



Getting Started With TitanFile

The Secure File Sharing and Collaboration Platform



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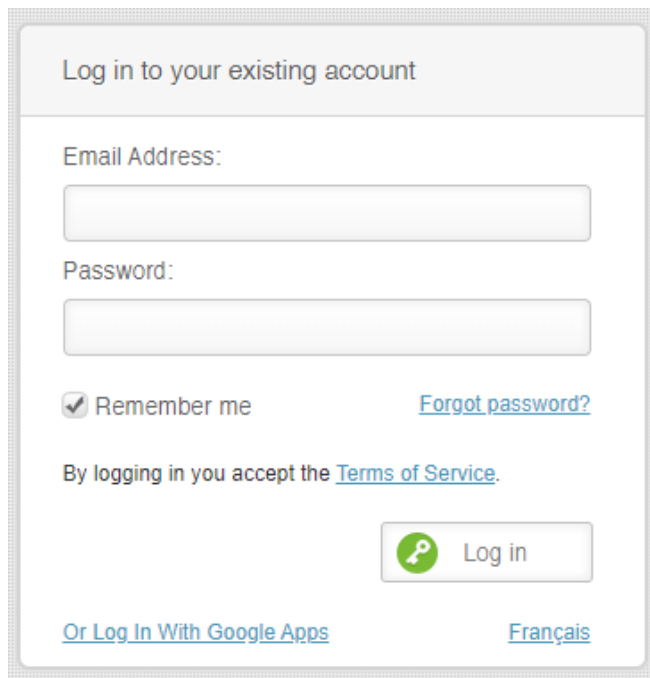
1 Accessing your TitanFile account

- 1 Visit app.titanfile.com to log into your TitanFile account
**Note: If you were provided with a branded link, please use that instead.

← → ↻  app.titanfile.com

For easier access, you can bookmark this page!

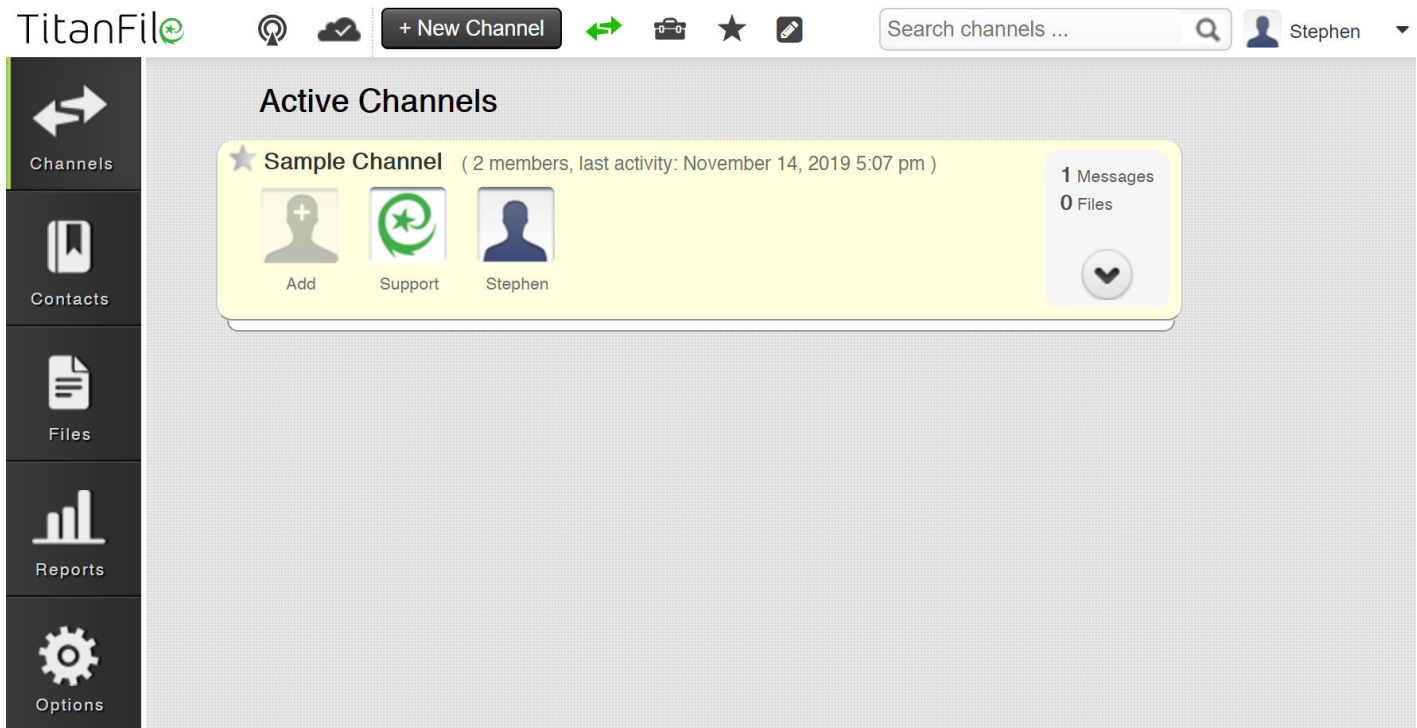
- 2 Type in your email address and password and click “Log In”



