

FileXchange, Brief Instructions

General and Mode of Operation

What is FileXchange?

More and more often it is necessary for customers, suppliers, the board of directors, etc. to securely send and receive large amounts of data.

ServE has introduced a secure TÜV NORD cloud solution.

Here, confidential data is deposited on a highly secure file server in the TÜV NORD network. Special attention was given to ensure simple and intuitive operation for users. To use it, the user sends emails with Microsoft Outlook as usual. The following 2 variants exist: *Basic Service and Special-Area Service*

Access variants and suitable devices

<u>Access variants</u>	<u>Devices</u>
Internet browser FileZilla Synchronization client Outlook Ad-Hoc Transfer Mobile access from smartphones and tablets	TÜV Nord client Private environments Mobile device

Differences between basic service and special-area service?

<u>Basic Service</u>	<u>Company Specific Service</u>
Own 5GB drive on the FileXchange Data is automatically deleted after 30 days Free for each employee	Project drive Permanent storage solution, depending on agreement (price GB/month) Subject to a charge Access for each project member

Mode of operation, FileXchange

Access via the following address: fileexchange.tuv-nord.com or fileexchange.tuev-nord.de

Once you have decided on an access variant (Outlook Ad-Hoc, browser or FileZilla), each TÜV employee can log in with the same login details they use at their workplace. Now you can upload your data and send it by email. The email recipient receives a link to the uploaded data.

Important note:

External users/customers who receive an email for the first time, receive a second email in which the username and the password for access to the TÜV NORD cloud platform is included. The username here is the email address of the recipient. The password has to be changed after logging in the first time.

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Installation and Use

Recommended installation

Installation of Outlook Ad-Hoc

1. Open TÜV NORD software catalogue
2. Enter "Moveit" in the search field
3. Install "Moveit Fileexchange Install00_4"

Important note:

Everyone with a TÜV NORD user account can install Outlook Ad-Hoc. Using the software catalogue, however, only users with a standard TÜV computer can install the programme.

Use via Outlook Ad-Hoc

1. Start Outlook
2. Write a new email and click on "Attach Moveit file"
3. Select file
4. Send email

Use via browser

1. Open browser and input the following: fileexchange.tuv-nord.com or fileexchange.tuev-nord.de
2. Enter and confirm the username and password from your regular workplace