



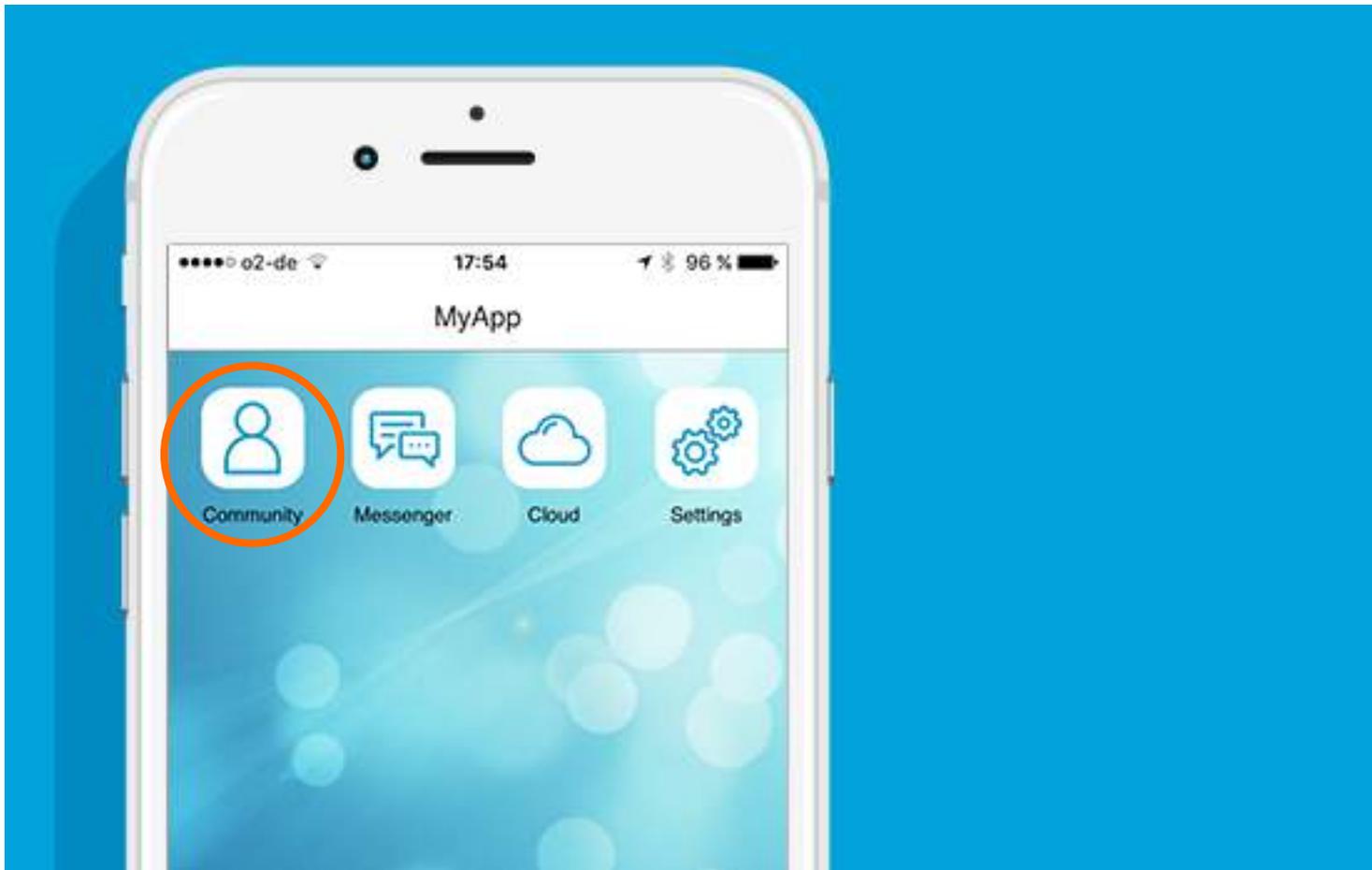
WWW.COMPANY-MESSENGER.COM

MANUAL

COMPANY-MESSENGER

Get into Contact
Design your own
Community.

COMMUNITY



**CALL UP
COMMUNITY**
You find the
Community icon on
your Homescreen or in
the Tab bar.



COMMUNITY

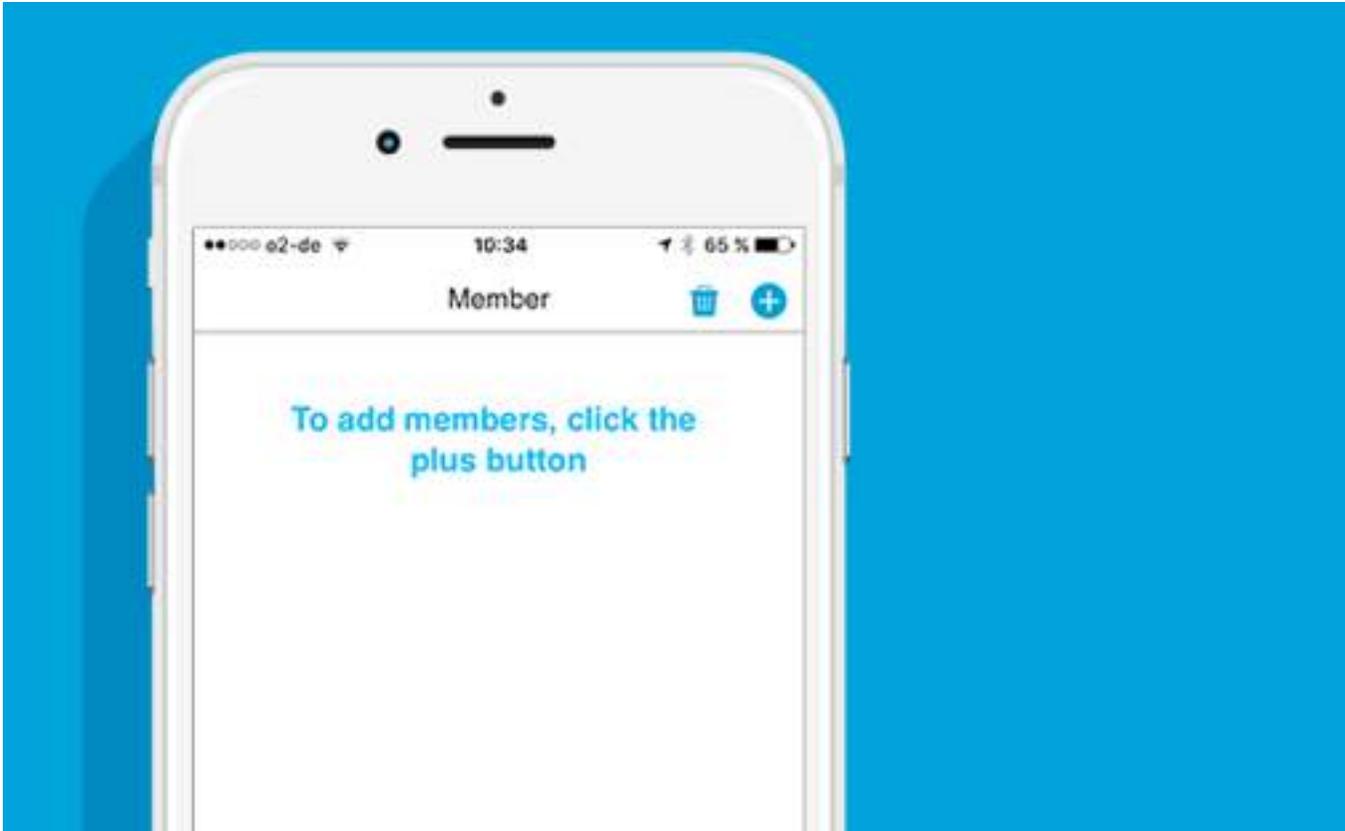
**You decide who will be part of your
Community - Total Control.**

After the installation of the CompanyMessenger there are no contacts to be found in the Community.

The Community of the CompanyMessenger incorporates all users that are registered with the CompanyMessenger.

You can make a targeted search for members to include in your Contacts that are to be part of your personal community. If the person cannot be found in the search because they are not a member, you can invite the person using various channels.

That is how you build your community step by step, managing it yourself.

