Manual secure file sharing (Filecloud)

To share files with the *Commissariaat voor de Media* ('Dutch Media Authority'; the 'Authority') in a secure manner, we use an online storage location within the Filecloud cloud service. This manual explains the steps you need to follow to share your files with the Authority.

Received data

You will receive two links[1] from the Authority:
With the first link, you will receive a password. You can view the password once. The second link will take you to the Filecloud storage location, where you will need to enter the password.

Password (Snappass)

To ensure that the password is not sent along in the mail, we use the service "Snappass" which allows passwords to be viewed only once. This prevents malicious parties from finding the password in the mail, for example. You are responsible for handling and storing this password in a secure way.

When you open the Snappass link, you will see the following screen. There it is emphasized again that the password can only be viewed once.
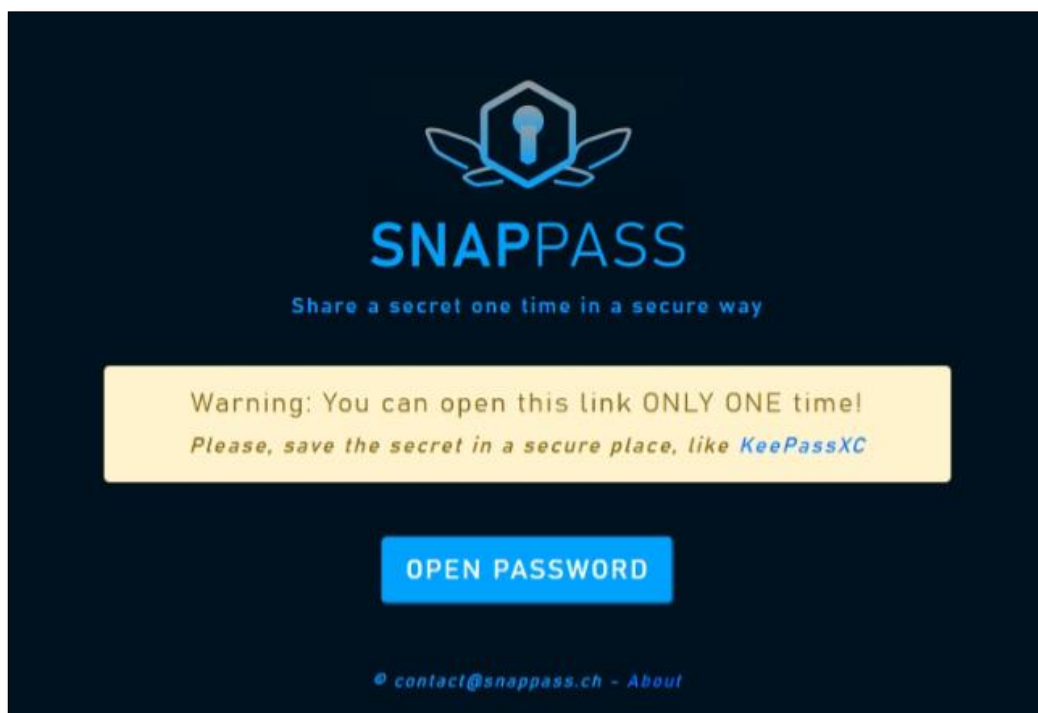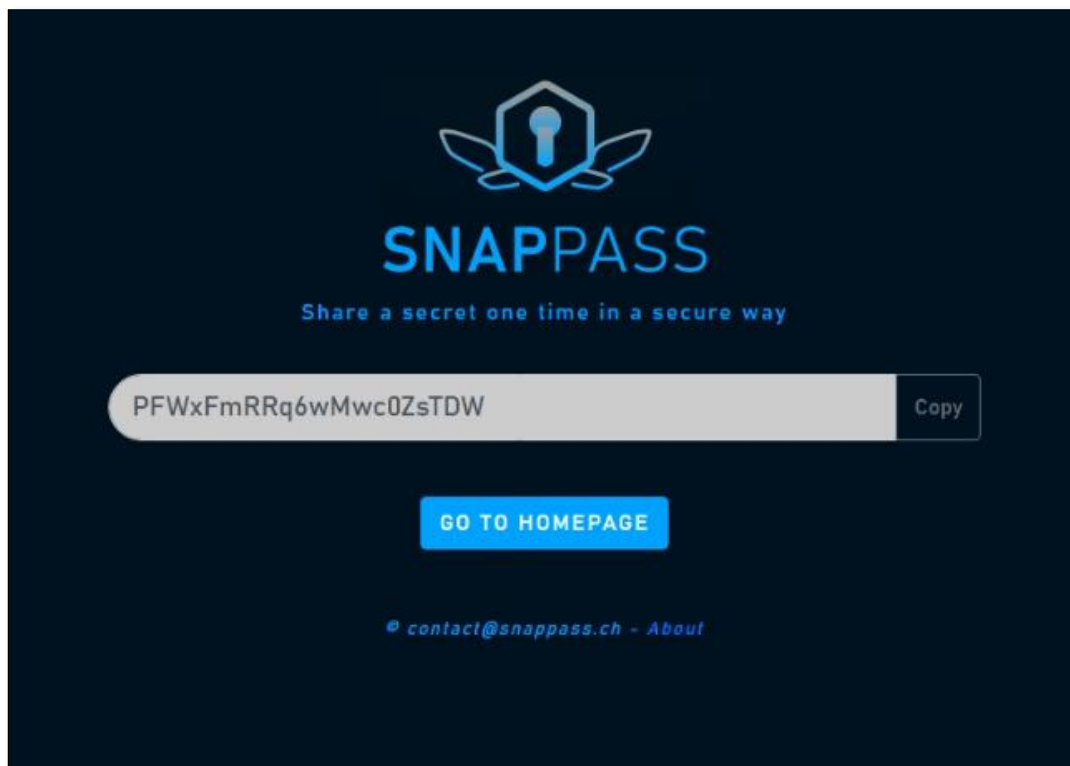

