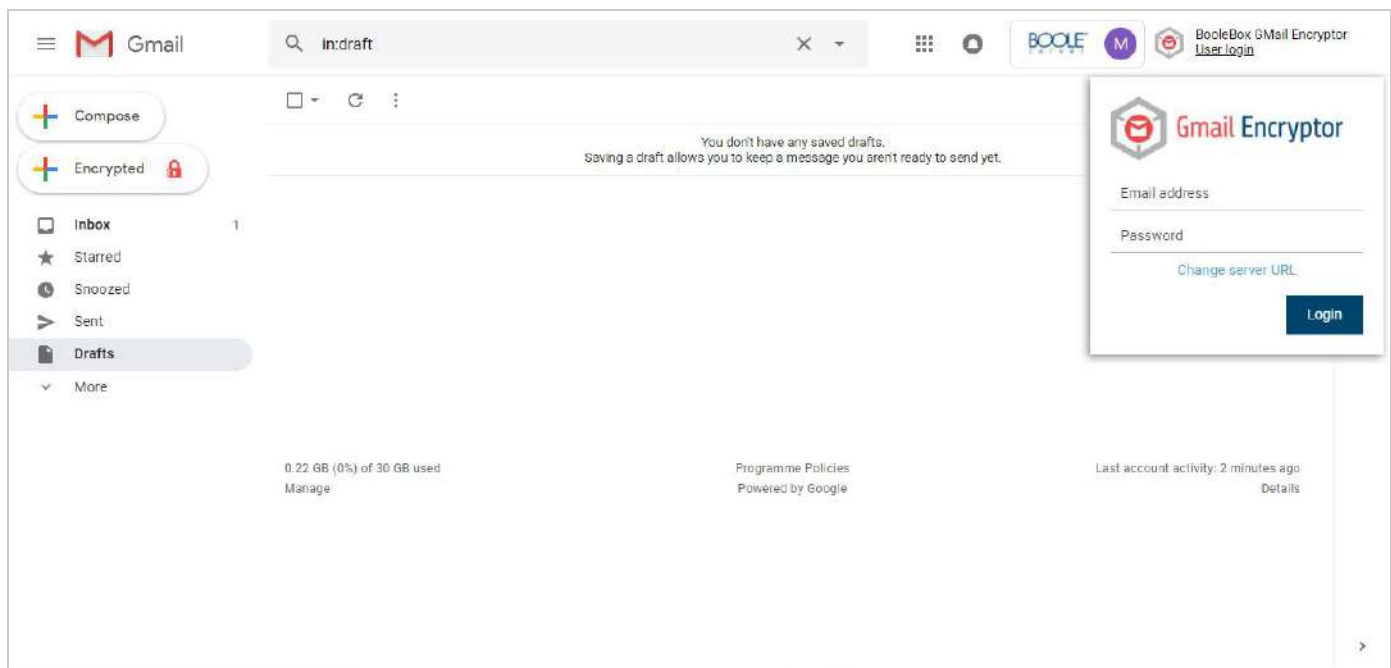


## 5.6 Sending an encrypted e-mail from Gmail

To send an encrypted e-mail from Gmail:

- Access the Gmail mail client.
- Click on the LOGIN item on the top right and login to your BooleBox account.
- Click on the ENCRYPTED button.
- Enter the e-mail text and the recipient's address.
- Select the template with which you want to send the encrypted e-mail from the appropriate drop-down menu:
  - **NOTIFY ME:** the sender is informed when the recipient has opened the sent e-mail.
  - **EXPIRY 1 MIN:** the recipient will no longer be able to open the encrypted e-mail sent after a period of more than one minute has elapsed.
  - **EXPIRY 1 DAY:** the recipient will no longer be able to open the encrypted e-mail sent after a period of more than 24 hours has elapsed.
- Select through the appropriate drop-down menu the access mode you want to apply to the encrypted e-mail:
  - **LOGIN REQUIRED:** the recipient will be able to access the encrypted e-mail received only after entering his BooleBox account credentials.
  - **PUBLIC:** the recipient will be able to access to the encrypted e-mail received without the need to enter any type of credentials.
  - **PERSONAL KEY:** the recipient must enter the PERSONAL KEY (personal encryption key) set during the sending of the encrypted e-mail.
- Click on SEND.

**Attention: to send an e-mail encrypted by Gmail, you need to have the Gmail Encryptor connector installed. For more information, visit the "Applications and Connectors" section of the guide.**





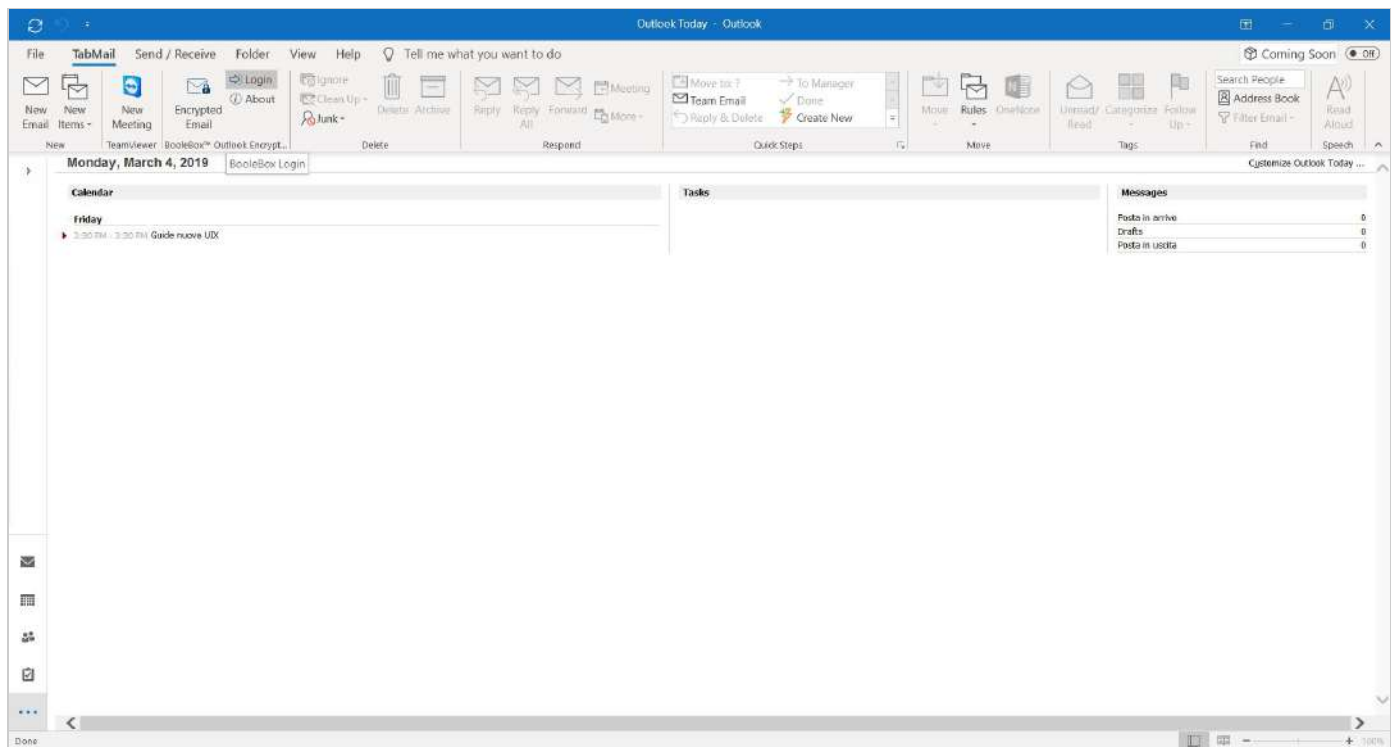




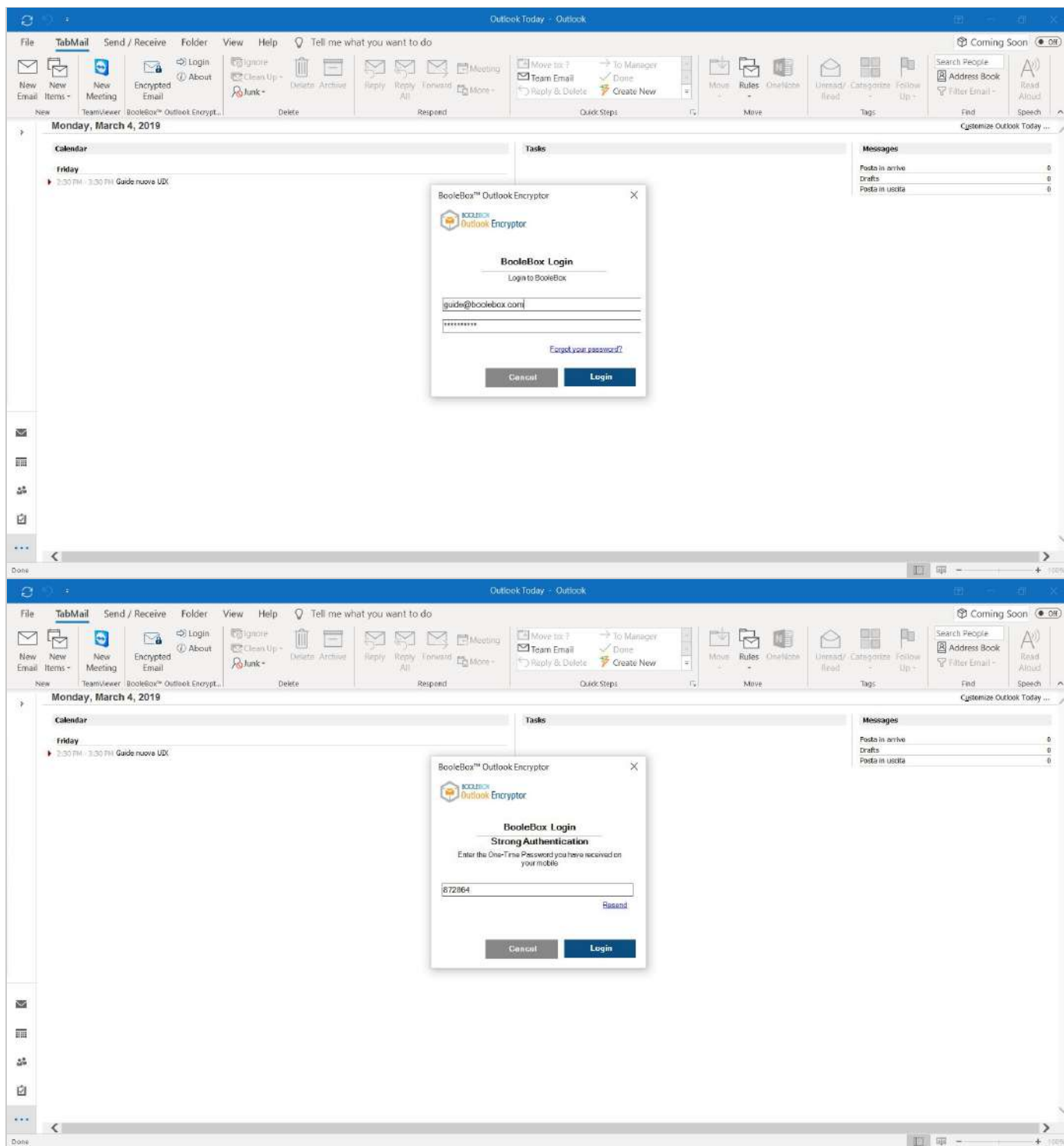
## 5.7 Sending an encrypted e-mail from Outlook

To send an encrypted e-mail from Outlook:

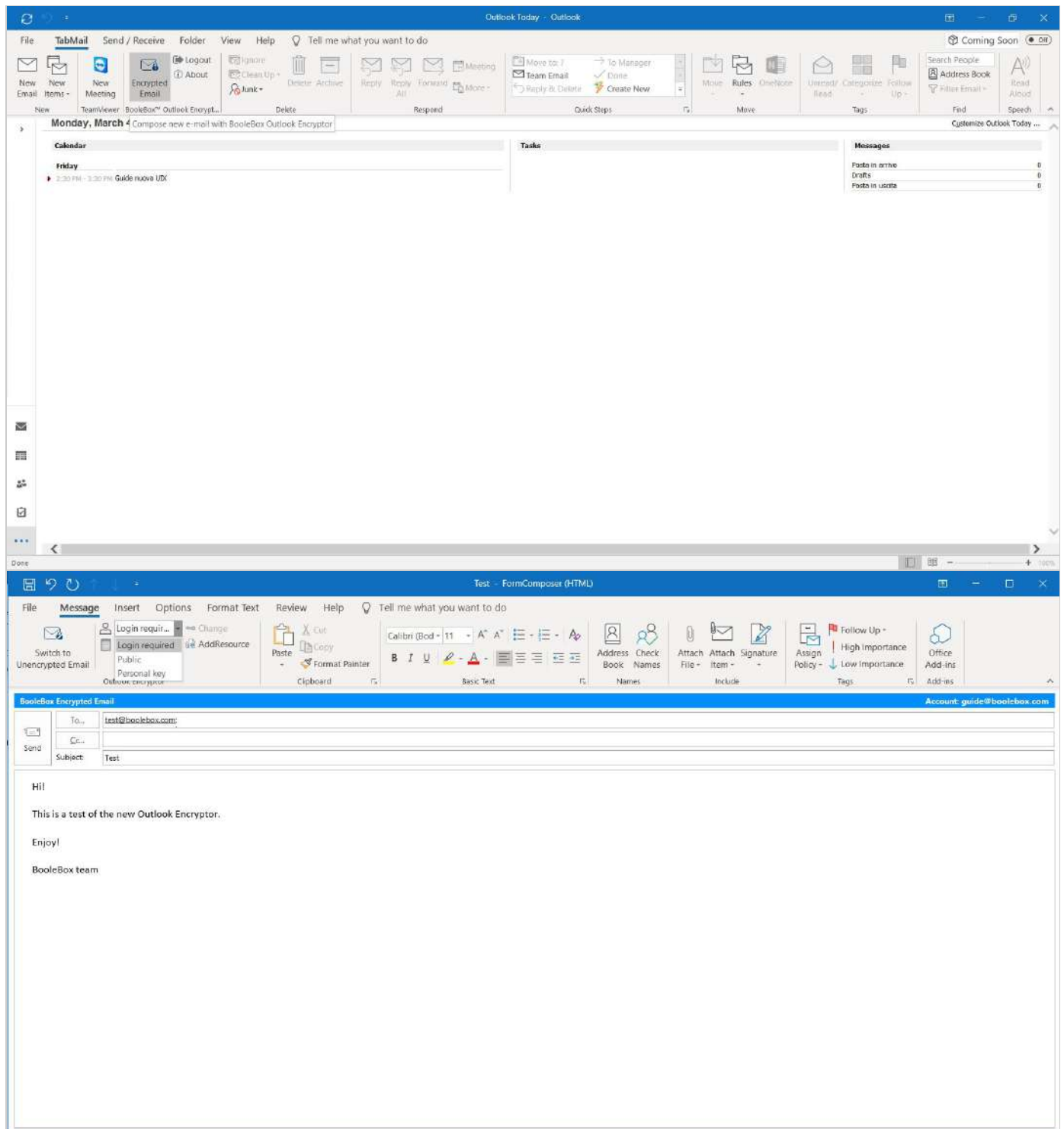
- Log in to your BooleBox account by clicking the icon in the navigation bar of your Outlook.
- Once authenticated, select ENCRYPTED E-MAIL from the menu and write your e-mail as you would normally.
- Select the template with which you want to send the encrypted e-mail from the appropriate drop-down menu:
  - **NOTIFY ME:** the sender is informed when the recipient has opened the sent e-mail.
  - **EXPIRY 1 MIN:** the recipient will no longer be able to open the encrypted e-mail sent after a period of more than one minute has elapsed.
  - **EXPIRY 1 DAY:** the recipient will no longer be able to open the encrypted e-mail sent after a period of more than 24 hours has elapsed.
- Select from the drop-down menu the access mode you want to apply to the encrypted e-mail:
  - **LOGIN REQUIRED:** the recipient will be able to access the encrypted e-mail received only after entering his BooleBox account credentials.
  - **PUBLIC:** the recipient will be able to access to the encrypted e-mail received without the need to enter any type of credentials.
  - **PERSONAL KEY:** the recipient must enter the PERSONAL KEY (personal encryption key) set during the sending of the encrypted e-mail.
- Click on SEND.
- Users will receive an e-mail notification, from which they will be able to open the e-mail, according to the settings and security levels you have defined.