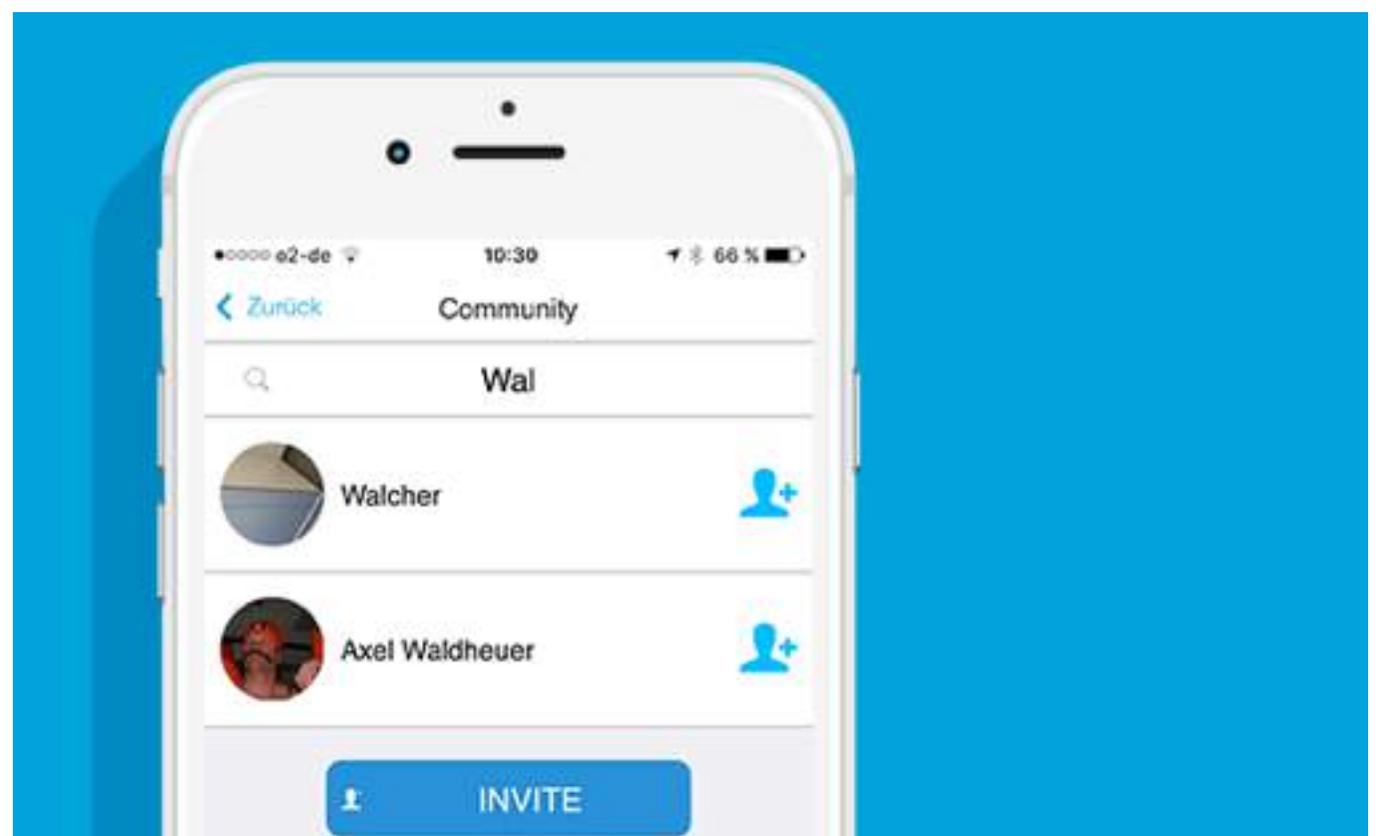


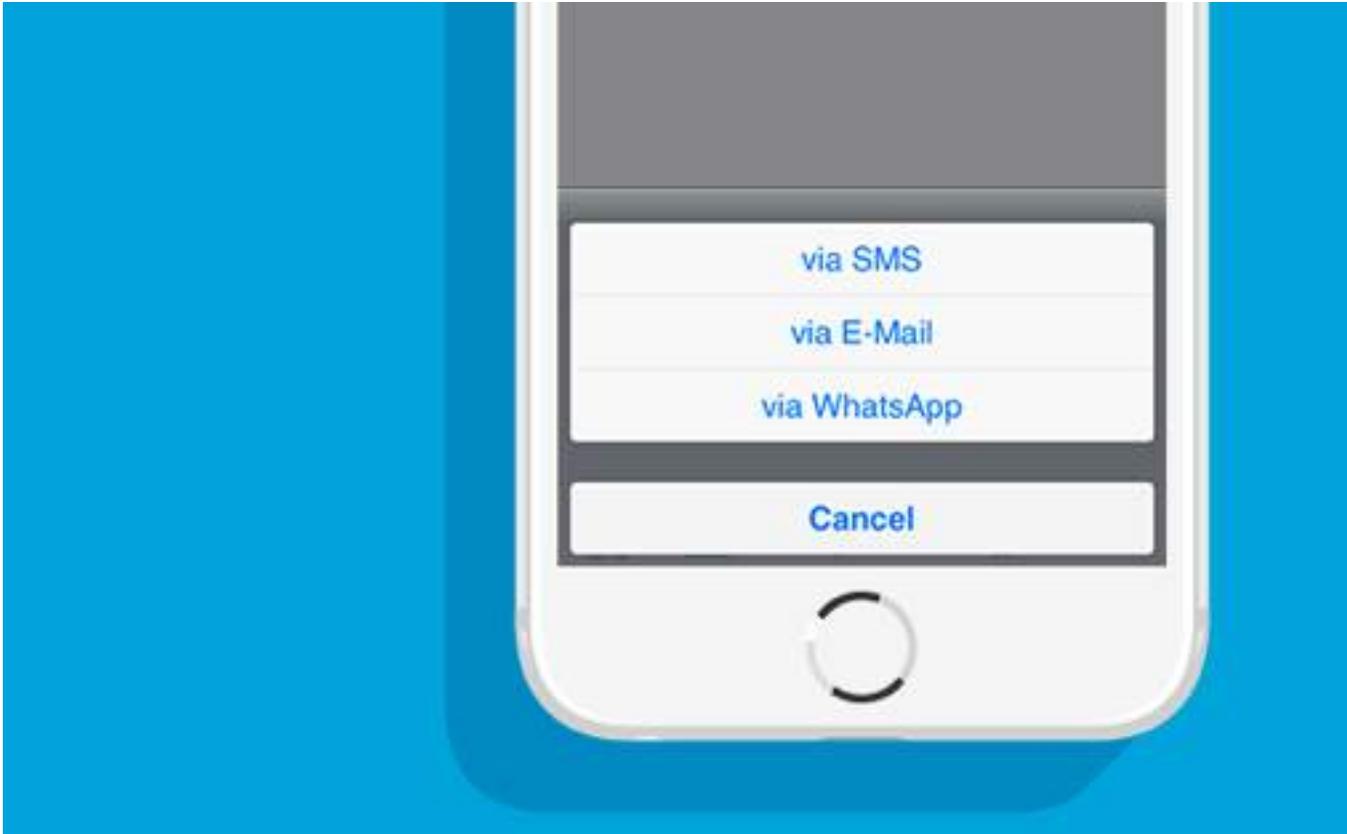
OVERVIEW COMMUNITY
In the overview you find no members at first. You have access to all members of the CompanyMessenger .

INSERT CONTACTS OUT OF THE COMMUNITY

Click on the PLUS top right in the menu bar and enter the name of the contact to be searched for.

By clicking the User-Icon next to the name you can invite the contact to your community. The contact now appears in your community in gray until the contact request is accepted.



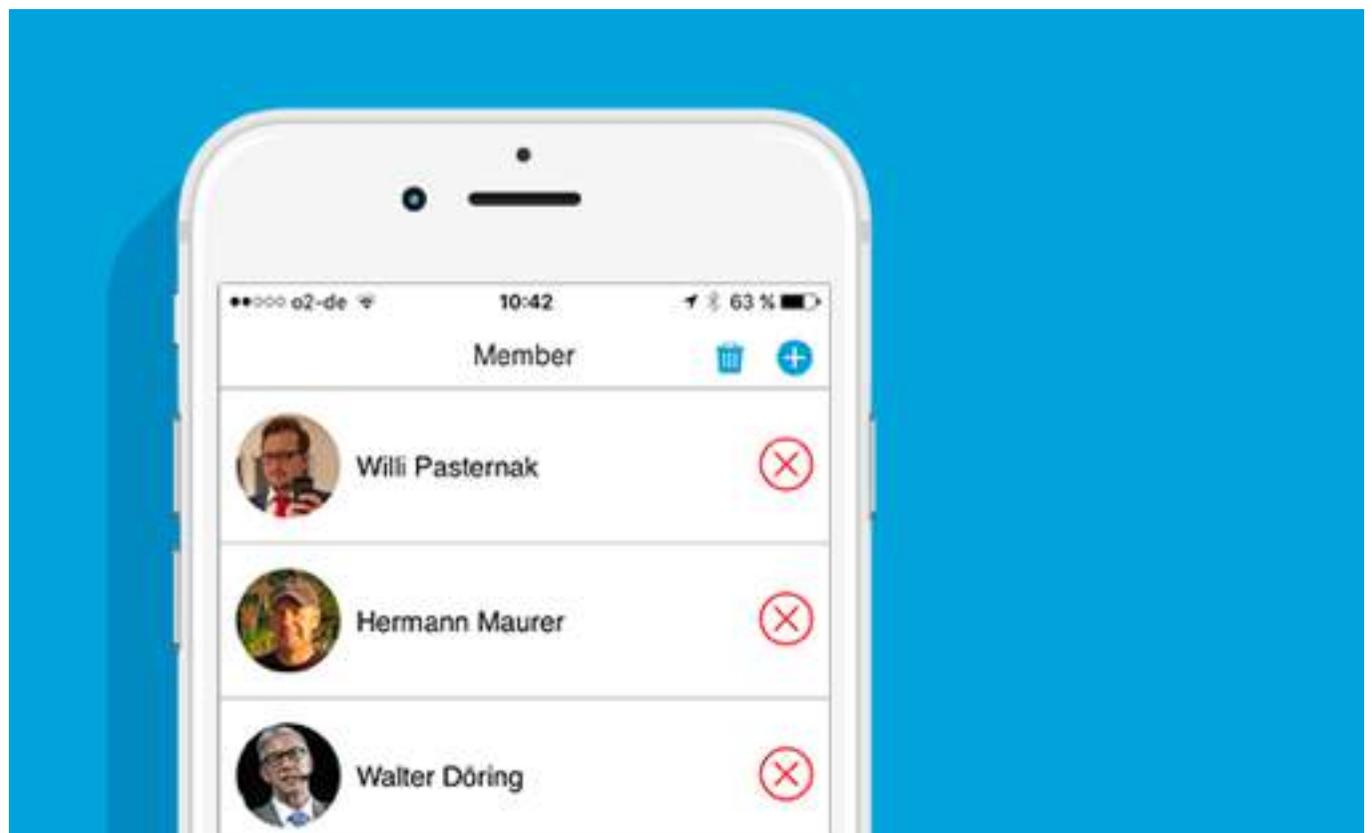


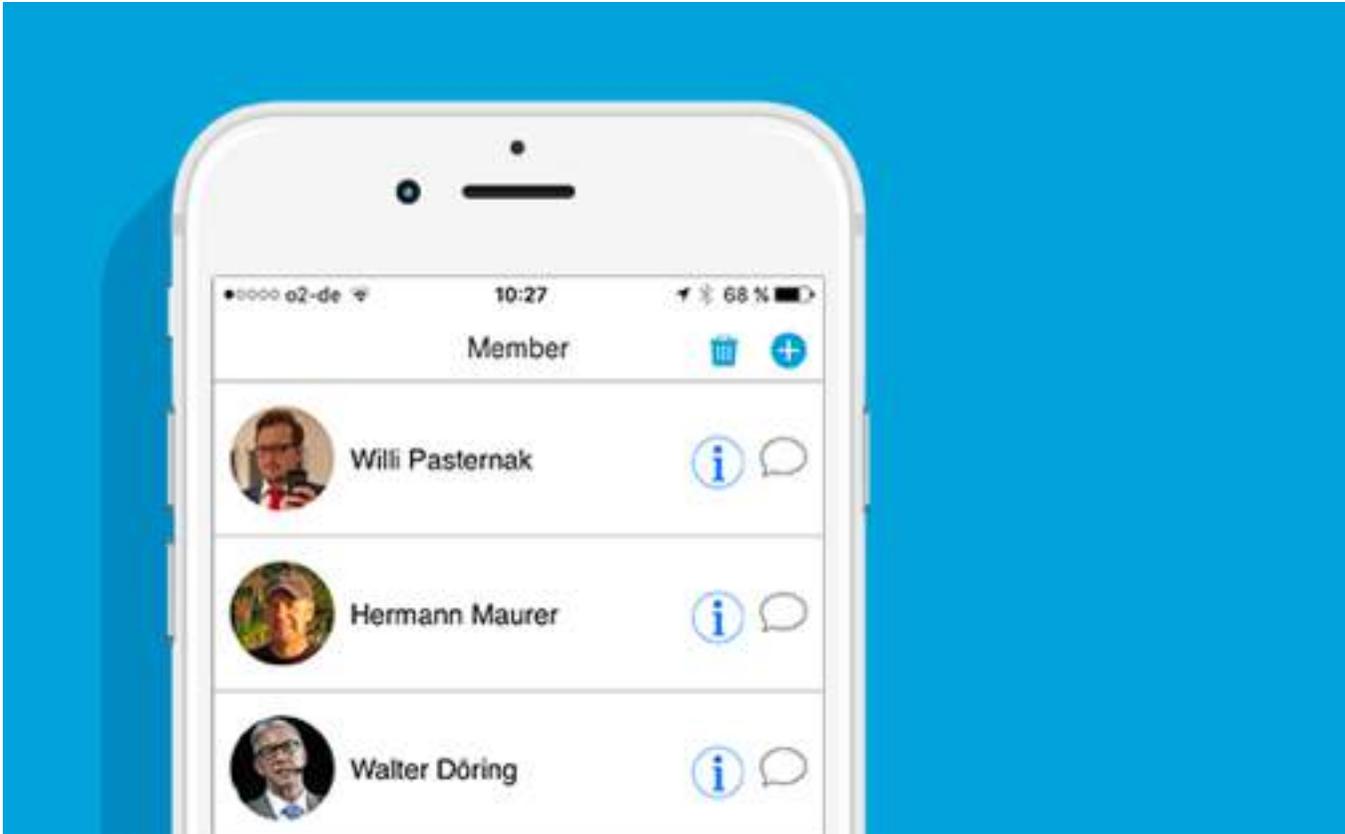
INVITE CONTACT
When the person searched for is not part of the CompanyMessenger Community they can be invited by sending SMS, E-Mail or per WhatsApp® .

