



User manual v1.0

All functions explained clearly

Secure Password Share (SPS) is a user-centered web tool developed by [doubleSlash Net-Business GmbH](#) in Friedrichshafen on Lake Constance. It enables the secure and simple exchange of passwords and confidential information via one-time accessible links.

Support and feedback

If you have any problems or feedback on SPS, please contact the support team at info@secure-password-share.de. You can also use the menu item "Give us feedback" to provide us with your feedback.

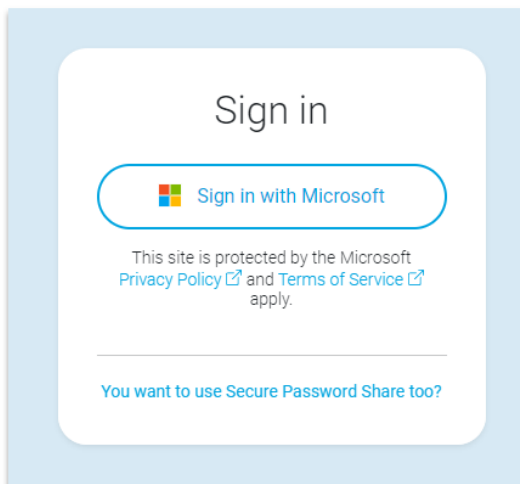
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1. First cuts

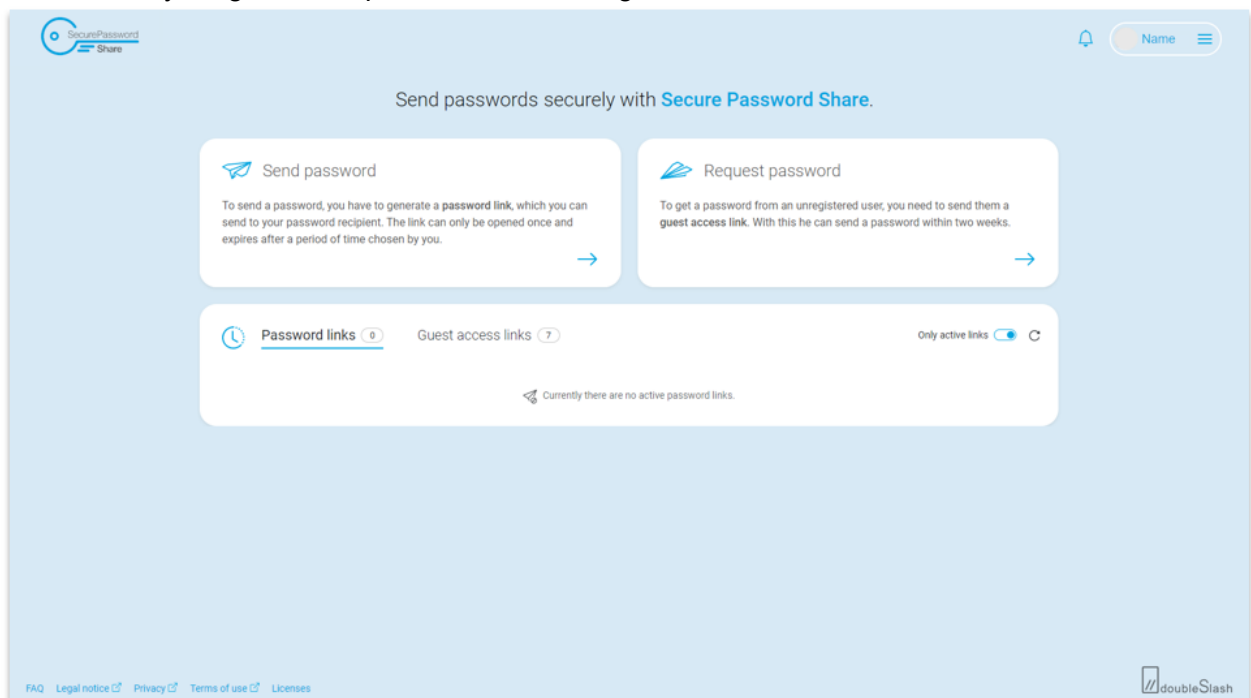
1.1. Registration with SPS

1. Visit the URL under which SPS can be accessed in your company. If you do not know this, you can obtain this information from your administrator.
2. Click on "Sign in to Microsoft".
3. Sign in with your Microsoft account.



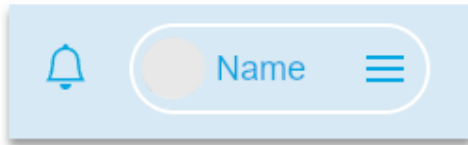
1.2. Overview of the dashboard

After logging in, you will find yourself on the SPS dashboard. Here you have a central overview of your generated password links and guest access links.