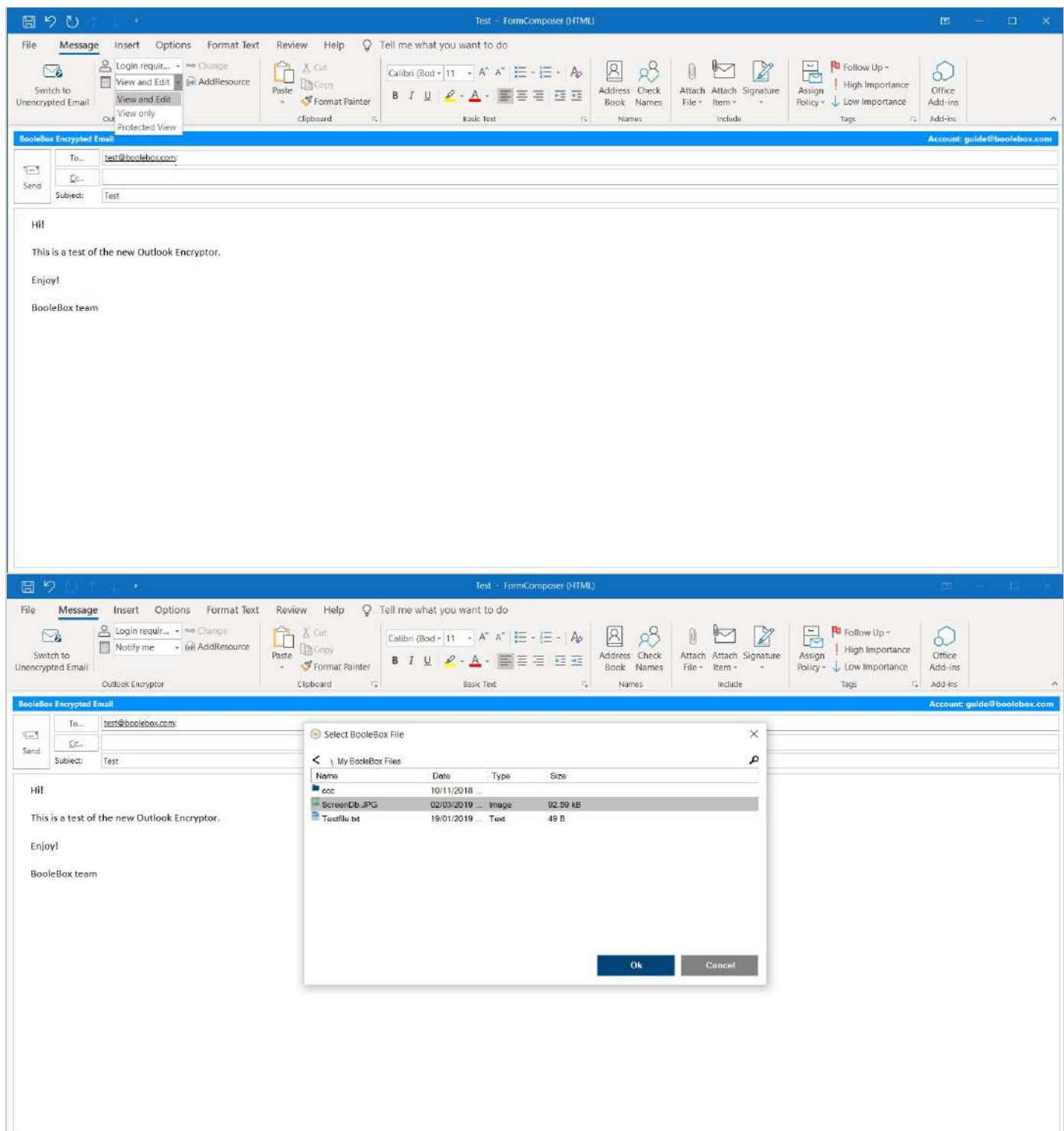




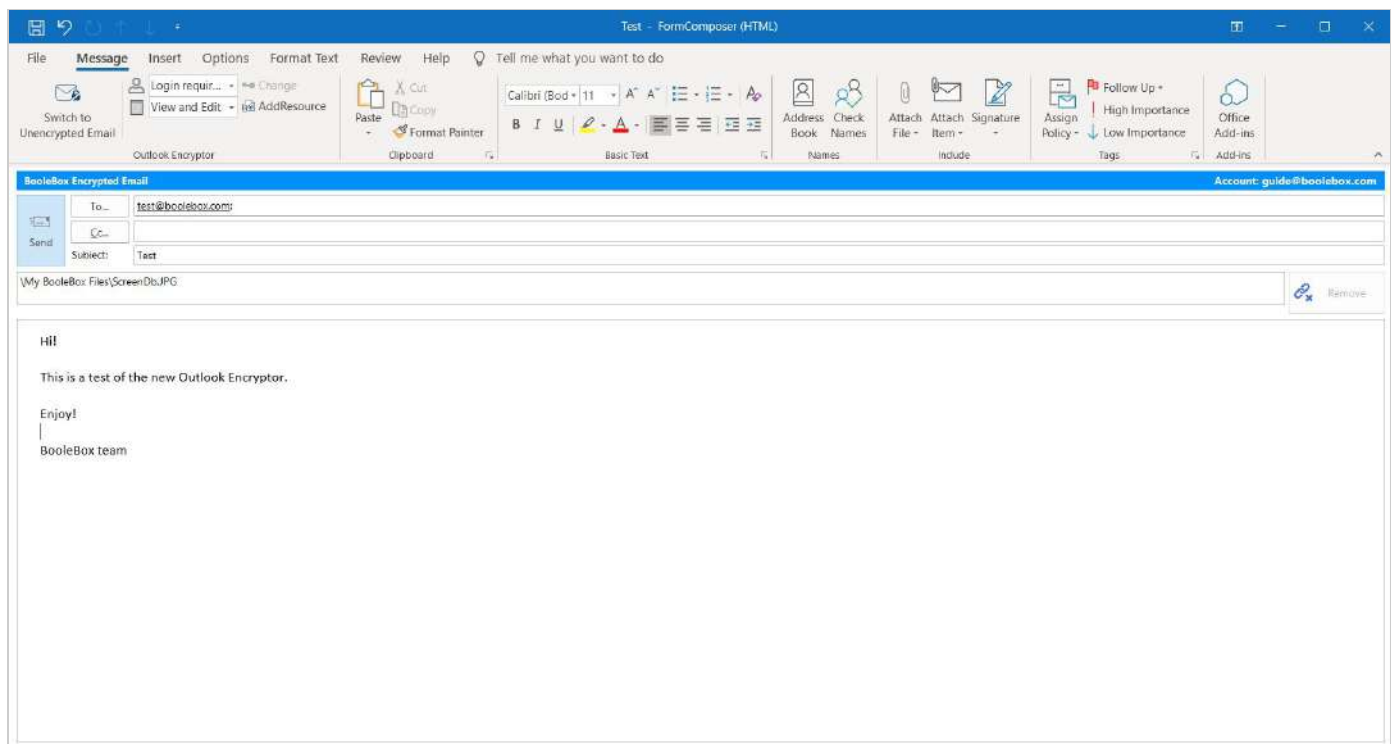












Available only in: [Cloud Business](#) | [On-Premises](#)

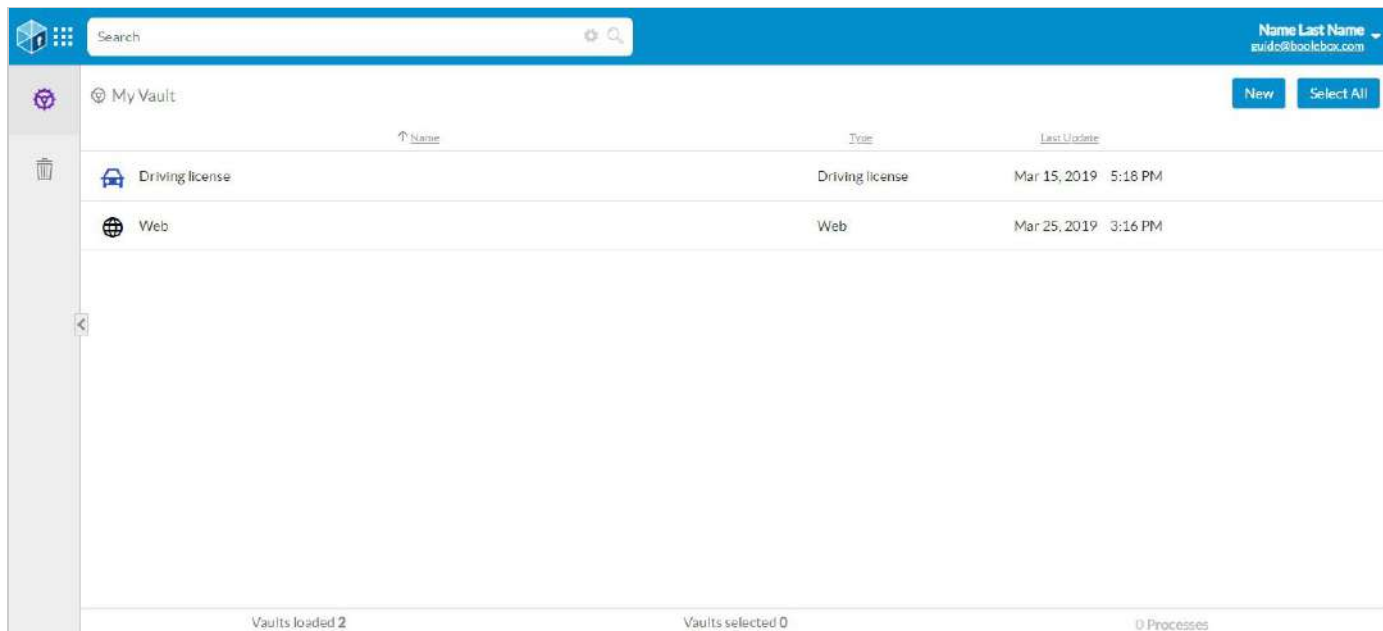
**You may also like:**  
[Upgrading an account »](#)



## 6 Secure vault

Learn how to create digital records with which to save your access passwords or sensitive data related to your most important documents.

**Note: the functionalities listed in this chapter don't refer to the Common Criteria EAL2+ certified version of BooleBox On-Premises.**



### 6.1 Creating a new secure vault

By using the vault templates available in the SECURE VAULT section, it is possible to create digital records with which to save access passwords or other sensitive information related to important documents (driving licenses, insurances, etc.). To create a new vault template:

- Click on the menu icon on the top left of your account's homepage and access the SECURE VAULT section.
- Click on the NEW button in the navigation menu at the top right.
- In the drop-down menu, select one of the vault templates available for your profile.
- In the window that is going to appear on your screen, enter the data required in the corresponding fields.
- Click on CONFIRM.
- The newly created digital record is now available in the list of saved personal vaults.

**Note: the vault templates available in your file manager vary depending on the choices made by the administrative profile (SAM, ADM or ADR) that manages your account and the type of license purchased.**

### 6.2 Viewing the details of a secure vault

To consult the data you saved in a secure vault:

- Click on the menu icon on the top left of your account's homepage and access the SECURE VAULT section.
- Double click on the secure vault you want to consult.
- In the side window that is going to appear on your screen, all the fields saved for the selected secure vault will be listed.



---

## 6.3 Changing the fields of a secure vault

To edit the information entered in a previously saved secure vault:

- Click on the menu icon on the top left of your account's homepage and access the SECURE VAULT section.
- Right click on the vault you want to edit.
- Select the EDIT item.
- Make the changes you want to apply to the corresponding fields.
- Click on CONFIRM.

---

## 6.4 Renaming a secure vault

To rename a secure vault:

- Click on the menu icon on the top left of your account's homepage and access the SECURE VAULT section.
- Right click on the secure vault whose name you want to edit.
- Select the RENAME item.
- Enter the new name to be assigned to the secure vault.
- Click on ENTER.

---

## 6.5 Deleting a secure vault

To delete a secure vault:

- Click on the menu icon on the top left of your account's homepage and access the SECURE VAULT section.
- Right click on the secure vault you want to delete.
- Select the DELETE item.
- Access the RECYCLE BIN tab.
- Right click on the secure vault you want to delete.
- Select the DELETE item.

**Note: to permanently delete any element in the recycle bin, you can click on the EMPTY RECYCLE BIN button at the top right.**

---

## 6.6 Restoring a secure vault

If you have accidentally deleted a secure vault and need to retrieve the information it contained, you can restore any secure vault still present in the RECYCLE BIN tab at any time. To restore a secure vault:

- Click on the menu icon on the top left of your account's homepage and access the SECURE VAULT section.
- Access the RECYCLE BIN tab.
- Right click on the secure vault you want to restore.
- Click on the RESTORE item.







## 7 Activity logs

If you have a Cloud Individual or Cloud Business account (or an On-Premises BooleBox license), find out how to constantly check all files, folders, or e-mail activities from your account's homepage.

The screenshot shows the BooleBox Activity Logs interface. The sidebar on the left contains navigation icons for File Manager, Secure Mail, Secure Vault, Activity Logs (selected), My Account, and Contacts. The main area displays a table of activity logs with columns for Activity and Date. The table lists several activities related to sharing and accessing files, including 'DEMAND ANALYSIS - consumer behaviour.pptx'. On the right, there are search filters for dates and operations.

Activity	Date
te di guida' with 'Driving license'	5/16/2019 5:17 PM
SALES'	5/16/2019 5:13 PM
stero'	5/16/2019 5:13 PM
	5/16/2019 3:42 PM
of 'DEMAND ANALYSIS - consumer behaviour.pptx' to ...	5/16/2019 2:26 PM
of 'DEMAND ANALYSIS - consumer behaviour.pptx' to "	5/16/2019 2:22 PM
MAND ANALYSIS - consumer behaviour.pptx' to 'userte...	5/16/2019 2:18 PM
MAND ANALYSIS - consumer behaviour.pptx' to "	5/16/2019 2:17 PM
Name Last Name (guide@boolebox.com): shared item 'DEMAND ANALYSIS - consumer behaviour.pptx' to 'Pubbli...	5/16/2019 1:35 PM
Name Last Name (guide@boolebox.com): shared item 'DEMAND ANALYSIS - consumer behaviour.pptx' to 'Pubbli...	5/16/2019 1:35 PM
Name Last Name (guide@boolebox.com): logged in	5/16/2019 1:20 PM

### 7.1 Monitoring your activities on files and e-mails

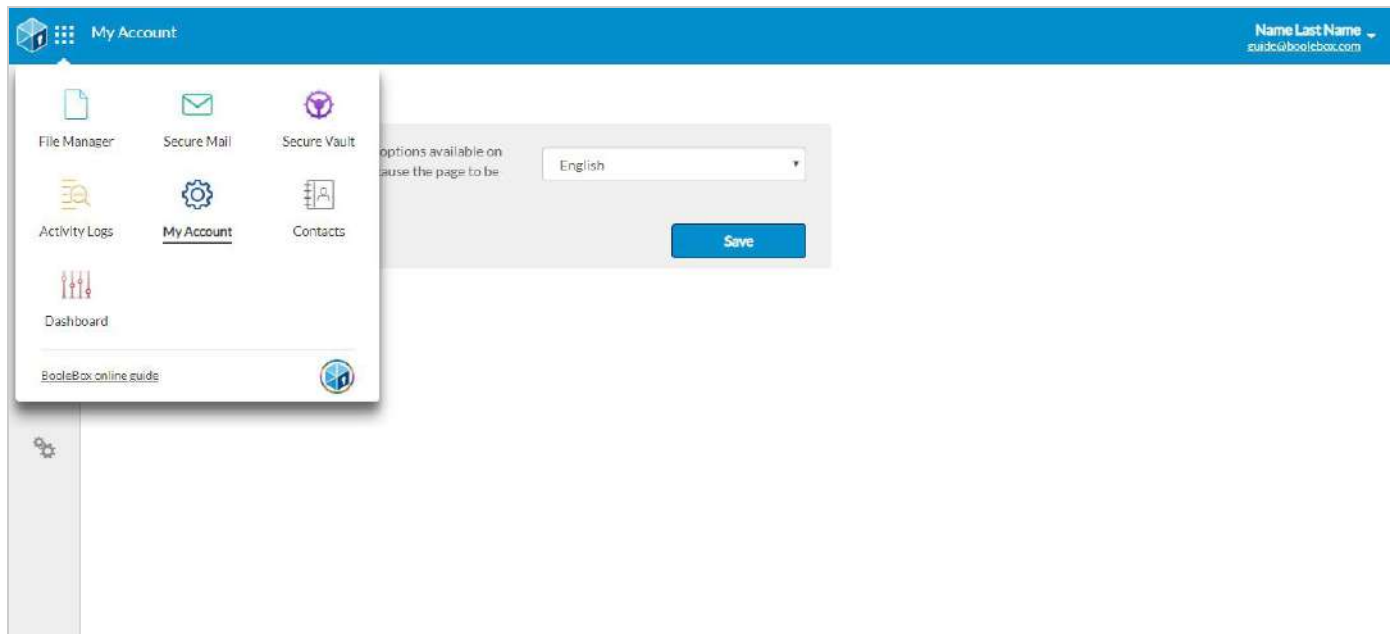
To monitor the activities on your files and e-mails:

- Click on the menu icon on the top left of your account's homepage and access ACTIVITY LOGS.
- Review the details of your access, file management, your account, your contacts, and e-mail conversations in chronological order. In order to do this, you can use the advanced search filters on your right.
- Export the log to CSV format, by clicking EXPORT DATA.



