



# vitalEsafe User Guide

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## Introduction to vitalEsafe

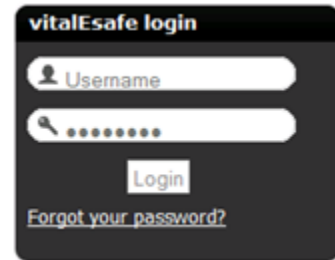
vitalEsafe is a secure online storage solution which allows you to safeguard your necessary information, access it anytime/anywhere, and share it with others who are important to you.

Any file type may be stored in your safe and accessed via recent releases of popular web browsers. Your safe may also be set up as a mapped drive and used just like you would a local drive. Each safe has a unique encryption/decryption key. During transmission across the Internet your data is encrypted with 128 bit SSL and while stored it is encrypted with AES-256 bit encryption.

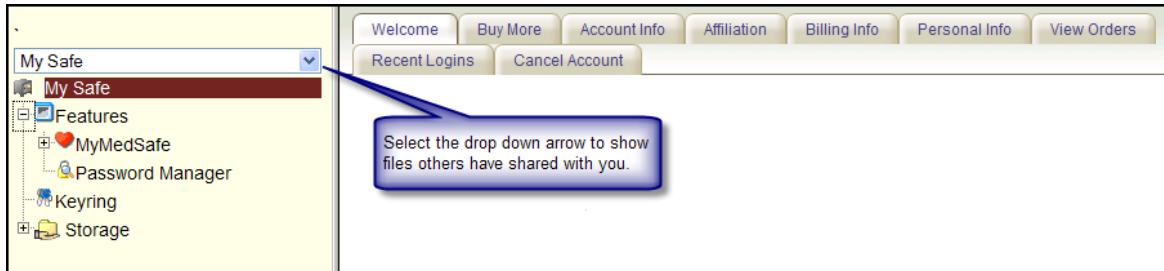
## Access Your Safe With A Browser

### Login

Go to the login section at [www.vitalesafe.com](http://www.vitalesafe.com) and enter your username and password. Login information is case sensitive. "Cookies" must be enabled on your web browser.



When you login you will see this screen:



The left pane displays the contents of your safe in familiar folder fashion.

The right pane displays tabs which allow you to make changes to your account including:

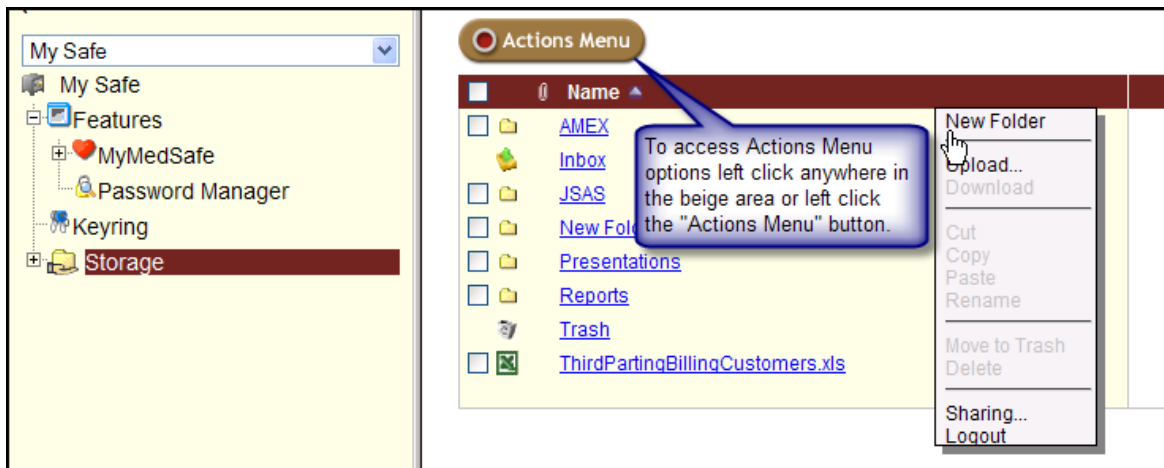
- Buy More - Change your account options and features from this tab. Here you can increase the size of your safe and buy more "keys" which you can use to share data with others.
- Account Info - Change your username (e-mail address, password, and Master Key recovery options
- Affiliation - If you are part of a group with an affiliation you may enter or change it here.
- Billing information - Add or change credit card information.

- Personal Information - Name and contact information can be entered or changed here.
- View Orders - Changes you have made to your account from the Buy More tab will be listed here.
- Cancel Account - Here you may cancel your account. But we hope you don't!

## Navigate Your Safe

It is easy work with your vitalEsafe. From the left pane you can make various selections including MyMedSafe, Password Manager, Keyring and Storage.

