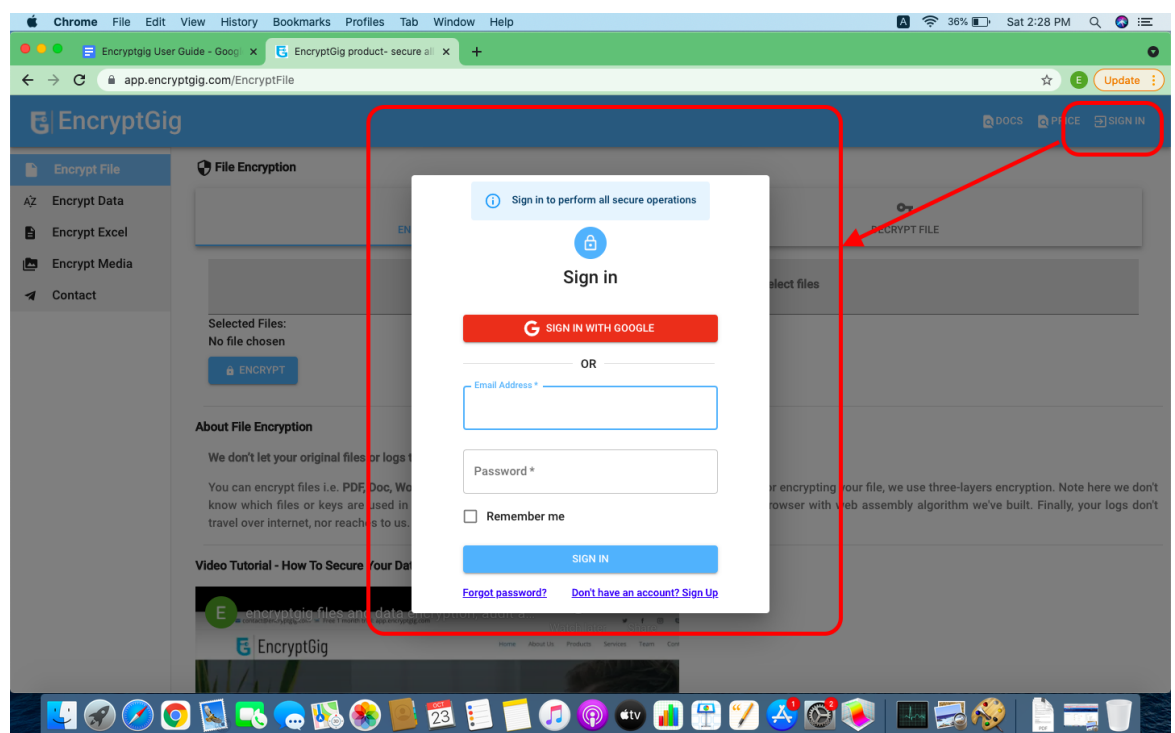# EncryptGig

User Guide

This document contains information regarding how to use the EncryptGig product.