# 8 Account

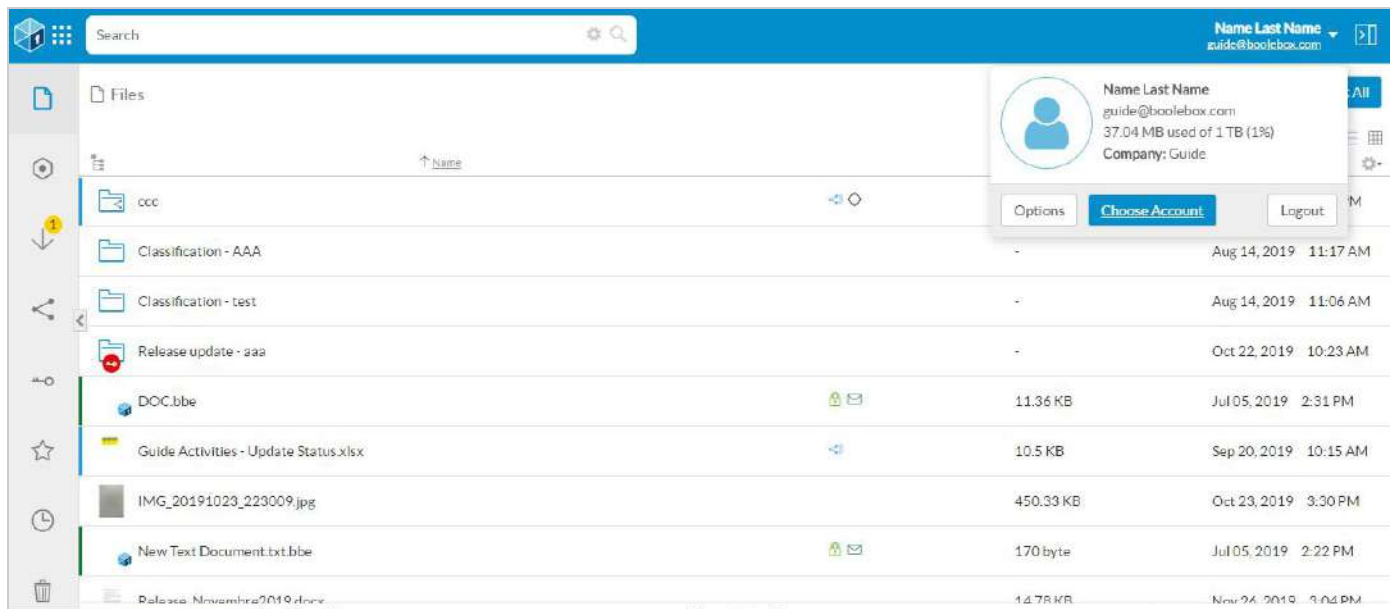
Learn how to create and edit your account to ensure BooleBox advanced security features to you and your business, through your account's homepage.



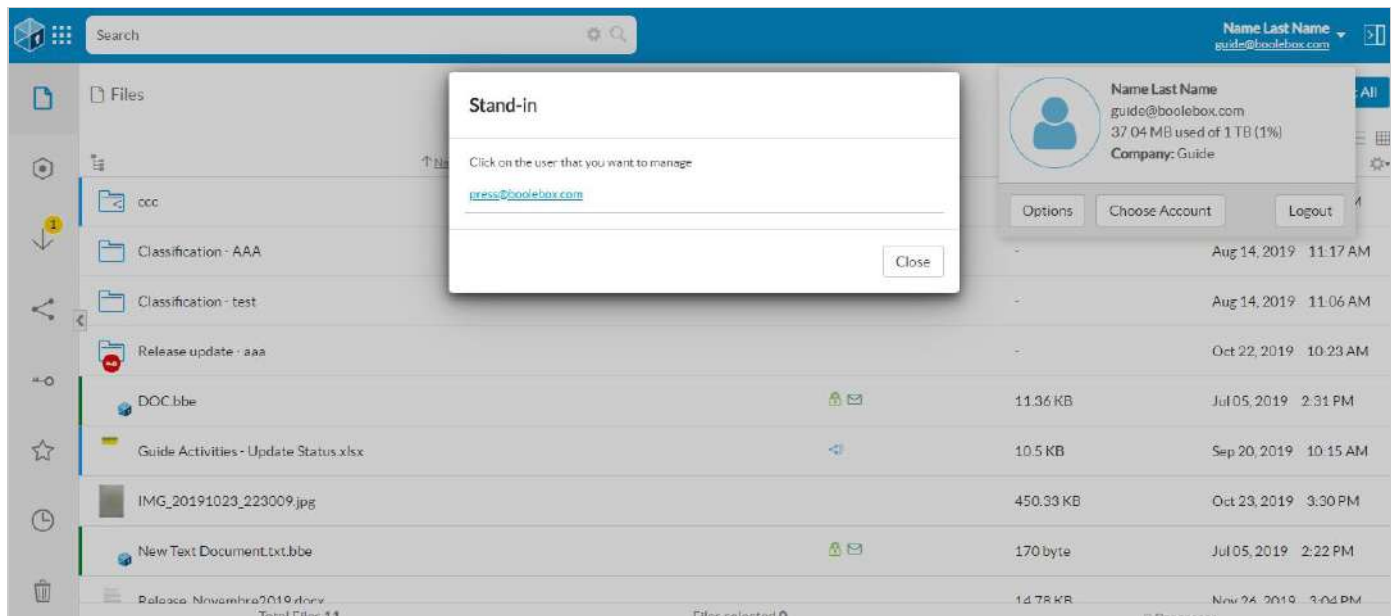
## 8.1 Choose account

If an administrator user (SAM, ADM or ADR) has been enabled for your profile to take advantage of the FUNCTIONAL ACCOUNT option, you will have the possibility to access other profiles besides your own personal profile. In other words, having granted you the possibility to perform actions on behalf of another user, the administrator user has given you the possibility to access another profile without logging in again. To do this, after logging in to your BooleBox account:

- Click on the down arrow located at the top right next to your profile name.
- Click on the CHOOSE ACCOUNT button.
- Click on the user you want to impersonate.
- You can now perform actions on behalf of the impersonated user.







## 8.2 Viewing the account summary

By displaying the summary of the account you are using, you can have a general overview of the information related to the account. To view the summary of your account:

- Click on the menu icon on the top left of your account's homepage and select MY ACCOUNT
- In the page that is going to appear on your screen, the main data related to the account in use will be displayed.

## 8.3 Changing access password

By changing the access password, you can set a new alphanumeric string, modifying the one set previously by you or an administrative profile (SAM, ADM or ADR). To change your account password:

- Click on the menu icon on the top left of your account's homepage and access the MY ACCOUNT > PASSWORD section.
- In the window that is going to appear on your screen, enter the current password, the password you want to set and the confirm of the new password.
- To disconnect all the devices from which you accessed the account with the old credentials, click on the DISCONNECT THE CONNECTED DEVICES checkbox.
- Click on SAVE to complete the operation.

**Note:** to configure Common Criteria EAL2+ certified version of BooleBox, the password set must be at least 8 characters long and contain an uppercase letter, a lowercase letter and a number.



## 8.4 Changing account data

By changing your account data, you can change the name, surname and profile picture associated with your user. To change your account data:

- Click on the menu icon at the top left of your account's homepage and access the MY ACCOUNT > MY ACCOUNT section.
- In the PERSONAL DATA area, set your name and surname and click on SAVE.
- In the PROFILE IMAGE area, select a profile image for your account and click on UPLOAD.

**Note: the profile image will be visible at the top left in your online reserved area, in the window reserved for your account accessible from the file manager and in the list of contacts.**

**You may also like:**  
[Account »](#)

---

## 8.5 Linking a mobile phone number to your account

You can increase the security of your account by linking a mobile phone number to be used to recover your password in case of loss or to enable two-step verification during login. To match the account with a mobile number:

- Click on the menu icon on the top left of your account's homepage and access the MY ACCOUNT > MOBILE NUMBER section.
- Select your area code from the drop-down menu.
- Enter the phone number you want to match in the appropriate field and click on PROCEED.
- Enter your current password in the appropriate field and click on PROCEED.
- Enter the confirmation code sent to the mobile number entered before and click on CONFIRM.
- After completing the pairing of the desired mobile number with the account in use, you will be provided with the recovery code to be used in case of loss of the mobile device. **Warning: the code provided will not be replicated or repeated, so it is strongly advised to take note of it.**
- Click on DONE to complete the operation.
- Exit the YOUR ACCOUNT section by selecting BACK TO BOOLEBOX from the left-hand menu.

**Note: in order to obtain the Common Criteria EAL2+ certified version, you must link a mobile phone number to your account to provide the TWO STEP VERIFICATION option.**

---



## 8.6 Unbinding a mobile phone number associated with your account

To unbind a mobile phone number associated with your account:

- Click on the menu icon on the top left of your account's homepage and select YOUR ACCOUNT > MOBILE NUMBER.
- Insert your password and click on UNBIND.

**In order to obtain the Common Criteria EAL2+ certified version, you must not unbind the mobile phone number linked to your account. In case of change of the mobile phone number, please be reminded to link the new mobile phone number to your account immediately.**

**Note: if an administrator user (SAM, ADM or ADR) has disabled through the dashboard the possibility for a user to modify the activation of the login with OTP, it will not be possible to disconnect the mobile phone number linked to the account. If a user tries to remove it, it will be blocked by an error message indicating the impossibility of proceeding with the operation.**

---

## 8.7 Updating the language in your account's homepage

To update the language in your account's homepage:

- Click on the menu icon on the top left of your account's homepage and select MY ACCOUNT > LANGUAGE.
- Select your language from the drop-down menu.
- Click on SAVE.
- The language will be automatically updated without needing to sign-in again.
- Exit the YOUR ACCOUNT section by selecting BACK TO BOOLEBOX from the left-hand menu.

---

## 8.8 Managing your account's option

Within your online reserved area, if an administrative profile (SAM, ADM or ADR) set up for your account the permission to perform these operations, you'll be able to manage some options related to the use of your account: ACCESS NOTIFICATION, SINGLE SIGN ON, TWO-STEP VERIFICATION, DISABLE REAL-TIME NOTIFICATIONS. To manage the settings related to your account:

- Click on the menu icon at the top left in your account's homepage and access the MY ACCOUNT > OPTIONS section. Within this section, by acting on the relevant command, you can activate/deactivate the following options:
  - **ACCESS NOTIFICATION** - when enabled, you will receive an e-mail to the e-mail address linked to your account each time you log in to the BooleBox platform.
  - **SINGLE SIGN ON** - when enabled, you will be able to access your BooleBox account without entering your credentials.
  - **TWO-STEP VERIFICATION** - when enabled, you will need to log in to your account by entering not only username and password, but also an OTP (One Time Password) sent to the e-mail address or mobile phone number linked to your account or generated via the configured authentication app.
  - **DISABLE REAL-TIME NOTIFICATIONS** - when enabled, you will no longer receive real-time notifications at the e-mail connected.

**Note: in order to configure the Common Criteria EAL2+ certified version of BooleBox On-Premises, you must enable the TWO-STEP VERIFICATION via SMS, link a mobile phone number to your account and deactivate the SINGLE SIGN ON option.**



## 8.9 Authentication app

To guarantee maximum security with maximum flexibility, BooleBox allows you to configure two-step verification using an authentication app. By enabling this option, the numeric code to be entered to log in to your account will be generated by the chosen authentication app. To link the authentication app with your BooleBox account:

- Download the authentication application on your mobile device.
- Access the MY ACCOUNT > DEVICES section in your BooleBox online reserved area.
- In the AUTHENTICATION VIA APP area, click on ASSOCIATE.
- Enter the password for your BooleBox account and click on PROCEED.
- Open the authentication app and link your BooleBox account to the application by framing the QR code or manually entering the displayed string and click on PROCEED.
- Enter the first verification code generated by the application to make sure it is properly configured and click on PROCEED.
- Your account is now linked to the authentication app.**Note: take note of the security code provided at the end of the procedure. It may be asked when you can't insert the OTP generated by the application.**
- Click on DONE to complete the operation.
- After completing the pairing of the account with the authentication app, by enabling the corresponding option in the MY ACCOUNT > OPTIONS section of your BooleBox online reserved area, you can log in with OTPs generated by the application, according to the procedure described in the LOGIN > LOGIN WITH ONE TIME PASSWORD (OTP) of this guide.


**You can't use authentication apps for BooleBox On-Premises instances configured according to Common Criteria EAL2+ specifications.**

The screenshot displays the BooleBox web interface. On the left, a sidebar menu is open, showing options like File Manager, Secure Mail, Secure Vault, Activity Logs, My Account, Contacts, and Dashboard. The main area shows a list of files with columns for Name, Size, and Last Update. The files listed are:

Name	Size	Last Update
-	-	Nov 10, 2018 2:58 PM
-	-	May 31, 2019 9:25 AM
-	11.36 KB	Jul 05, 2019 3:31 PM
-	170 byte	Jul 05, 2019 3:22 PM
-	90.42 KB	Mar 02, 2019 12:21 PM
-	49 byte	Jan 19, 2019 7:40 PM


At the bottom of the interface, it shows 'Files loaded 6', 'Files selected 0', and '0 Processes'.







My Account


Name Last Name  
guide@boolebox.com




Account Summary








Devices





Details

Name

Name Last Name

E-mail

guide@boolebox.com

Phone

Storage

37.02 MB used of 1 TB (1%)

Last Access

7/5/2019 3:30 PM

BooleBox Business

Start Date

1/2/2018

Renewal Date

1/31/2020


Method of Renewal

-

Payment Method


-

https://app.boolebox.com/app/account/#device-





My Account


Name Last Name  
guide@boolebox.com




Devices








Devices





Account mobile number

Mobile number **XXXXXXXXXX** is already bound to this account.

Current Password


Unbind

Edit

Authentication via App


Please associate an Application to be used for authentication

Associate





My Account


Name Last Name  
guide@boolebox.com




Activate Two-Step Verification








Devices





Insert password

QR Code and Token

Insert code

Completed

Insert password

.....


Proceed

49/91











My Account



Switch to "On" to receive an e-mail notification anytime you access your BooleBox account.


OFF



Single Sign On

Switch to "On" to allow repeat system access without reentering your credentials


OFF



Two-Step Verification

Switch to "On" to require a One-Time Password in addition to your username and password to strengthen the security of your account.

ON



Options

Options


Id you like to receive your security codes?

AS

ty codes will be sent to your mobile phone

Use a mobile App

Security codes will be generated by an authentication App



Disable real-time notifications

Switch to "On" to disable real-time notifications

OFF

Operation successfully performed

Operation successfully performed

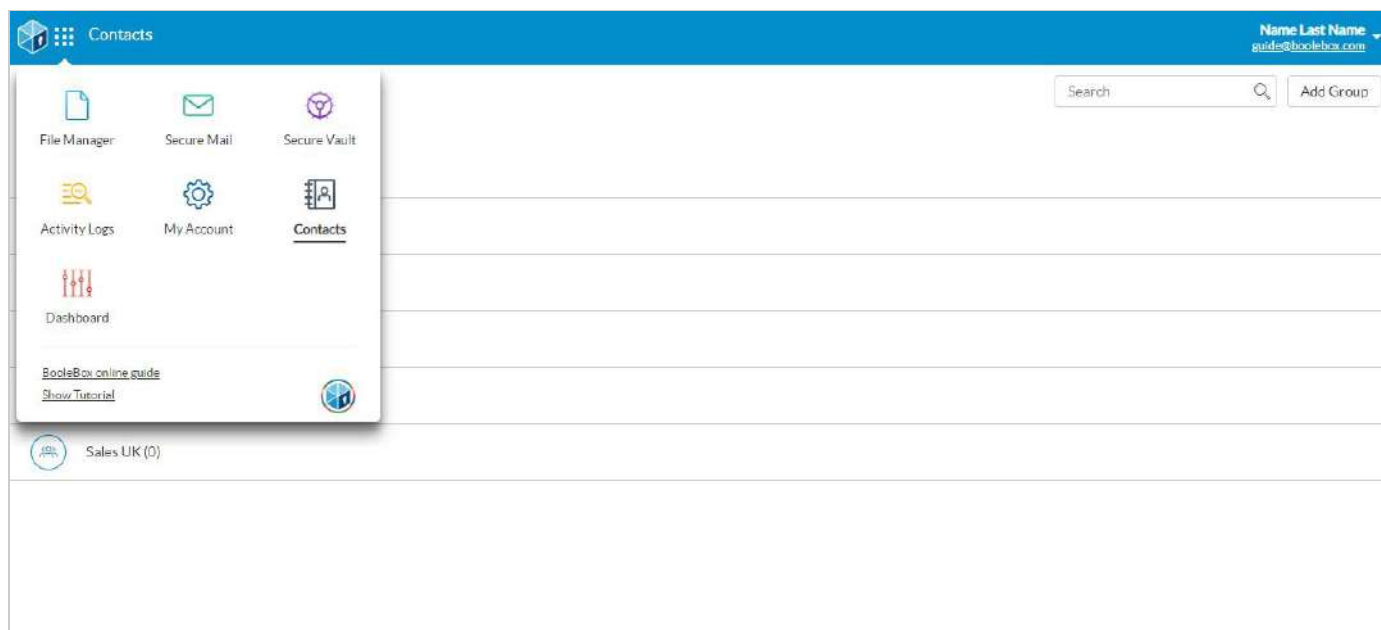
https://app.boolebox.com/app/account/#options

51/91



# 9 Contacts

Find out how to add, organize and use your personal contacts through your account's homepage.



## 9.1 Adding individual contacts or lists of contacts

Through the CONTACTS section, BooleBox allows you to better organize the users you frequently collaborate with, allowing the creation of a convenient personal address book whose e-mail addresses will be suggested when sharing files or sending encrypted e-mails. To add contacts or contact lists:

- Click on the menu icon at the top left of your online reserved area and access the CONTACTS section.
- The screen containing the list of contact groups already created appears.
- Double-click on ALL.
- Click on the ADD USER button located at the top right.
- Enter the e-mail addresses of the BooleBox contacts you want to add in the entry field. In case of multiple insertion of contacts, the e-mail addresses must be separated from each other by a comma.
- Press ENTER on the keyboard to confirm the insertion.
- The contacts are now entered in your personal address book and will be displayed as a suggestion when sharing content or sending encrypted e-mails.

