

WHAT IS SAFESHARE?

Bradley SafeShare is an application that allows you to send and receive files to and from someone outside the firm easily and securely.

The recipient will receive a notification email with instructions for accessing the secure delivery.

- There are Quick References with additional information including instructions to the recipient posted on the SafeShare home page.

ACCESSING SAFESHARE

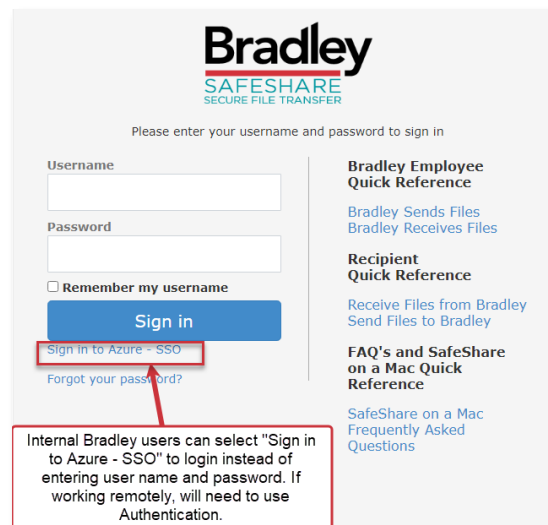
1. Click the [BRADLEY SAFESHARE](#) link on the Bradley Intranet home page or <https://safeshare.bradley.com>.



2. Login by choosing [SIGN IN TO AZURE – SSO](#).

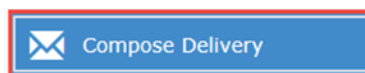
- Internal Bradley users can use SSO (single-sign on) to login instead of entering the user name and password

|| If working remotely, the Bradley user will need to use Authentication.