DELETE CONTACT

To delete a contact from your Community click the wastebasket on the right.

If you accidentally click the wastebasket, you can at anytime break off with a click.





CALLING UP CONTACT INFORMATION

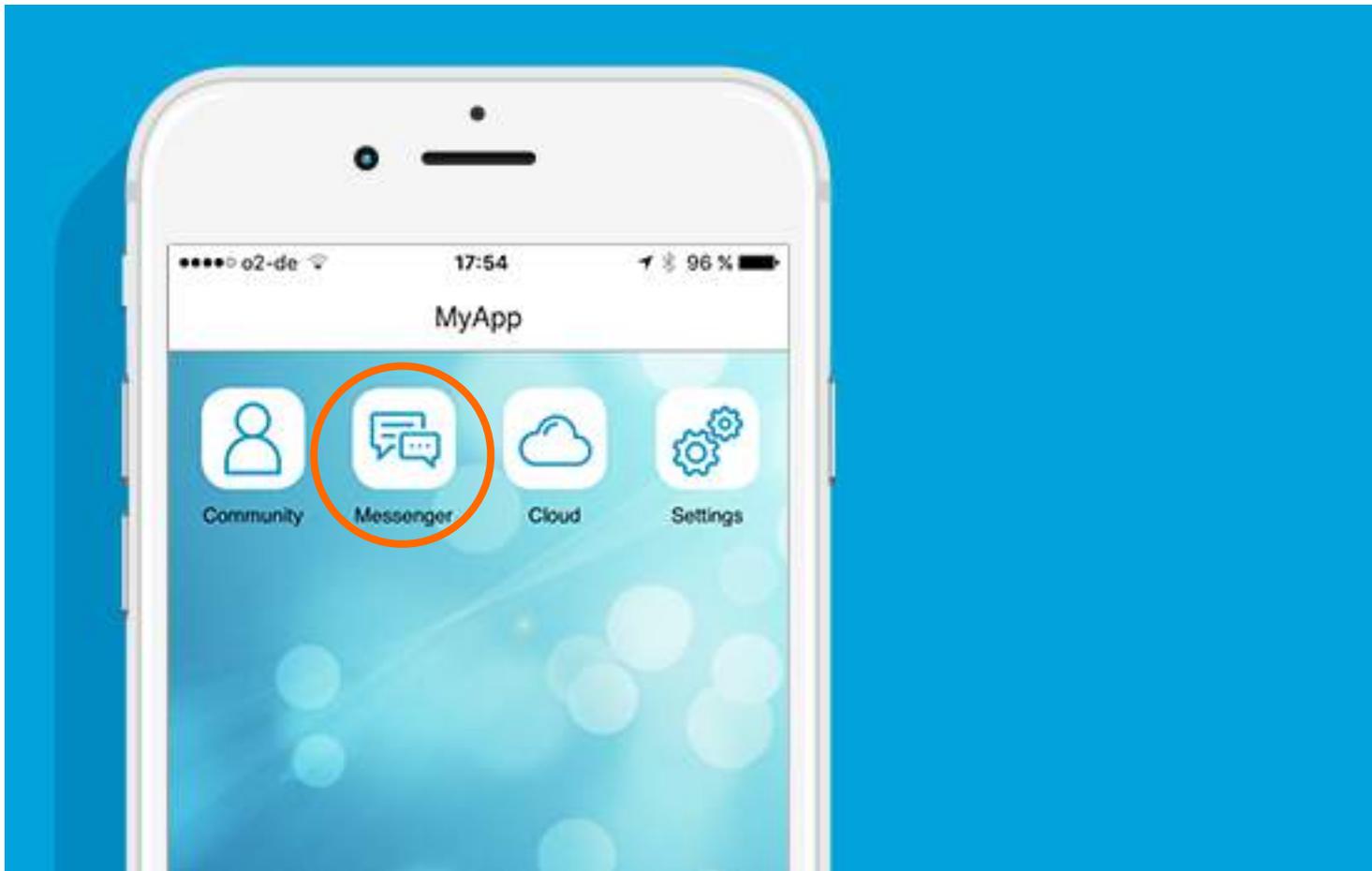
Using the Info icon next to the name of the member, gives you access to further information about the member.

OPEN CHAT

Further, you can start a chat with a member directly out of the Community. If a chat already exists, you will be brought directly to this chat.

Get into Contact
Communicate simple and
safely in your Community.

MESSENGER



**CALLING UP
MESSENGER**
You can find the
Messenger icon on
your Homescreen or in
the Tab bar.



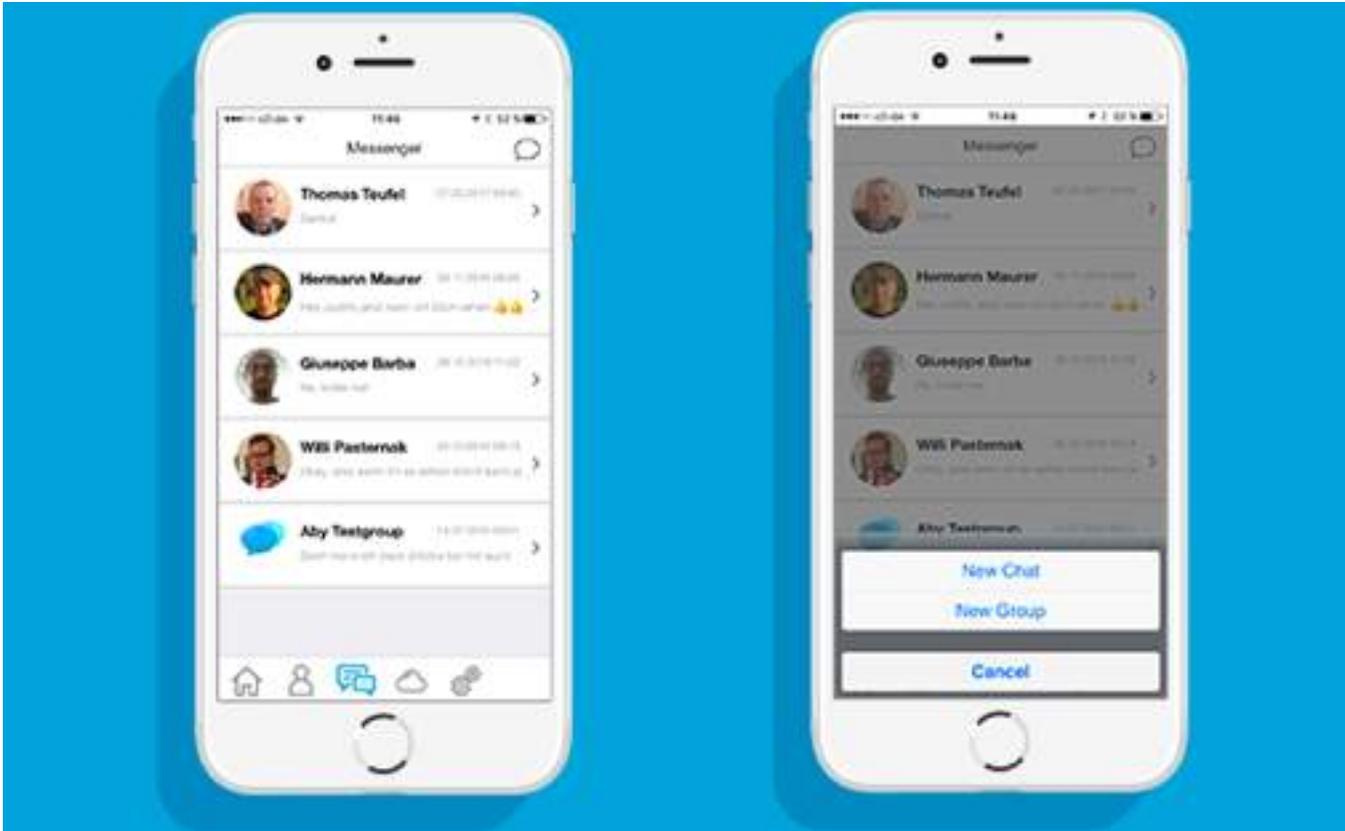
MESSENGER

Chat with your Contacts - and that on a secure platform! All data sent is safely stored in your Cloud.

The CompanyMessenger offers you the possibility to communicate with all your contacts - in a safe manner!

Data sent, is not decentral stored as common on the Smartphone, but remain in your private Cloud that you have sole access to. When you delete data from chat, the initial recipient no longer has access to the data - the data sovereignty lies with you.

With the Messenger you can chat with a single person out of your community, or, by using a group chat with several members simultaneously.

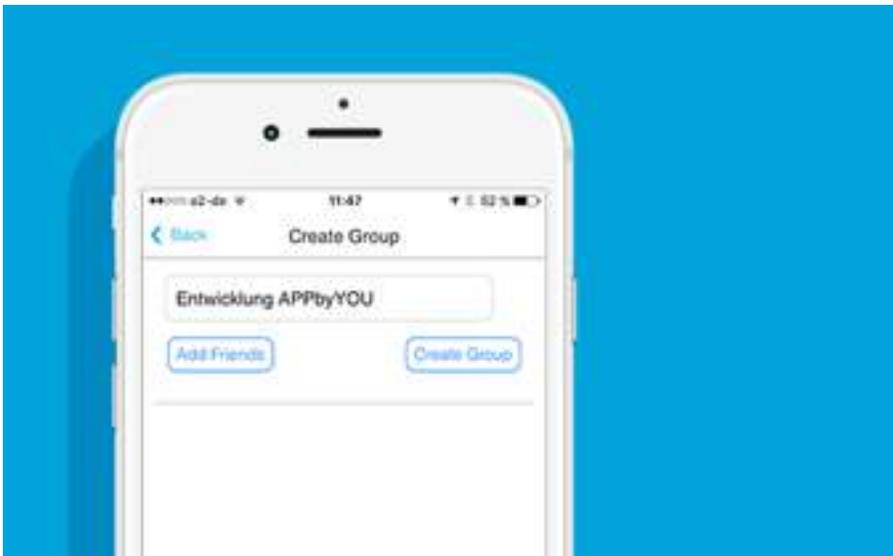


CHAT OVERVIEW

Provided you have not started a chat, the chat overview empty.