**Note: if you want to add a contact to a group previously created, you will need to double click on the group you are interested in and perform the same procedure indicated above.**

## 9.2 Creating contact groups

By creating groups of contacts, you can share files or send e-mails to multiple contacts at once by simply selecting the group name. To create groups of contacts:

- Click on the menu icon at the top left of your online reserved area and access the CONTACTS section.
- Click on the ADD GROUP button located at the top right.
- Enter the name of the new group in the entry field.
- Press ENTER on the keyboard to complete the operation.



---

### 9.3 Editing the name of a group of contacts

To change the name of a group of contacts:

- Click on the menu icon at the top left of your online reserved area and access the CONTACTS section.
- Click on the EDIT icon next to the group you are interested in.
- In the text field that appears, enter the new group name and press ENTER on the keyboard.

---

### 9.4 Deleting contacts and groups of contacts

To delete contacts:

- Click on the menu icon at the top left of your online reserved area and access the CONTACTS section.
- Click on the DELETE icon located next to the contact of your interest.
- In the pop-up, click on CONFIRM.

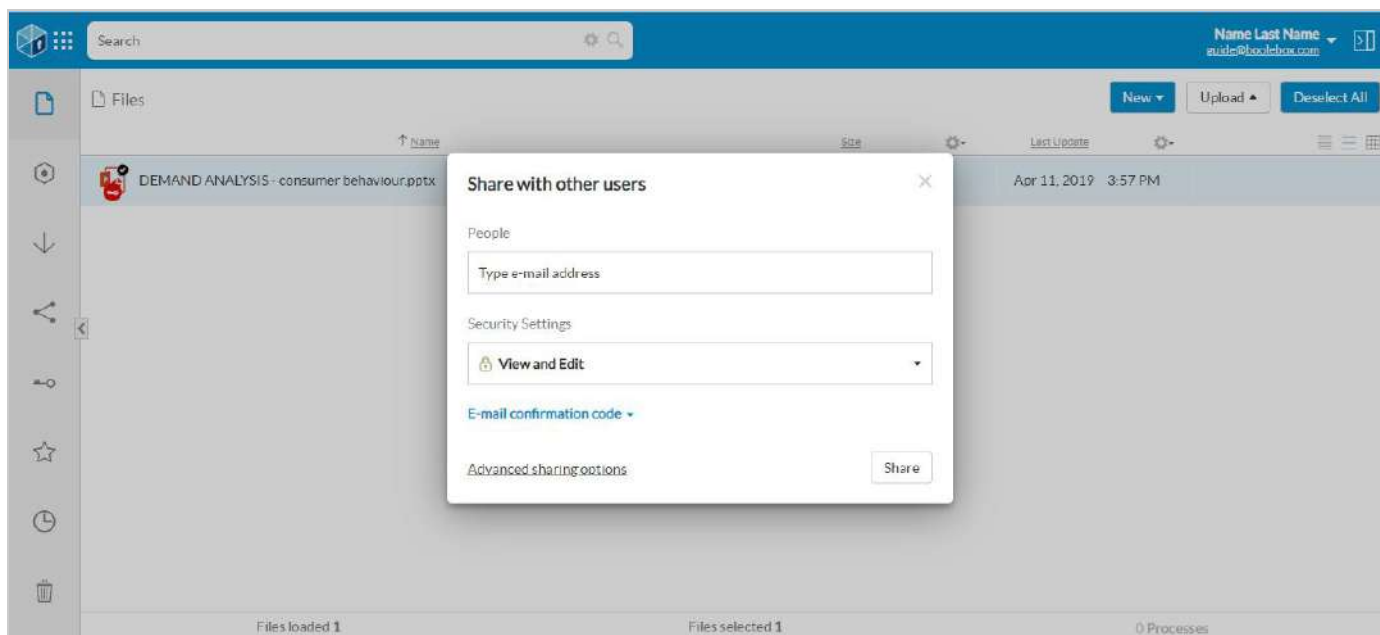
**To delete an entire group you can perform the same procedure, selecting the group to delete from the main screen and clicking on the DELETE icon next to it.**

---



# 10 Shares

Learn how to share safely files and folders with other users through BooleBox, a direct link or Facebook in your account's homepage.



## 10.1 BooleBox sharing system

Collaboration between users must take place in a controlled, safe and intuitive way. With the BooleBox sharing system, you can finally share all your files in a truly secure space, which provides a sharing system protected from attacks and unwanted data theft, both from inside and from outside the company. The sharing of BooleBox, through advanced sharing options, sharing templates and control of access modes, allows you to apply specific protections to the files you are sharing, to check at any time who, how and when someone will access the shared resources. All this by combining the default military encryption offered for each document, making synonyms accessibility and security.

## 10.2 Sharing tabs

Keeping track of sharing operations is important for you and your collaborators. The BooleBox interface, within the FILE MANAGER section, provides you with two tabs dedicated to sharing: the RECEIVED tab and the SHARED tab. When a user shares a file or folder with you via direct sharing, you will see it in the RECEIVED tab; you will find instead all the files you have shared with other users from your account in the SHARED tab, from which you will be able to change the sharing options for each shared file. In both tabs, you will also find the SELECT ALL button at the top right, to perform the operation of your interest on all the files displayed in the tab.







Search

Name Last Name  
guide@boolebox.com

Shared

Select All

	Name	Size	Last Update	
	ecc	-	Nov 10, 2018 2:58 PM	
	[(IT+2018_089)+Assistenza+sulla-documentazione-operativa-(AGD_OPE%2bAGD_PRE)](1).pdf	111.75 KB	Sep 28, 2018 5:06 PM	
	2018_ITA_Solution Portfolio_Boole Server (2)(2).pptx	7.4 MB	Jul 11, 2018 10:31 AM	
	ScreenDb.JPG CONTROLLARE	90.42 KB	Mar 02, 2019 12:21 PM	
	ScreenDb.PNG	56.02 KB	Today at 9:21 AM	
	Test.docx	11.42 KB	Nov 02, 2018 5:51 PM	
	Testfile.txt	49 byte	Jan 19, 2019 7:40 PM	

Files loaded 7Files selected 00 Processes

Shared > ScreenDb.JPG > Collaborators

Filter collaborators

Send e-mail to all

Share

Name	E-mail address	Authorizations	Shared by
Direct Sharings			
Remove your Sharings			
Name Last Name	guide@boolebox.com	Edit	Name Last Name
		Edit	Resend Invitation

Shared > ScreenDb.JPG > Collaborators

Filter collaborators

Send e-mail to all

Share

Name	E-mail address	Authorizations	Shared by
Direct Sharings			
Remove your Sharings			
Name Last Name	guide@boole		eme

Change authorizations for

Name Last Name (guide@boolebox.com)

Security Settings

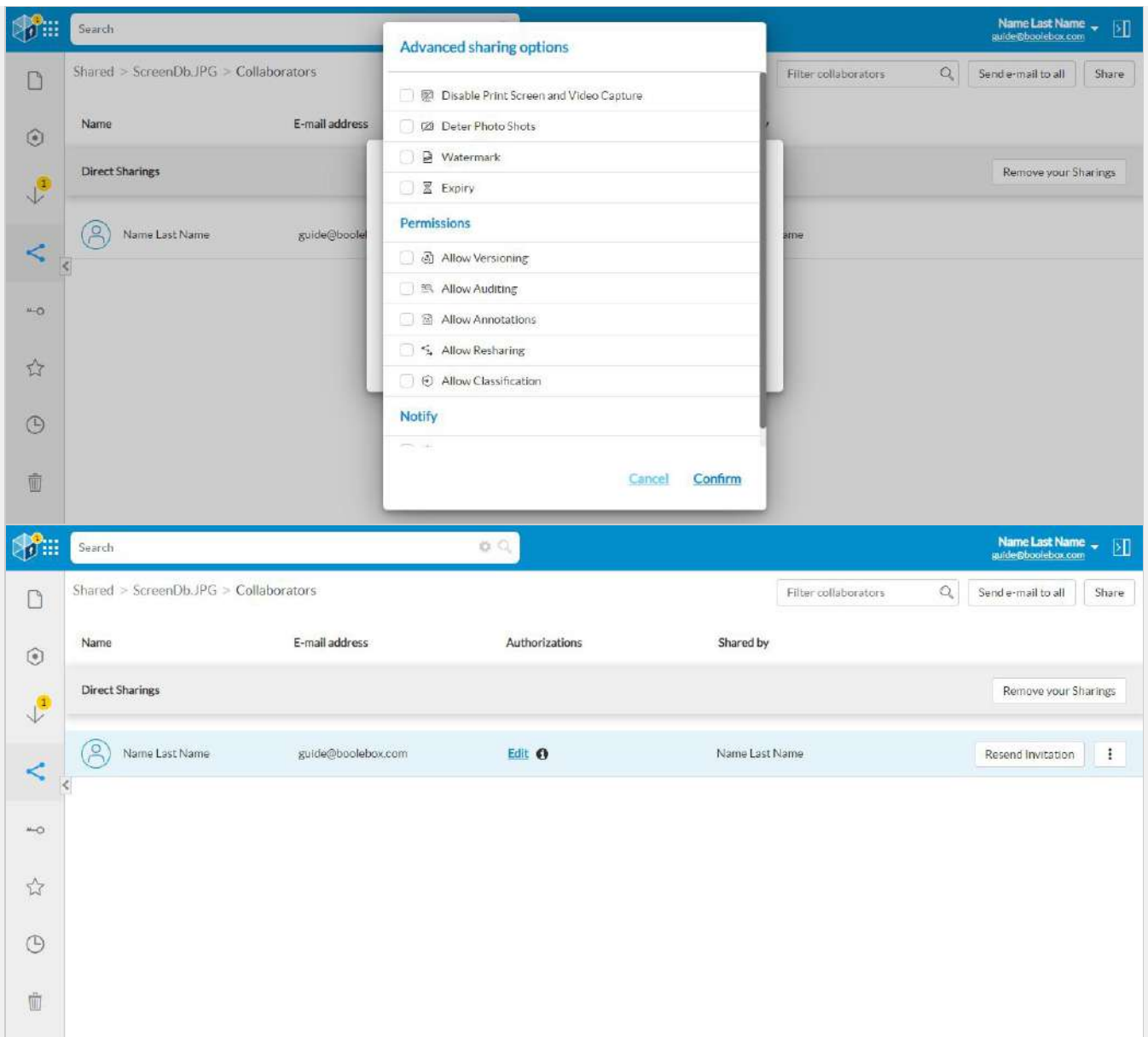
View and Edit

View and Edit  
online editing

View only  
no Download

Protected View  
requires Windows OS





### 10.2.2 Removing a share

If you wish to stop sharing a file with another user, you can decide to remove any previously made share. After this operation, the old recipient of the file will no longer be able to access the contents. To remove a share:

- Access the SHARED tab.
- Click on the SHARED icon next to the shared file.
- Click on the three-point menu next to the share you want to remove.
- Click on REMOVE SHARING.
- In the window that is going to appear on your screen, click on CONFIRM.



Search

Name Last Name  
username@boolebox.com

Shared

Deselect All

ccc

Share

Classify

Nov 10, 2018 2:58 PM

Shared

(IT+2018\_089)+Assistenza+sulla+documentazione+operativa+(AGD\_OPE%2bAGD\_PRE) [1].pdf

111.75 KB

Sep 28, 2018 5:06 PM

2018\_ITA\_Solution Portfolio\_Boole Server (2)(2).pptx

7.4 MB

Jul 11, 2018 10:31 AM

ScreenDb.JPG  
CONTROLLARE

90.42 KB

Mar 02, 2019 12:21 PM

ScreenDb.PNG

56.02 KB

Today at 9:21 AM

Test.docx

11.42 KB

Nov 02, 2018 5:51 PM

Testfile.txt

49 byte

Jan 19, 2019 7:40 PM

Files loaded 7

Files selected 1

0 Processes

Shared > ccc > Collaborators

Filter collaborators

Send e-mail to all

Share

Name

E-mail address

Authorizations

Shared by

Direct Sharings

Remove your Sharings

User Username

usertest@boolebox.com

Edit

Name Last Name

Remove Sharing

Remove Sharing

Shared > ccc > Collaborators

Filter collaborators

Send e-mail to all

Share

Name

E-mail address

Authorizations

Shared by

Direct Sharings

Remove your Sharings

User Username

usertest@boolebox.com

Name Last Name

Attention!

Are you sure you want to delete the selected sharings?

Confirm

Cancel



### 10.2.3 Mark a file as not viewed

If you received a file through a share and want to remind to consult it again after opening it the first time, you can mark the file as not viewed. To mark a received file as not viewed:

- Access the RECEIVED tab.
- Click on the three-point menu next to the received file you want to mark as not viewed.
- Select the ACTIONS item.
- Select the MARK AS NOT VIEWED item.
- The file will now be displayed in bold as if you had never consulted it.

**Note: if you reshared a received file, you can do this operation also on shared files in the SHARED tab.**

### 10.3 Sharing a file with BooleBox

By sharing a file directly with the BooleBox platform, you can take advantage of the convenience of a simple and intuitive interface to make files or folders available to other users. To share a file through BooleBox:

- Click on the SHARE button next to the file to be shared.
- In the window that appears on your screen, enter the e-mail address of the recipient of the share in the appropriate field or select the user of your interest by accessing your contacts list through the icon on the side.
- Select from the drop-down menu in the SECURITY SETTINGS area the sharing template you want to use to share the file.
- If the recipient is not registered, select the ACCESS MODES from the drop-down menu in blue for the file you are sharing:
  - **MANDATORY SUBSCRIPTION:** the user must register to one of the free or paid licenses offered by the platform in order to access the shared content.
  - **E-MAIL CONFIRMATION CODE:** the user will receive a code at the e-mail address indicated as the recipient of the sharing. This code will have to be entered in order to be able to access the received content.
  - **SMS CONFIRMATION CODE:** the recipient of the share will receive an SMS to the telephone number connected to their account with a code to be entered in order to access the received contents.
  - **FREE ACCESS:** the user can freely access the contents received in sharing without the need to enter access codes or any credentials.

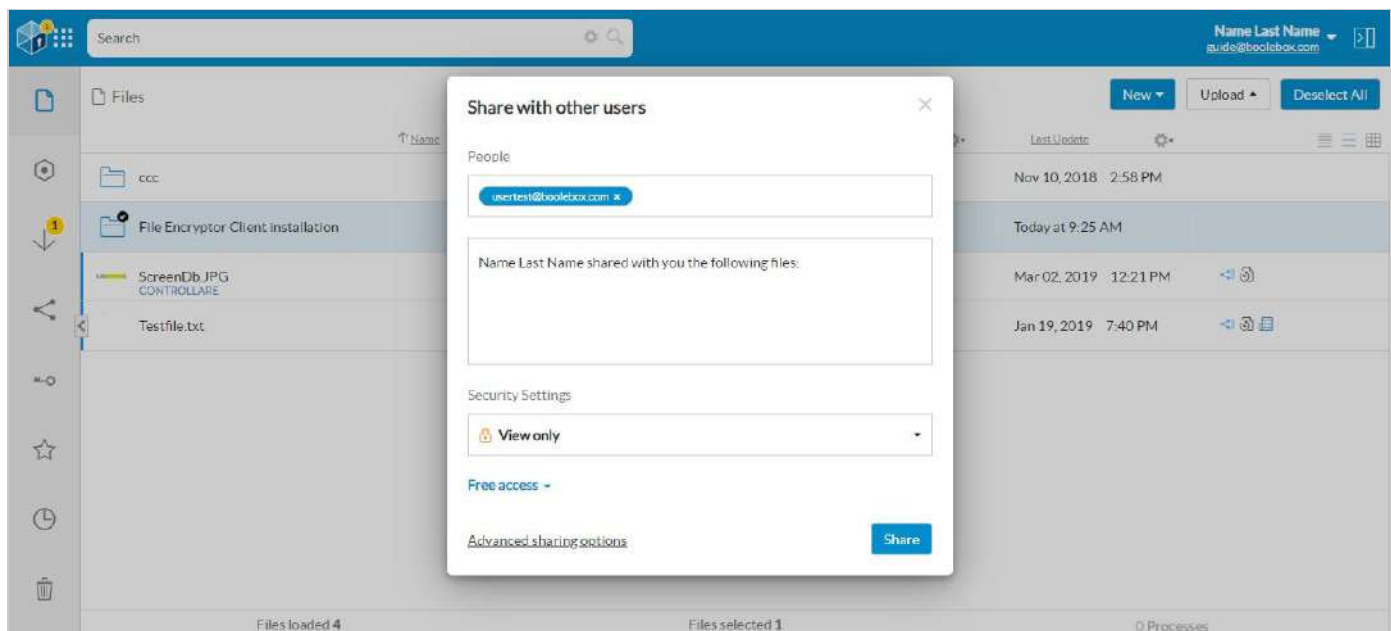
**Note: the access methods are valid only for NON-REGISTERED users. If the e-mail address entered as the recipient matches a registered account, the selected access methods will be ignored and the recipient user will still need to log in with their own credentials.**

- Click on the ADVANCED SHARING OPTIONS link to set the file you are sharing specific LIMITATIONS, PERMISSIONS or NOTIFICATIONS, available according to the selected sharing template.
- Click on SHARE.







