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Important Notes

CipherCloud Encrypted Files

- When storing data in your Secure Box folder, CipherCloud will encrypt your data.
- CipherCloud encrypted files have an extension titled .ccsecure.
- CipherCloud will leave the original filename and append .ccsecure to the filename.
  - Example, original file Test.txt after encryption will become Text.txt.ccsecure.
- CipherCloud encrypted files will always remain encrypted. If you save a .ccsecure file to removable media or email that file, it will remain encrypted. This means that the CipherCloud agent and proper authorization to that file, will always be a requirement to open and access.

CipherCloud Agent

- There are agent installs for both Mac and PC as well as mobile agents for iOS and Android devices.
- The agent is a requirement in order to access the encrypted files.
- The agent requires the user to authenticate to Box (even if you are already logged into Box) once every 30 days.
CipherCloud Desktop Agent
Installing the Agent
Windows

1. Run the UCSF-ciphercloud.EXE

![Image of CipherCloud Client Application]

2. Click Exit when complete

![Image of Message from UCSF IT]

The CipherCloud for Box agent has been installed. Thank you.

Exit
Verifying that CipherCloud is Installed: Windows

1. Click on the Start/Windows menu and look for the CipherCloud icon.
2. You can also look for the **CipherCloud** application folder on your computer’s hard drive.

```
  [Image: Desktop folder with CipherCloud application]
```

**Mac**

1. Open **CipherCloud_Install.dmg**

```
  [Image: CipherCloud Install wizard]
```
2. Run **CipherCloud.pkg** and use all installation defaults

3. Click close.

Verifying that CipherCloud is Installed: Mac

1. Open your **Applications** folder and look for the **CipherCloud** application

Accessing Files

1. Open a CipherCloud encrypted file (**filename.ccsecure**) using one of the following methods:
From your local Box Sync folder
• Directly from Box using Box Edit
• Or downloading the CipherCloud encrypted file from Box and saving it to your machine

2. Once you have your CipherCloud encrypted file, open the file from your system (or if you are opening via Box edit, choose the Box “open” button)

3. A web browser will open asking you to authenticate to Box to ensure you are an authorized user.
   Authentication process is only required once every 30 days. If you have already authenticated, the file will just open and be available for viewing and editing.

4. Grant CipherCloud access to your Box account

5. After authentication is successful you will receive this message

6. Your file will now open and be available for use to view and edit.

7. Authentication is good for 30 days. Subsequent attempts, during the 30-day period, to open CipherCloud encrypted documents will result in instant access to those files without the need to authenticate.
CipherCloud Mobile Agent
Installing the Agent

iOS
1. Open the Apple App Store and search for CipherCloud
2. Install the CipherCloud App

Android
1. Open the Google Play Store and Search for “CipherCloud for Box”. Do not download any other version of CipherCloud.
2. Install the CipherCloud for Box App

Accessing Files
iOS
1. Open the Box application on your iOS device
2. Locate a CipherCloud encrypted file (filename.ccsecure)
3. Click the file, note that preview does not work on an encrypted file
4. Click the “Open in” button

5. Select Open in
6. Choose Open in CipherCloud

7. A web browser will open asking you to authenticate to Box to ensure you are an authorized user.
   **Authentication process is only required once every 30 days. If you have already authenticated, the file will just open and be available for viewing and editing.**
8. Grant CipherCloud access to your Box account

9. After successful authentication the file will open

Android
1. Open the Box application on your Android device
2. Locate a CipherCloud encrypted file (filename.ccsecure)
3. Click the file, note that preview does not work on an encrypted file
4. Click the “Open in” button
5. Click Open with other app…
6. A web browser will open asking you to authenticate to Box to ensure you are an authorized user. Authentication process is only required once every 30 days. If you have already authenticated, the file will just open and be available for viewing and editing.
7. Grant CipherCloud access to your Box account

8. After successful authentication the file will open