

## Solution Overview: totemodata® for Ad-Hoc File Transfer

During daily business operations, it is often necessary to exchange large files with various communication partners. For example, the marketing department sends photos to a PR agency, the sales department shares presentations and company videos with potential customers, and the legal department sends contract documents to various recipients.

There are currently many options available for sending large files. However, these often require compromises either in security or user friendliness. You need a simple-to-use solution for spontaneous file sharing with different communication partners so that files can be sent quickly and received securely.

The totemodata® Ad-Hoc Exchange Server comprises various products that allow you to exchange files spontaneously

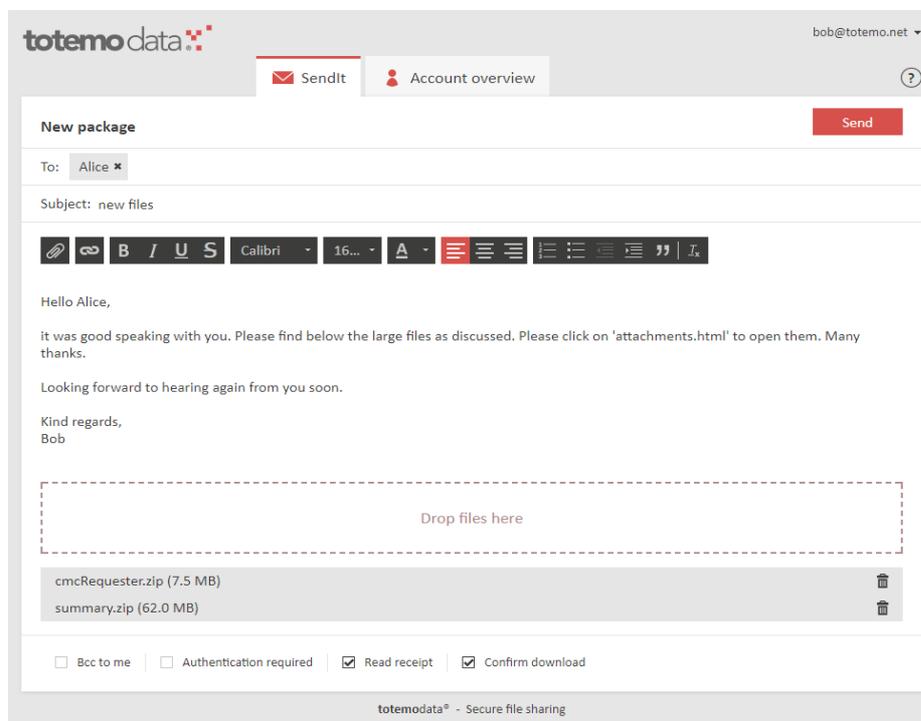
### totemodata® SendIt

totemodata® SendIt is a browser application that makes the secure and spontaneous sharing of large files as easy as sending and receiving emails

#### How it works

totemodata® SendIt is as easy to use as any common email client.

Users move the required contacts and as many different files of any size onto the app interface using drag and drop. They may write an accompanying message of their choice in the text field. Depending on their requirements, they select the options for confirmation that the recipient has read the email and/or downloaded the files. Additionally, they can ask recipients to authenticate. Users can choose to receive a blind carbon copy in order to trace the process in their email client.



Clicking 'Send' dispatches the files.

Recipients obtain an email with a html attachment containing a link, which redirects them to the sent files and the accompanying message. If authentication is required, a one-time password is supplied. The user needs to immediately change this.

The recipient can directly reply to the sender via the app.

### totemodata® SendIt – Senderbildschirm

#### Benefits

##### User benefits

- Simple sharing of large to very large files with any internal and external communication partners
- Intuitive operation
- Control of the send status (file has been delivered, read, etc.)