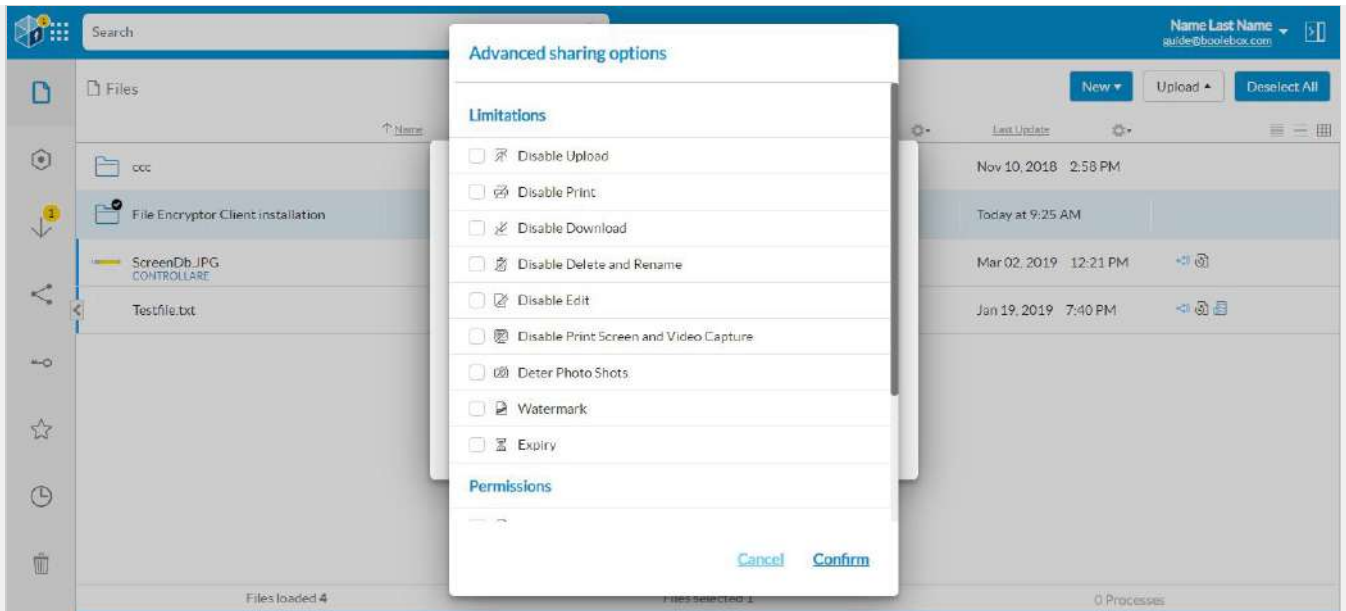


### 10.3.1 Limitations

For each share, you can increase the control exercised on each file by adding one or more of the following limitations:

- **DENY UPLOAD** - when enabled, this limitation prevents the recipient of sharing to upload any file in the shared folder.
- **DENY PRINT** - when enabled, this limitation prevents the recipient of the sharing from printing the shared file.
- **DENY DOWNLOAD** - when enabled, this limitation prevents the recipient of the share from downloading the shared content.
- **DENY DELETE AND RENAME** - when enabled, this restriction prevents the recipient of the share from removing and renaming the file.
- **DENY EDIT** - when enabled, this limitation prevents the recipient from editing the file received with a share.
- **DENY OFFLINE (ONLY FOR FILE ENCRYPTOR)** - when enabled, this limitation prevents the recipient of the sharing from opening the file encrypted with File Encryptor in offline mode.
- **DENY PRINT SCREEN AND VIDEO CAPTURE** - when enabled, this limitation prevents the recipient of the sharing to capture the screen while the file is open.
- **DETER PHOTO SHOTS** - when enabled, this limitation makes the document visible to the recipient of the sharing one portion at a time, in the area where the cursor is located.
- **WATERMARK** - when enabled, this limitation applies to the shared content the watermark set for the sharing template used by a user administrator (SAM, ADM or ADR). Once the relative command is activated, it will be possible to choose whether to apply it FULL SCREEN, OBLIQUE, ONLY ON PRINT or ALWAYS.
- **EXPIRY** - when enabled, this limitation prevents the recipient of the sharing to open the document after the expiration date.





### 10.3.2 Permissions

For each share, it is possible to increase the control exercised on each file by adding one or more of the following permissions:

- **ALLOW VERSIONING** - when enabled, this permission allows the recipient of the share to access previous versions of the shared file even if the default template selected does not allow it by default.
- **ALLOW AUDITING** - when enabled, this permission allows the recipient of the share to view auditing actions of the shared file even if the default template selected does not allow it by default.
- **ALLOW ANNOTATIONS** - when enabled, this permission allows the recipient of the share to access the annotations inserted in the shared file even if the default template selected does not allow it by default.
- **ALLOW RESHARE** - when enabled, this permission allows the recipient to share in turn the file received even if the default template selected does not allow it by default.
- **ALLOW CLASSIFICATION** - when enabled, this permission allows the recipient of the share to classify the file received even if the default template selected does not allow it by default.

Permissions	
<input type="checkbox"/>	Allow Versioning
<input type="checkbox"/>	Allow Auditing
<input type="checkbox"/>	Allow Annotations



### 10.3.3 Notifications

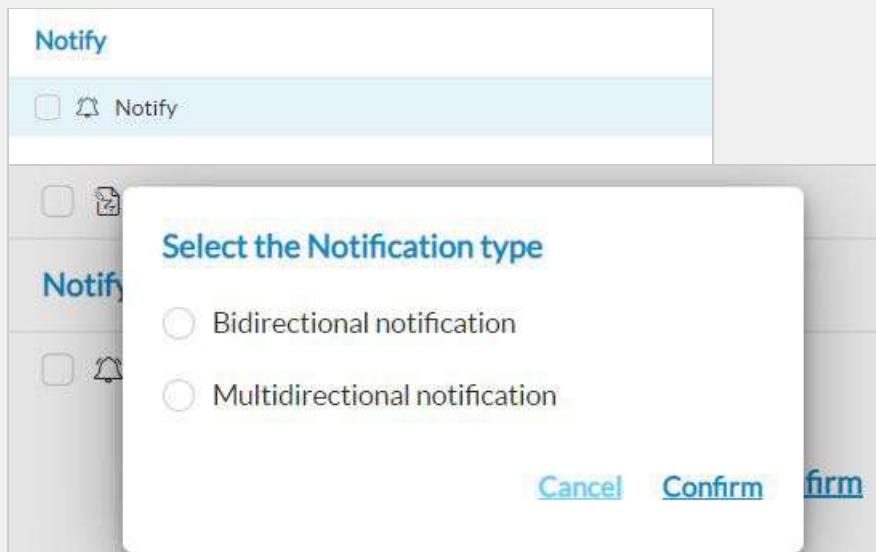
The NOTIFY option allows you to adjust the notifications that are sent when a user in possession of the shared resource makes changes to it. The NOTIFICATIONS option can be activated in two modes:

- **BIDIRECTIONAL NOTIFICATION** - if a user receiving the share makes a change to the shared resource, the notification will only be sent to the original owner of the resource.
- **MULTIDIRECTIONAL NOTIFICATION** - if a user receiving the share makes a change to the shared resource, the notification will be sent to all users in possession of the resource.

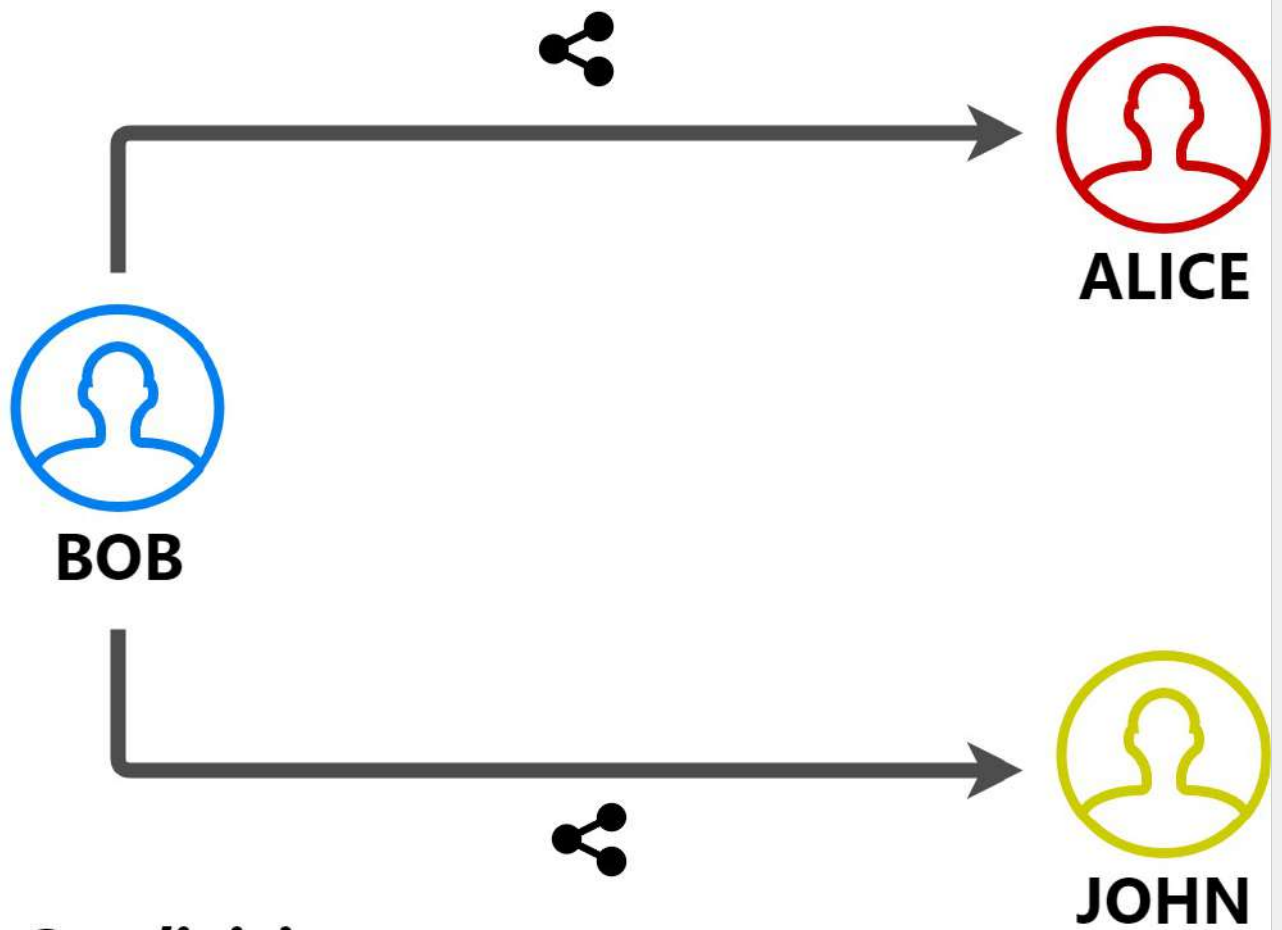
**Note: if the owner of the shared resource makes a change, all users in possession of the resource will be notified regardless of the mode chosen.**

#### EXAMPLE:

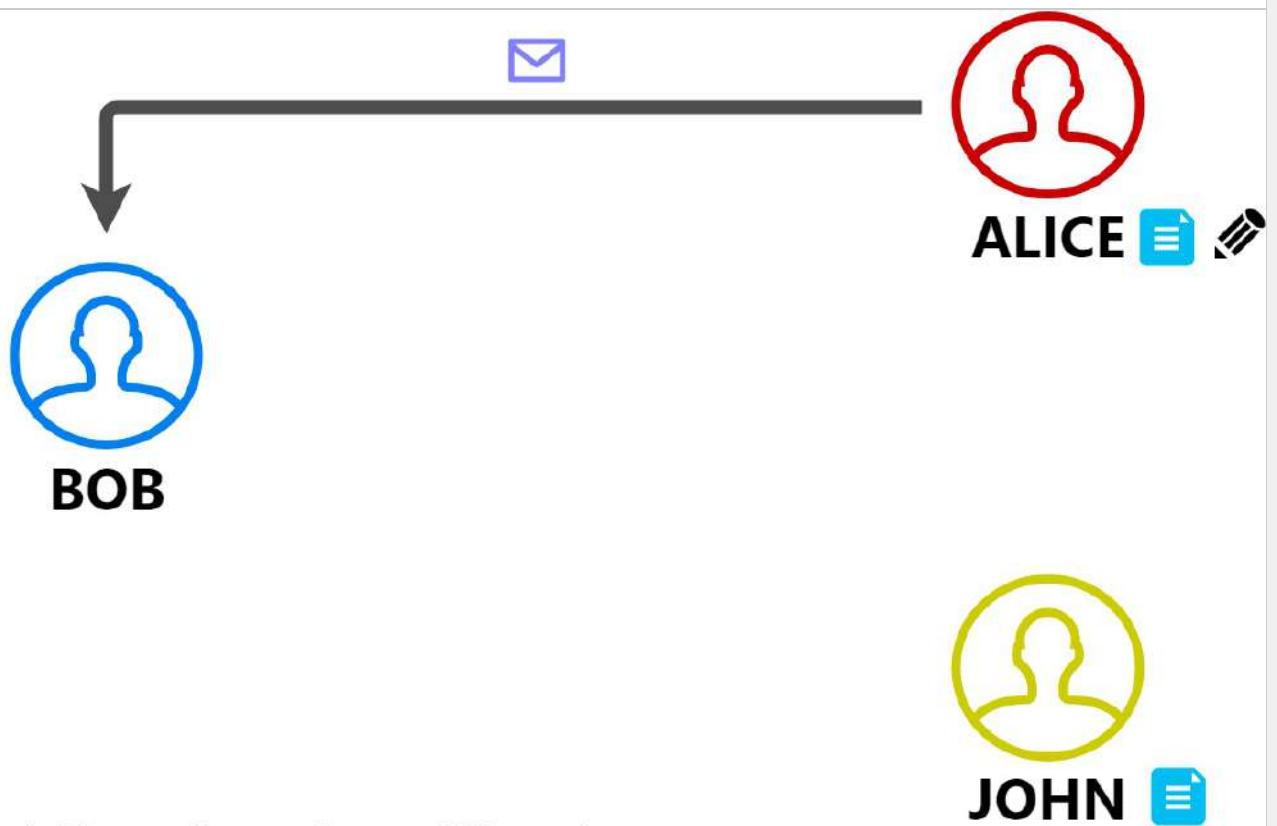
- Bob is the owner of a folder.
- Bob shares the folder with Alice and John.
- Both Alice and John now have the folder sent by Bob.
- Alice now makes changes to the folder shared by Bob.
- If Bob had selected the BIDIRECTIONAL NOTIFICATION option while sharing the folder, the notification will be sent only to Bob.
- If Bob instead had selected the MULTIDIRECTIONAL NOTIFICATION option, John will also be notified to be informed of the change made to the folder by Alice.







***Condivisione***



***Bidirectional notification***





## ***Multidirectional notification***

### **10.3.4 Sharing templates**

Sharing templates are a useful tool that BooleBox makes available to user administrators (SAM, ADM or ADR) in order to allow to users belonging to the company they administer to share files and resources through preset "sharing" models, with LIMITATIONS, PERMISSIONS and NOTIFICATIONS set by default. While sharing, the user can then select only the sharing templates made available to that user by a company administrator. Each share, in order to always guarantee maximum security and granularity of access, must therefore be linked to a sharing template.

