

# FileXchange, Brief Instructions

## General and Mode of Operation

Detailed descriptions can be found in the TN-Cloud Solution – FileXchange document

<https://www.tuev-nord.de/de/unternehmen/kunden-login/tn-cloud-filexchange>

### 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	TÜV Nord client
FileZilla	Private environments
Synchronization client	Mobile device
Outlook Ad-Hoc Transfer	
Mobile access from smartphones and tablets	

### Differences between basic service and special-area service?

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

### Mode of operation, FileXchange

Access via the following address: [fileexchange.tuv-nord.com](https://fileexchange.tuv-nord.com) or [fileexchange.tuev-nord.de](https://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 the workplace. Now you can upload your data and send it via 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 must be changed after logging in the first time.

#### Important note 2:

For files with a data size larger than 1.5GB, it is necessary to install the suitable uploader for the respective browser (ActiveX, Java).

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## Installation and Use

### Recommended installation

#### Installation of Outlook Ad-Hoc

1. Open software catalogue [Start → All programmes → Service → 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 / DMT computer can install the programme. All other users (with a private computer, for example), please use this link:

<https://www.tuev-nord.de/de/unternehmen/kunden-login/tn-cloud-fileexchange>

### Browser uploader

#### Internet Explorer

1. Log in at "fileexchange.tuev-nord.de"
2. Then go to "My Account":
3. At the end of the page, the Upload-Download Wizard can be installed
4. *Select "Change status of the Upload/Download Wizard (**ActiveX version**)"*
5. Activation of the wizard.

#### Alternative: Firefox or other browser

Handle steps 1. 2. and 3. as previously with [Internet Explorer](#)

4. *Select "Change status of the Upload/Download Wizard (**Java version**)"*
5. Activation of the wizard.

### 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](https://fileexchange.tuv-nord.com) or [fileexchange.tuev-nord.de](https://fileexchange.tuev-nord.de)
2. Enter and confirm the username and password from your regular workplace