How to access EncryptGig

1. Go to your browser or Google search
2. Search for https://app.encryptgig.com and click
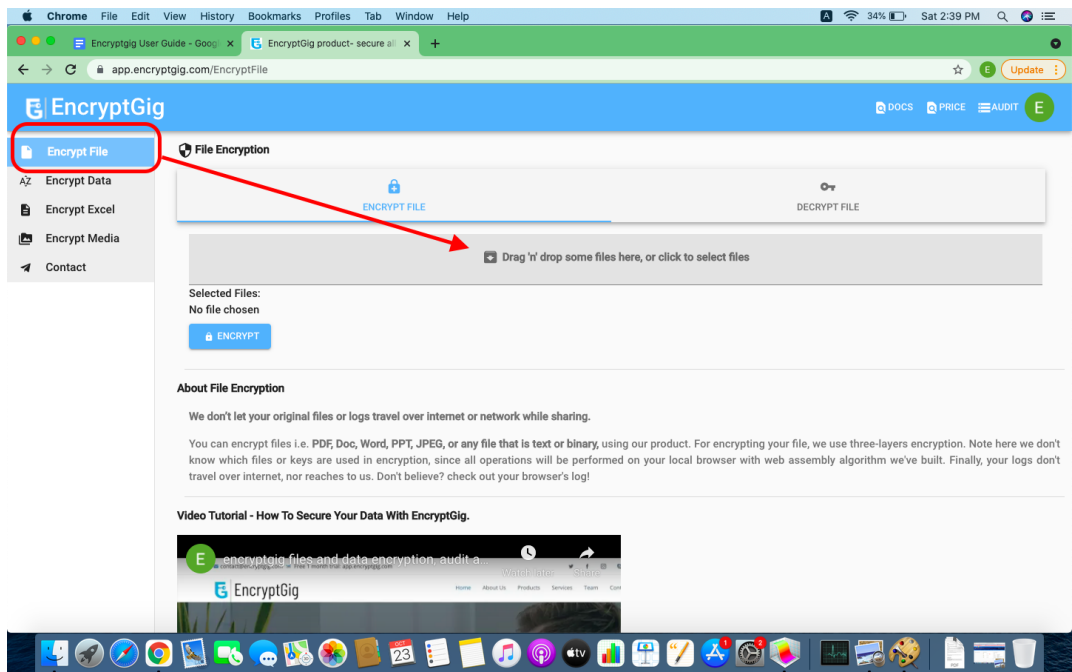
How to use EncryptGig

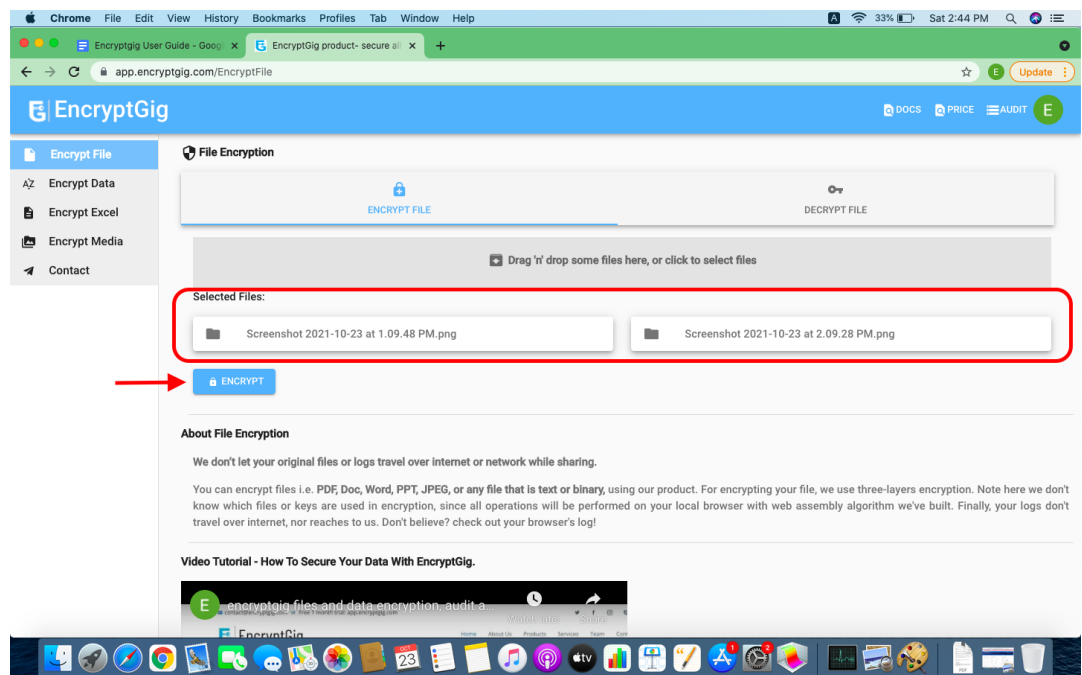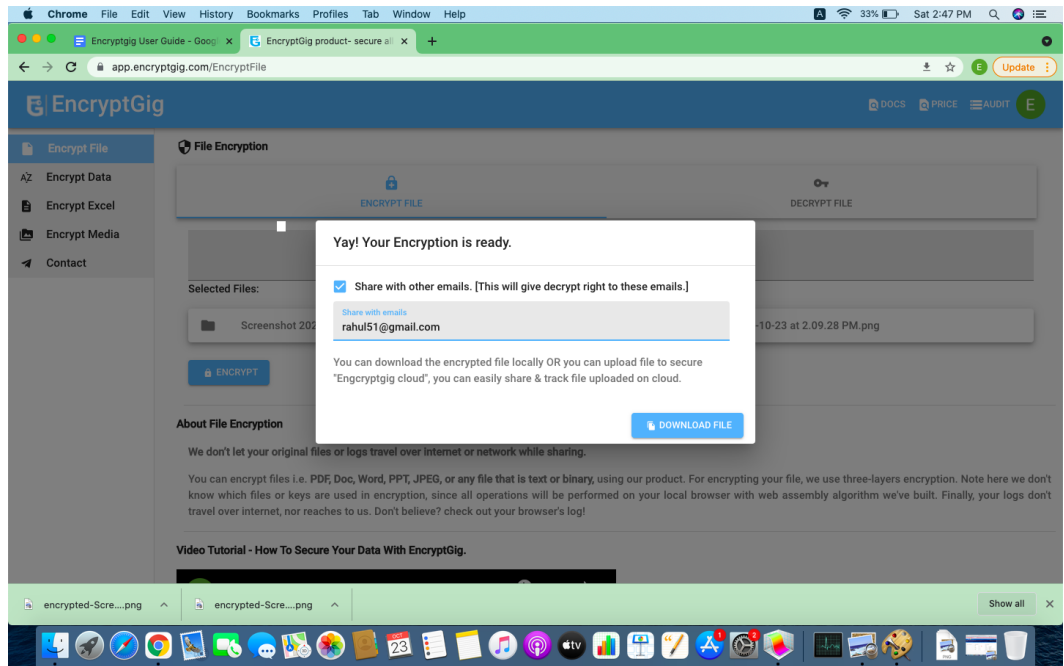"SIGN IN" with your Gmail OR any other account.

