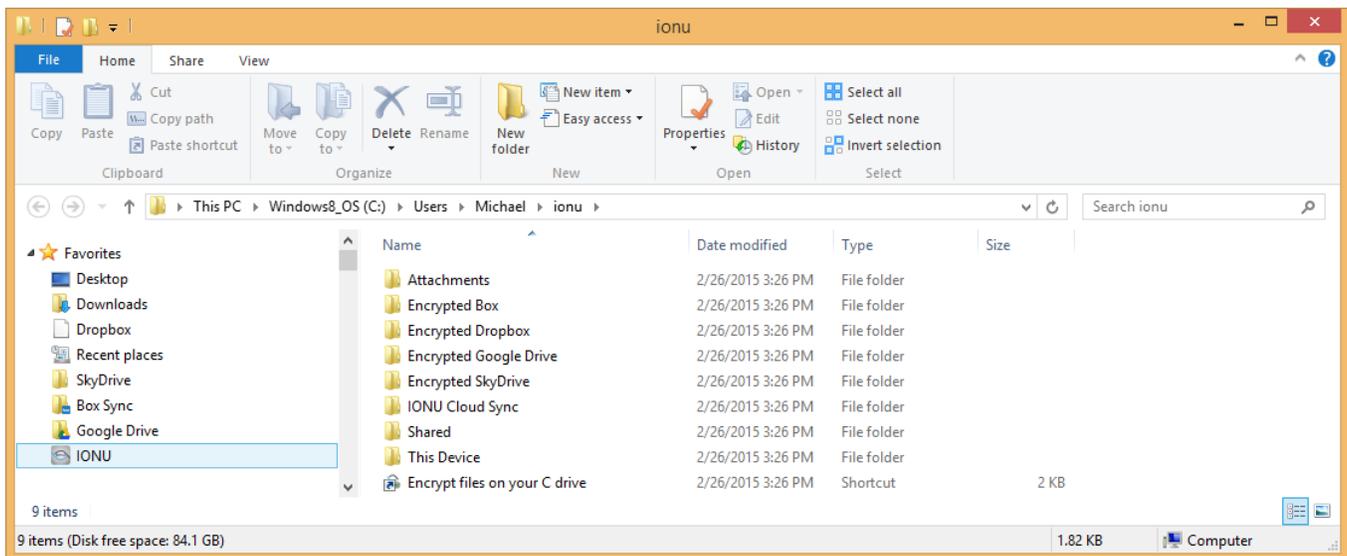


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Quick View

- ✓ You **MUST** be logged in to access any information inside the IONU system. If you aren't logged in, you will not see the folders and the data and files cannot be accessed and decrypted.
- ✓ All files, contents, folders, messages and contacts are encrypted all the time inside of the IONU solution.
- ✓ After installing IONU on your Windows device, the first thing you should do is launch InvisiMessage. From here you can create and manage your contacts, send secure messages, access the IONU Secure File System and manage your user profile.
- ✓ The IONU Secure File System is integrated into the existing Windows Explorer file structure. You use the IONU secure Files system just like you use the Windows file system.
- ✓ Upon creating your account and accessing IONU Pro you will see a standard list of file folders have been created. **Please do NOT rename these folders!** Doing so will affect the use of the product.



Folder Details

Attachments – Any file you receive as an attachment to an InvisiMessage, IONU's secure messaging app, will automatically be securely stored in the "Attachments" folder. This brings files that have been securely shared via secure text messaging into the IONU file system. Files in this are stored in IONU Secure Cloud Storage.

Encrypted Box, Dropbox, Google Drive or OneDrive – If you already use any of these cloud storage applications running on your computer, the IONU Pro will create an "Encrypted" folder for each service installed. This allows you to drag and drop or move a file into the folder for that service. The file is then encrypted and sent to the selected cloud service provider's storage. This powerful mechanism allows you to store and share encrypted files using other cloud provider's services.

IONU Cloud Sync – Files that are put into this folder are encrypted and synchronized across any device that has been provisioned with the same IONU account. With the current version, files are synchronized across Windows and iOS

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devices. Support for Android and OS X Mac are coming in subsequent releases. Files placed in the IONU Cloud Sync folder use IONU's secure cloud storage.

Shared – The Shared folder is where the folders will reside to support IONU's Group Sharing capabilities. Users can invite up to 10 people to share files with into a group. Group creation and management is done via our secure web browser, found here: <https://prod1.ionu.com/cgws/office.jsp>. All files placed into the group folders that are created to support file sharing use IONU Cloud Sync to sync the files to all of the devices for all group members. These files are stored in IONU Secure Cloud Storage.