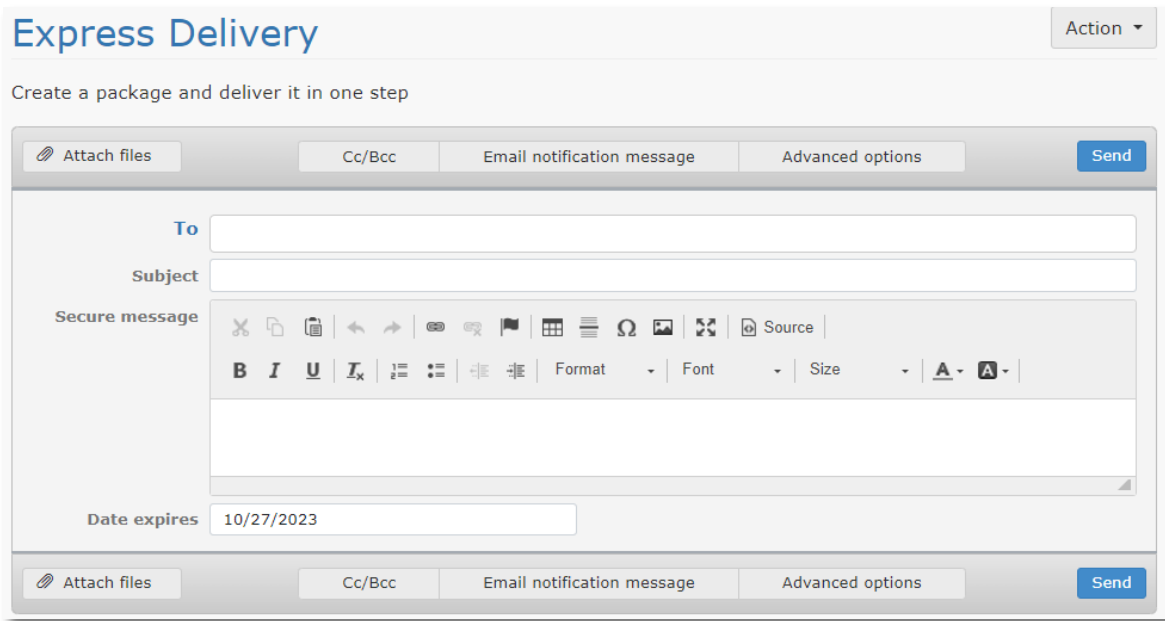
SENDING SECURE FILES

1. Click [COMPOSE DELIVERY](#).



2. The Express Delivery menu will display

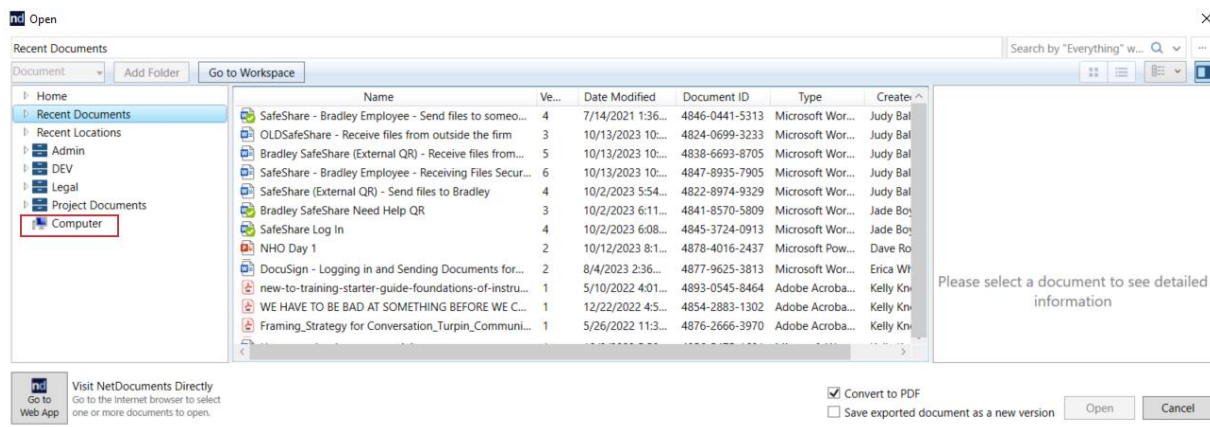
3. Complete fields



To	Enter the email address(es) of the recipients. If multiple recipients, separate the email addresses with a comma.
Subject	Enter the subject of the email notification the recipients will receive.
Secure message	Enter any information you would like to include. This information is secure and is not included in the email notification to the recipient. NOTE: The default NOTIFICATION MESSAGE field will display basic instructions for the recipient. However, the recipient will receive more detailed instructions in the email. (See below) This field can also be edited.
Optional	Click EMAIL NOTIFICATION MESSAGE to edit the Notification message or Cc/BCC to add a Cc/Bcc line

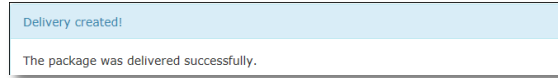
ATTACHING FILES

1. Select **ATTACH FILES**, and NetDocuments window opens.
2. Select the file(s) to upload.
3. Click **OPEN** once all files have been selected.
4. To select a document saved locally, scroll down the **NAVIGATION PANE**, and select **COMPUTER**.

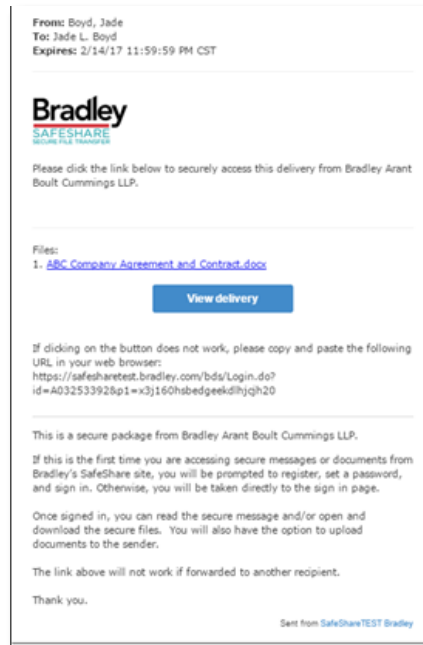


- **NOTE:** Documents that are attached from NetDocs will create a new version of that document in NetDocs once it is attached.

7. Click **SEND**.
 - A **DELIVERY CREATED** confirmation message will display.



8. The recipient will receive an email with the following instructions:



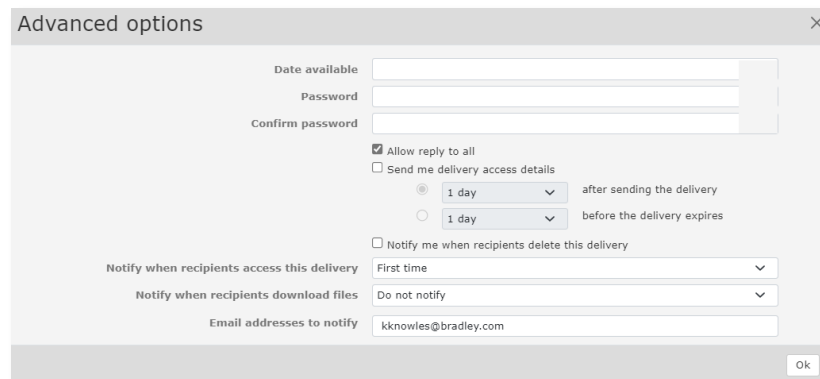
- The recipient will receive a link in the email for each attachment that will allow them to jump straight to that attachment.
- The **VIEW DELIVERY** link will take them to the entire delivery.
 - || With both options the recipient will have to log in to SafeShare.
- You will receive an email notification when the recipient has accessed SafeShare.

