envoy works just like a conventional FTP application with which you simply send data via drag-and-drop. You send and receive your data in the form of packages, just like with an e-mail application.

This prevents interruptions during transmission and also enables large data volumes to be transferred. However, unlike e-mails, the transmission of the data packages is encrypted all the way from the sender to the recipient, thus guaranteeing maximum security.

To ensure the best possible processing of your data, you can attach metadata and processing information to your data packages.

This quick guide contains instructions on how to install and activate envoy and how to send and receive data.
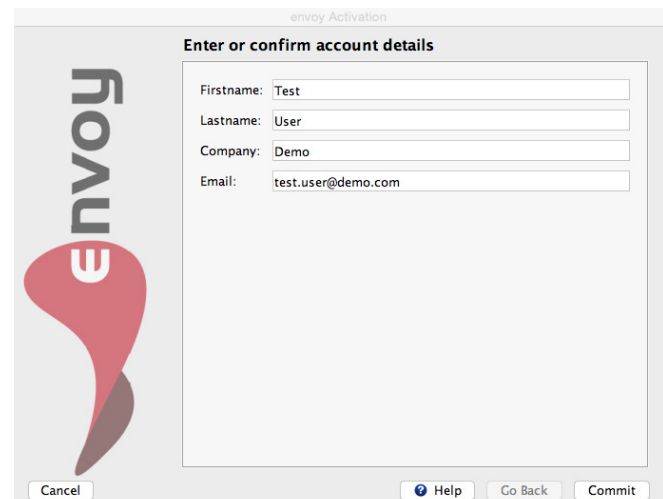
1. Installation and registration

The first step is to install envoy on your local system. In order to do this, Mohn Media will send you an e-mail with a registration file and a download link to the envoy software.

Please download the appropriate envoy software version for your system (Windows, Mac or Linux) and install the software. Then save the registration file attached to the e-mail on your computer. It is important not to change the ending .envoy-registration. You can activate your envoy account by simply double-clicking on the registration file. Please confirm the details in the pop-up dialogue or correct them if necessary ①.

① envoy user interface

You will now receive an e-mail with the final activation code. Enter the code in the appropriate field ②. Entering this information will automatically activate your envoy account.

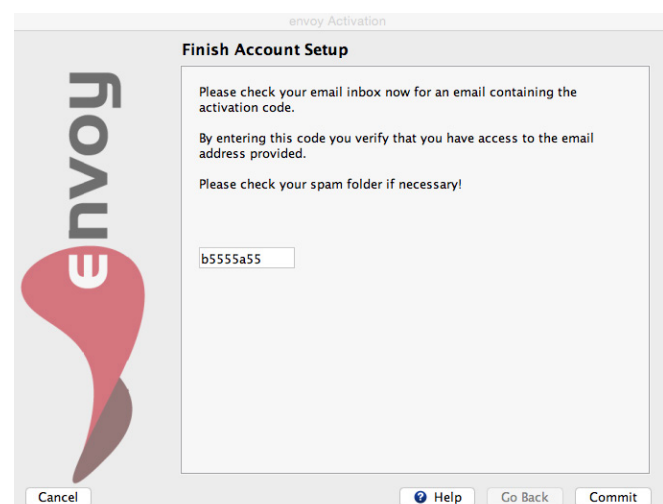After activation you no longer need a password to use envoy.

② Enter activation code
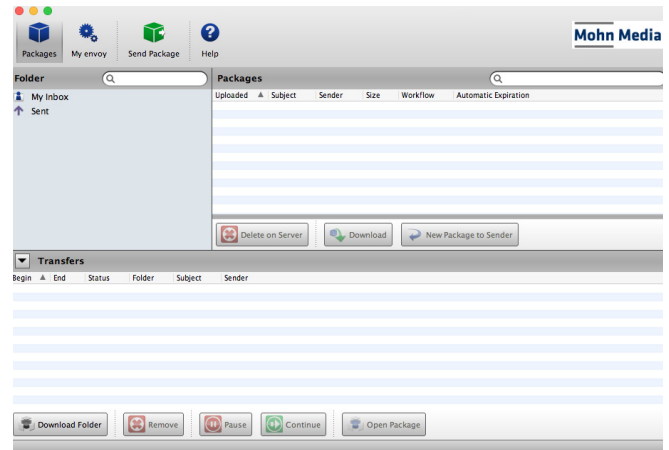
2. Sending data packages

Sending data is very simple ③.

Click on the Send package symbol 📦.

Then select the respective directory or directories in the dialogue window Compile package ④.