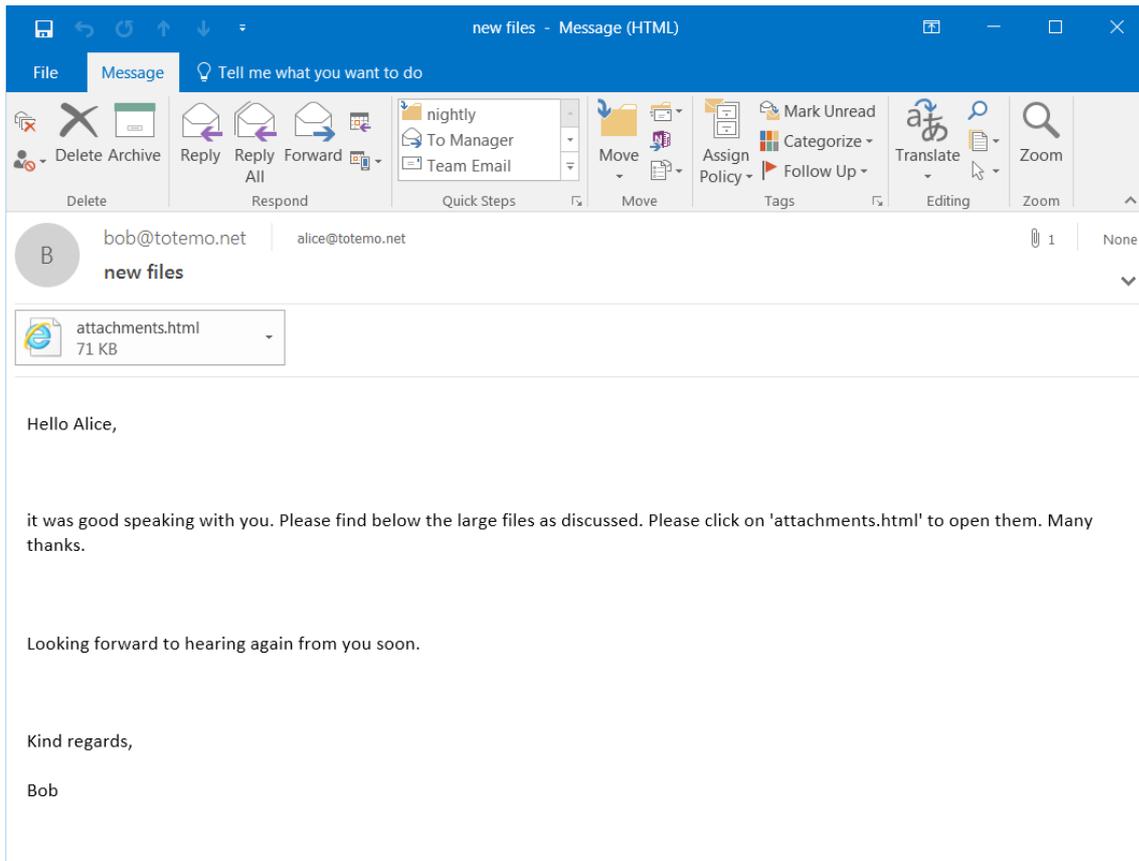
- No overfilled inbox or outbox due to large file volumes
- Works on every device, including smartphones and tablets

### Organizational benefits

- Data isn't stored on external servers; instead, it remains within the company until the recipient downloads them
- Great user experience improves observance of security policies and compliance standards by employees and external partners

### Administration benefits

- No installation effort, intuitive user interface eliminates need for training
- Automatic virus scan when files are uploaded



totemodata® SendIt – Recipient Screen

### totemodata® Outlook Add-in

With the **totemodata®** Add-in for Outlook, Microsoft Outlook users can securely and simply send large files from their familiar email user interface, all the while maintaining their usual workflows.