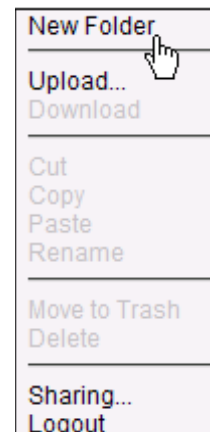
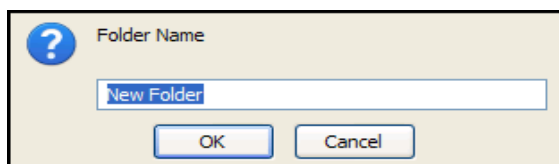
Select "Storage" in the left pan and the list will expand to show all of the folders in your safe. The same list will be visible in the right pane. Selecting a particular folder in the right pane will list the contents of that folder in the right pane.



## Set Up A Folder

Click the "Actions Menu" button. Action Menu options will be shown in a drop down menu with available options shown as bold. Select "New Folder".

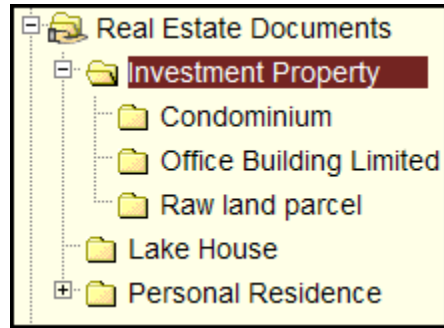
Enter the name of the folder you are creating and click "OK". The folder will be created and appear in the left pane under "Storage" and in the right pane along with any other folders you have created.



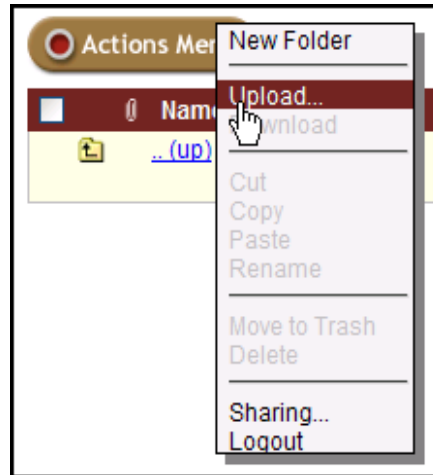
Note – If you are running Internet Explorer it may warn you that "this site is running a script". Allow the script to run and select New Folder again.

## Upload a File

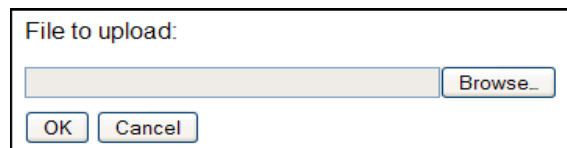
You may store any file type in your vitalEsafe. To upload a file into a folder select the folder in the left pane. This will display the contents of the folder in the right pane. If you have put folders into a folder the list will expand in the left pane so that you may select the folder you want to access.



In this case we have navigated to an empty folder. Select the Actions Menu and the upload option.

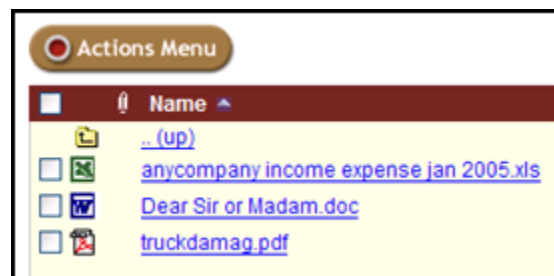


Select "Browse" and navigate to the file you want to upload. Click "OK". The time it takes to upload your file will depend on how large the file is and the speed of your Internet connection.



## View a File

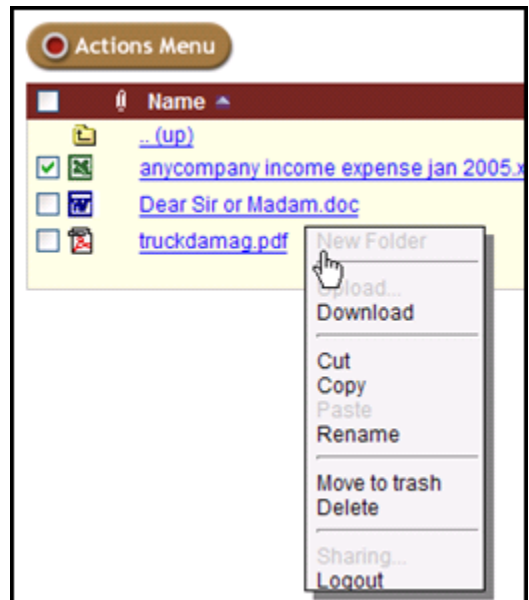
To view any file in a folder, select the file name. This will download a copy of the file to your computer and open it with the appropriate application. You can also select the check box to the left of the file name and select download from the menu.



