

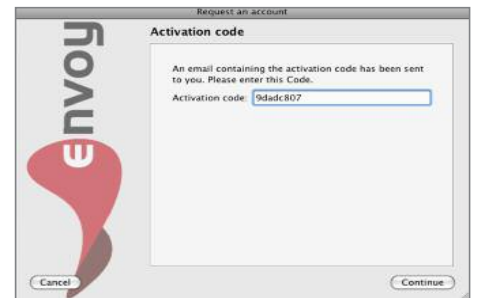
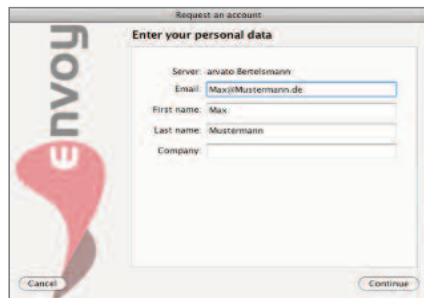
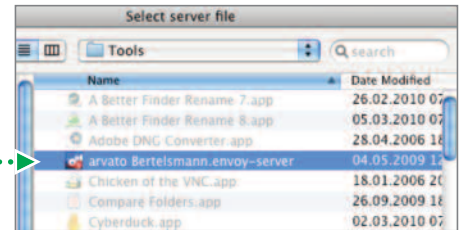
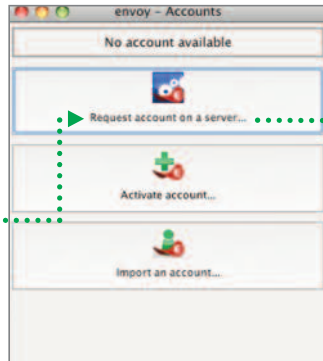
envoy – the secure data transfer system | “Guest upload” Quick Guide

1. Download envoy client

(Link in e-mail previously received), unpack and install

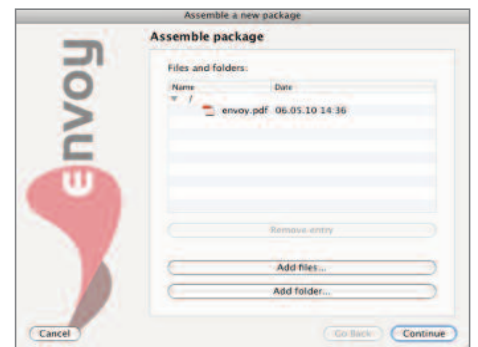
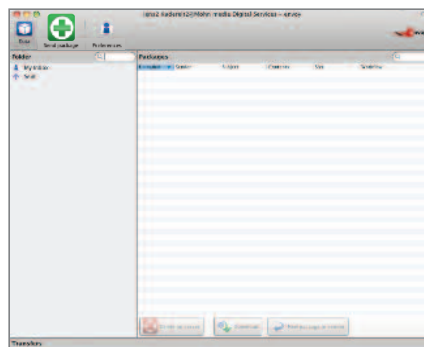
2. Apply for account

Start the envoy client, then click on **Apply for account at a server**. Now click on the **selection** in the following window to select the server file (**arvato Bertelsmann.envoy-server** from previously received e-mail), confirm with **Open** and then **OK**. In the following window, enter your e-mail address, name and company and confirm with **continue**. Your user data will now be sent to our server and you will receive an e-mail containing an activation code. Please enter the code and confirm with **continue**.

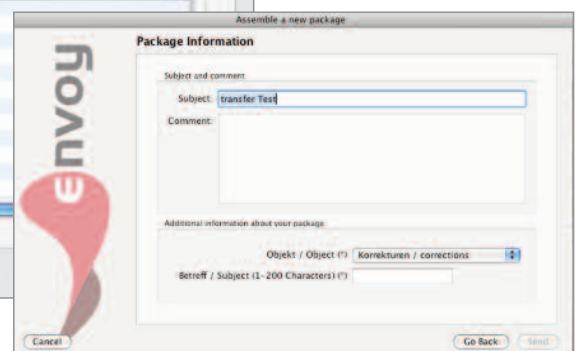
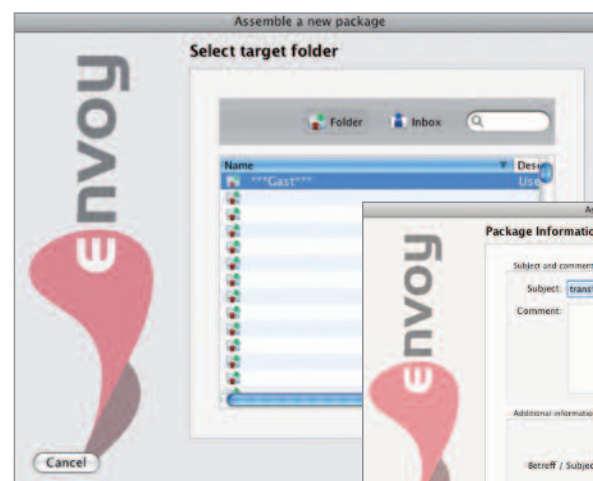


3. Data transfer

Click on **Send packet**. Simply drag and drop your files into the window that now appears. You do not need to zip or stuff the files because the envoy client automatically compresses them when encrypting.



Select **Guest** as your target folder and confirm with continue. Now fill in the subject and the mandatory fields and you're done.



Your contact partners

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