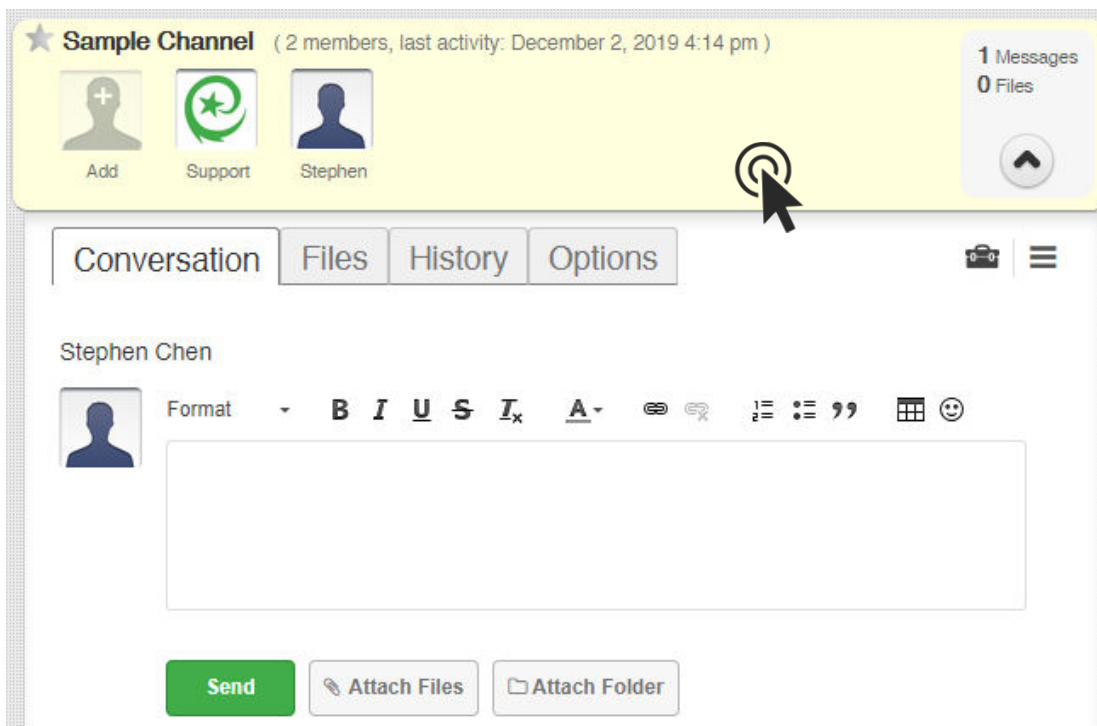
The screenshot shows a login form titled "Log in to your existing account". It contains two input fields: "Email Address:" and "Password:". Below the password field is a checkbox labeled "Remember me" which is checked, and a link "Forgot password?". Below these is a line of text: "By logging in you accept the [Terms of Service](#)." At the bottom right is a "Log in" button with a key icon. At the bottom left is a link "Or Log In With Google Apps" and at the bottom right is a link "Français".

If you've forgotten your password, click the “Forgot password?” link to reset your password.

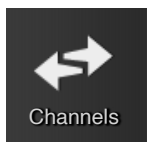
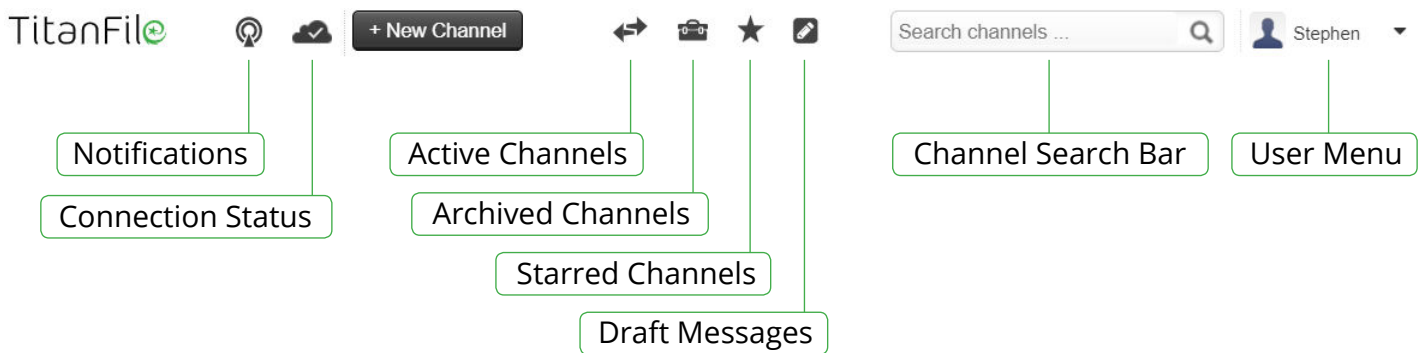
2 Getting familiar with the interface



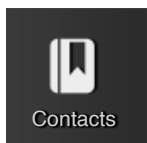
Clicking on a Channel will expand it.