1. **Encrypt File**

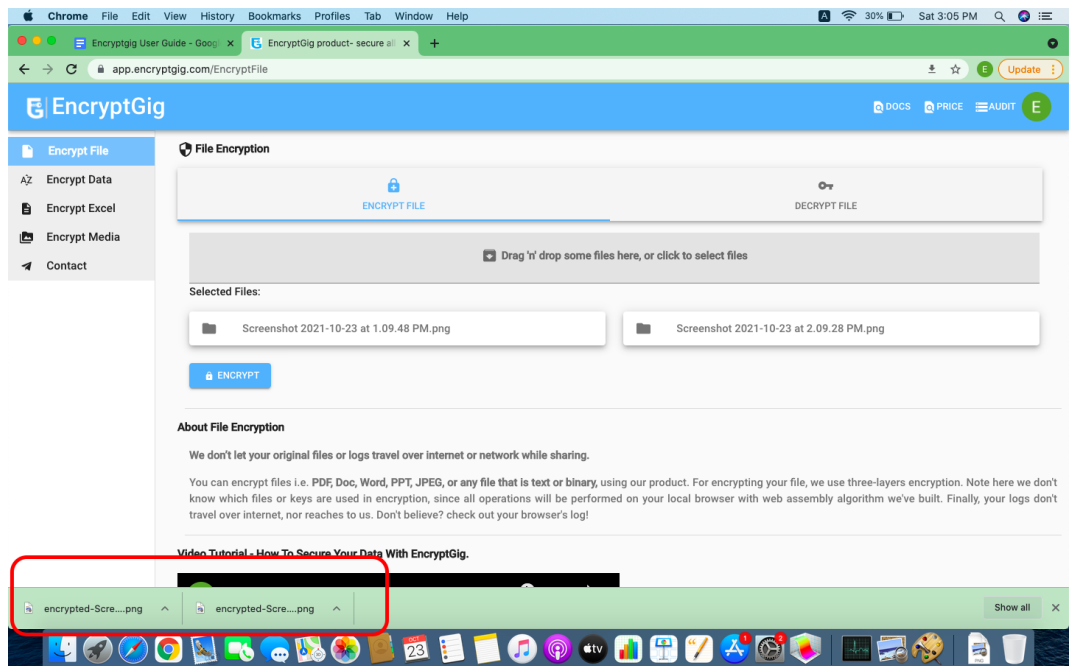   a. Click on Dropdown and select any file or files you want to encrypt.

