

2014



IONU BETA USER MANUAL

IONU Security, Inc.

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IONU Solution Intro

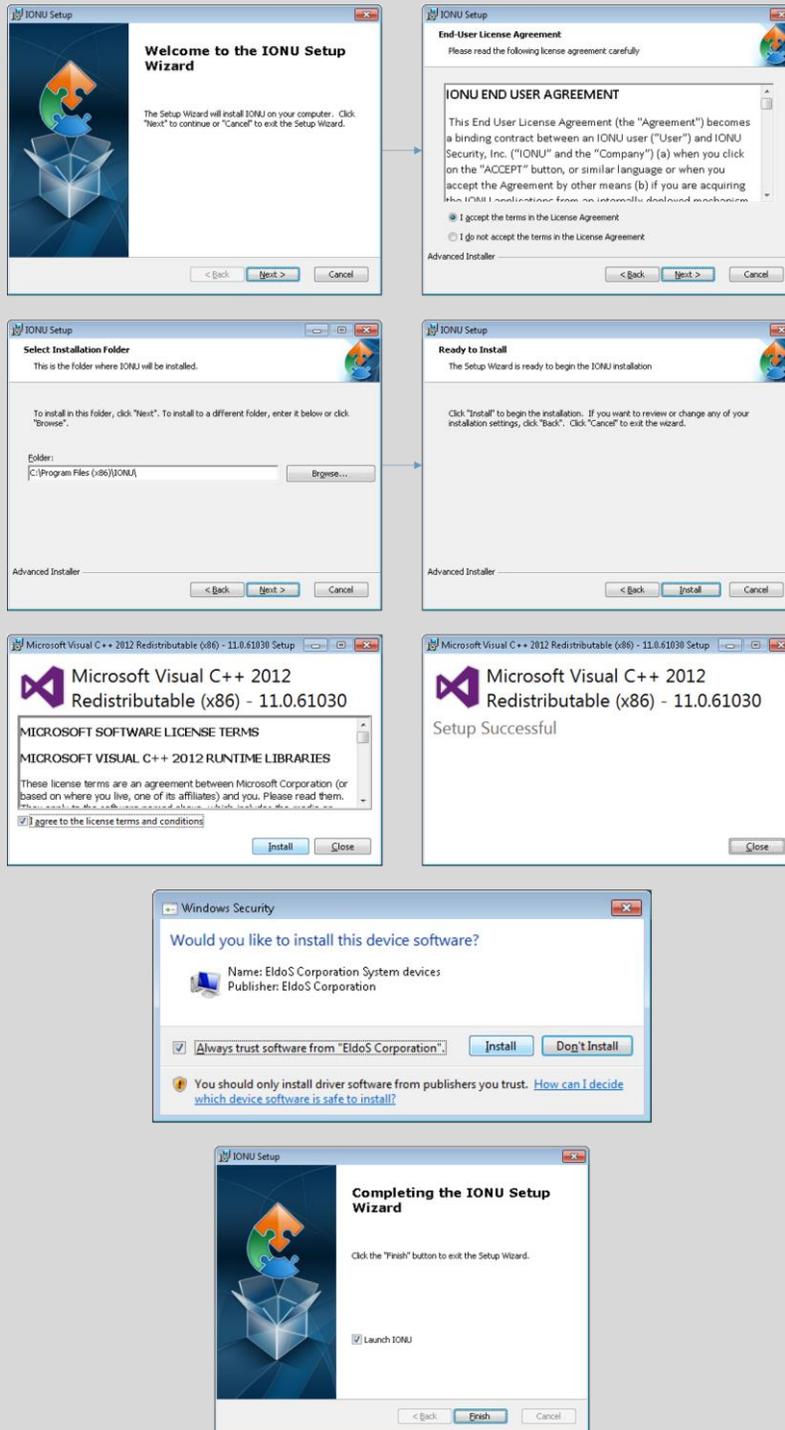
IONU is a security and productivity platform that allows users and businesses to communicate, share and store data in an encrypted environment. We enable this through our suite of user and administrative applications.

This Quick Start Guide includes the basis of the IONU product suite as well as basic descriptions of the features and functionality. IONU hangs their hat on providing a solution that is designed for the end user to be more productive and for the organization to have the peace of mind that their data is protected – anywhere it resides.

The IONU solution entails two key applications. InvisiMessage, which is a secure SMS tool that allows you to send and receive encrypted messages. This application will be the way users invite and create a set of secure contacts. IONU's Secure File System allow you to share and store encrypted files on your device, as well as in the cloud.