This Device – Files in this folder are encrypted (*this is true for every file in the file system*), stored using the local device storage. The encryption is automatically performed when a file is created within the folder or when it is moved into the folder. These files are not automatically synchronized to your other devices.

Drive Shortcuts – In the example, you will see "Encrypt files on your C drive", which is a USB drive. Simply "drag and drop" files into this folder and you can store encrypted files on this drive. The same can be done on any drive, including mapped network drives.

Storage Details

The IONU Secure File System stores encrypted files using several types of storage resources. Regardless of which storage resource you are using, all files within the IONU Secure File System, and in 3rd party cloud services, are always encrypted and secure. The encryption is performed whether the file is created within the IONU Secure File System or is moved into it.

IONU Secure File Folders	Storage Resource Used
Attachments	IONU Secure Cloud
Encrypted Box, Dropbox, Google Drive or OneDrive	3 rd Party Cloud Storage, secured by IONU
IONU Cloud Sync	IONU Secure Cloud
Shared	IONU Secure Cloud
This Device	Your computer's local storage
Drive Shortcuts	Respective Drives.

What can you do with files using IONU Pro?

Child Folders - Users have the ability to create a child folder under any of the parent folders list above, with no maximum number. If a user adds files or folders to the top level of IONU file system, those files/folders will act as if they were placed in the "This Device" and will not be synced.

Drag and Drop - Users can "drag and drop" any file from anywhere on their computer, on any cloud or on any drive into any folder within the IONU Secure File System. Once this is done, the files are automatically encrypted. Users can select one or more files at a time but cannot select a folder (at this time).

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Move - Users will be able to move encrypted files around to any folders within IONU SECURE FILE SYSTEM and that file will inherit the attributes to the new folders and leave behind the attributes of the previous folder. A user may also move a file from IONU Secure File system to outside and that will decrypt the file(s).

Copy - Users can copy and paste any file from anywhere on their computer, on any cloud or on any drive into any folder within IONU Secure File system. Once the file is moved into IONU, it is automatically encrypted. Users can select one or more files at a time.

Save As - Users can "Save As" any file into any of the IONU Secure File system folders listed above and the file will be automatically encrypted.

Create File - Users can create any document type and "Save As" any file into any of the IONU Secure File system folders listed above and the file will be automatically encrypted.

Right click --> Encrypt - This function can happen on any file located anywhere on the user's computer, on any cloud service or on any drive attached the computer. A user can turn an unencrypted file into an IONU encrypted file by selecting this option with the original version of this file still remains.

Right click --> Decrypt - This function can also happen on any file located anywhere on the user's computer, on any cloud service or on any drive attached the computer. A user can turn an IONU encrypted file into an unencrypted file by selecting this option. The unencrypted version still of the file remains.

Right click --> Share - This function can happen on any file located anywhere on the user's computer, user's computer, on any cloud service or on any drive attached the computer. The file can either be unencrypted or encrypted. The share function's purpose is to share keys with selected contacts. Once the keys are shared on a particular file, the person can share the file via remote drives, shared folder, InvisiMessage or email. Users can select one or more recipients at a time.

Right click --> Share and Email - This function can be performed on any file located anywhere on the user's computer, on any cloud service or on any drive attached the computer. The file can either be unencrypted or encrypted. The share function's purpose is to share keys with selected contacts. Once the keys are shared, which allows other people to have access to the file(s), the users default email client will appear with the encrypted file and the recipients email address will already be populated in the email. The user simply decides to send the email. If more people are added to the email without having the key shared, they will not be able to access the file. Users can select one or more recipients at a time.

Edit File - Users have the ability to open and edit files like they normally would as long as they have the correct program on their device, IONU will support most file types that Windows will (email support@ionu.com if there is a problem). If the file is saved in any of folders using IONU Cloud Sync, the edits will be synced to all the users' devices automatically. If the file is located in the "Shared" folder, the edits will be synced to all group members' devices as well. **This includes the function "Rename" a file.**