b. Once you select all files, then click on "ENCRYPT".

c. You will be asked to add an email id with whom only you wish to share encrypted files. In case you want to share with multiple people then add individual emails, separated by comma.
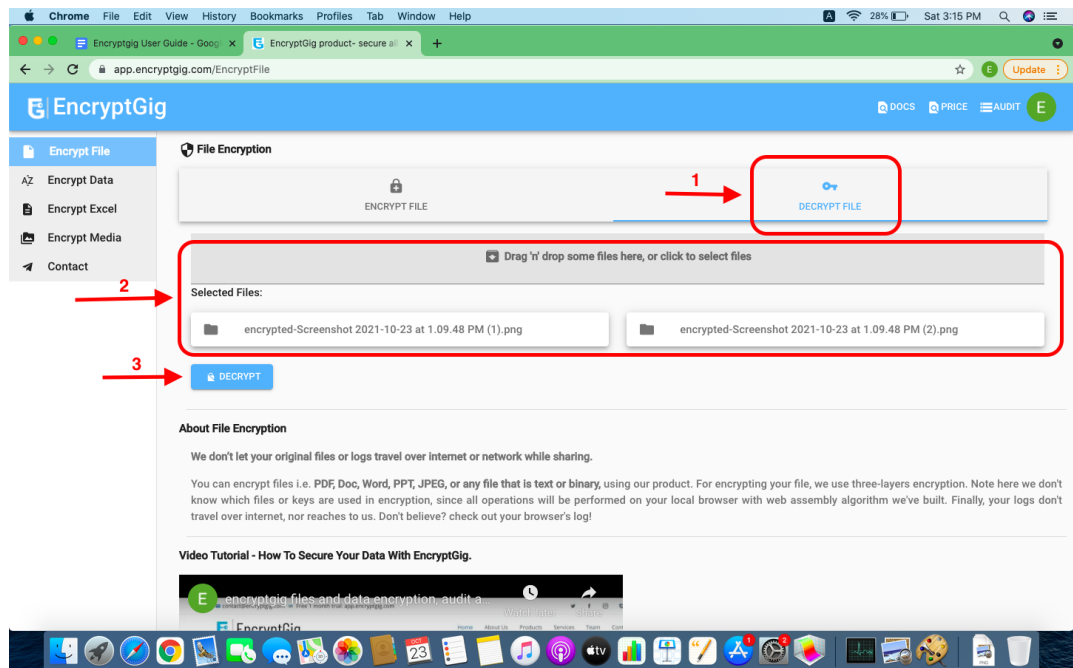
d. Once you add all emails, then click on "share and download file". The encrypted files will be sent over emails to the receivers. The encrypted files will also be downloaded on your computer/mobile.
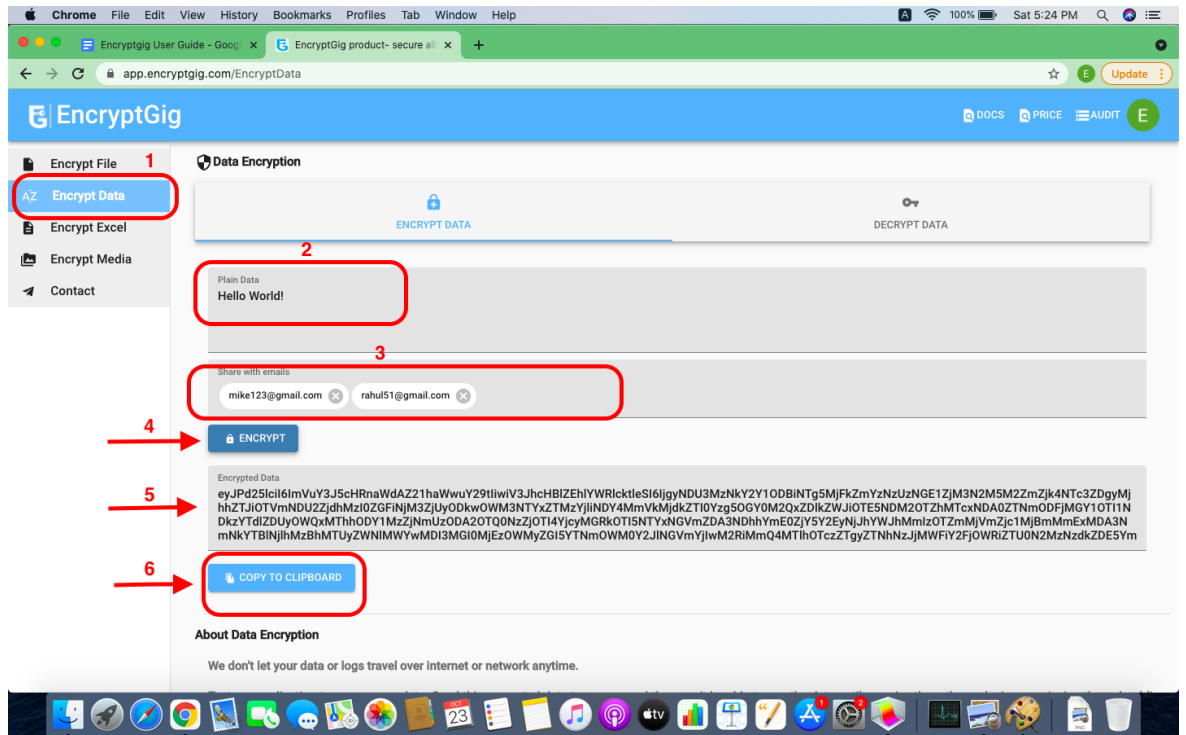