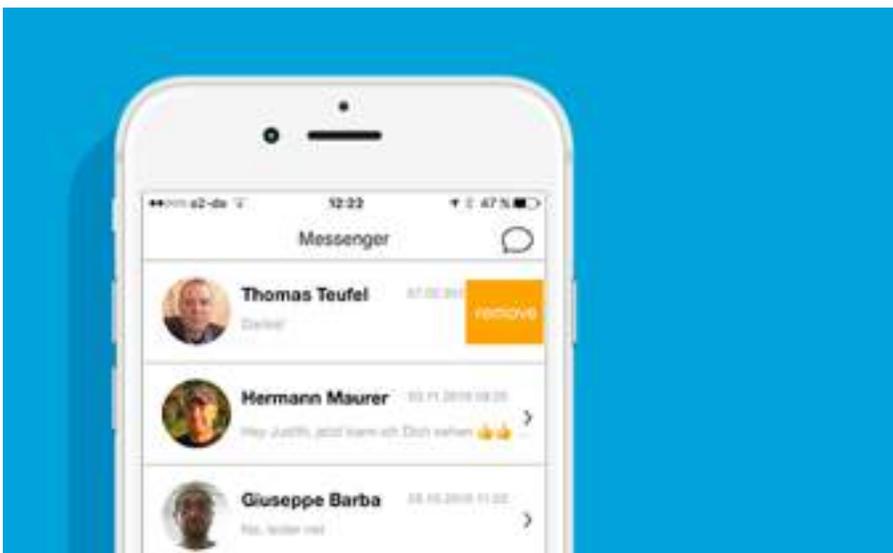
You can start a new chat using the Messenger icon in your Community, or in the Messenger using the Messenger icon.

You can choose yourself via the Messenger Icon in the Messenger if you want to start a single or group chat.



CREATE A CHAT GROUP

To create a new chat group choose Create Group. You can now name the chat group and add members.



DELETE CHAT

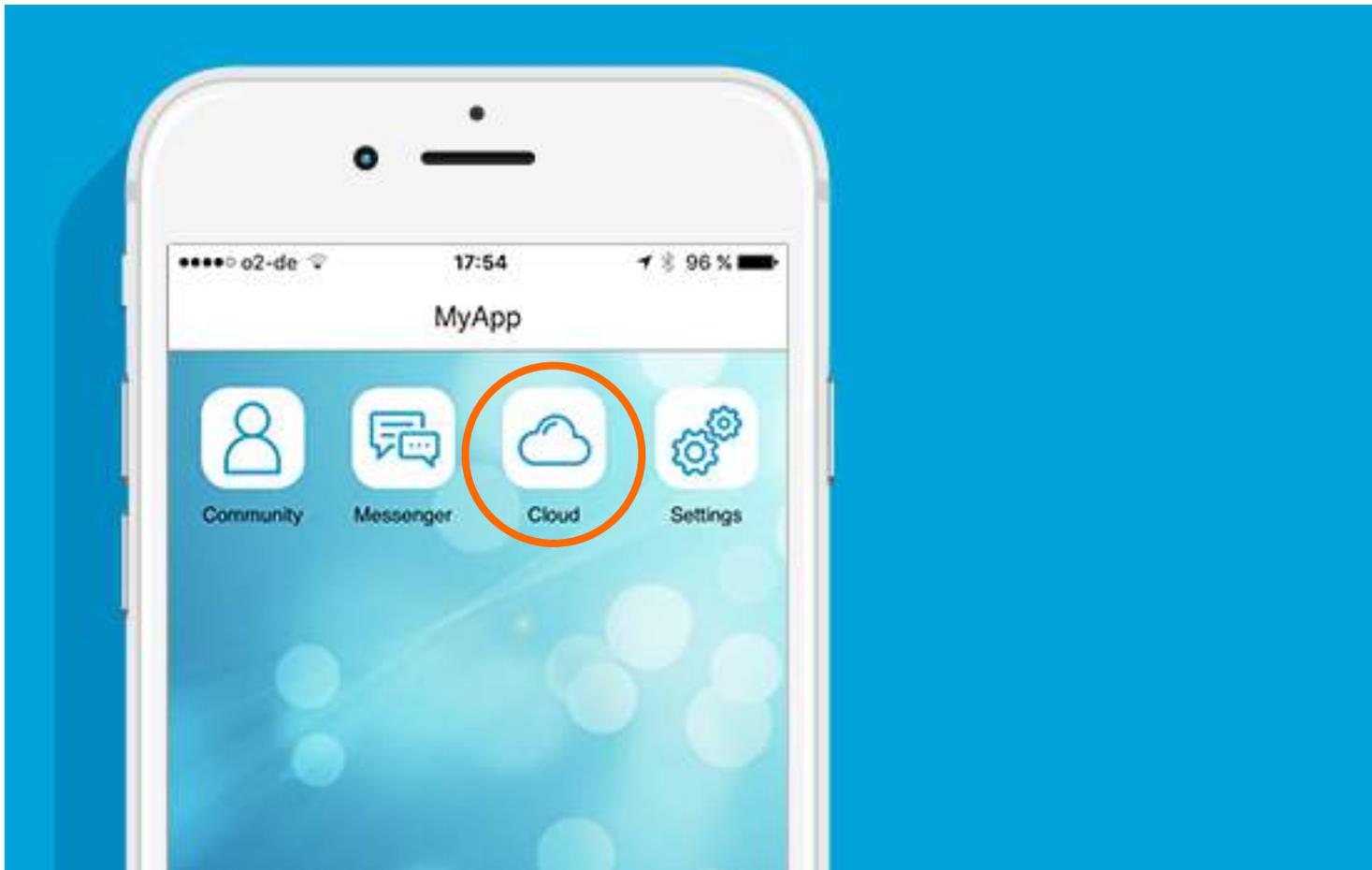
To remove a chat from the chat overview, swipe with your finger in the chat overview from right to left.

The remove button appears, which can be used to delete the single chat or group chat from the list.

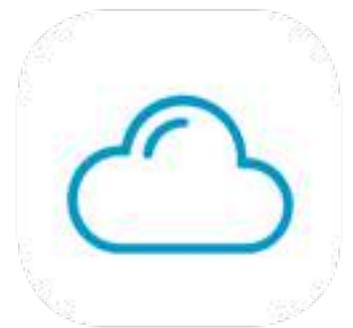
Your Data Storage
The Private Cloud of the
CompanyMessenger

CLOUD





CLOUD ACTIVATION
You can find the Cloud icon on your Homescreen or in the Tab bar.



CLOUD

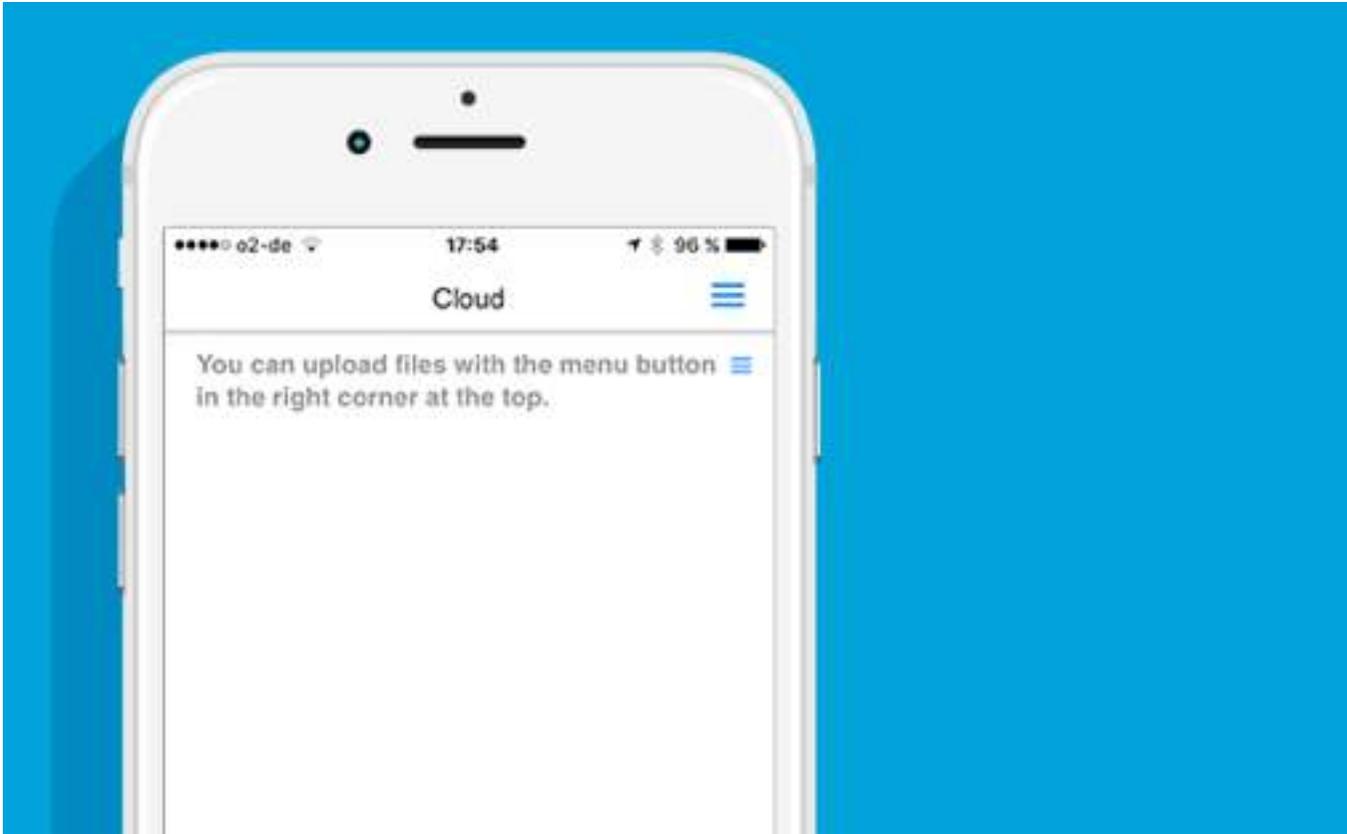
Your data is safe here!
Place important data and documents in your private cloud and you control who has access to the data. You manage the access rights - only you alone!

The Cloud of the CompanyMessenger is your private secure Cloud - no one has access to your data.