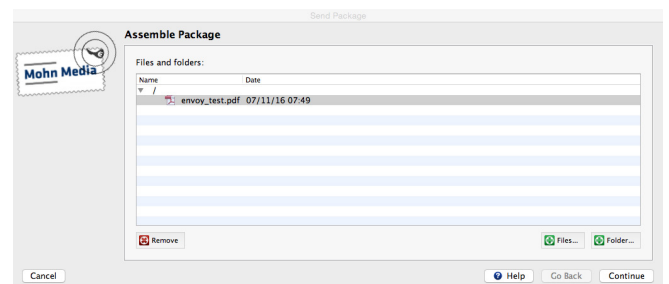③ envoy user interface

You can also drag and drop your data or directories into the Packages Area or into the Compile package field.

④ compile package dialogue window

Please confirm your selection with Continue to enter the target folder selection ⑤: Here you can select a target folder on our server depending on your authorisation level. If you are logged in as a guest, you will only have access to one standard folder. Select the respective folder from the list and confirm with Continue.
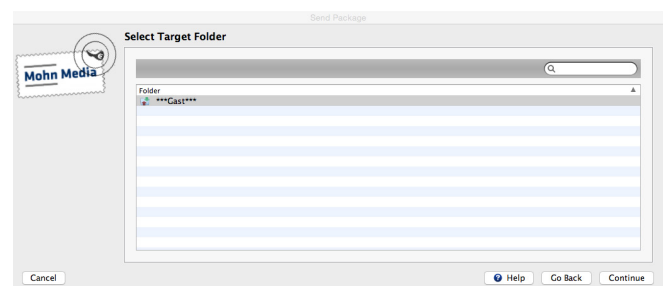

⑤ select target folder

A dialogue box ⑥ will now open, in which you can store information about your package. Please note that you can only send your package if you have entered letters or digits in the Subject box.
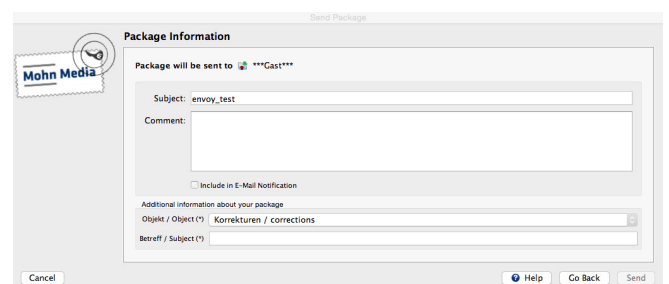

⑥ information on the package
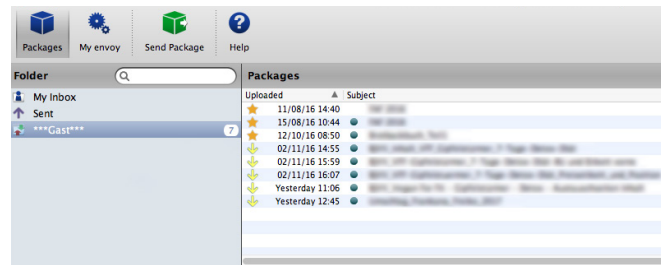
3. Receiving data package

If you have received new data packages, you will automatically receive an e-mail. A number in the left column of the envoy window indicates how many new packages each folder holds ⑦. By clicking on the folder, all packages contained in the folder will be displayed.

New packages are marked with an asterisk ⑧. First select the data package by clicking on it, then click on the button Download package to download the data from envoy ⑨. Alternatively, you can also double-click on the file attached to the e-mail – the dialog window to start the download of the received package will then open automatically. Here you can select where you wish to save the data package.
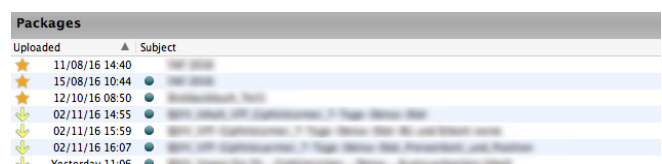

⑦ New package received

⑧ Received packages

⑨ Download button

You can define a folder for downloads in advance by selecting a folder under the menu item envoy/Settings ⑩. When you download a package, it will be stored in the selected folder.
If you want to view the information attached to the package, please click on the respective package with the right mouse button and select the menu item Properties.
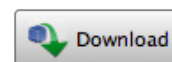By clicking on the button ⑪ Download folder on the lower left side you can open the folder where the data has been stored.You have immediate access to the data.
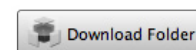

⑩ Settings

⑪ Download Folder Button

Do you have any questions about envoy?
Do you require further information about this subject?
Feel free to contact your personal customer relations manager.