*Decrypt Files

a. Receiver will go to https://app.encryptgig.com
b. **"SIGN IN" with a personal email id on which the sender has given him/her decryption access.**

c. Upload encrypted files.
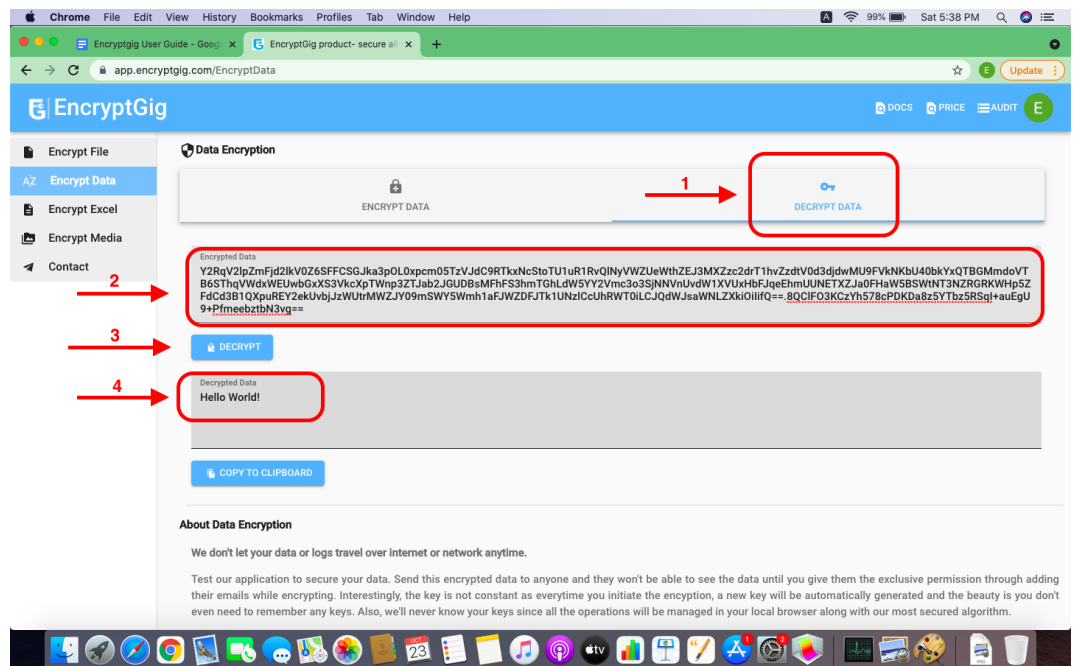d. Click on "Decrypt". All files will be decrypted and downloaded.