Account Installation Process

Before creating your IONU account, you must install the software on your computer. You will have access to the download link through a webpage that your administrator has provided to you. Once you click on the link, follow the steps outlined below in the IONU Setup Wizard.



Account Creation - Windows

IONU’s account creation is a 4-step process laid out below.



Create Username & Password

Select Security Questions

Enter User Details

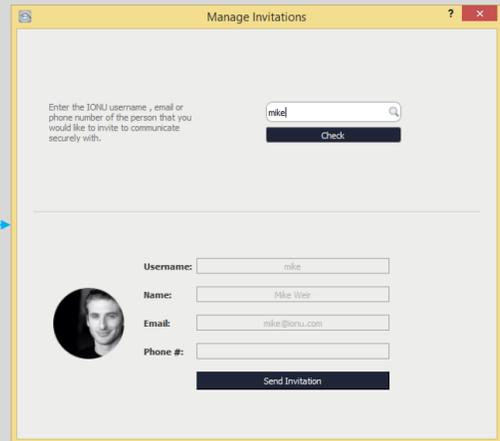
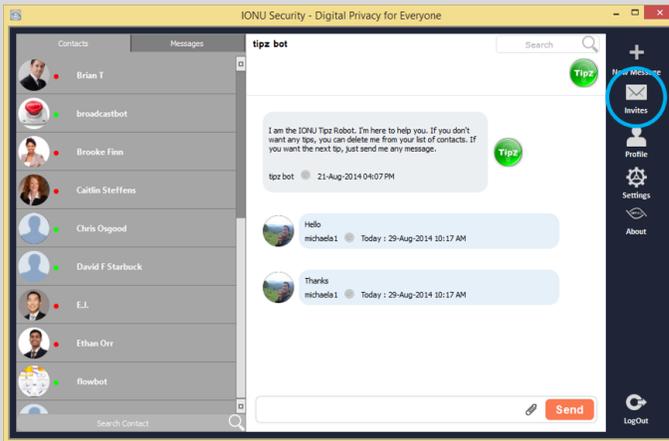
Name Your Device & Finish

Once you’ve clicked “Finish”, the last step is to go to your email and click the account activation link. **Please use your company provided email for your IONU account.** After your account is activated, you are ready to begin inviting contacts and using the IONU application.

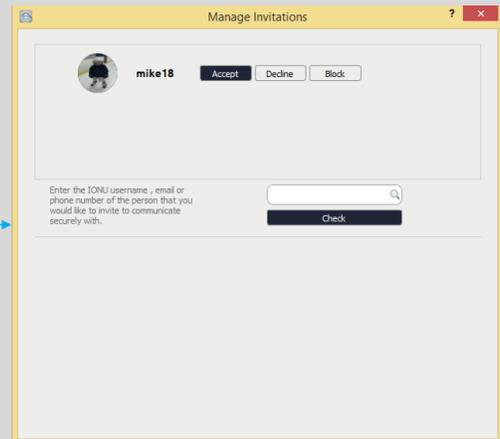
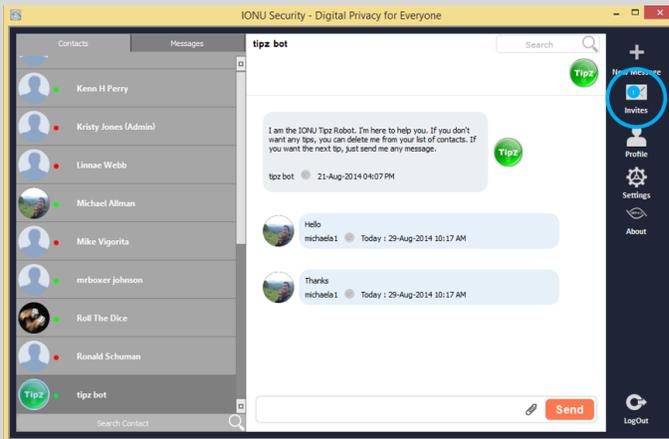
Inviting Others

IONU users will go through a simple double opt in process – meaning a user must be invited and the other must accept before any secure communications can occur. More importantly, you need to establish this connection in order to decrypt any shared files. This ensures your organizations data is protected and won't end up in the wrong hands. This interface is located within the InvisiMessage application.