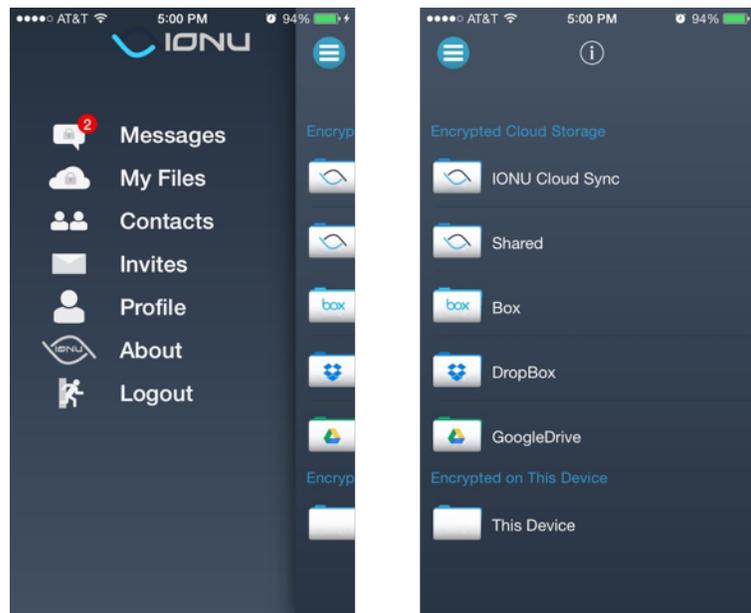
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Delete File - Users can delete files and the files will go into the "Recycle Bin", still being encrypted using IONU. If the deleted file is located in any folder that uses IONU Cloud Sync, then the file will be deleted on every device. If the file is located in the "Shared" folder, the file will be deleted from all group members' devices as well.

Want to add IONU Mobile: iOS?

Great! IONU does not limit the number of devices you connect to your IONU account. To add more devices to your account, follow the steps below:

1. Download/Install IONU on whatever device you want to add it to. Go to the [Apple App Store](#) to download for iPhone or iPad.
2. When the login screen appears, use your IONU username or email address along with your password to start.
3. **You will then need to answer your 3 security questions.**
4. Then you will name your device (for device management purposes)
5. Click finish! Your device will begin syncing all your encrypted data and it will be available on your new device within a short period of time.



What can you do with files on IONU Mobile: iOS?

Open in IONU - Users should be able to long press a files either in another app that allows you to view files (Dropbox, OneDrive, etc.) or an email client and select "Open in IONU" where the default location is IONU Cloud Sync. Once the file is moved into IONU, it is automatically encrypted.

Create File - Users can create any supported document type and "Save As" (using Artifex) any file into any of the IONU SECURE FILE SYSTEM folders listed above and the file will be automatically encrypted. If the file is created in any folder

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using IONU Cloud Sync, the file will be synced to all users' devices automatically. If the file is created in the "Shared" folder, the file will be synced to all group members' devices as well. The file creation function is folder context specific - so if you are in IONU Cloud Sync and create a file, which is where it is stored (same for This Device).

Left Swipe --> Move - Users will be able to move encrypted files around to any folders within IONU Secure File system and that file inherits the attributes to the new folders and leave behind the attributes of the previous folder.

Left Swipe --> Share (and Email) - This function can happen on any file located anywhere within IONU Secure File system on the mobile device. Once a user selects swipe, a screen will appear like the start of "Topic Based Chats" and the user can input the recipients (can select one or more recipients at a time), an optional subject line and press the arrow. This will open up the clients native email client with the users email address already populated and the selected file encrypted as an attachment, all the user has to do is press "Send".

Edit File - Users have the ability to open and edit files using the integration with Artifex. If the file is saved in any of folders using IONU Cloud Sync, the edits will be synced to all the users' devices automatically. If the file is located in the "Shared" folder, the edits will be synced to all group members' devices as well. **This includes the function "Rename" a file.**

Left Swipe --> Delete File - Users can delete files and the files will go into the "Recycle Bin", still being encrypted using IONU. If the deleted file is located in any folder that uses IONU Cloud Sync, then the file will be deleted on every device. If the file is located in the "Shared" folder, the file will be deleted from all group members' devices as well.

File Types Supported

View:

Desktop: .doc, .docx, .ppt, .pptx, .xls, .xlsx, .PDF

Mobile: .doc, .docx, .ppt, .pptx, .xls, .xlsx, .PDF

Images: PNG, JPEG, GIF, WAV, MOV, MP3, PDF, PPT, DOC, XLS

Edit:

Desktop: .doc, .docx, .ppt, .pptx, .xls, .xlsx, .PDF

Mobile: .doc, .docx, .ppt, .pptx, .xls, .xlsx, .PDF