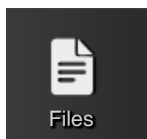
TitanFile



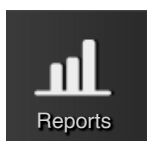
See a list of all your active channels.



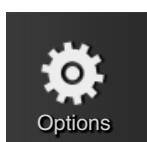
This is your contacts list. Contacts added to channels will be added here automatically. You can also add or remove contacts directly in this list.



This your files panel. All files or folders you upload to channels can be found here. You can also upload files directly in this panel.



This will generate a detailed report of all of your account activity.



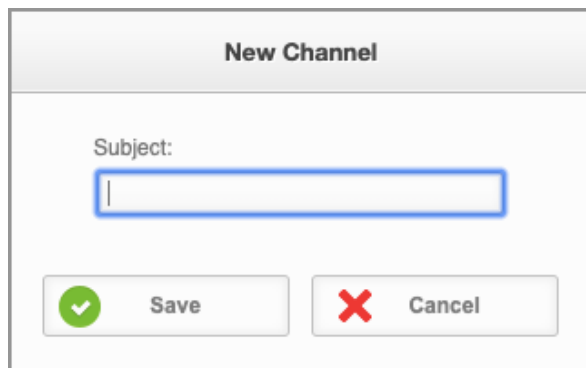
You can customize your profile and other settings here.


3 Sharing a file

It's super quick and easy to share confidential files with internal or external contacts. Here's how:

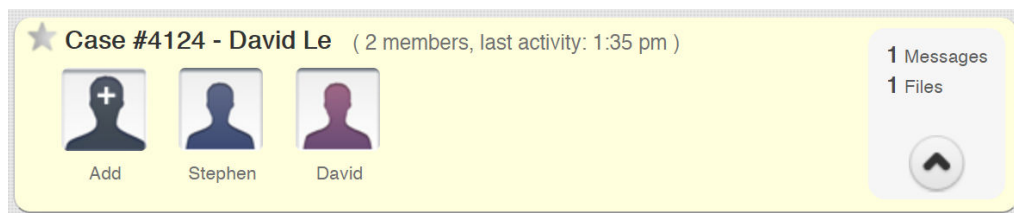
- 1 Click on the **+ New Channel** button to create a channel. Channels are like secure email threads. You use them to share confidential files and messages.

Create a subject line.

A dialog box titled "New Channel" with a "Subject:" label and a text input field. Below the input field are two buttons: "Save" with a green checkmark icon and "Cancel" with a red X icon.








- 2 Click  to add one or more contacts to the channel.


Contacts will show up in the channel's header.

A channel header for "Case #4124 - David Le" (2 members, last activity: 1:35 pm). It shows three contact icons: "Add" (with a plus sign), "Stephen", and "David". On the right, it displays "1 Messages" and "1 Files" with an upward arrow icon.

3 Click  to attach files to the channel.

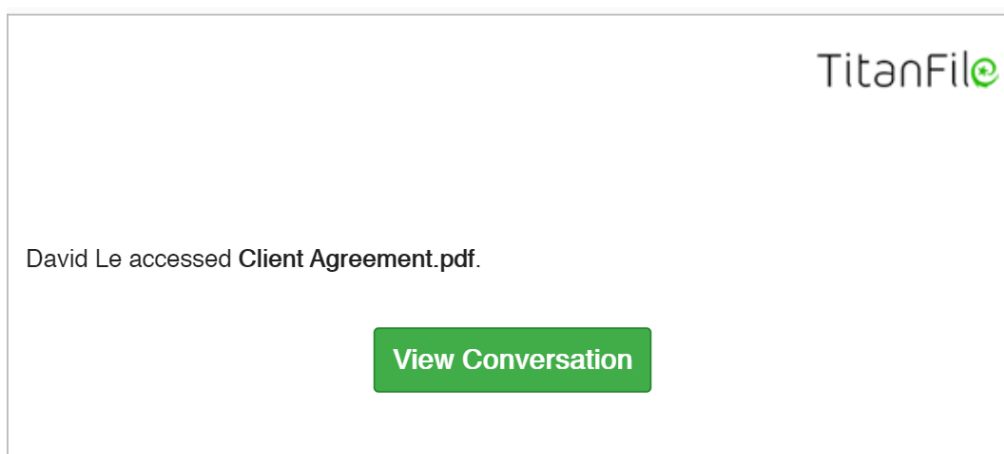
Add a message in the message box.

Format  **B** *I* U ~~S~~ *I*_x A     “ ”  

When you're happy with your message, click 

That's it! Your message is on its way to the channel's contacts. They'll receive an email notification indicating that you sent a file.

You'll receive an email notification when your contacts access the files you sent them or respond to your message.



For more information, please visit:

support.titanfile.com

www.titanfile.com

Support Hours:

Monday - Friday: 9:00AM - 6:00PM

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