### **10.4 Sharing a file through a link**

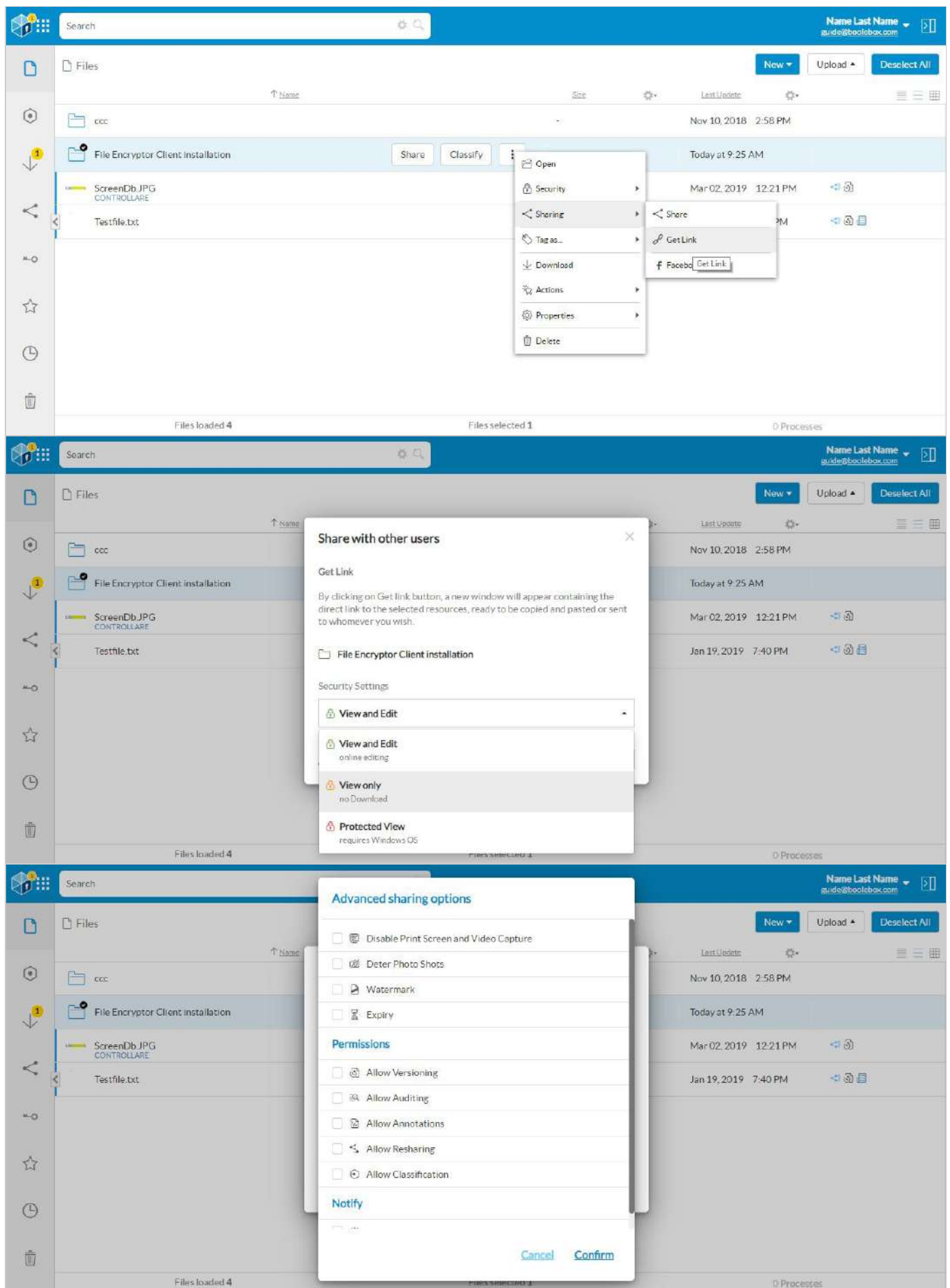
To make access to the content you want to share easier, BooleBox makes available sharing via links, allowing the recipients of the share to access the shared resources in accordance with the LIMITATIONS and PERMISSIONS you set, but without logging in. To share a file through a link:

- Click on the three-point menu next to the file you are interested in and select the SHARING item.
- Select the GET LINK item.

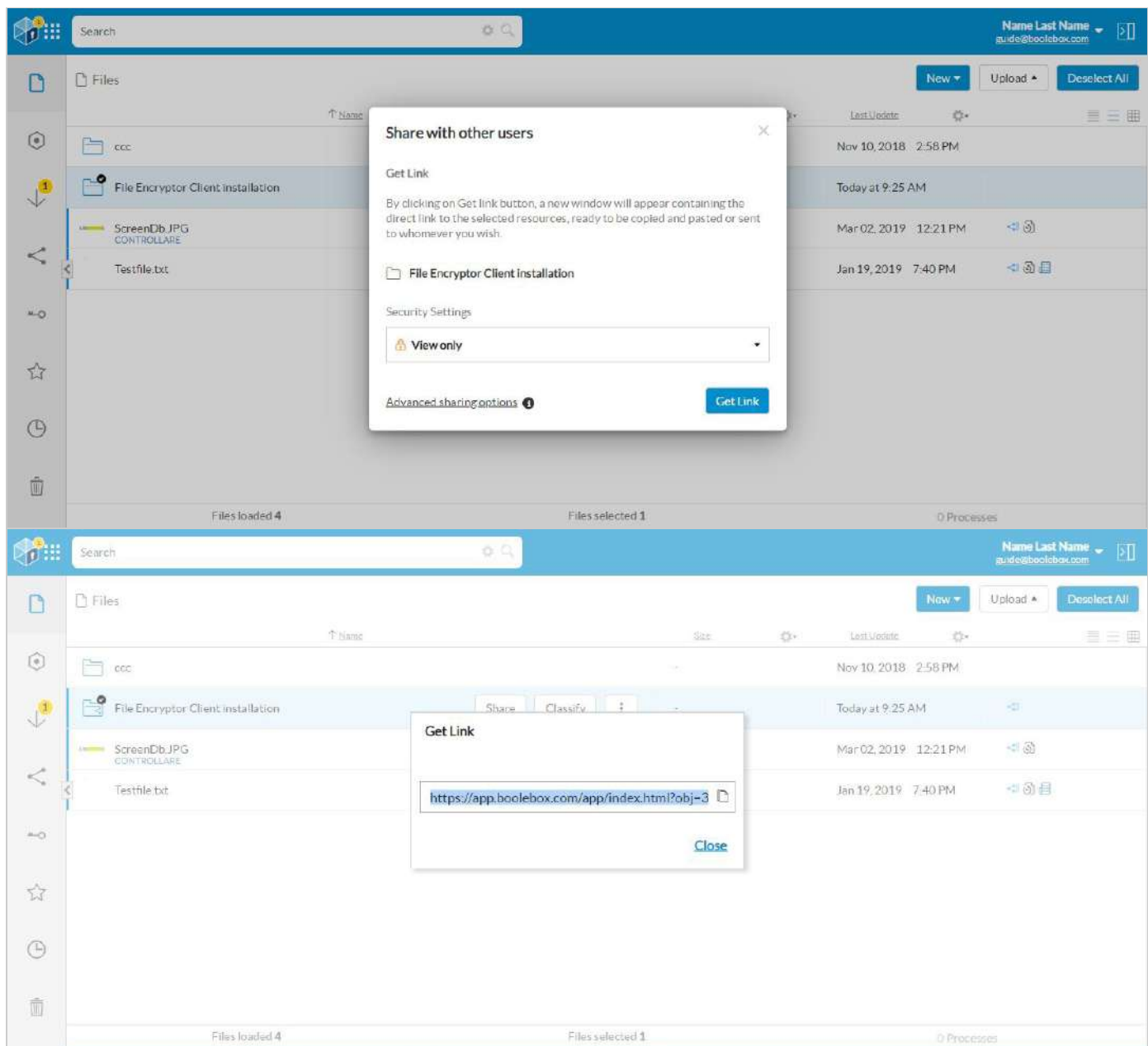
If the desired file has been shared by another user, this operation will be possible only if the sender has selected, among the advanced protection options, the re-sharing permission.

- In the window that is going to appear on your screen, select from the drop down menu in the SECURITY SETTINGS area the sharing template you want to use to share the file.
- Click on the ADVANCED SHARING OPTIONS link to set the file you are sharing specific LIMITATIONS, PERMISSIONS or NOTIFICATIONS, available according to the selected sharing template.
- Click GET LINK to view the link generated by BooleBox.
- In the window that is going to appear on your screen, you can copy the link generated by BooleBox and provide it to the recipient of the share with a simple COPY AND PASTE operation. The user who receives it will be able to access the file according to the security settings and advanced sharing options you defined.









## 10.5 Sharing a file with Facebook

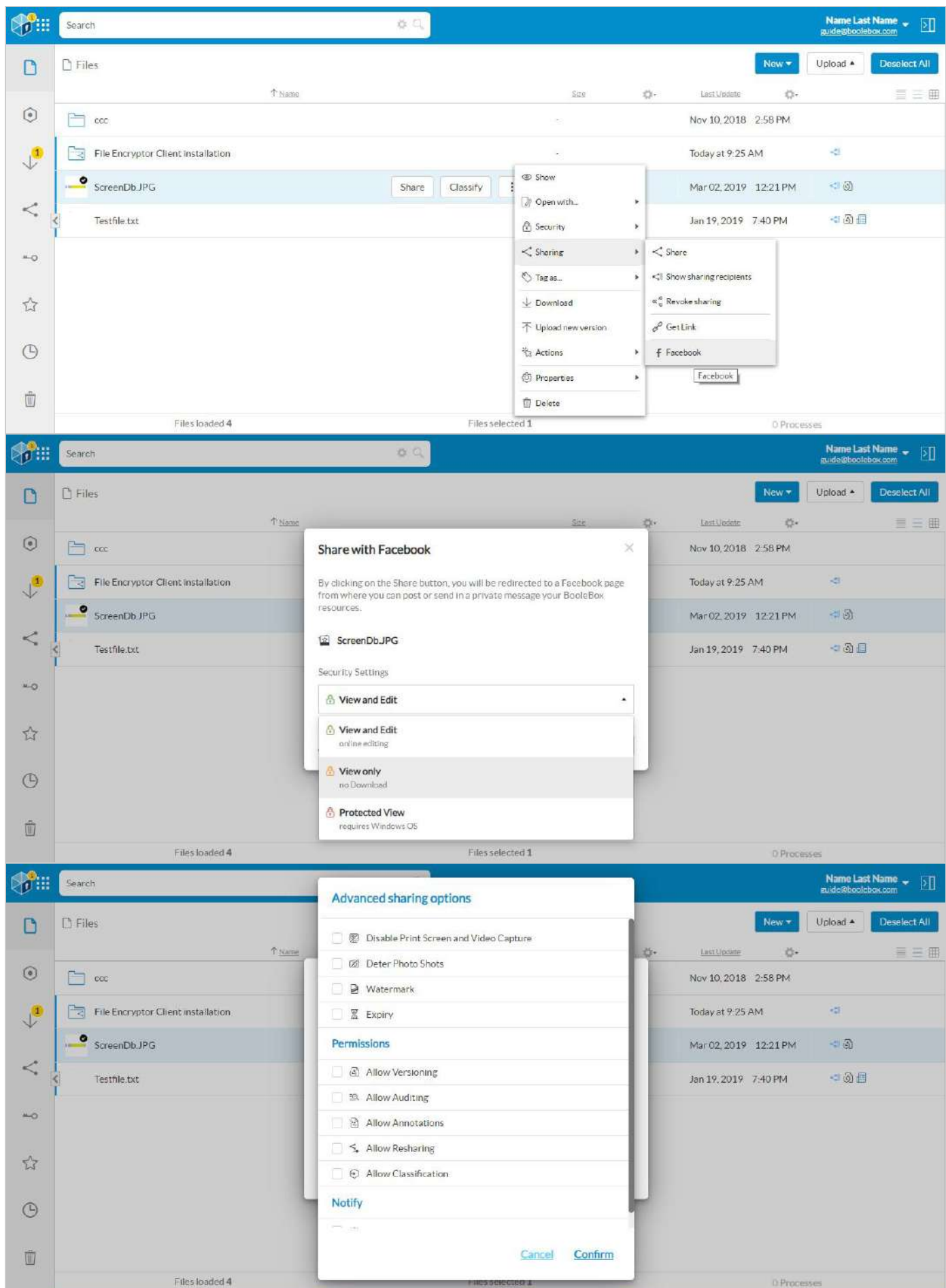
To facilitate the dissemination of useful information, news or advertising materials, BooleBox allows you to share content on Facebook directly from the platform. To share a file with Facebook:

- Click on the three-point menu and select the SHARING item.
- Select the FACEBOOK item.

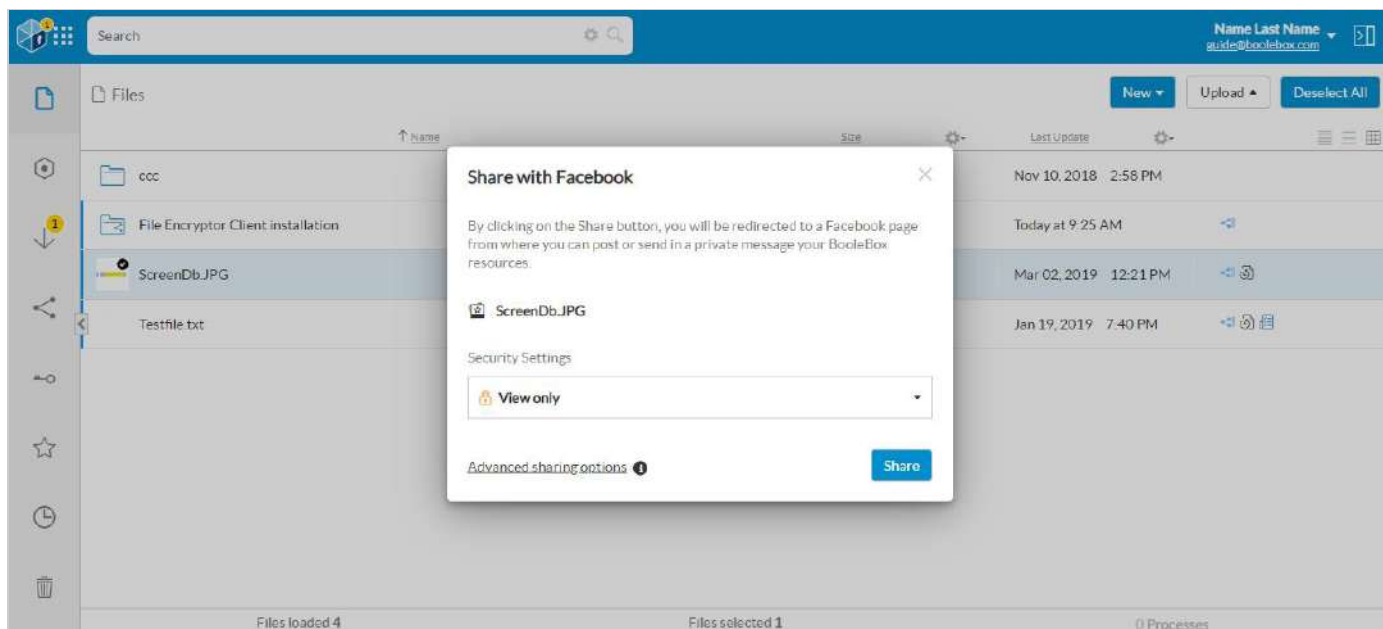
If the desired file has been shared by another user, this operation will be possible only if the sender has selected, among the advanced protection options, the re-sharing permission.

- In the window that is going to appear on your screen, select from the drop-down menu in the SECURITY SETTINGS area the sharing template you want to use to share the file.
- Click on the ADVANCED SHARING OPTIONS link to set the file you are sharing specific LIMITATIONS, PERMISSIONS or NOTIFICATIONS, available according to the selected sharing template.
- Click on SHARE to access your Facebook profile and share the link generated by BooleBox with whomever you wish.
- Facebook users who will display of the link will be able to access the file according to the SECURITY SETTINGS and ADVANCED SHARING OPTIONS you defined.





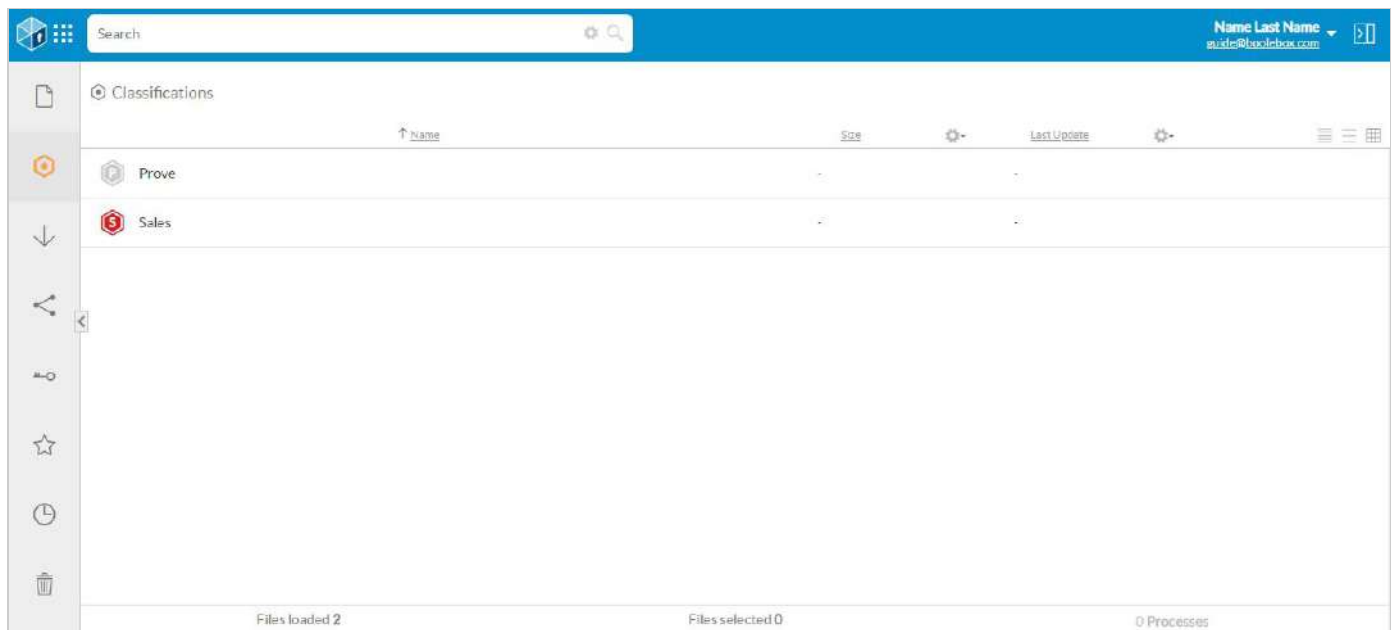






# 11 Classifications

Learn how to make the most of BooleBox's collaborative features through the use of controlled classification.



## 11.1 BooleBox classifications

To allow users a truly secure environment, BooleBox implements various security features, which make the platform a collaborative environment and safe from any information leakage. Furthermore, within a work group, BooleBox ensures the best protection for shared data, thanks to the creation of classifications, i.e. classes of files with encryption and access rules established by an administrator. Each new file, created and shared within the workgroup through the classification tags, will thus automatically acquire the protection levels defined for its class and, thanks to access control to company data, only authorized users will be able to access it, according to the predefined rules.