Sending an invitation

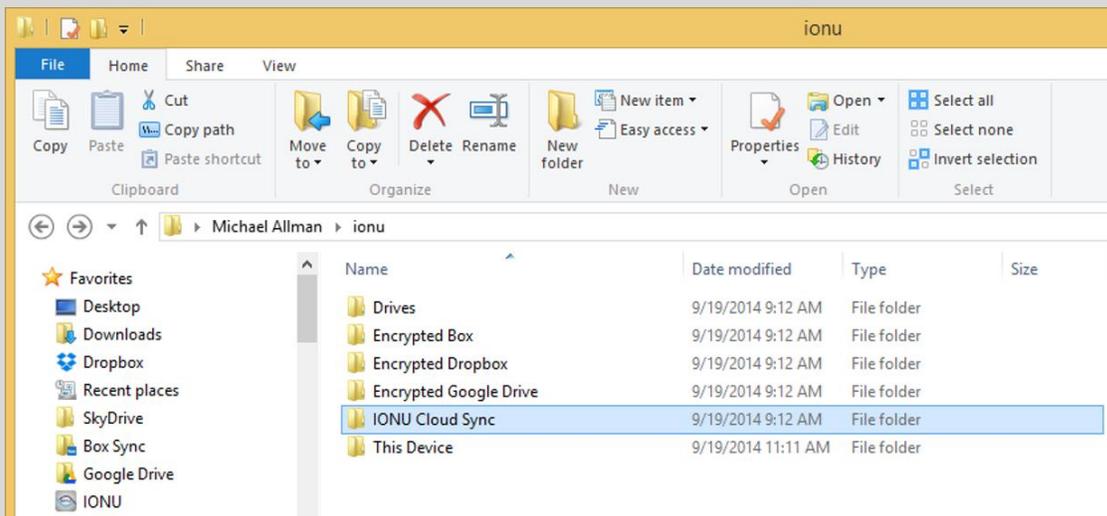


Receiving an invitation



IONU Secure File System

In order to access your IONU Virtual File System, you must be logged into the IONU Security App, which is found by going to the “Start Menu” then going to “Programs” or in the bottom right hand corner of your computer’s “task bar”. Launch the App and sign in – the App will appear at the bottom right corner in your toolbar. **It is important to note that MUST be logged in to access any information inside the IONU system – otherwise it is encrypted.**



Storage Details

You should be aware of what storage is being used where, while you are using the IONU Virtual File System. Regardless of what storage resource you are using, all files within the IONU Virtual File System are encrypted and secure.

IONU Secure File Folders	Storage Resource Used
This Device	Your computer
IONU Cloud Sync	IONU Secure Cloud Storage
Drives	Respective Drives
Encrypted Dropbox, Box or Google Drive	3 rd Party Cloud Storage

Folder Details

Drives – The drives folder is a folder that you can map a network drive or use an external storage device such as a USB drive. After mapping a drive or adding an external device a file put into this folder will be encrypted in the mapped drive or external device.

This Device – Files that are put into this folder will be encrypted and be stored on the hard drive of the device you are on.

Encrypted Box, Dropbox, Google Drive – If you have any of these 3rd party cloud provider's desktop application running on your computer the IONU service will create a folder that will allow you to drag and drop a file into this folder. This file will then be encrypted and sent to your 3rd party cloud provider's storage.

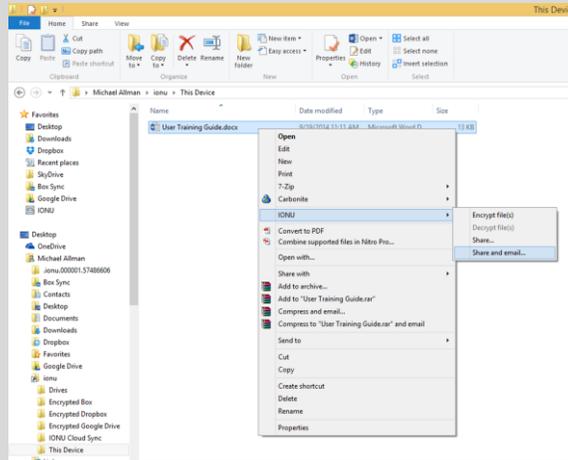
IONU Cloud Sync – Files that are put into the Synchronized folder will be encrypted and synchronized across any device that has been provisioned with the same IONU account. For the Beta this will be limited to Windows devices.