## Move and Delete Files

You can easily move files into different folders, rename files, and delete files. Select the check box to the left of the file name and select the Actions Menu. Available options will be displayed.

By selecting “Download” you can save the file to your local drive or open it. The “Cut” and “Copy” option allow you to move or copy the selected file to another folder. “Rename” allows you to change the file name. “Move to Trash” allows you to delete the file with the ability to recover it from the “Trash” folder shown in the left pane under “Storage”. “Delete” will permanently delete the file. “Logout” will log you out of your vitalEsafe.



## Access vitalEsafe Like A “Virtual Hard Drive”

You may want to access your vitalEsafe just like you do your local storage. By setting up a “WebDAV” connection your safe will appear as another resource on your desktop. You can move files and folders into your safe or download items from your safe just like you would your local drive. You can also save from an application such as Word or Excel directly to your vitalEsafe. WebDAV is an Internet standard for connecting to remote servers.

How you setup you connection depends on your operating system.

- Windows
  - Vista - Use Web Folders to establish your connection. Web Folders is the Microsoft Windows client implementation of WebDAV.
  - Windows legacy ( 9x,NT,2000, 2003, XP, & XP Pro) – These older operating systems do support Web Folders, but may not perform consistently across the secure connection used by vitalEsafe.. For these operating systems, vitalEsafe recommends the [NetDrive](#) client or the [WebDrive](#) client.
- Macintosh
  - OS X 10.4 or higher operating systems can use the "Finder".
  - Earlier Mac OS X versions may use 3rd party programs such as Goliath.

## Windows

### Vista

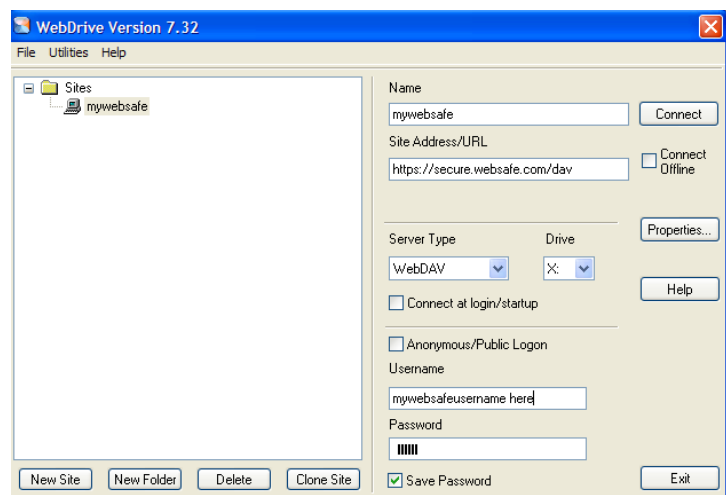
1. In "**Computer**" Right-Click an open area on the right side of the Window, then select "Add a Network Location".
2. The "**Add Network Location Wizard**" will appear. Click "Next".
3. When asked, "Where do you want to create this network location?" select **Choose a custom network location**. Click "**Next**".
4. When asked to "Specify the location of your website" in the **Internet or network address** field, enter: **https://secure.vitalEsafe.com/dav** then click "**Next**".
5. Enter your vitalEsafe user name and password when prompted (you may be prompted more than once).
6. When asked, "What do you want to name this location?" enter a label for your safe. Click "**Next**".
7. When you see "Completing the Add Network Location Wizard" Check the box "Open the network location when I click Finish" and Click "**Finish**" (it may take some time for the Web Folder to open the first time).
8. A Network Location has been created in the "Network Location" section of **Computer** with the label you choose. (Hint: You can Right-click the Network Location and select "Send to... Desktop" to create an additional shortcut on your desktop).

### Windows legacy (9x,NT,2000,2003, XP and XP Pro)

NetDrive is free for personal use and \$29.00 one time charge for a single use business license. We have an installer which will download NetDrive and pre-fill fields except for your username and password. You can download the installer from [NetDrivesetup](#).

WebDrive is a one time charge WebDAV client for Windows with a 20 day free trial and purchase for \$59.95. Obtain WebDrive from <http://www.webdrive.com> and follow their installation instructions. After you install WebDrive set it up as follows:

1. Click **Start > Programs -> WebDrive -> WebDrive** to open the WebDrive client window.
2. Click **New Site**.
3. Under **Site Name**: type a meaningful name for your vitalEsafe
4. For **Server Type**: select **WebDAV**.



5. When asked **What is the address of this Server?** enter <https://secure.vitalEsafe.com/dav>. We recently changed our name from VitalEsafe to vitalEsafe and this entry will change to <https://secure.vitalesafe.com/dav> in the near future. The older connection path will still be operable.
6. For **Drive:** select a drive letter that is not currently in use and click **Next**. You can see the drive letters your computer is using by double-clicking the **My Computer** button on the Desktop.
7. Enter your vitalEsafe username and password in the appropriate boxes. Note – If you change either of these in the future through your browser you will need to make sure that you change them here also.
8. Click **Finish** to return to the client window. If you do not uncheck the **Connect to Site now**, your mapped drive will open and a WebDrive symbol will appear in your system tray.