To view the password, click "Open Password."

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[1] If you have not received links, please contact the Authority at cvdm@cvdm.nl.

The password now appears on the screen, you need to copy it with the "Copy" button on the right side of the screen and save it safely.

## Storage Location (Filecloud)

When you open the storage location link, you will see the following screen. Here, enter the password you received. Then click on "Log in."
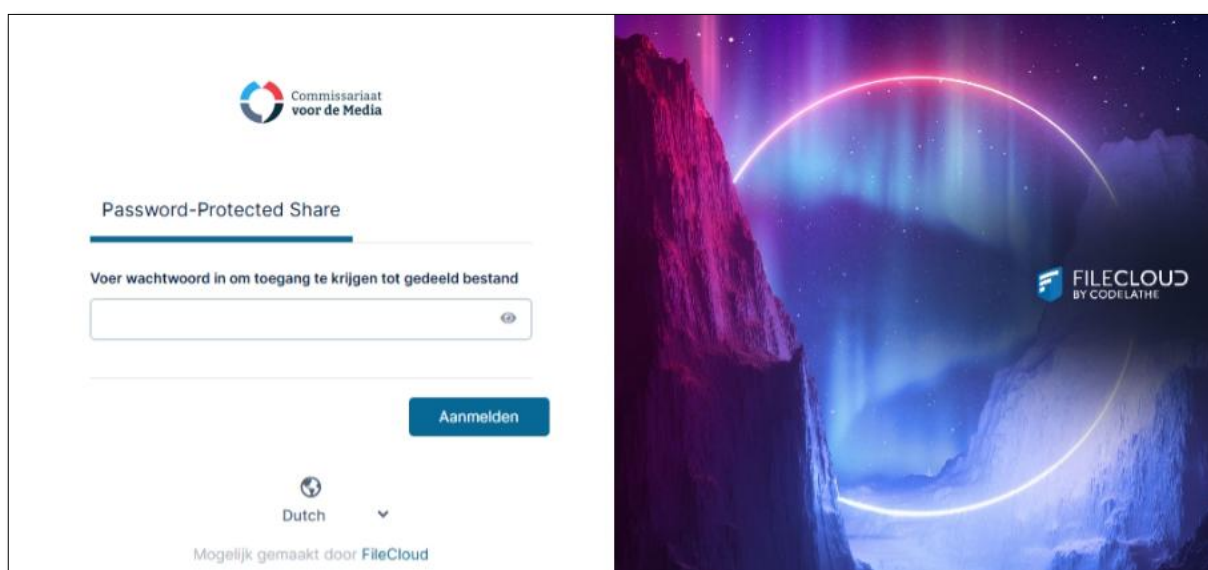
After logging in, you will enter the secure storage location.

