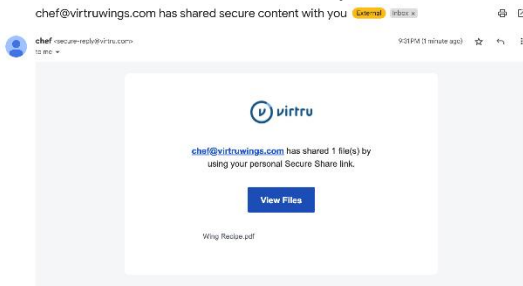




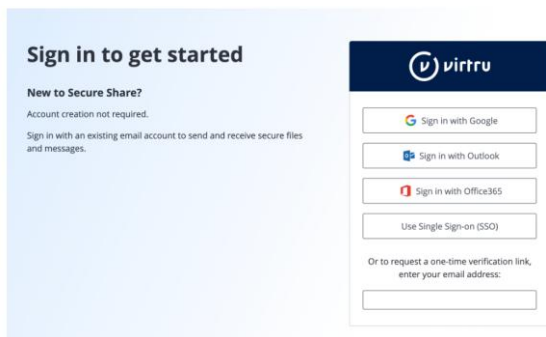
Virtru Secure Share – Viewing a Secure File

Virtru’s Secure Share is a web-based platform in which files can be securely shared. If someone is sending you files to review, you will receive an email notification. From there, all you have to do is quickly verify your identity. Once complete, you can securely share files with the link’s owner directly in your browser.

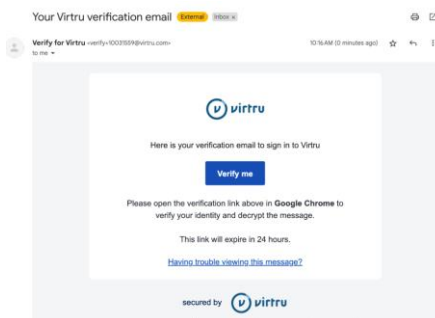
- 1. Click **View Files** in the email you received



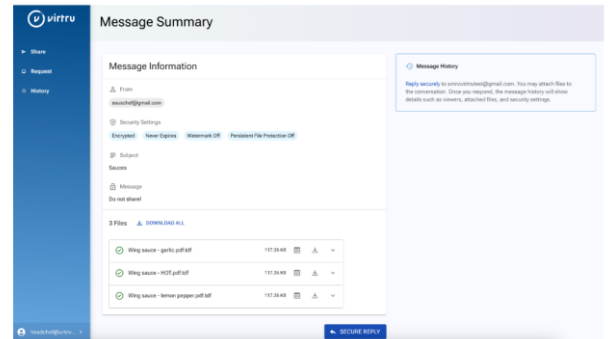
- 2. A new tab will open to begin the verification process. On the sign in page, choose your sign in method. There are options to sign-in via your email provider or with a one-time verification link.



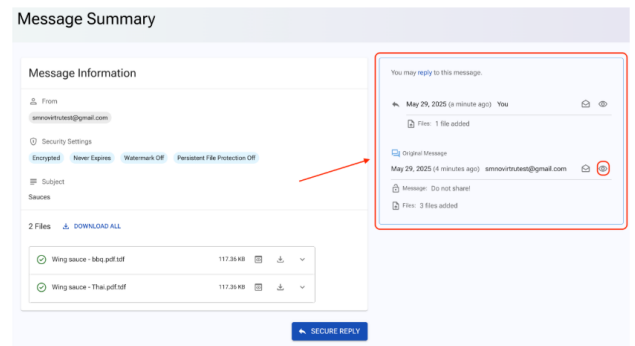
- 3. If you selected the one-time verification link, you will receive an email from verify+XXXXXXXX@virtru.com (with each X being a random digit). Select **Verify me** to complete the process



- 4. Once you are verified, you can see what files were shared with you and any additional messaging from the sender.



- 5. From here – you will be able to view and download files that have been shared with you as well as initiate a secure reply. If you and the other party have utilized the **Secure Reply** function to send files back and forth, you can also see the message chain on the right. You can click the **View Message Summary** icon to see specific files from a previous share in the chain.



If you are experiencing issues with opening secure files please view the troubleshooting page:

[Troubleshooting for Recipients – Virtru](#)