2. Encrypt Data

a. SIGN IN with gmail or any other emails.
b. Go to "Encrypt Data".
c. Type data/ message you want to encrypt.
d. Add emails id of the intended party with whom you want to share a secret message, in case you want to share with multiple persons, then add their emails separated by comma.
e. Click on "Encrypt", you will see that the message is encrypted.
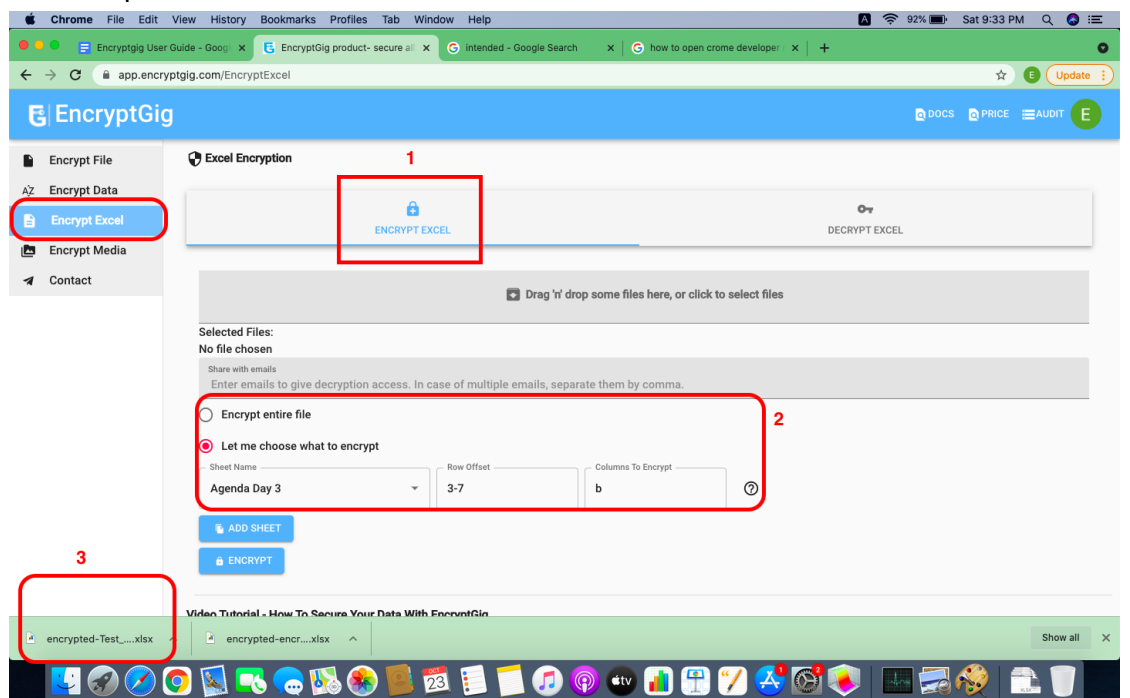f. Copy encrypted message via clipboard and share it via any social media, emails, etc. with the intended party