NOTE: Open WebDrive "Program Settings" and adjust your cache settings to at least the largest file you may wish to upload. This will not affect your system operation.

## Macintosh

OS X 10.41 or Higher

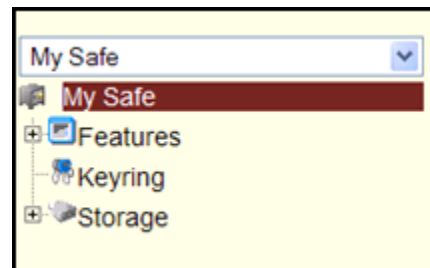
1. In the Finder, select **Connect to Server** from the Go menu.
2. Enter the URL: <https://secure.vitalEsafe.com/dav> We recently changed our name from VitalEsafe to vitalEsafe and and this will change to <https://secure.vitalesafe.com/dav> in the near future. Enter your vitalEsafe username and password

## Using Keys To Share Information

vitalEsafe provides you the ability to securely share selected files with others. You do this by giving a "key" to another vitalEsafe user and then granting them access to one or more folders.

### Giving a Key

The Keyring is seen in the left pane when you are accessing your safe via web browser. Select the Keyring to manage your keys. All safes come with two key. You may buy more keys from the "Buy More" tab which you see in the right pane when you are logged into your safe.



When you select the Keyring you will see this screen:



Enter the vitalEsafe username for the person to whom you want to give a key. They will receive an e-mail indicating that you have given them a key. For extra security if you select "Show Security Option" you have the opportunity to enter a secret question/answer that should be known by the intended recipient of the key. They will receive an e-mail requiring that they correctly answer the secret question before they can receive their key.

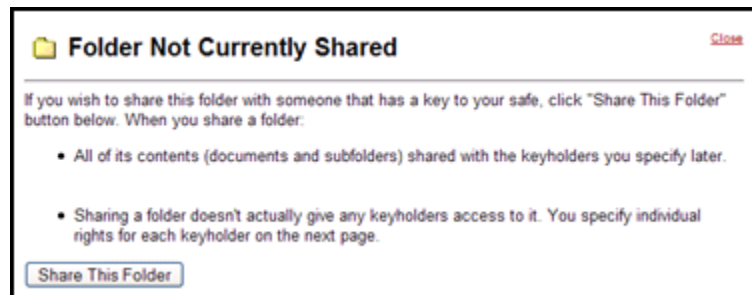
To manage keys that have been given to you or keys you have given to others select the appropriate tab from the right pane. Here you can view a list of keys and also take back a key you've given or give back a key someone has given you. This will immediately revoke any sharing associated with that key.

## Sharing a Folder

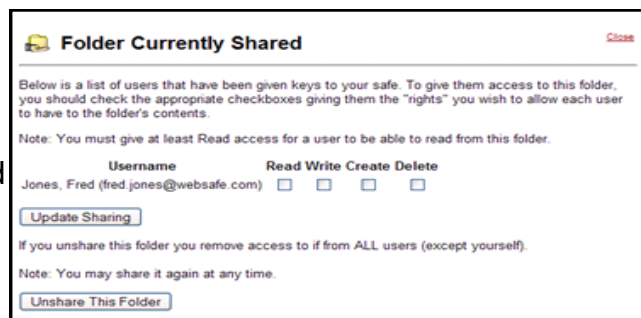
Once you have given a key to another vitalEsafe user you may then grant that user access to selected folders in your safe. Navigate to the folder you want to share and click the "Actions Menu". From the dropdown screen select "Sharing".



You will then see this screen. Select "Share This Folder".



The vitalEsafe users you have Given keys to are listed. Select the type of access (Read, Write, Create, Delete) you wish to grant. Any access rights granted to a specified folder will also apply to all of the subfolders of that folder. "Read" allows the



specified user to only read files from the folder. "Write" allows them to make changes to files in the folder. "Create" allows the user to add files and make new folders and "Delete" permits the user to delete files from the folder. After you select the desired access rights, left click the "Update Sharing" button. This will allow the specified users the selected access rights to that folder. You may change sharing or revoke keys at any time.

## Viewing Files That Have Others Have Shared With You

When you login your initial screen is divided into two sections or "panes". The left pane displays the contents of your safe in familiar folder fashion. The drop down arrow at the top can be selected to see a list of any other users who may have shared information with you by giving you a "key" to their safe. Select a user from the list and you will see only the particular folders they have shared with you, not the entire contents of their safe.