Your cloud is securely located on a private server in a in a high-security data center. Data collectors have no access. You decide which contents of your cloud may be seen and accessed by others - and that very selectively! You grant access rights to individual to folders of your cloud. The administrative functions of the access rights are in your control and can be revoked or cancelled at any time.

In the same manner, you can remove data out of your cloud making the data unavailable to others. The management of the data remains solely yours.

In the cloud, various types of data can be filed, opened, edited and managed.



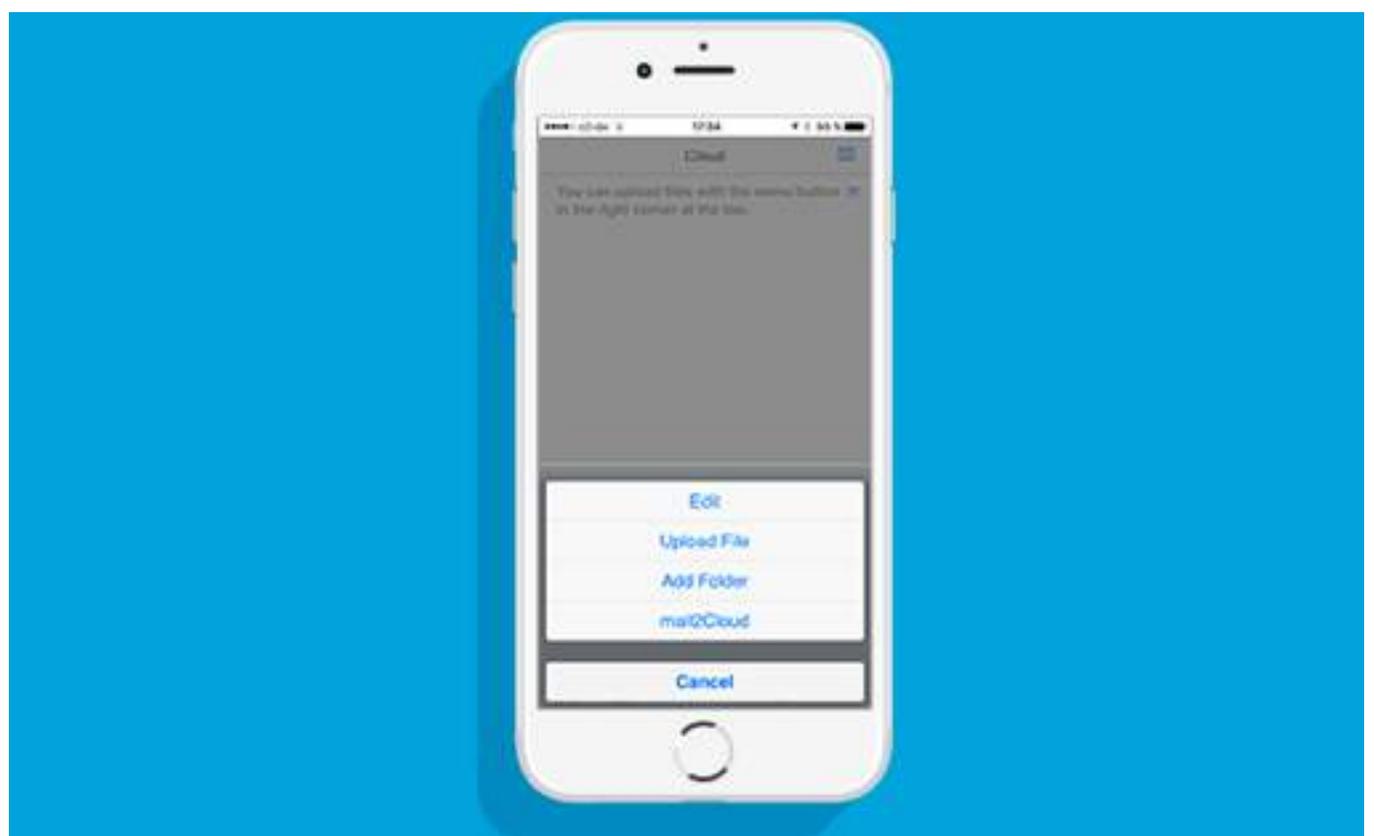
YOUR CLOUD

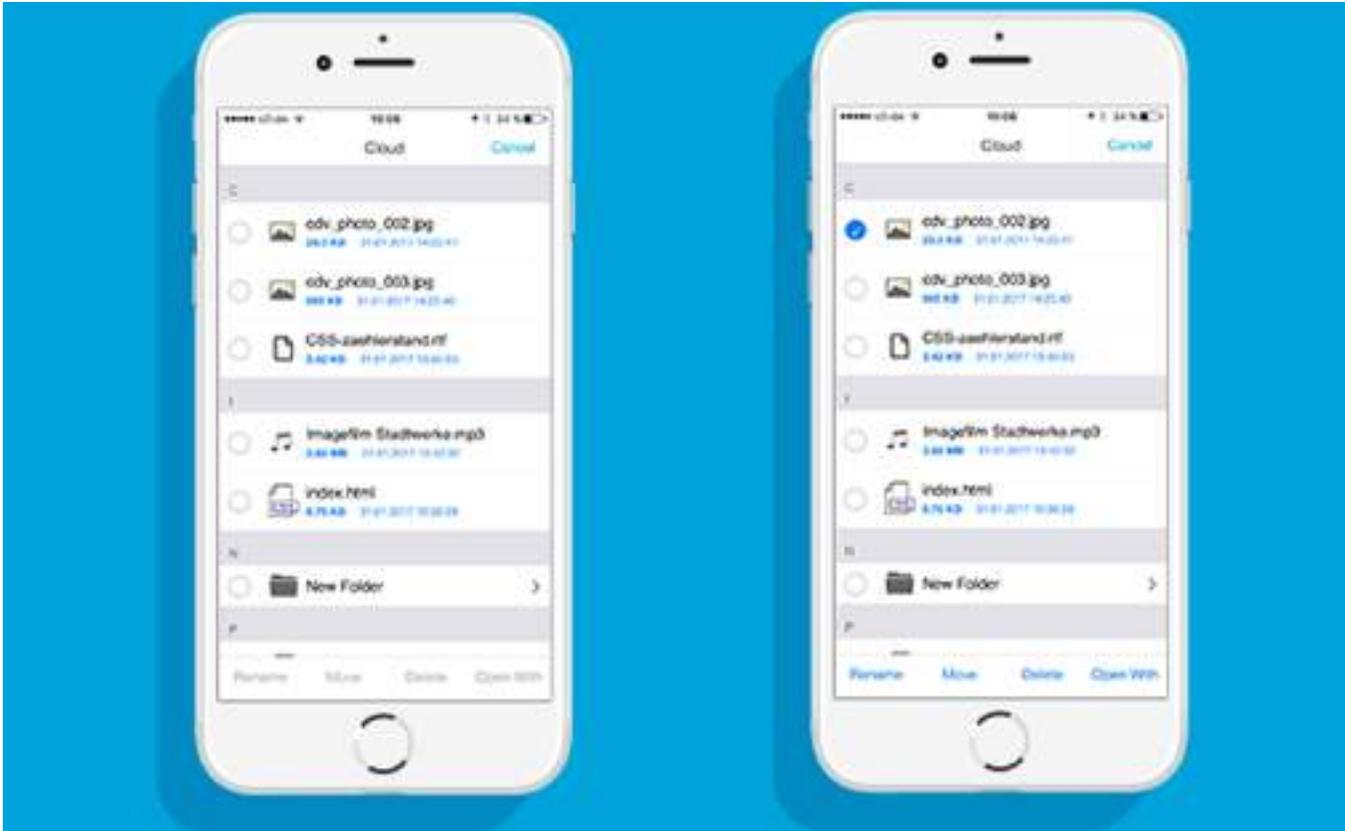
You can open the Cloud icon on your Homescreen or in the Tab bar. At first, it contains no data. Using the Menu-button right corner at the top, you can add data.

MENU

By clicking the Menü-Button right corner at the top in your cloud, you gain access to various functions.

You can edit the data, add data, add a file, or save your Mail2Cloud address in your address book.





EDIT

Using the Menü-Button you enter the edit menu. Choose EDIT. You now have the possibility to choose data or folders.

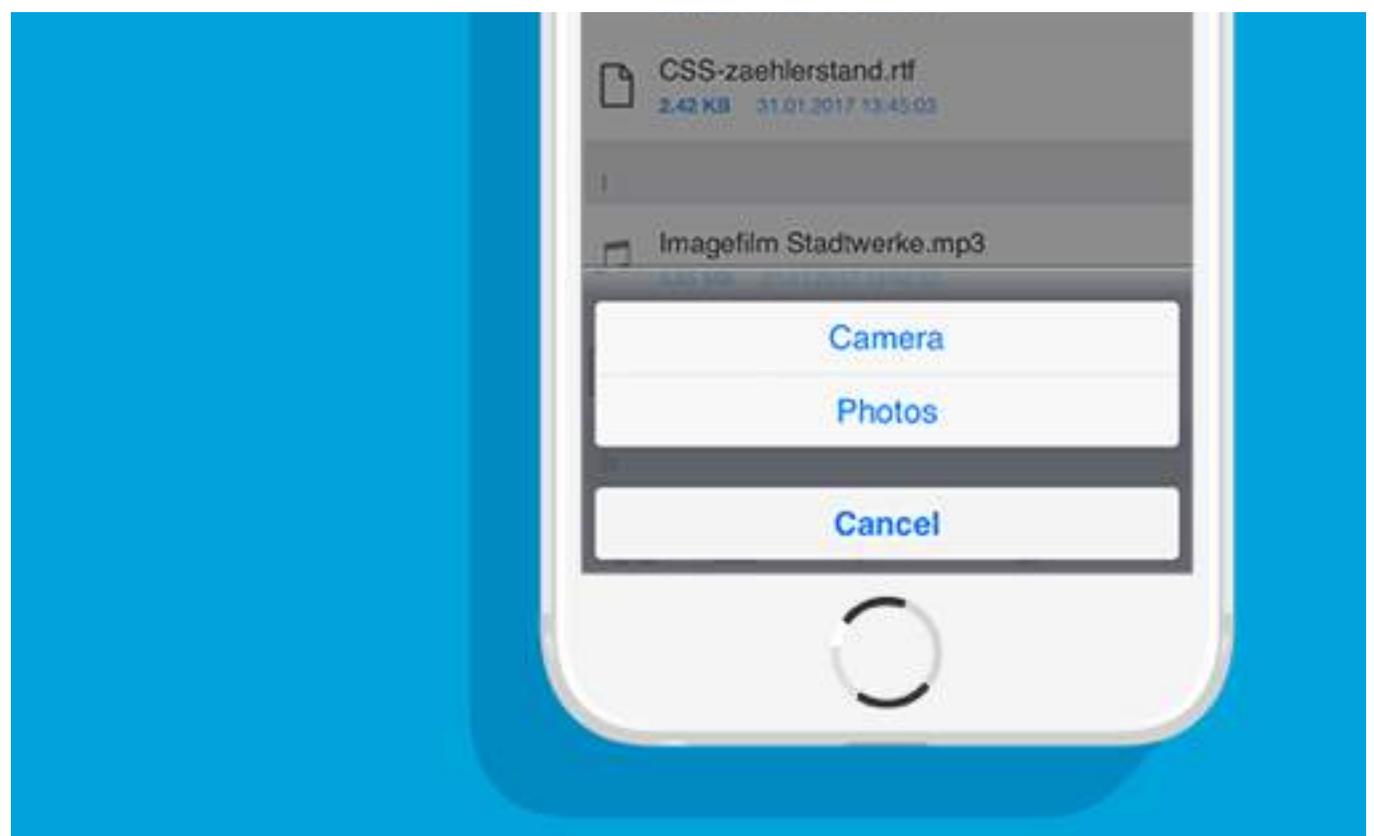
You can now **Rename, Move, Delete** or **Open With**.