Uploading files can be done in two ways:
1. Files can be uploaded by using the "Add Files and Folders" button and then selecting "Upload File."
   This allows you to browse to the location on your computer where the documents are stored.
2. Another way to upload files is to drag them from the location on your computer to the box that says
   "This folder is empty," or to the list of files if you have already uploaded files.
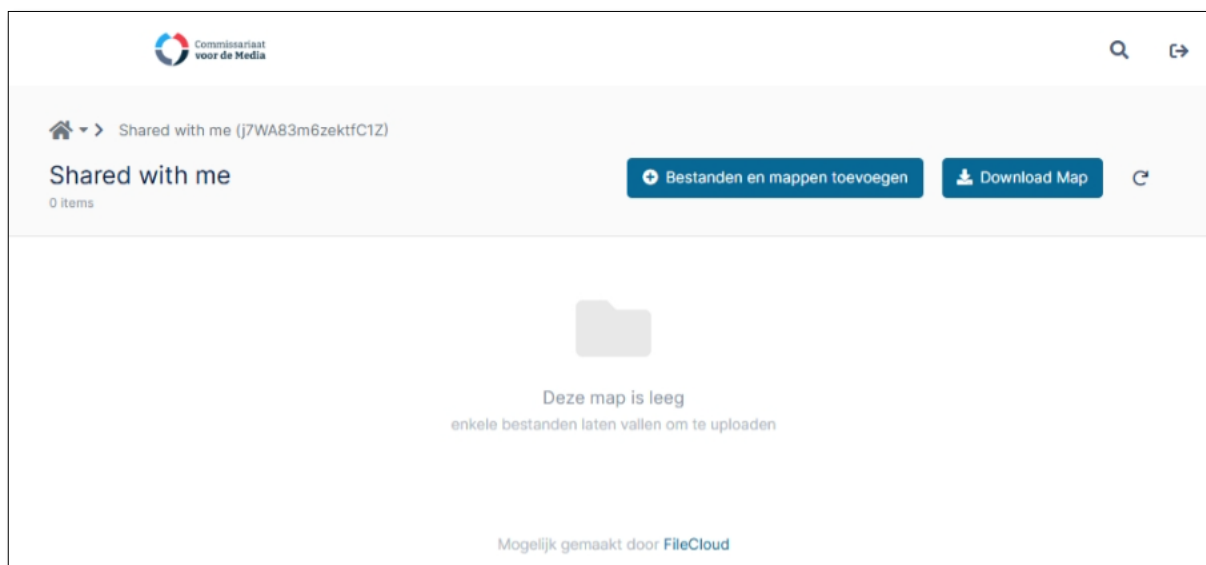
Keep in mind that deleting files is not possible. However, you can overwrite a file by adding a document with the same title.

You can download all files yourself again by choosing the "Download Folder" option at the top right. Individual files can be downloaded by clicking on the Download icon when you are on a file with the mouse, or by right-clicking the Download option.
You can download multiple files by ticking them and then right-clicking to choose the Download option.