Secure File Sharing

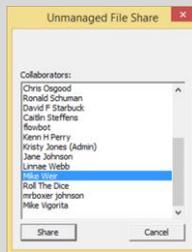
Secure Email Attachments

Never send another important document over email without encrypting it with IONU again!

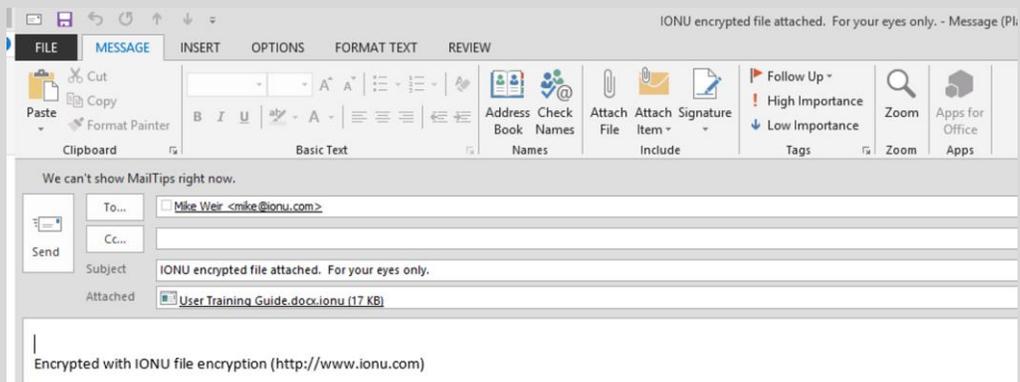
Simply right click on ANY file (regardless if it is in the IONU File System or not), scroll over IONU and select "Share and Email".



Select a recipient from your list of Secure Contacts.



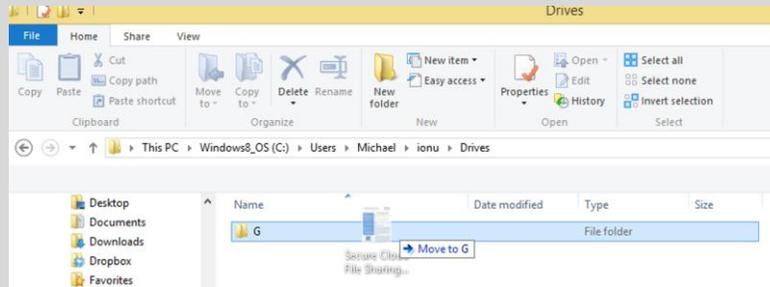
This will automatically recognize your computers default email client and prepopulate an email to the selected recipient with an IONU encrypted file attached. Send!



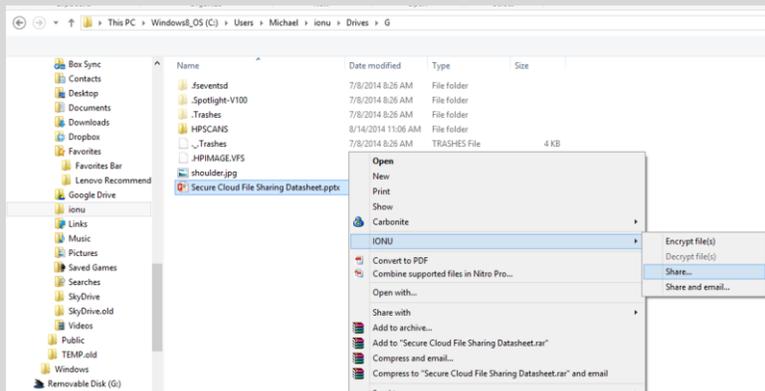
Secure Drives

The second method IONU offers you is to securely store and share encrypted files is through the Drives folder. You can use this folder whether you're using a mapped drive, USB drive or external hard drive. The IONU service will recognize any of these drives and automatically create a virtual folder representing the respective drive. Follow the steps below to share encrypted files using "Drives":

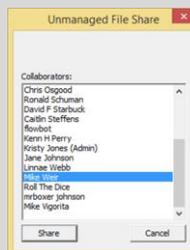
Drag and drop the file into the drive you want. Note that you MUST put the file into the actual drive that you want it to be saved in. If you put it in the parent "Drives" folder it will be stored as if it's in the "This Device" folder.



Right click and "share" the encrypted file.