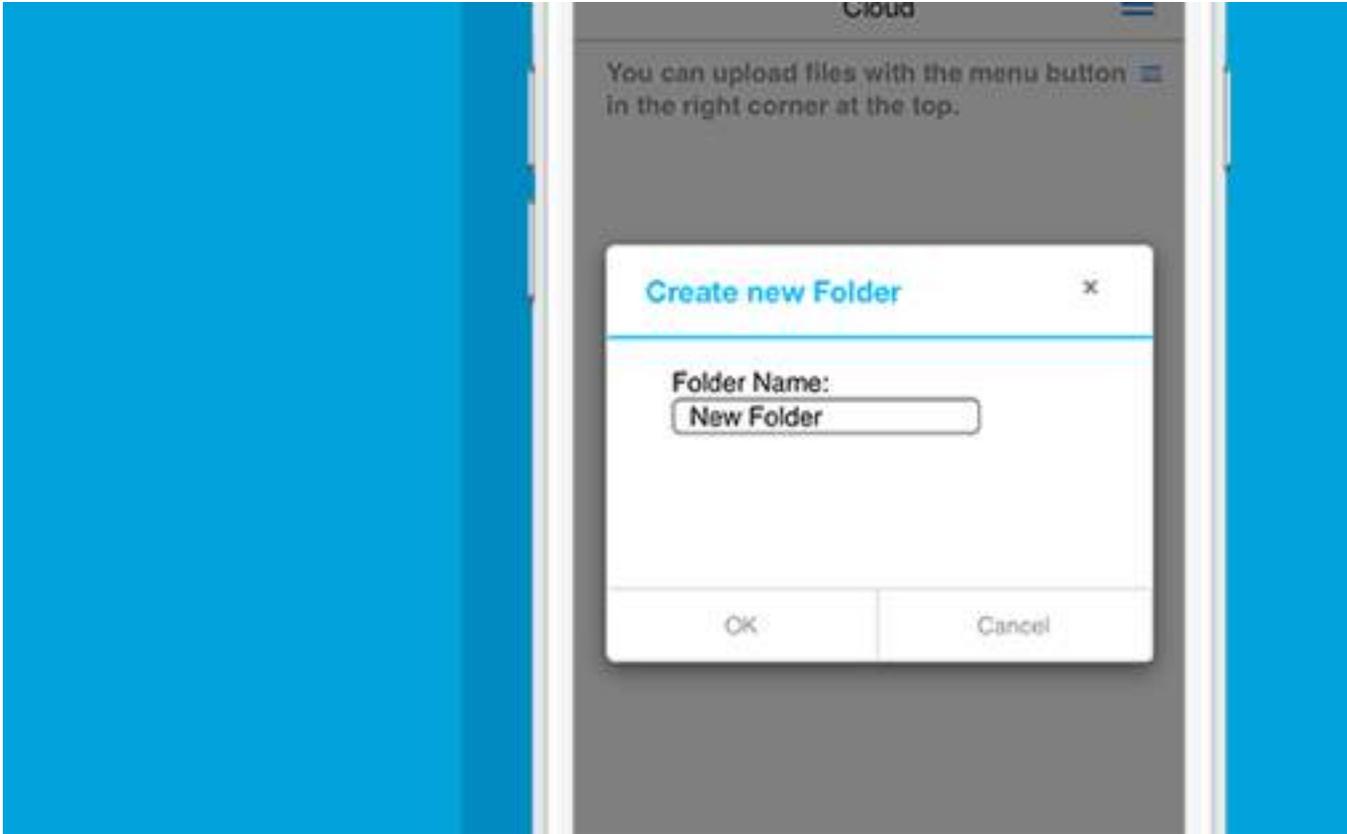
You have the possibility to open data with a specific program when you choose **Open With**.

The choices are those seen with the blue background.

ADDING DATA

Using Add Data you can save data to your cloud. Pressing the **Camera** button sends and saves the data directly to your cloud from your Smartphone.. You can also access your Smartphone storage and upload data to your cloud.





CREATE NEW FOLDER
Create a new folder in which you can place data. Name the folder and confirm the entry with OK.

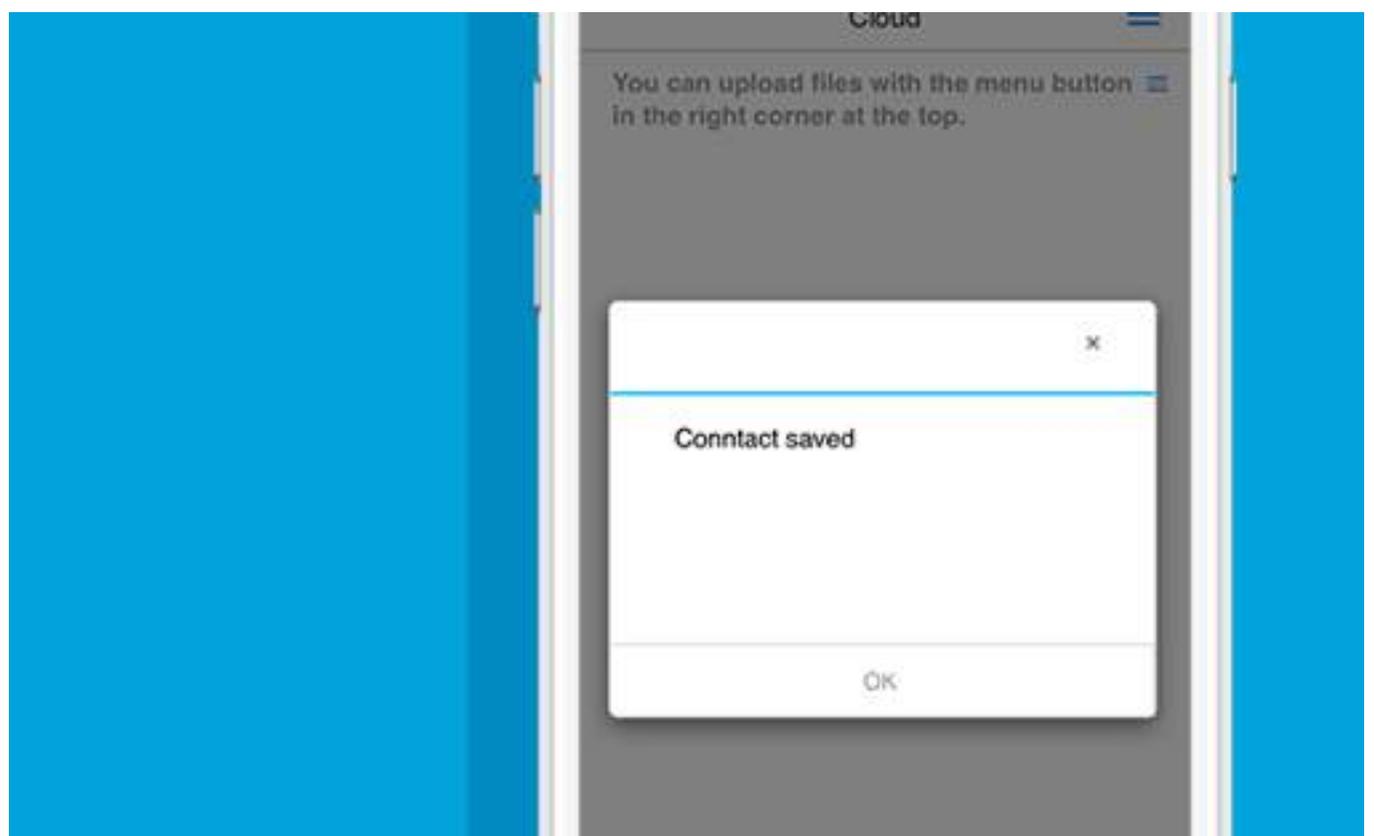
Hint
You have the possibility to share the folder that you created with other members of your community.

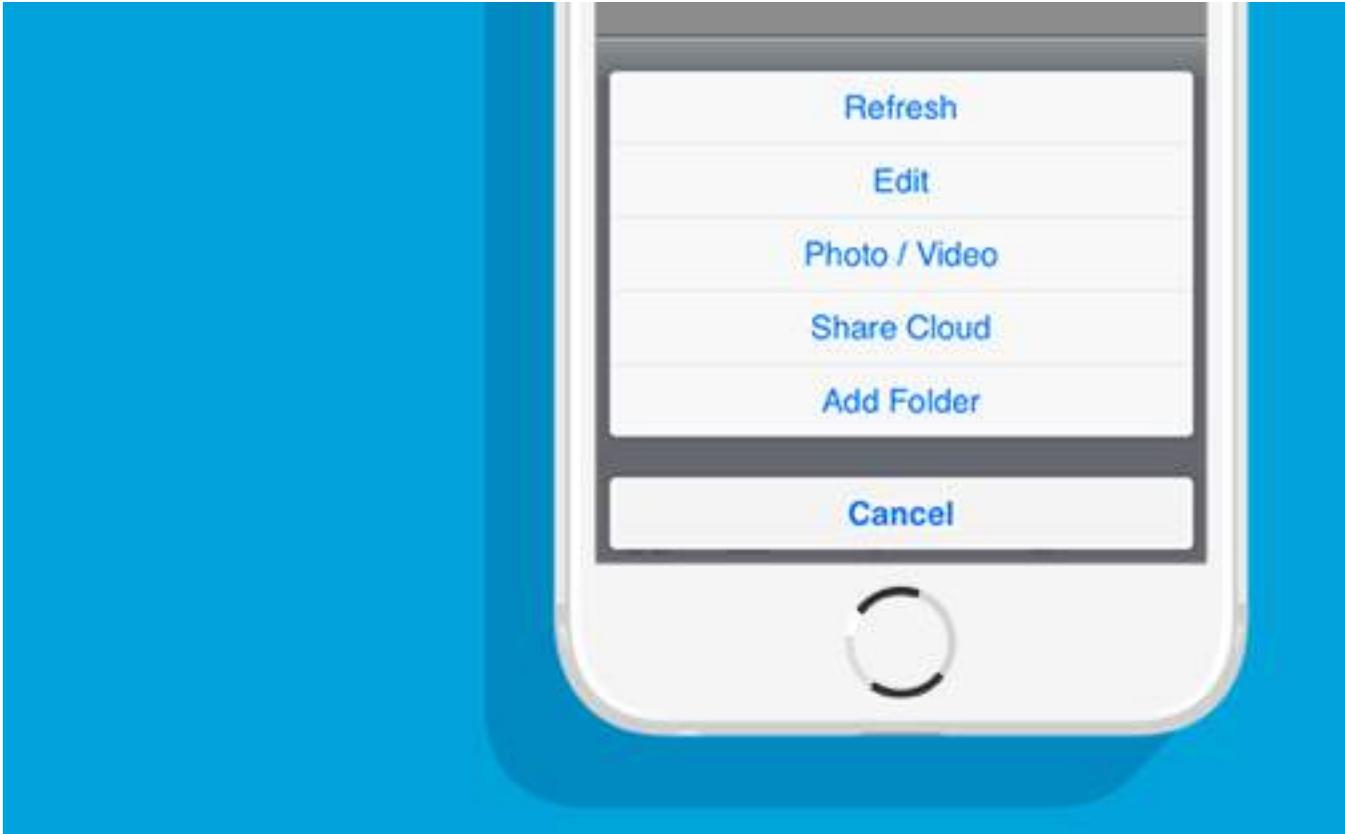
MAIL2CLOUD

With the Mail2Cloud function of the CompanyMessenger you can add or send data per e-mail to your cloud.