## 11.2 Info panel

By clicking on the name of a classification, an information panel grouping together the details of the selected classification will appear on the right. In particular, the following details will be displayed:

- **ID CLASSIFICATION** - the identification number of the classification.
- **OWNER** - the company to which the classification is associated.
- **PATH** - the classification path, built starting from the CLASSIFICATION folder.
- **DIMENSION** - the total size of the classification project.
- **FILE NUMBER** - total number of files contained in the classification.
- **FOLDER NUMBER** - total number of folders created in the classification.



## 11.3 Classifying files

By classifying a file, you can automatically set all access permissions defined for the classification tag you want to use. Classification projects and tags are created through the dashboard by administrative users in order to improve file management and allow progressive, controlled and particular access to each designated user, while defining specific features for each tag. To classify a file:

- Click on the CLASSIFY button next to the file you want to classify.
- Select the classification project to which the tag was associated.
- Select the tag you want to use to classify the file.
- Click on CONFIRM.
- From now on, only the users authorized by the settings related to the tag will be able to open the classified file and only according to the security settings defined for it.

**Note: users can classify files only if they have been authorized by an administrative profile (SAM, ADM or ADR) to access the classification.**

---

## 11.4 Reclassifying files

It is possible to modify the classification linked to a file, thus setting new protection rules for the classified file. To change the classification of a file:

- Click on the CLASSIFICATIONS tab of your file manager.
- Select the classification linked to the tag previously used to classify the file.
- Click on the tag previously used.
- Click on the CLASSIFY button next to the file for which you want to change the classification.
- In the window that is going to appear on your screen, click on the X to remove the previously assigned tag.
- Select the new tag from the remaining ones at your disposal and click on CONFIRM.
- The resource will now be displayed in the classification to which the new tag is linked and will be accessible according to the specific protections assigned through the tag.

**Note: the reclassification operation is only possible if the user has been authorized by an ADMIN or SUPER ADMIN profile to access the classification in question and only if in the sharing template used to classify the file the ALLOW CLASSIFICATION advanced protection is enabled.**

---

## 11.5 Removing a file from a classification project

By removing a file from a classification project, you can remove the specific protections and access rules assigned by the tag used:

- Access the CLASSIFICATIONS tab of your file manager.
- Select the classification corresponding to the tag you used to classify the file.
- Click on the previously used tag.
- Click on the CLASSIFY button next to the file that you want to remove from the classification project.
- In the window that is going to appear on your screen, click on the X to remove the previously assigned tag and select CONFIRM.
- The file will no longer be available in the classification and will therefore be viewed only by the original owner.

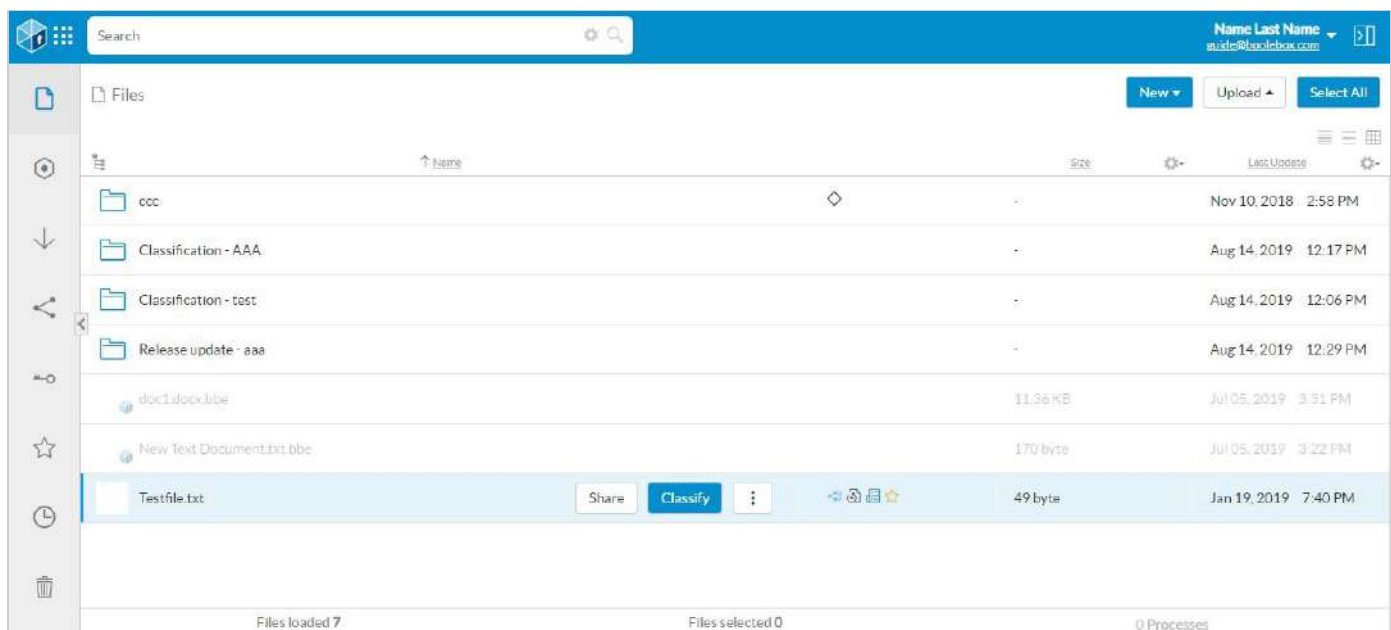
**Note: removing a file from a classification is only possible if the user has been authorized by an administrative profile (SAM, ADM or ADR) to access the classification and only if the ALLOW CLASSIFICATION advanced protection was enabled for the template used to classify the file.**



## 11.6 Standard classifications and metadata

In addition to protecting all your files with military-grade encryption while maintaining a hierarchy of specific permissions for designated users, BooleBox allows you to better organize the data of all your employees through the use of standard classifications. Unlike BooleBox classifications, standard classifications do not assign specific permissions to users: created through the Dashboard by an administrator user (SAM, ADM or ADR), they group together metadata, i.e. properties attributable by users to files in their possession. In other words, the administrator user will make it possible for selected users to assign properties that may be useful for consulting files. These metadata can be customized by the user who assigns them, according to the "key-value" mode. Through the dashboard the administrator user will set the key (i.e. the type of property, such as "boolean"), while the end user will match the metadata with a value (in the boolean case: true or false) in the assignment phase. Once assigned, metadata will be displayed in the side INFO panel and it will be possible to find the file through the search bar at the top also by inserting the metadata as a search key. To assign metadata to a file:

- Click on the CLASSIFY button next to the file you want to assign a metadata to.
- Click on the standard classification to which the metadata you want to assign belongs to.
- Click on the metadata you want to assign.
- Assign the metadata a value and press the confirmation icon.
- Click on CONFIRM.
- The metadata has now been assigned and can be viewed in the side INFO panel or used as a search key in the top bar.



The screenshot displays the BooleBox file management interface. At the top, there is a search bar and a user profile section showing 'Name Last Name' and 'enrico@boolebox.com'. Below this, a sidebar on the left contains navigation icons. The main area shows a list of files and folders. The files are organized into a table with columns for Name, Size, and Last Update. The files listed are:

Name	Size	Last Update
ccc	-	Nov 10, 2018 2:58 PM
Classification - AAA	-	Aug 14, 2019 12:17 PM
Classification - test	-	Aug 14, 2019 12:06 PM
Release update - aaa	-	Aug 14, 2019 12:29 PM
doc1.docx.bbc	11.36 KB	Jul 05, 2019 3:51 PM
New Text Document.txt.bbc	170 byte	Jul 05, 2019 3:22 PM
Testfile.txt	49 byte	Jan 19, 2019 7:40 PM

The 'Testfile.txt' file is highlighted in blue. Below the file name, there are buttons for 'Share', 'Classify', and a menu icon. At the bottom of the interface, there is a status bar showing 'Files loaded 7', 'Files selected 0', and '0 Processes'.



Search

Name Last Name  
aude@boolebox.com

Files

Now Upload Deselect All

ccc

Classification - AAA

Classification - test

Release update - aaa

doc1.docx.bbe

New Text Document.txt.bbe

Testfile.txt

11.36 KB

170 byte

49 byte

Nov 10, 2018 2:58 PM

Aug 14, 2019 12:17 PM

Aug 14, 2019 12:06 PM

Aug 14, 2019 12:29 PM

Jul 05, 2019 3:31 PM

Jul 05, 2019 3:22 PM

Jan 19, 2019 7:40 PM

Files loaded 7

Files selected 1

0 Processes

Search

Name Last Name  
aude@boolebox.com

Files

Now Upload Deselect All

ccc

Classification - AAA

Classification - test

Release update - aaa

doc1.docx.bbe

New Text Document.txt.bbe

Testfile.txt

11.36 KB

170 byte

49 byte

Nov 10, 2018 2:58 PM

Aug 14, 2019 12:17 PM

Aug 14, 2019 12:06 PM

Aug 14, 2019 12:29 PM

Jul 05, 2019 3:31 PM

Jul 05, 2019 3:22 PM

Jan 19, 2019 7:40 PM

Files loaded 7

Files selected 1

0 Processes

Search

AA

Business Plan

State

State in request

Search

Name Last Name  
aude@boolebox.com

Files

Now Upload Deselect All

ccc

Classification - AAA

Classification - test

Release update - aaa

doc1.docx.bbe

New Text Document.txt.bbe

Testfile.txt

11.36 KB

170 byte

49 byte

Nov 10, 2018 2:58 PM

Aug 14, 2019 12:17 PM

Aug 14, 2019 12:06 PM

Aug 14, 2019 12:29 PM

Jul 05, 2019 3:31 PM

Jul 05, 2019 3:22 PM

Jan 19, 2019 7:40 PM

Files loaded 7

Files selected 1

0 Processes

Search

AA

Business Plan

State

Checked

Validation request







# 12 E-mails, files or invitations

If you have received an e-mail, a file protected by BooleBox or an invitation to join a business with a BooleBox Business Account (or an On-Premises BooleBox license), find out how to review and manage everything through your account's homepage.

---

## 12.1 Reading encrypted e-mails received from others using BooleBox

To read encrypted e-mails, follow the instructions contained in the message. Two possible scenarios.

If the sender requested a log in:

- Click on the link in the e-mail and sign in with your credentials to the account's homepage.
- If you do not have a BooleBox account, you can create one for free by taking advantage of the free version for private individuals, by registering an Individual Cloud or Business Cloud account or by connecting to an on-premises BooleBox license.

If the sender requested public access:

- Click on the link in the e-mail and review the e-mail without having to access the account's homepage.

### You may also like:

[Activating a personal account »](#)

[Activating a business account »](#)

---

## 12.2 Viewing protected files or folders shared by others using BooleBox

To view content shared by e-mail through a link:

- Click on the link received by e-mail.
- If the sender made it necessary to log in before accessing the shared content, insert your BooleBox account credentials.
- In the page that is going to open within the default browser, you can choose whether to view, download or modify the shared file, or even replace it with an updated version.

**Note: if you don't have a BooleBox account and the sender made it necessary to log in in order to access the shared content, you can register with the free version of BooleBox, buy a Cloud Business or Individual license or connect with an On-Premises license.**

**Note: a content can be replaced only by a file with the same extension and only if the DENY UPLOAD limitation is not enabled in the sharing template used to share the file. This file will maintain the same name of the shared content and will replace it in the archive of the owner, in that of the user who replaced it and also in the archive of all the user who received the content as a share.**

### You may also like:

[Activating a personal account »](#)

[Activating a business account »](#)

---



## 12.3 Rejecting protected files or folders shared by others using BooleBox

To reject protected files or folders shared by others:

- Click on the MENU icon next to the desired file and select REFUSE SHARING.
  - In the pop-up, click CONFIRM to complete.
- 

## 12.4 Managing invitations to join a company within BooleBox

To manage the invitation to join a company within BooleBox:

- Follow the instructions contained in the message you received by e-mail.
  - Click on the link on the invitation and log in to your account's homepage.
  - In the pop-up, select to ACCEPT or REFUSE the invitation to join the created network and assign the company the same permissions as your account.
-



# 13 Android mobile application

Discover how to take advantage of all BooleBox features through the official mobile application.

**Note: BooleBox mobile application is not part of Common Criteria EAL2+ certified TOE (Target Of Evaluation).**

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## 13.1 Introduction

BooleBox Android mobile application allows you to take advantage of the typical web application features while combining the convenience of using a mobile device. Inside the application, by tapping on the menu icon at the top left, you can access the main application menu, from which you can reach the following sections: FILE MANAGER, SECURE MAIL, SECURE VAULT, CONTACTS, MY ACCOUNT.

---

## 13.2 Choose account

If an administrator user (SAM, ADM or ADR) has granted the possibility to take advantage of a functional account for your profile, you can perform actions on behalf of another BooleBox profile and access the files uploaded in his personal area. This operation is also possible through the main menu of the mobile application, from which you'll be able to choose the account you want to use. To choose the account:

- Click on the menu icon located at the top left of your app.
- Tap the screen on the CHOOSE ACCOUNT button.
- Select the profile you want to access.

To return to your profile, simply go back to the main menu and tap the screen on the SWITCH ACCOUNT button.

---

## 13.3 Login screen

Through the application login screen, you can perform all the procedures related to account validation during access, password recovery and server URL configuration.

### 13.3.1 Login with One Time Password (OTP)

By logging in with a one-time password (OTP) you can access your BooleBox account via the mobile app, taking advantage of the security offered by the TWO-STEP VERIFICATION procedure. If this option has been activated for your profile, in order to access your account, you will also need to enter a One Time Password (OTP) sent to the paired mobile number or to the authentication app configured for your account. To log in with OTP:

- Enter USERNAME and PASSWORD in the appropriate fields.
- Click on SIGN IN.
- In the window that appears on your screen, enter the code received via SMS or generated from the authentication app.



### 13.3.2 Recovering your password

If you have lost your password and are unable to log in, you must perform the password recovery procedure, through which you will be sent new credentials to access your account. On the login screen, click on the FORGOT YOUR PASSWORD link.

- In the window that appears on your screen, enter your e-mail address in the appropriate field.
- Click on SEND.
- Open the e-mail received at the address indicated in the previous step.
- Click on the link in the e-mail.
- Enter in the appropriate fields the new password and confirmation of the new password.
- Click OK.

---

### 13.3.3 Configuring server IP address

You can configure the URL address of the server that hosts your On-Premises instance from the login screen. To configure the URL:

- Click on the CONFIGURE SERVER ADDRESS link.
- A window will appear showing the URL of BooleBox Cloud version as the default address.
- If you have an On-Premises instance to configure, enter the URL address of the server hosting the instance in the appropriate field.

**Note: if you have saved the URL of the corporate server hosting the On-Premises instance in a config.json file as indicated [here](#), you can select the CONFIGURE SERVER ADDRESS FROM THE FILE checkbox. The selected address will then be the one contained in the config.json file present in the device storage.**

- To confirm the changes made, press the CONFIRM button.
- If you want to reset the server settings by setting the cloud license URL again, click on the RESET TO BOOLEBOX CLOUD checkbox.

---

### 13.3.4 Login

By logging in you can access the BooleBox account via the mobile app. To log in:

- Enter USERNAME and PASSWORD in the appropriate fields.
- Click on SIGN IN.



## 13.4 File manager

In the FILE MANAGER section of your mobile application you will be able to manage all the files uploaded by you on the platform and those shared with you through classification projects or standard shares. In this section you will find all the tabs dedicated to file management:

- **FILES** - tab that collects all the files and folders uploaded by you on BooleBox platform.
- **CLASSIFICATION** - tab that lists all the classifications to which your profile is authorized to access.

**Note: the authorization to access to the classifications is assigned to users by an administrative profile (SAM, ADM or ADR).**

- **RECEIVED** - tab that collects all files and folders shared with you by other BooleBox users.
- **SHARED** - tab that collects all the files shared by you with other BooleBox users.
- **PERSONAL KEY** - tab that collects all the files protected by a personal encryption key (Personal Key), i.e. an encryption key of your choice with which to encrypt the files uploaded to BooleBox a second time.

< b>Note: the personal encryption key will be known only to you: for this reason, when applied to a file or folder, it will no longer be possible to access it without the key set.

- **FAVORITES** - tab that collects files more consulted.
- **RECYCLE BIN** - tab that collects all the deleted files.
- **OFFLINE** - tab that collects all files made available offline.



### 13.4.1 Viewing and editing a file

## Viewing file information

For each file uploaded to the platform, information such as the date and time the file was uploaded, the file size, and the owner are kept. To view this information:

- Tap the screen on the three-point vertical menu next to the file or folder whose information you want to view.
- Select the INFO entry.
- Tap OK to close the pop up window.

## Viewing a file preview

For each file uploaded on the platform, you can preview the same to consult the information present in it. To have a file preview:

- Touch the screen next to the file name or select the SHOW item of the three-point vertical menu next to the file you want to preview.

## OFFICE editing

Through online editing, you can edit your documents conveniently from your application using an Office 365 commercial license. To edit with Office the documents loaded on the platform:

- Tap the screen on the three-point vertical menu next to the file you want to edit.
- Select the OFFICE item.
- Make the desired changes.

**Note: all changes made to the file will be automatically saved without the need of any additional operations.**



### 13.4.2 Protections

## Applying a Personal Key

The personal encryption key (Personal Key) is an encryption key of your choice with which to encrypt the files uploaded to BooleBox a second time.