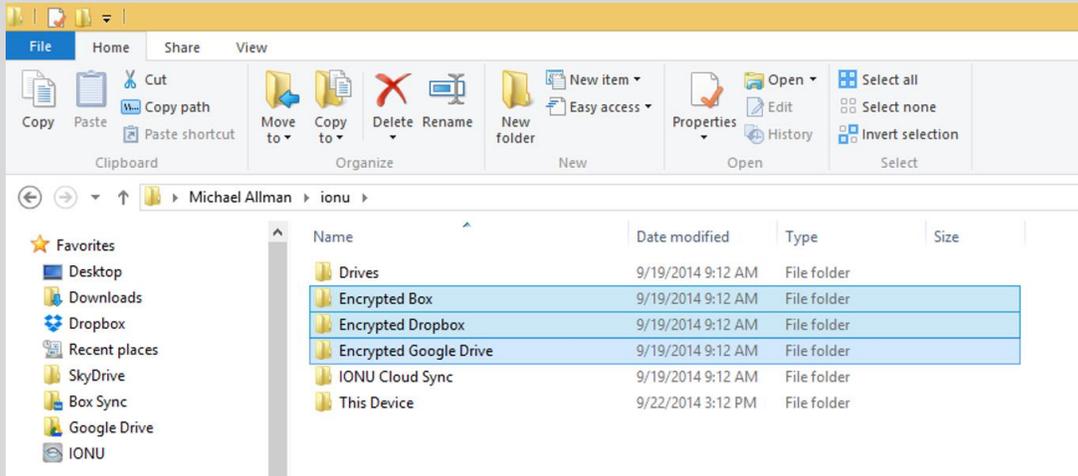
Select a recipient.



Now the recipient has permissions to open the encrypted file in the drive you shared it in.

3rd Party File Sharing

The prerequisite to enable these features is to already have an account setup and active on your Windows PC for any or all of the following services – Dropbox, Box or Google Drive. IONU will automatically populate these folders once a 3rd party account is recognized.



Sharing Files via 3rd Party Cloud Provider

You have two options to share encrypted files using Dropbox, Box and/or Google Drive.

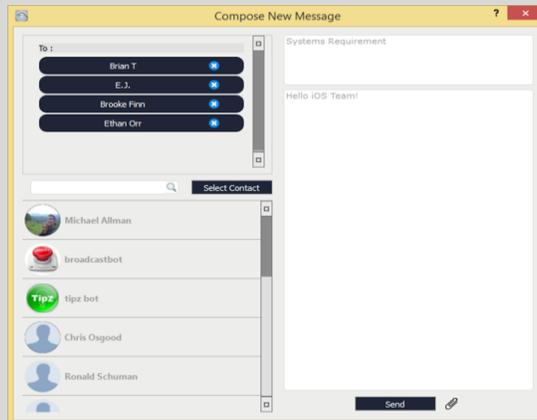
1. Within the 3rd Party cloud providers App
 - a. In Dropbox, create a shared folder (with Colleague “X”) inside the parent IONU Folder.
 - b. Drag and drop the file you wish to share with Colleague “X” into IONU Virtual File System > Encrypted Dropbox > Shared Folder – it becomes automatically encrypted.
 - c. Right click and “share”.
 - d. Select Colleague “X”.
 - e. Now Colleague “X” has access and permission to open this file.
2. Within IONU’s Secure File System (using Dropbox as the example, but others are the same)
 - a. Drag and drop any file into the Encrypted Dropbox folder in the IONU Virtual File System.
 - b. Right click and “share” the encrypted file.
 - c. Select Colleague “X”.
 - d. Now Colleague “X” has permission to open the encrypted file in the folder you shared it in.
 - e. The last step is to go into the Dropbox and use their sharing function with Colleague “X”.

InvisiMessage

Devices Supported: Android phones, iPhones, iPads, Windows and OS X.

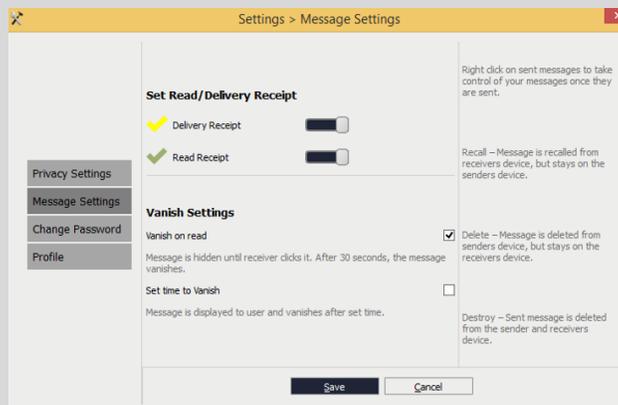
Who can you message with?