Write a new e-mail with your mail programm and send it to your Mail2Cloud e-mail address. The data that you sent will now be automatically filed and saved in your cloud.

When you open the Mail2Cloud on a smartphone, the contact will be saved. Using the Web-App you will receive the e-mail-address displayed.





FILE MENU

Within a file you have further access to various menu points.

Pressing **Refresh** in the file menu you can update the contents of the files which have been edited previously (**Rename, Move, Delete** or **Open With**) or new data added.

Further, as previously mentioned, you can share access to files with members of your community.

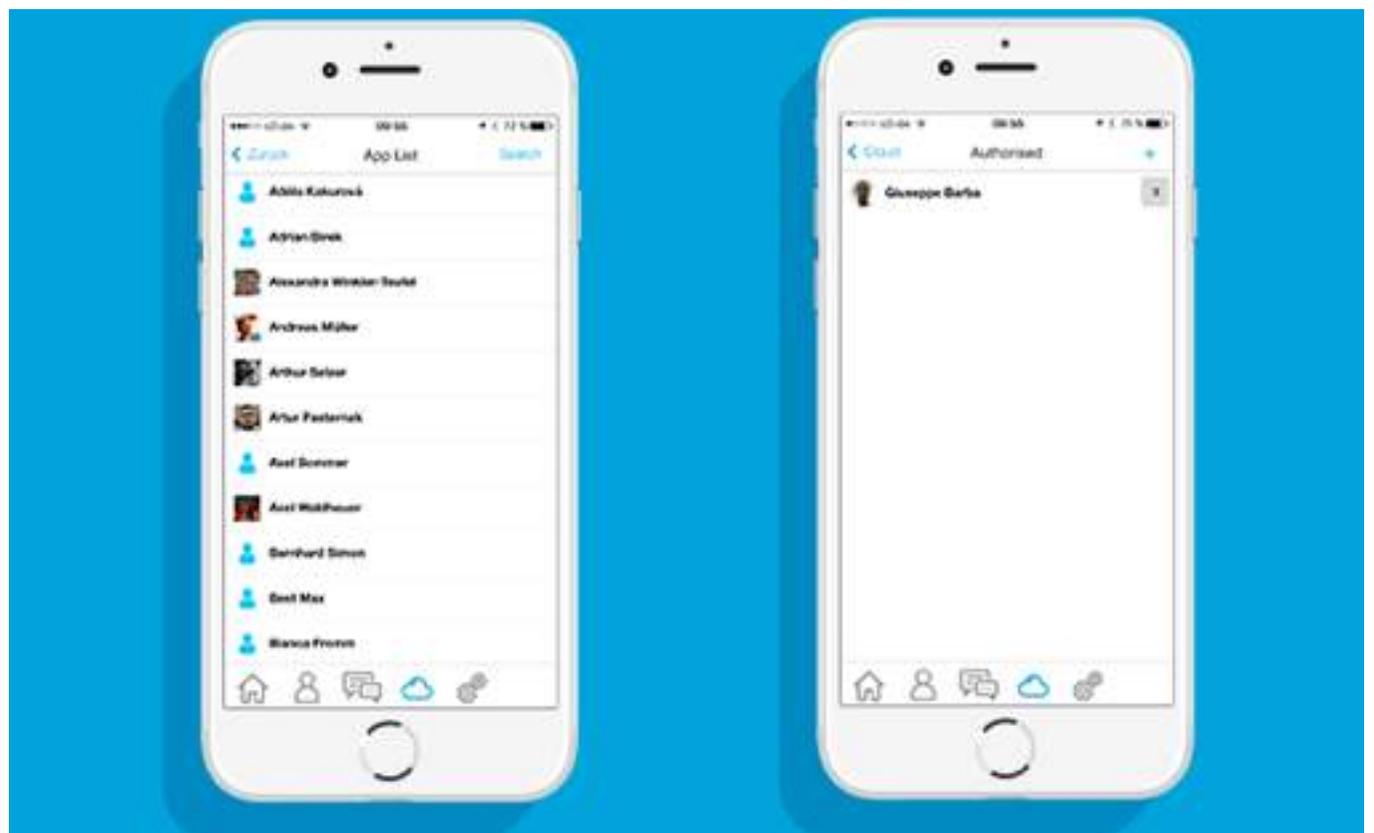
Within these folders sub folders can be placed.

SHARE FOLDERS

You can share the contents of your private cloud with other members of your community using the **Share Folder**. Choose the members from your community list with which you want to share the folder. If a member can not be found in the list, they can be found using search. After confirmation the member appears as an authorized contact in your list. You can revoke or cancel the access rights at any time.

Hint

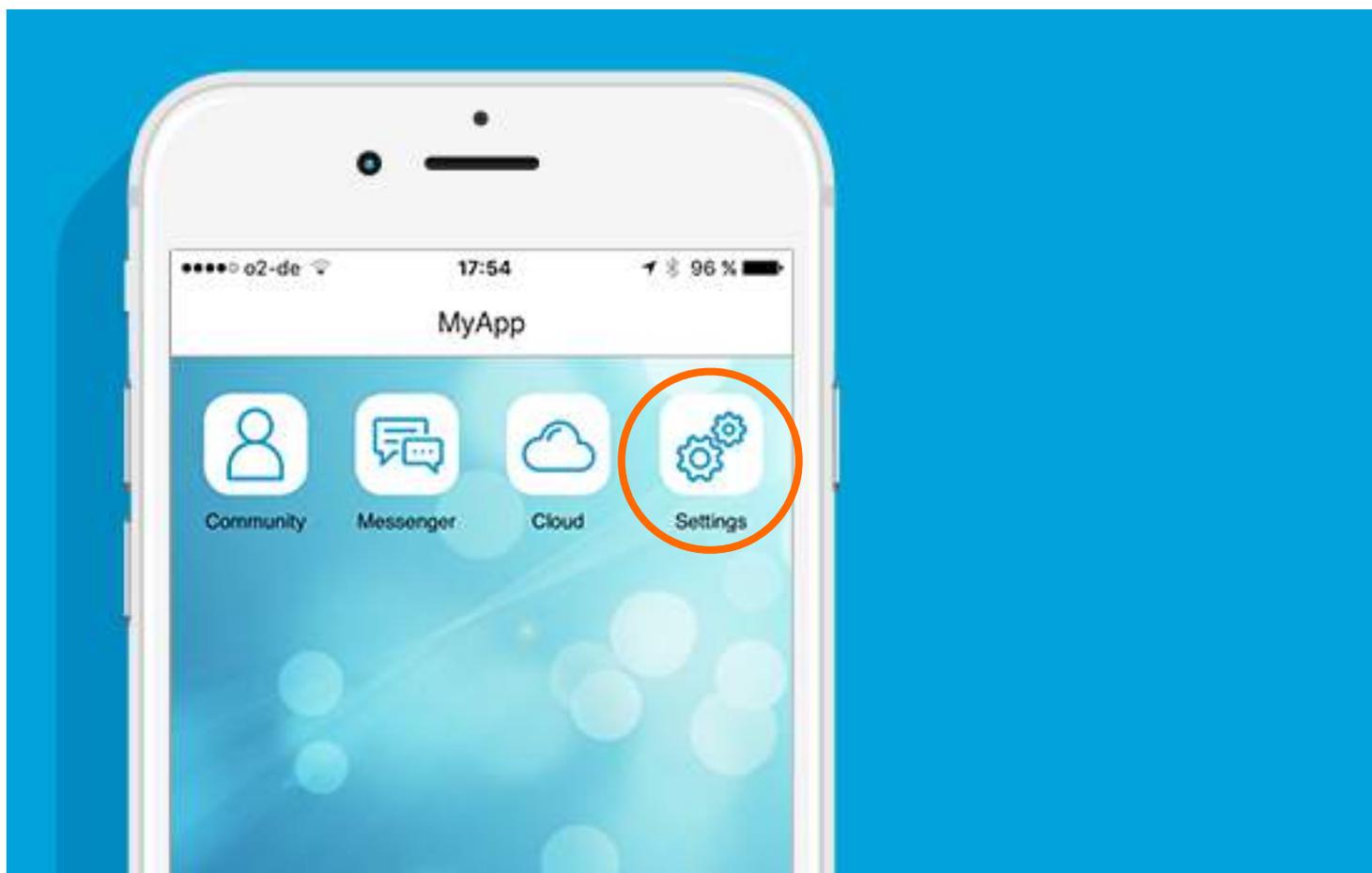
When you share a folder, the member of your community has only viewing rights. That means, no one but you can delete or edit the data.



Your
CompanyMessenger

SETTINGS





ENTERING SETTINGS
 You can find the **Settings** icon on your homescreen or tab bar.