*Decrypt Data

a. SIGN IN with email on which decryption access is given
b. Go to "Decrypt Data"
c. Paste encrypted message
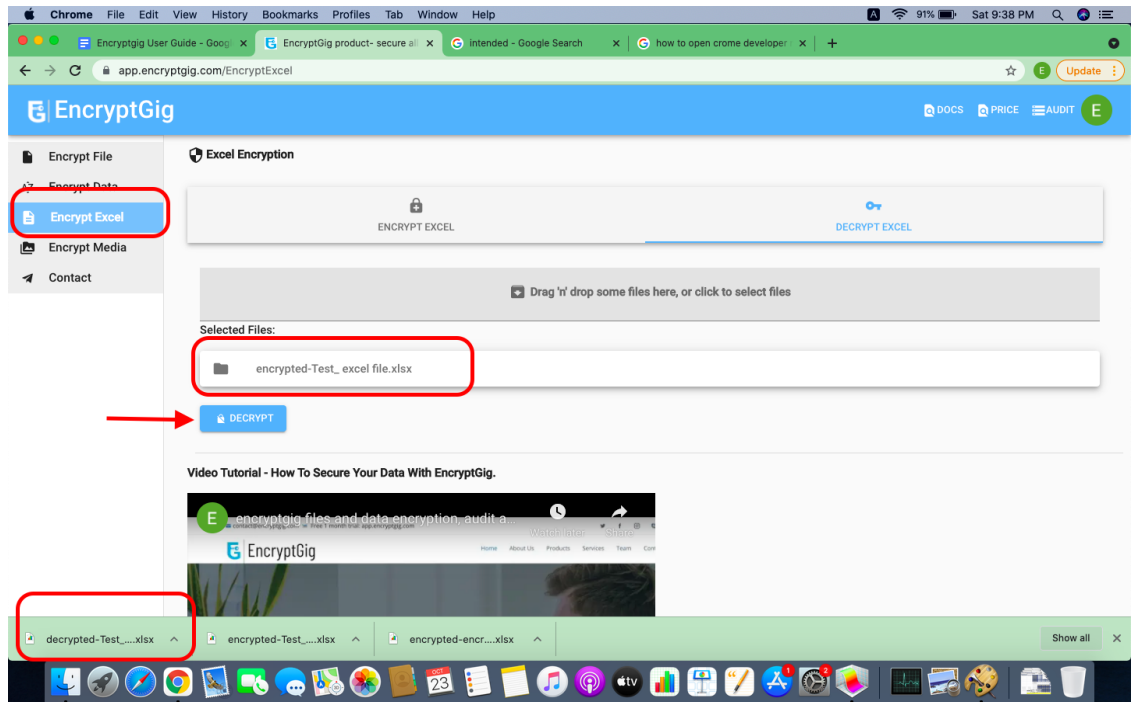d. Click "DECRYPT"
e. Original message will be back

3. Encrypt Excel

   a. SIGN IN with your email.
   b. Go to Encrypt Excel.
   c. Select the Excel file you want to encrypt.
   d. You can choose to encrypt either entire excel file OR just specific rows and columns.
   e. Add emails with whom you want to share an encrypted excel.
   f. Click on "ENCRYPT", encrypted excel will be downloaded, also you can share encrypted excel with the intended party via email, social media, clouds, pendrive etc.
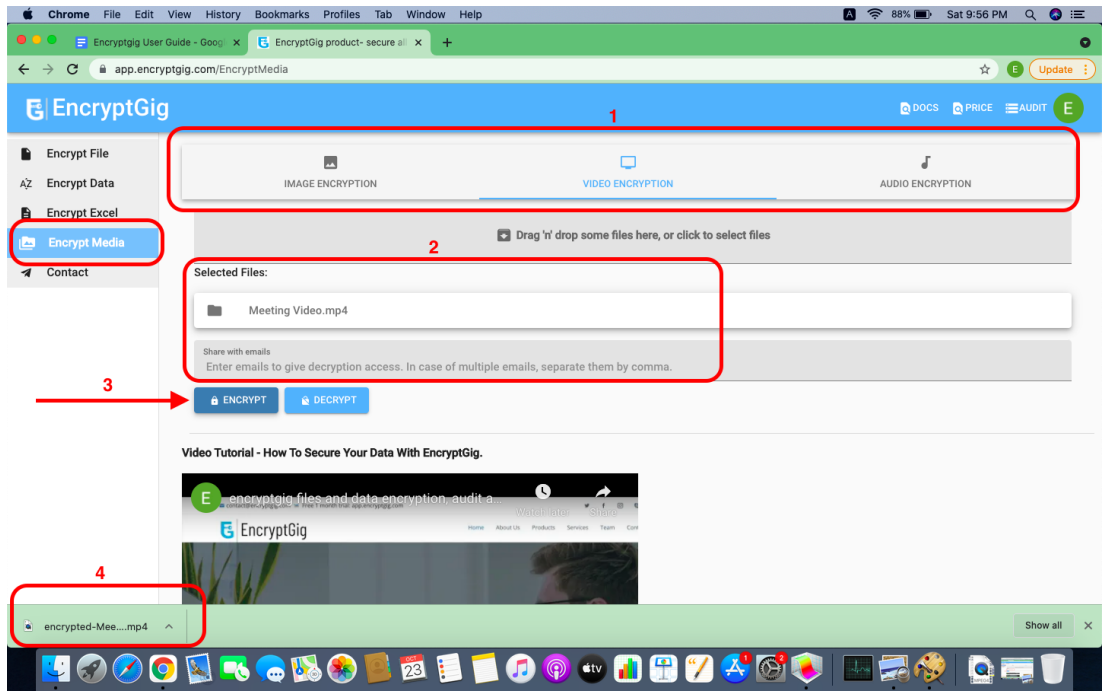