You will be able to send secure and encrypted messages to IONU users both inside and outside of your network. The person you want to communicate with **MUST** be an IONU user or you will have to invite them first.



Messaging Features

- ✓ *Topic Based Chats* – Create a topic (like an email subject line) to keep your messages organized.
- ✓ *Delivery and Read Receipts* – Ensure your messages are read in a timely manner, no need to wait for a response.
- ✓ *Vanish on Read* – Once a recipient receives a message and it is clicked on, that message will live for 30 seconds on their device.
- ✓ *Set Time to Vanish* – Similar to Vanish on Read, except you can determine the amount of time a message will live on recipient's device.

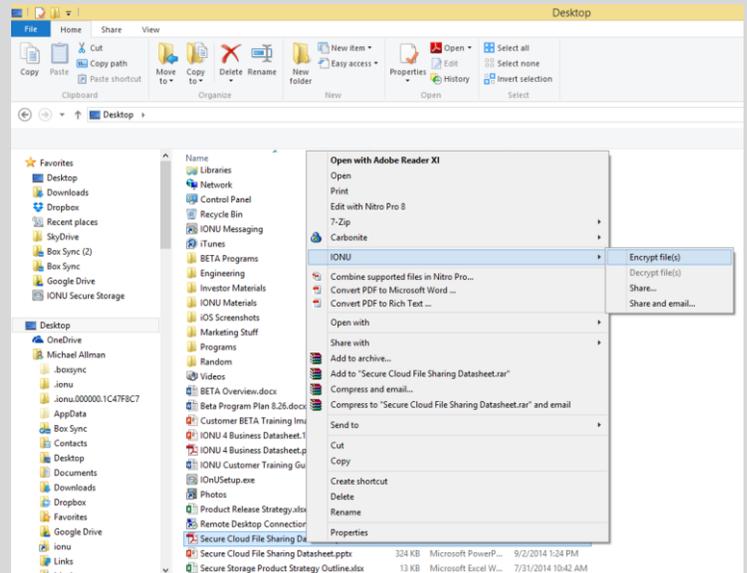


Encryption

You have the ability to encrypt any file on your computer two different ways, both are very simple.

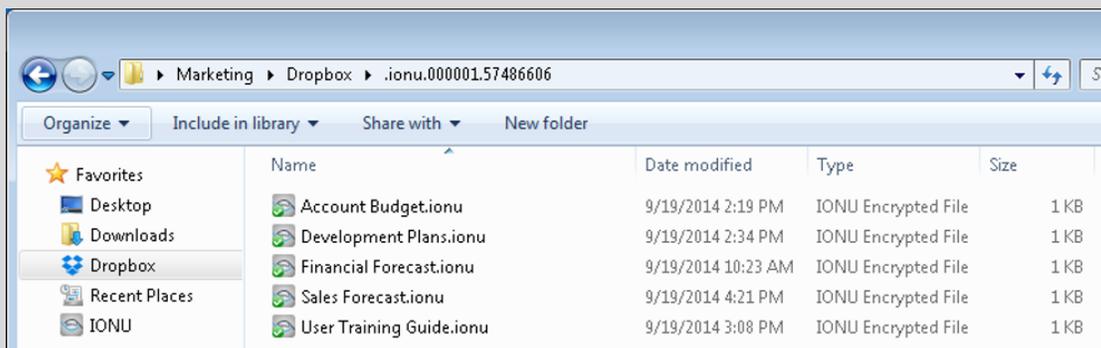
1. **Drag and Drop** – Simply drag any file into any of the folders in your IONU Virtual File System, which will create an “.ionu” file.

2. **Right Click & Encrypt**
 - Right click on any file, anywhere on your computer
 - Hover over “IONU”
 - Select “Encrypt”
 - This will produce an encrypted IONU File in the same folder, which you can use to share and email.



There are three ways to tell a file is encrypted by IONU:

1. The file has an “.ionu” extension
2. The file type will be “IONU File”
3. An IONU icon overlay that looks like an outline of an eye



Appendix A – Mobile Account Creation

Step 1: Install the application on either your mobile device or personal computer. Users with a mobile device should download the application from their respective app store and users with a personal customer will use your organizations dedicated and secure IONU download webpage.

Below is a walkthrough of the rest of the process using an iPhone as an example (Android and iPad are the same).