SETTINGS

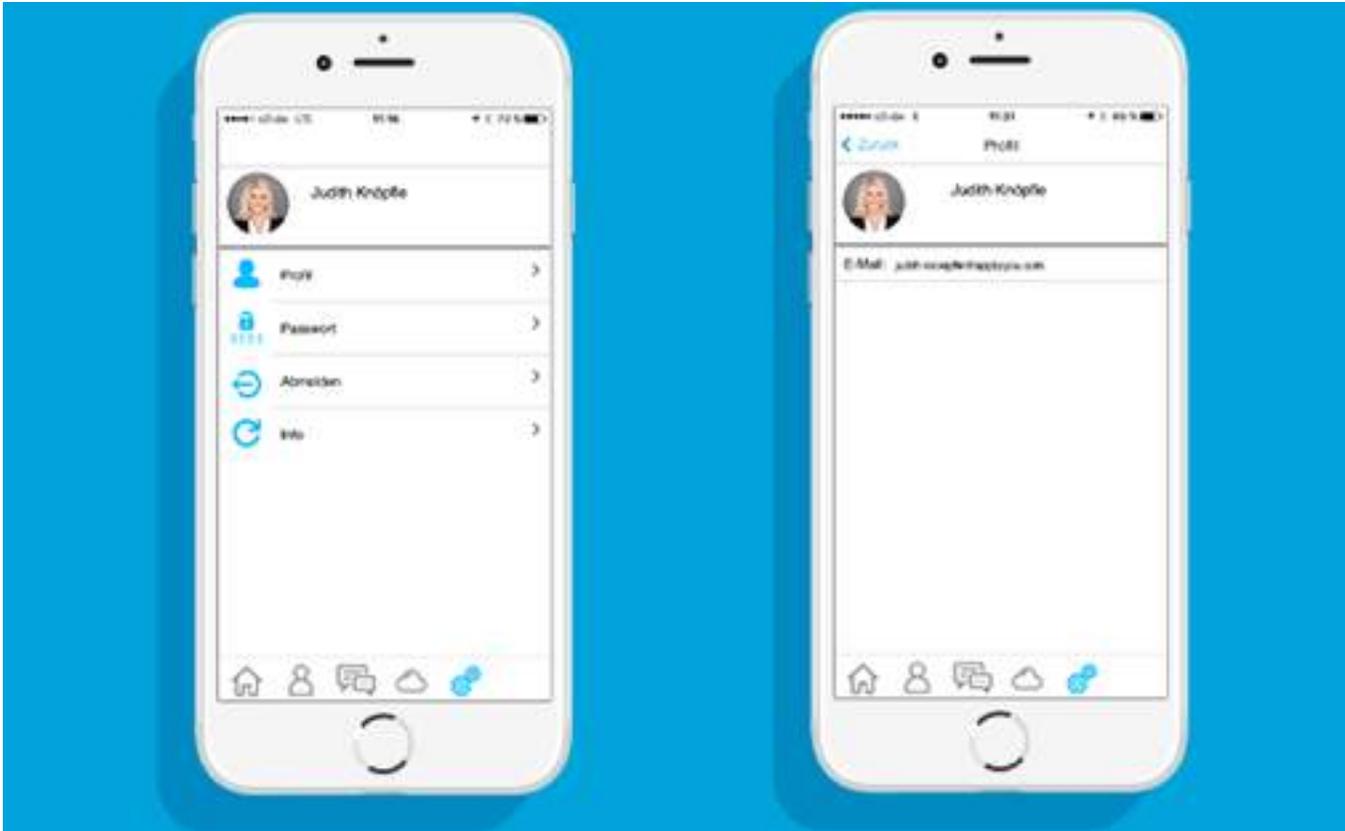
Your personal settings. Edit your profile and manage your own CompanyMessenger.

You can manage the personal data of the CompanyMessenger in **Settings**.

Manage your personal data, your user name, and your registration information.

Here you will also find the status of your app, check for updates, and if needed the installation.

If help is needed, you can find the manual here that will help you use the CompanyMessenger.



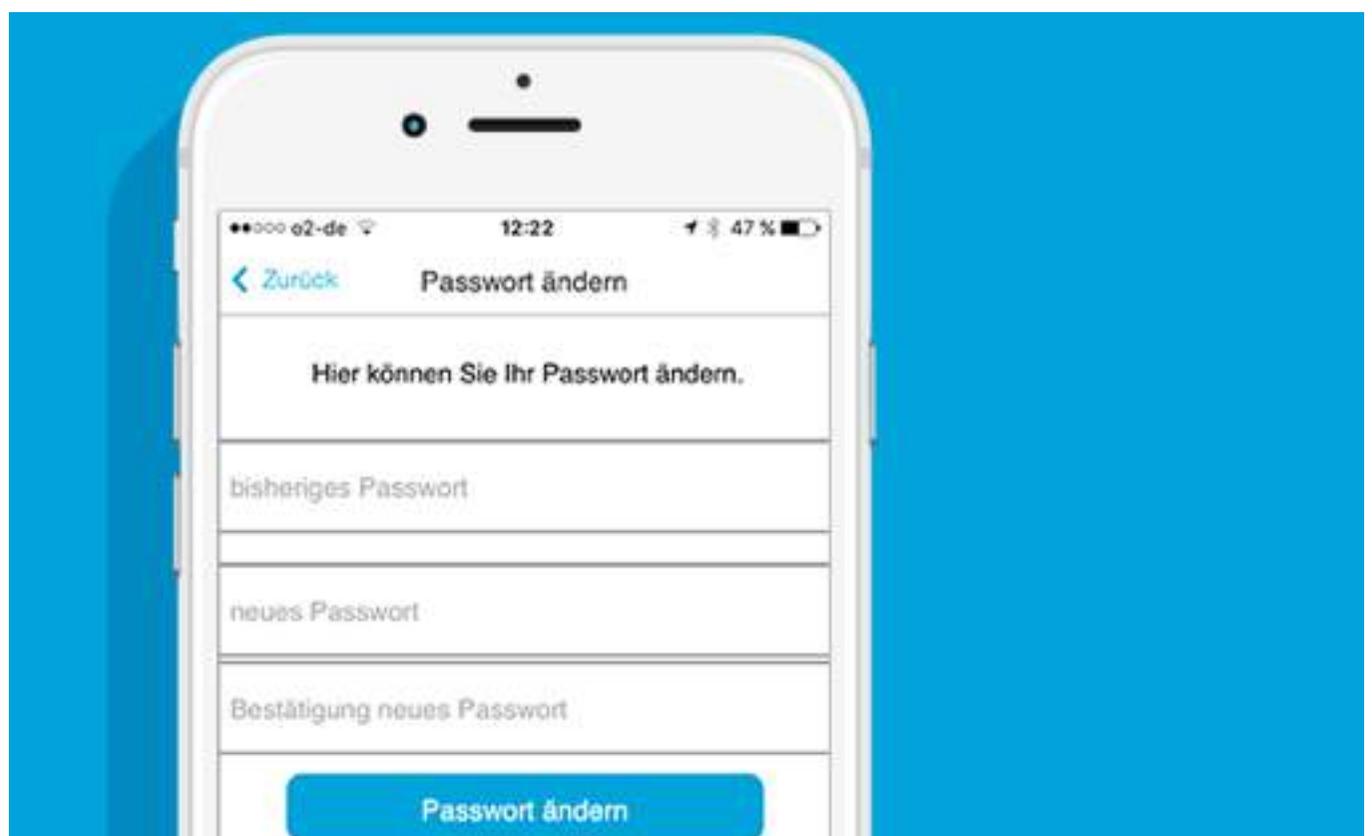
PROFILE
Your Profile consists only of your entered e-mail address.

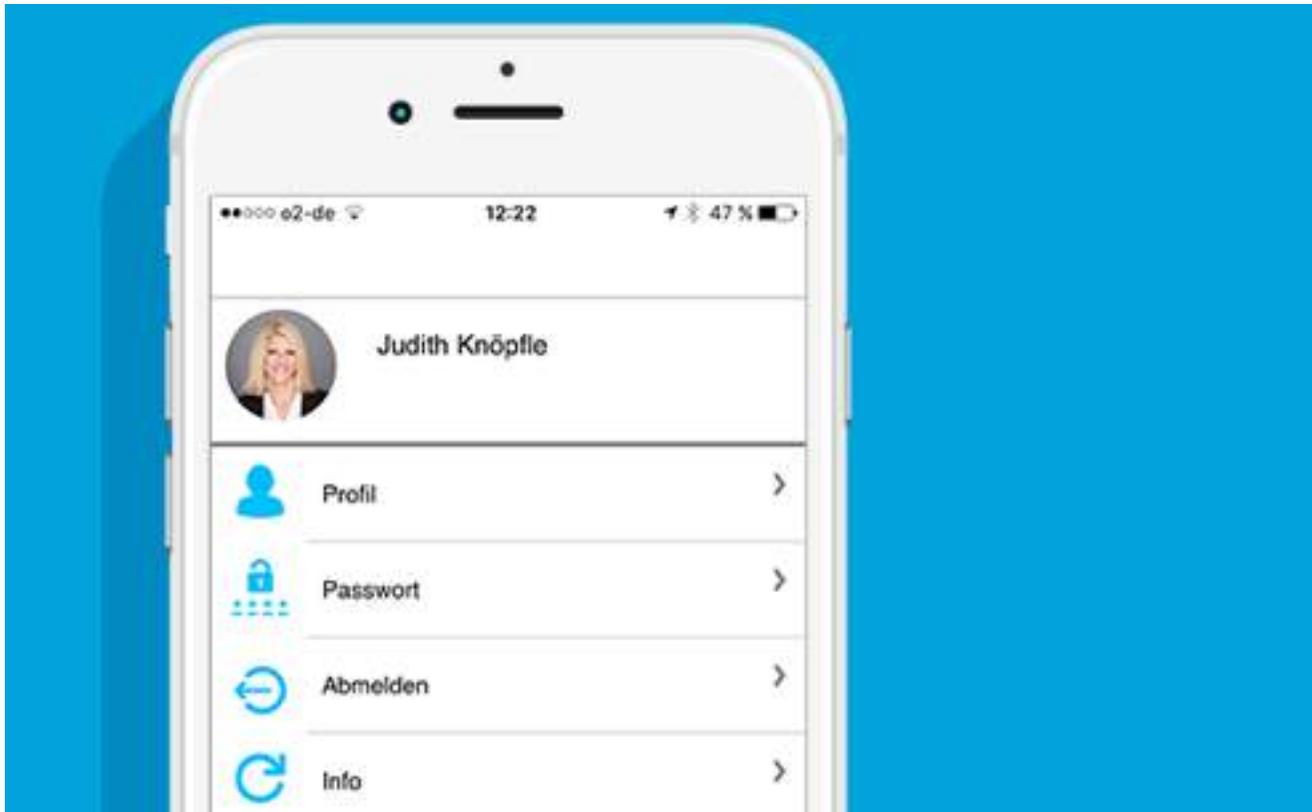
You can change your profile picture here. Click on the picture and select the picture wanted from your smartphone storage or take a new picture with your camera.

Hint
In the near future you will be able to edit and supplement the data.

CHANGE PASSWORD

To change your password, enter your **Current Password** , enter the new one in **New Password**, and then confirm with **Confirm New Password**.





LOG IN/LOG OUT

Here you can log out and log in.

If you are logged out and forgot your password you can use the **Forgot Password** function and have a new password sent to your e-mail address that you had registered with.

INFO AND HELP

The info page displays the status of your CompanyMessenger. Here you can check for updates available and can install them. Using Help you can get to the manual.