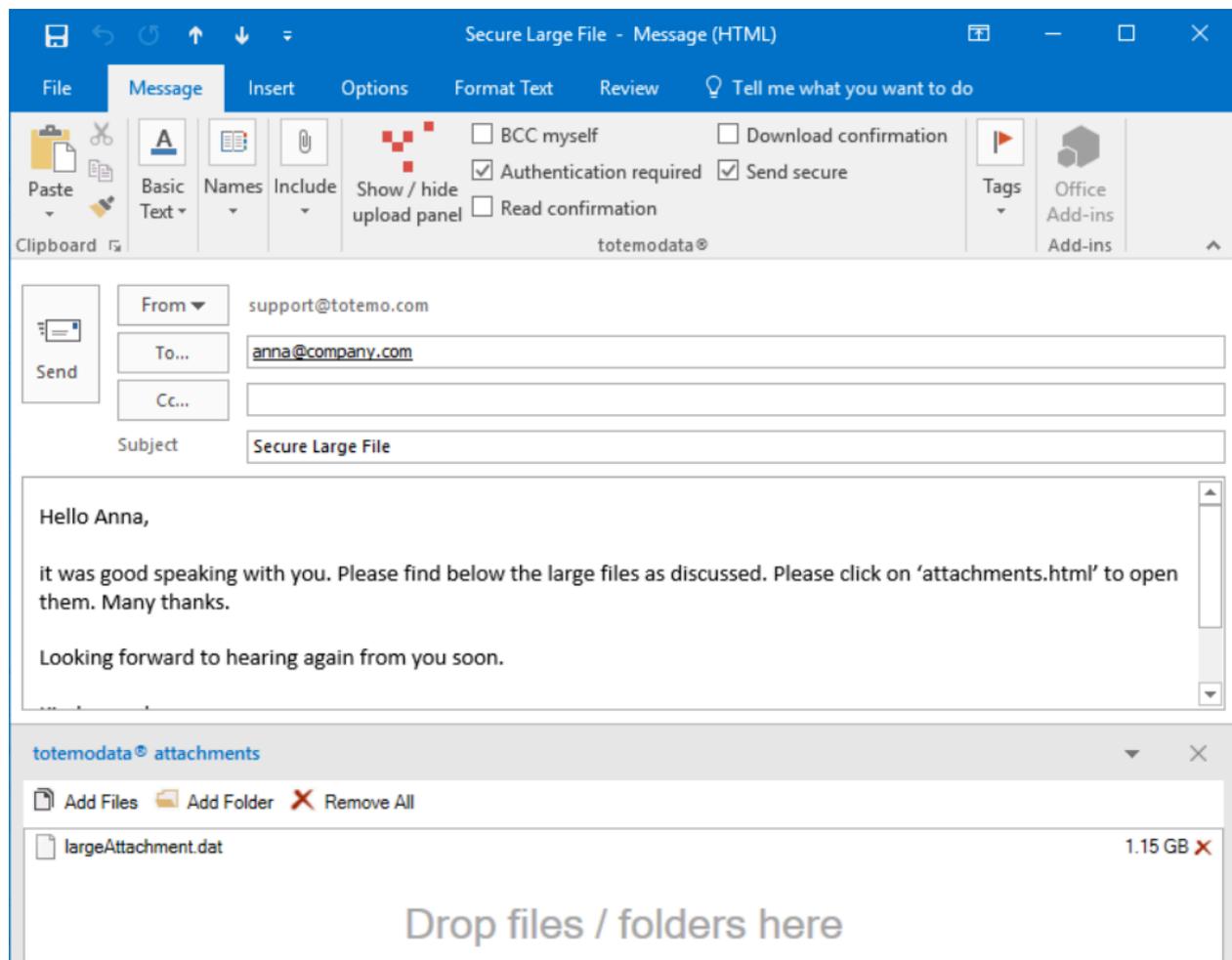
#### How it works

The sender writes an email in Outlook as usual and attaches one or more files. In case the attachments exceed the maximum file size, the sender is asked if he wants to use the add-in to send the files. Alternatively, the sender uses the available **totemodata®** buttons at the outset to attach files to the email.

The user can select further options if necessary. The 'Securely send' feature enables encrypted transfer of both the attachment and the email body. The authentication option requires recipients to enter a password to authenticate themselves before they can view the data. Furthermore, the sender can choose to add his address to receive a blind carbon copy or confirmation that the recipient has read the email and/or downloaded the attachment.

After clicking 'Send,' the email, and any attachments, is sent to a separate **totemodata®** server and not via the usual mail server. The sender can still view the email with its attachments in the 'Sent elements' folder. The recipient obtains an email with an HTML attachment. If the 'Securely send' option has been selected, the recipient can

download the files from the totemodata® server and read the original email. If 'Securely send' is not used, the email body is already included in the email.



totemodata® Outlook Add-in – Sender Screen

## Benefits

### User benefits

- Simple sharing of large to very large files with any internal and external communication partners
- Intuitive operation
- Send using the usual environment without disrupting the user's customary workflows
- Control of the send status (file has been delivered, read, etc.)
- No emails are lost or go missing due to attachments being too large
- All sent data is stored in one place

### Organizational benefits

- Data isn't stored on external servers; instead, it remains within the company until the recipient downloads them

### Administration benefits

- Simple installation of the add-in (and recipients don't need it)
- Frees up mail server storage capacities and reduces the load on the email infrastructure