**Note: the personal encryption key will be known only to you: for this reason, when applied to a file or folder, it will no longer be possible to access it without the key set.**

To apply a Personal Key to a file or folder:

- Tap the screen on the three-point vertical menu next to the file or folder to which you want to apply the Personal Key.
- Select the PERSONAL KEY item.
- Enter the Personal Key in the appropriate fields, the confirmation of the Personal Key and a personal suggestion to help you remember the Personal Key set if you need it.
- Click on CONFIRM.
- The file/folder is now protected by the Personal key: the relative icon will show a key and to access the file content you will need to enter your personal encryption key.

**Note: it is not possible to enter the Personal Key as a suggestion.**

## Opening files or folders protected by Personal Key

If you have applied a Personal Key to a file or folder, to open the contents stored in it, you will need to enter the personal encryption key you set for that file. To open a file or folder protected by Personal Key:

- Tap the screen on the file or folder you want to open.
- In the window that appears on your screen, enter the Personal Key.
- Click on SHOW.

---

### 13.4.3 Sharing

Sharing files with the BooleBox Android application is simple, fast and versatile. In addition to standard sharing through the platform, you can choose to share a file with the recipient with a link or via Facebook.

## Sharing a file with BooleBox

Sharing a file with BooleBox is the easiest and fastest way to safely deliver your files to the recipients of the share. To share a file with BooleBox:

- Tap the screen on the three-point vertical menu next to the file you want to share.
- Select the SHARE WITH BOOLEBOX item.
- In the window that appears on your screen, enter the e-mail address of the user receiving the share in the appropriate field.
- In the ADVANCED tab, in the SECURITY SETTINGS field, use the side arrows to select one of the proposed sharing templates:
  - **VIEW AND EDIT** - template that allows you to open and edit the file received in sharing.
  - **VIEW ONLY** - template that only allows you to view the file.
  - 
  - **PROTECTED VIEW** - template that only allows you to see the file and prevents screen capture while the file is open.

**Note: this sharing template, in order to be correctly applied, requires Windows OS on the receiving**



**device.**

- In the **OPTIONS** area, select the advanced sharing options of your interest to apply additional restrictions or permissions for sharing.
- In the **ACCESS** area, select how to access the file for unregistered users:
  - **E-MAIL AUTHENTICATION CODE** - the user can access the content only by entering the code sent to the recipient's e-mail.
  - **REGISTRATION REQUIRED** - the user must create an account in order to access the content.
  - **FREE ACCESS** - the user must not create an account to be able to access the content.
  - **SMS AUTHENTICATION CODE** - the user can access the content only by entering the code sent to the mobile phone number indicated during the sharing phase.
- Click on **SHARE**.

## Sharing a file through a link

To facilitate access to the content you want to share, BooleBox provides sharing via link, allowing the recipients of the sharing to access the shared resources in accordance with the **LIMITATIONS** and **PERMISSIONS** you have set, but without logging in. To share a file via a link from the mobile app:

- Tap the screen at the three-point vertical menu next to the file you want to share via link.
  - Select the **SEND LINK** entry.
  - In the **SECURITY SETTINGS** field, use the side arrows to select one of the proposed sharing templates:
    - **VIEW AND EDIT** - template that allows you to open and edit the file received in sharing.
    - **VIEW ONLY** - template that only allows you to view the file.
    - **PROTECTED VIEW** - template that only allows you to view the file and prevents screen capture while the file is open.
- Note: this sharing template, in order to be correctly applied, requires Windows OS on the receiving device.**
- Select the advanced sharing options of your interest to apply additional restrictions or sharing permissions.
  - Click on **SHARE**.
  - Select the medium you want to share the link with and complete the operation.

## Sharing a file via Facebook

To facilitate the dissemination of useful information, news or advertising materials, BooleBox allows you to share content on Facebook directly from the mobile application. To share a file through Facebook:

- Tap the screen at the three-point vertical menu next to the file you want to share via Facebook.
  - Select the **FACEBOOK** item.
  - In the **SECURITY SETTINGS** area, use the side arrows to select one of the proposed sharing templates:
    - **VIEW AND EDIT** - template that allows you to open and edit the file received in sharing.
    - **VIEW ONLY** - template that only allows you to view the file.
    - **PROTECTED VIEW** - template that allows only to see the file and prevents the screen capture while the file is open.
- Note: this sharing template, for it to be correctly applied, requires Windows OS on the receiving device.**
- Select the advanced sharing options you are interested in to apply additional restrictions or permissions to sharing.
  - Click on **SHARE**.
  - Login to your Facebook account and complete the operation.



### 13.4.4 Uploading a file to BooleBox

BooleBox mobile application, by uploading files to the platform, allows you to protect your important documents and to share them easily with your collaborators. To upload a file to BooleBox from the mobile application:

- Tap on the + icon at the bottom right.
  - Select one of the following actions:
    - **CREATE NEW FOLDER** - action to create a new directory in the current directory.
    - **TAKE PHOTO** - action that allows you to take a photo to upload to the platform.
    - **TAKE VIDEO** - action that allows you to take a video to upload to the platform.
    - **CHOOSE FROM LIBRARY** - action that allows you to choose a file from the device storage.
    - **UPLOAD FROM DROPBOX** - action that allows uploading files from Dropbox platform.
- 

### 13.4.5 Actions on files

BooleBox mobile application allows you to work on your files in a simple and effective way. To perform actions on a file, tap the screen on the three-point vertical menu next to the file you are interested in and select one of the following items:

- **DOWNLOAD** - action that allows to download locally a file uploaded on the platform.
- **MAKE AVAILABLE OFFLINE** - action that allows to make the file available in the OFFLINE tab even in the absence of internet connection.
- **ADD TO FAVOURITES** - action that allows adding the file to the FAVOURITES tab.
- **RENAME** - action which allows you to rename the file.
- **COPY** - action that allows you to copy the file.
- **CUT** - action that allows to cut the file.
- **DELETE** - action to delete the file.

## 13.5 Secure mail

Through the SECURE MAIL section, available in the main application menu, it is possible to send and manage encrypted e-mails sent and received directly within the application.

### 13.5.1 Secure mail tabs

Inside the SECURE MAIL section there are all the tabs needed to view and manage the encrypted e-mails sent and received:

- **RECEIVED** - tab that collects encrypted e-mails received from other BooleBox accounts.
  - **SENT** - tab that collects encrypted e-mails sent by you to other BooleBox accounts.
  - **DRAFTS** - tab that collects the encrypted e-mails being drafted and not yet sent.
  - **PERSONAL KEY** - tab that collects the encrypted e-mails protected by Personal Key.
  - **RECYCLE BIN** - tab that collects all encrypted e-mails deleted.
-



### 13.5.2 Sending an encrypted e-mail

Within the RECEIVED tab you can send new encrypted e-mails directly from the mobile application:

- Click on the + button at the bottom right.
  - Enter in the TO field the e-mail address of the recipient of the encrypted e-mail.
  - Enter the subject of the e-mail in the SUBJECT field.
  - Enter the message of the encrypted e-mail in the specific text area.
  - Access the SECURITY tab to configure the security settings of the encrypted e-mail being sent.
  - In the SECURITY SETTINGS field, select the sharing template to be used for sending the encrypted e-mail:
    - **NOTIFY ME** - template that allows you to be notified by e-mail when the recipient of the encrypted e-mail opens the received message.
    - **EXPIRY 1 DAY** - template that allows to set the maximum expiry date of the encrypted e-mail to a day, calculated starting from the first opening of the e-mail.
- Note: beyond the expiration date it will no longer be possible to open the received e-mail.**
- **EXPIRY 1 MIN** - template that allows you to set the maximum expiration of the encrypted e-mail to one minute, calculated starting from the first opening of the e-mail.
- Note: after the expiration time it will no longer be possible to open the received e-mail.**
- In the OPTIONS area, select any advanced sharing options you want to apply to the encrypted e-mail being sent.
  - In the ACCESS area, select the ways in which any unregistered users will access the encrypted e-mail:
    - **E-MAIL AUTHENTICATION CODE** - the user can open the encrypted e-mail only by entering the code sent to the recipient's e-mail.
    - **REGISTRATION REQUIRED** - the user must create an account in order to open the encrypted e-mail.
    - **FREE ACCESS** - the user does not have to create an account in order to access the encrypted e-mail.
    - **SMS AUTHENTICATION CODE** - the user can access the encrypted e-mail only by entering the code sent to the mobile phone number indicated when sending the e-mail.
  - Tap the screen on the paperclip icon at the top right to add an attachment to the encrypted e-mail.
  - Tap the screen on the key icon at the top right to protect the encrypted e-mail with a Personal Key.
  - Click on the SEND icon at the top right to send the encrypted e-mail.

---

### 13.5.3 Deleting an encrypted e-mail

By deleting an encrypted e-mail, you can move it to the RECYCLE BIN tab of the SECURE MAIL section. To delete an encrypted e-mail:

- Tap the screen on the encrypted e-mail you want to delete.
  - Tap the screen on the symbol of the bin at the top right.
  - Tap the screen on the CONFIRM button.
  - The e-mail has now been moved to the RECYCLE BIN section.
  - To delete it permanently, go to the RECYCLE BIN tab.
  - Tap the screen on the coloured circle next to the e-mail you want to delete permanently.
  - Touch the screen on the menu symbol appearing in the lower right corner.
  - Select the DELETE item.
  - Touch the screen next to the CONFIRM button.
-



### 13.5.4 Forwarding an encrypted e-mail

If you want to forward an encrypted e-mail:

- Touch the screen at the encrypted e-mail address you want to forward.
- Touch the screen next to the ENTER icon in the upper right corner.
- Enter the recipient's e-mail address in the TO field.
- Enter any explanatory text relating to the e-mail you want to send.
- Attach any files by tapping on the paper clip icon at the top right.
- Protect the encrypted email you are forwarding with a Personal Key by tapping on the icon of the key in the upper right corner.
- Touch the SEND key to send the e-mail.

## 13.6 Secure vault

Within the SECURE VAULT section, available in the main application menu, it is possible to save digital records through which you can store passwords, sensitive data or important documents, exploiting the vault templates made available by an administrator user (SAM, ADM or ADR) via the dashboard.

### 13.6.1 Secure vault tabs

The SECURE VAULT section makes available two tabs to conveniently manage your sensitive information contained in vault templates:

- **SECURE VAULT** - tab that lists all digital records saved for your profile.
- **RECYCLE BIN** - tab that lists all the digital records that have been deleted.

### 13.6.2 Creating a new secure vault

By creating a new secure vault, you can save information about important documents or credit cards using the vault templates made available to you by an administrator user. To create a new secure vault:

- Tap the screen on the + button.
- In the pop up window that appears on your screen, select FOLDER to create a new folder in which grouping digital records or one of the vault templates at your disposal to enter the data of a specific record to be stored.
- Enter the parameters required by the template.
- Attach any file uploaded to the platform by tapping the screen on the paper clip icon.
- Click on SAVE.
- The record is now visible in the list of saved digital records.

### 13.6.3 Viewing a secure vault

By viewing a secure vault, you can retrieve all the information related to the digital record you saved. To view a secure vault:

- Tap the screen on the secure vault you want to view or edit.



- On the screen that appears, all the information related to the saved digital record are listed.

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#### 13.6.4 Editing a secure vault

By modifying a secure vault, you can change the information related to your digital records to keep it up to date. To edit a secure vault:

- Tap the screen on the secure vault you want to modify.
- Tap the screen on the pencil icon at the top right.
- Edit the fields of your interest.
- Tap on SAVE.

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#### 13.6.5 Secure vault actions

Using the three-point vertical menu next to each vault template, you can perform the following operations for each digital record:

- **COPY** - operation that allows you to copy the selected secure vault.
- **CUT** - operation that allows you to cut the selected secure vault.
- **SELECT ALL** - operation that selects all the available vaults.
- **DESELECT** - operation that allows you to deselect the selected secure vault(s).
- **DELETE** - operation that deletes the selected secure vault(s).

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#### 13.6.6 Recycle bin

Inside the RECYCLE BIN tab all the secure vaults deleted from the homonymous tab are listed. For each of these, by tapping on the three-point vertical menu next to each secure vault, you can perform the following operations:

- **DESELECT** - operation that allows you to deselect a secure vault.
- **RESTORE** - operation that allows you to restore a deleted secure vault.
- **DELETE** - operation that permanently deletes the selected secure vault.

### 13.7 Contacts

Through the CONTACTS section, BooleBox allows you to better organize the users you frequently collaborate with, allowing you to create a convenient personal address book whose e-mail addresses will be suggested when sharing or sending encrypted e-mails.



### 13.7.1 Adding a new contact group

By adding a new group of contacts, you can group your collaborators into different teams, simplifying the information sharing process. To create a new group:

- Tap the screen on the + button at the bottom right.
  - Enter the name of the group to create.
  - Click on SAVE.
  - The group has been created and it is now possible to insert contacts into it.
- 

### 13.7.2 Adding a contact to a group

By adding a contact to a group, you can insert a new profile in the group you created, allowing it to receive files or information shared with the rest of the group. To add a contact to a group:

- Tap the screen on the group you're interested in.
  - Tap the screen on the + button at the top right.
  - Enter the e-mail address of the contact you want to add.
  - Tap on SAVE.
- 

### 13.7.3 Deleting a group of contacts

To delete a group of contacts:

- Tap the screen on the group of contacts you want to delete.
- Tap the screen on the bin icon at the top right.
- Tap on the CONFIRM button.

**Note: it is not possible to delete groups created by an administrator user (SAM, ADM or ADR) through the dashboard.**

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### 13.7.4 Editing the name of a contact group

To change the name of a group of contacts:

- Tap the screen on the group you want to rename.
- Touch the screen at the top right icon to change the title.
- Enter the name of the new group.
- Select RENAME.

**Note: it is not possible to change the name of a group created by an administrator user (SAM, ADM or ADR) through the dashboard.**



## 13.8 My account

Through the MY ACCOUNT section, available in the main menu of the application, it is possible to view and modify information regarding your BooleBox profile, such as the name, surname, password and options associated with your profile.

### 13.8.1 Info

Within the INFO tab all the general information regarding the account in use is grouped:

- **NAME** - name associated with the profile in use.
- **E-MAIL** - e-mail address associated with the profile in use.
- **PHONE** - telephone number linked to the account in use.
- **STORAGE** - storage space occupied by the files of the account in use.
- **LAST ACCESS** - date and time of the last access to the account.

In addition, further details concerning the purchased paid license are available:

- **START DATE** - license validity start date.
- **RENEWAL DATE** - license renewal date.
- **METHOD OF RENEWAL** - license renewal method (monthly or yearly).
- **PAYMENT METHOD** - payment method chosen (credit card or bank transfer).

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### 13.8.2 Profile

Inside the PROFILE tab you can view and modify the following account features:

- **PROFILE IMAGE** - through the CAMERA and GALLERY commands, it is possible to set up a new profile picture using the camera or phone gallery respectively.
- **NAME** - name of the account in use.
- **LAST NAME** - last name of the account in use.

**Note: after each change, you must press the SAVE button to save the changes made.**

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### 13.8.3 Password

Within the PASSWORD tab you can set a new password for the account being used. To carry out this procedure it is necessary to fill in the following fields:

- **CURRENT PASSWORD** - current password of the account in use.
- **NEW PASSWORD** - new password to be set.
- **CONFIRM PASSWORD** - confirmation of the new password entered.

**Note: at the end of the procedure, you need to click on SAVE to save your changes.**



### 13.8.4 Options

Within the OPTIONS tab you can manage the following options of your account:

- **ACCESS NOTIFICATION** - option that allows you to receive an e-mail at the address linked to the account every time a login is made for the profile in use.
- **SINGLE SIGN ON** - option that allows you to access your account without having to enter your credentials.
- **TWO-STEP VERIFICATION** - option that allows you to impose access to the account by entering an additional password, sent to the mobile number associated with the account (USE SMS option) or through an authentication app (USE A MOBILE APP option).
- **REAL-TIME NOTIFICATION** - option that allows you to receive real-time notifications from the platform, such as notifications generated by the opening of a file by an end user.



# 14 Privacy, terms and conditions, contracts

Discover the BooleBox privacy policy, service terms, and business agreements applied to those who own an Individual Cloud or Business Cloud account.

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## 14.1 Privacy policy

Boole Server, parent companies and their affiliates are committed to preserving the confidentiality and security of all personal information collected from private individuals visiting their websites or using their own software or services. Our privacy policy has been created to ensure to those who visit our website or use our services that BooleBox complies with the current privacy laws, by offering even greater data security guarantees. By accessing our website or using our services, you acknowledge and agree to the policies described in the privacy statement at this link: -

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## 14.2 Terms of service

Boolebox is the innovative cloud security service provided by Boole Server srl, parent companies and their respective companies. By opting to use the services, you agree to the terms and conditions relating to the use and access to the services, products, client software and websites provided by Boole Server as indicated on this [link](#).

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## 14.3 Commercial contract

To customers who have selected Cloud Individual Payment and Cloud Business versions the contract at this [link](#) can be applied. The agreement is concluded between Boole Server srl, a company incorporated under Italian law, parent companies, affiliates, and the party signing it for the purpose of creating and using a Payment account.

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# 15 Common Criteria EAL2+ certified version

BooleBox On-Premises has undergone numerous security tests and offers you the [guide version drawn up in accordance with the security objectives imposed by Common Criteria EAL2+ certification](#).

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