2014



IONU BETA USER MANUAL

IONU Security, Inc.

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Contents

IONU Solution Intro	3
Account Installation Process	4
Account Creation - Windows	5
Inviting Others	6
IONU Secure File System	7
Storage Details	7
Folder Details	8
Secure File Sharing	9
Secure Email Attachments	9
Secure Drives	10
3 rd Party File Sharing	11
InvisiMessage	12
Encryption	13
Appendix A – Mobile Account Creation	14

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.

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Bi mun nemb	End-User License Agreement
Welcome to the IONU Setup Wizard	Please read the following license agreement carefully
	IONU END USER AGREEMENT
The Setup Wizard will install IONU on your computer. Click.	This End User License Agreement (the "Agreement") becomes
Here to containe or Carles to excite Security Head.	a binding contract between an IONU user ("User") and IONU
	Security, Inc. ("IONU" and the "Company") (a) when you click on the "ACCEPT" buttee, or similar learnings or when you
	accept the Agreement by other means (b) if you are acquiring
	the IONI Landications from an internally deployed mechanism
	I do not accept the terms in the License Agreement
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< Book Next > Cancel	< Back. Mexit > Cancel.
Select Installation Selder	Back to Technik
This is the folder where IONU will be installed.	The Setup Wizard is ready to begin the IONU installation
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".	Click "Install" to begin the installation. If you want to review or change any of your installation settings, disk "Back", Click "Cancel" to exit the wicard.
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Account Creation - Windows

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



Create Username & Password	Select Security Questions
Step (J4) Choose Username and Passord	Security Questions Security Questions Security Questions Security Questions Security Question 1: Fact Concert Statement Security Question 2: Fact Concert Statement Security Question 2: Fact Concert Statement Security Question 2: Fact Concert Statement Must as your fact lass Viver answers: The Text Concert Statement Must as your factors soying Viver answers: Amon. Jack Flach
In:: Untername must be between 2.30 characters and begin with a letter or digit. Username must consist of between, must be an instrument of a characters and about how at least 1 numeric digit or special constraints. The password count be the same as your constraints. Constraints. User 1 numeric digit of a special between the same straints. Enter User Details	Please remember your answers, IONU cannot retrieve them if you can't remember.
Step240 Inter Account Information Step240 Inter Account Telep3 Toter Account Telep3	Step (4/) Choose Device Name

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.

The device name will allow you to identify all your many as you'd like. This will help with any confus

This a

tion will allow other IONU users to find you within th ide, the easier it is for others to search for you and i

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.

Image: Down Security - Digital Privacy for Everyone ip: </tab

Sending an invitation

Receiving an invitation





IONU BETA USER MANUAL

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

IONU BETA USER MANUAL

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.

Unmanaged File :	
Collaborators:	
Chris Osgood Ronald Schuman David F Starbuck Caltin Steffens flowbot Kenn H Perry Kristy Jones (Admin) Jane Johnson Linnae Webb	Í
Nike Wer Roll The Dice mrboxer johnson Mike Vigorita	
	Connel

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

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	Attached	User Training Guid	le.docx.ionu (17 KB)						
 Encryp	ted with IO	NU file encryption (I	http://www.ionu.com)						

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.

DSmli≜i			Drives	
e Home Share V	iew	New item •	Open *	Select all
Paste Paste shortcut	Move Copy to - Copy Comaniza	New folder	Properties History	Select none
→ ↑ → This PC	> Windows8_OS (C:) → Users →	Michael + ionu + Drives	open	world
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Right click and "share" the encrypted file.



Select a recipient.

Collaborators:	
Chris Osgood Ronaid Schuman David F Starbuck Caitlin Steffens flovbot Kristy Jones (Admin) Jane Johnson Linnae Webb	^
Mike Weir	
Roll The Dice mrboxer johnson Mike Vigorita	

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

3rd Party File Sharing

The perquisite 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.

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File Home Share Vi	ew				
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🛃 Google Drive 🔄 IONU					

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.
 - 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.



September 22, 2014

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

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🔚 Recent Places	Sales Forecast.ionu S User Training Guide.ionu	9/19/2014 4:21 PM 9/19/2014 3:08 PM	IONU Encrypted File IONU Encrypted File	1 KB 1 KB

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).