*Decrypt Excel

   a. Receiver will SIGN IN with email on which decryption access is given
   b. Go to "Decrypt Excel"
   c. Select encrypted excel file
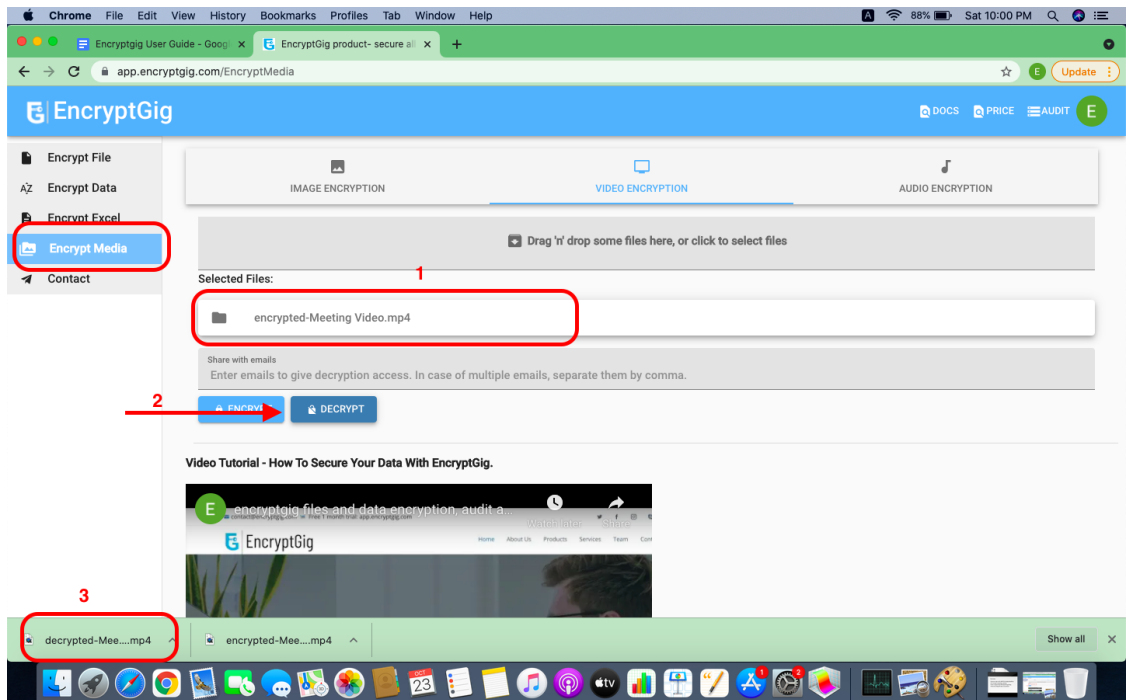   d. Click on "DECRYPT" and original excel file will be downloaded

4. Encrypt Media

    a. You can choose to encrypt large Image, Video and Audio files.

    b. SIGN IN with your email.

    c. Go to Encrypt Media.

    d. Choose large i.e. Video file to encrypt.

    e. Add emails to whom you want to give decryption access.

    f. Click "ENCRYPT", encrypted large video file will be downloaded

    g. Share encrypted video files via social media, clouds, emails, pen drives, etc.

* Decrypt Media

a. Receiver will SIGN IN with email on which decryption access is given.
b. Go to Decrypt Media.
c. Select encrypted Video file.
d. Click on "Decrypt" and the original video file will be downloaded.

6. Audit

a. You can always audit who has encrypted/ decrypted your all files with details.
b. Go to "Audit".
c. Click on a specific record if you want to see details i.e. who has encrypted the file, when, etc.
d. You can also rollback decryption access anytime, simply click on the pen icon next to email and remove access.
e. Download all audit records anytime.

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