9. Click **SIGN OUT** in the upper right corner of the screen

Or click **COMPOSE DELIVERY** in the upper left of the screen to send more secure files.

ADVANCED OPTIONS

- This provides the ability to set passwords and customize when and how you are notified.
- To delay delivery, select the **DATE AVAILABLE** field at the bottom of the email.
- To set an early expiration date for the email, select the **DATE EXPIRES** field at the bottom of the email.
 - By default, recipients have **14 days** to retrieve the secure file(s). After 14 days, the file(s) will be deleted from the SafeShare system. An email reminder will be sent 3 days before the files are deleted.



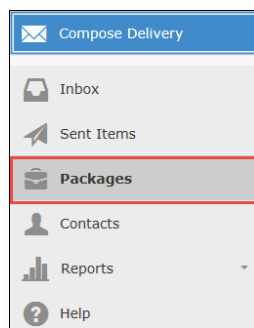
CONTACTS

- If the recipient is not currently in your Contacts, the **DELIVERY CREATED** dialog box will allow you to add the recipient to your contacts.
- Complete the contact information and click **UPDATE CONTACTS** to save.

<input checked="" type="checkbox"/>	Email address	First name	Last name	Company
<input checked="" type="checkbox"/>	jade81379@hotmail.com	Jade	Boyd	ABC Company

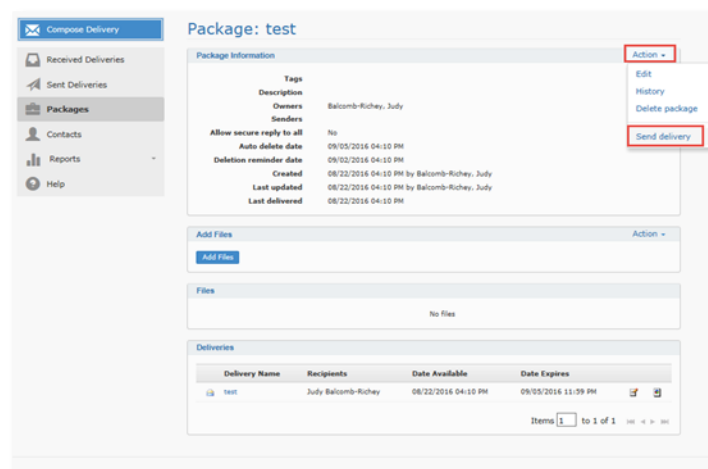
PACKAGES

The Packages section of SafeShare allows you to view and edit attachments, as well as get details regarding sent deliveries.



ADDING A RECIPIENT TO AN EXISTING PACKAGE

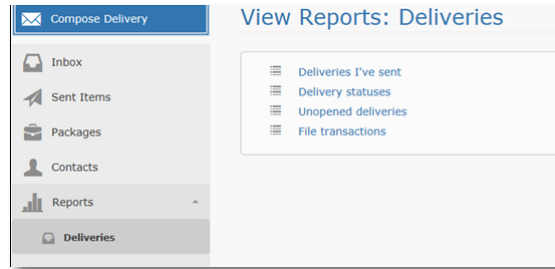
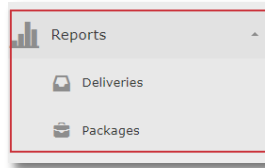
1. Click on **PACKAGES** and select the appropriate package from the list
2. Click the **ACTION** drop down menu from the **PACKAGE INFORMATION** area
3. Choose **SEND DELIVERY**
4. Add the new email address in the **TO** field



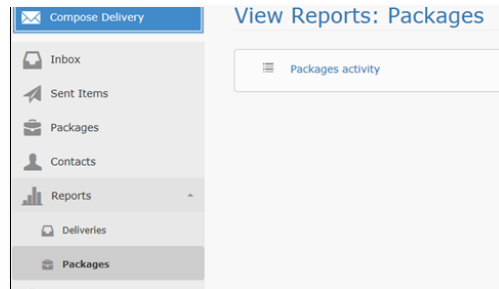
5. Click **SEND**; This will add the new contact as a recipient of the same package sent to other

REPORTS

The Reports section of SafeShare allows you to get details regarding sent deliveries and packages. Expand the Reports section to access Deliveries and Packages.



PACKAGES



SAFESHARE MOBILE APPS

|| **NOTE:** Biscom SFT Mobile, known as SafeShare, has not been tested for Bradley users at this time.

FOR MORE HELP

There is also a Quick Reference with instructions to the recipient posted on the SafeShare home page.