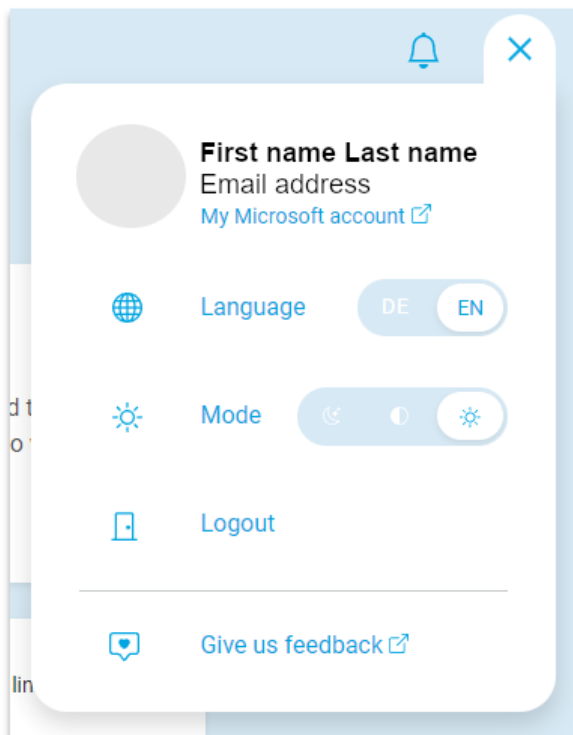
1.3. Notifications

There is a bell symbol on the right-hand side of the header. Notifications are displayed here.



1.4. User menu and settings

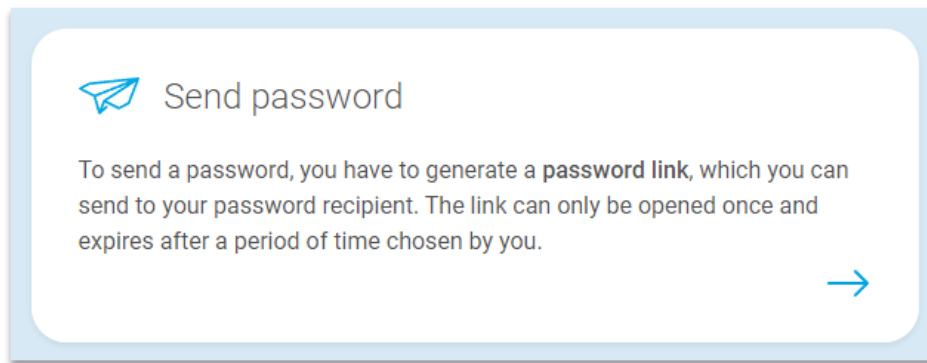
The user menu contains a direct link to manage your Microsoft account. You can also find the app settings or log out here. We welcome feedback via the "Give us feedback" section.



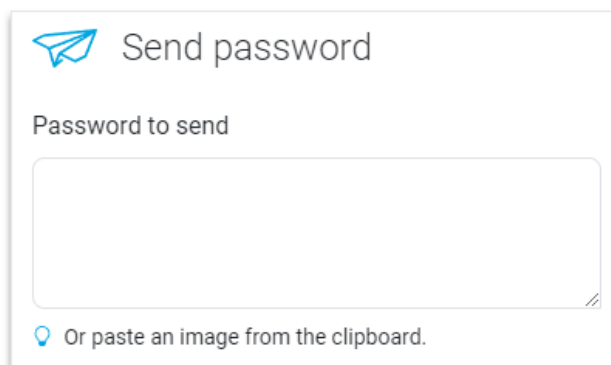
2. Send password

2.1. Generate password link

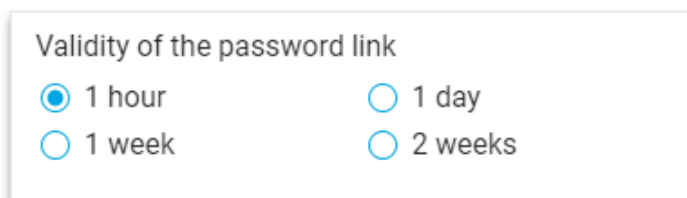
1. Click on "Send password".



2. Enter the password / information to be sent or insert an image (e.g. screenshot) via copy & paste.



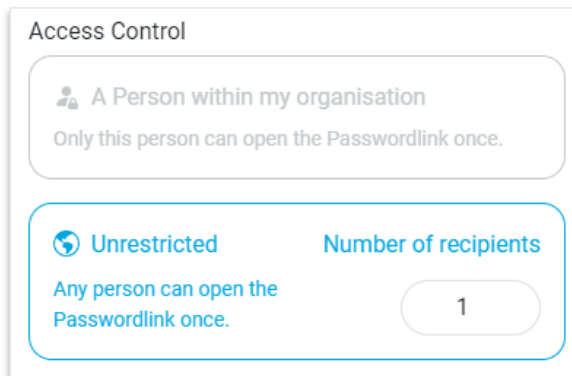
3. Select the validity period of the password link (default: 1 hour).




4. Define the access authorization:


4.1. A person within my organization: Search for and select the person who will receive the password link. Only this person can then open the password link.

4.2. Unrestricted (default): any person can then open the password link.



Access Control

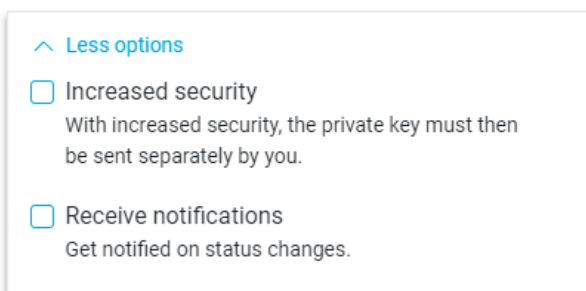
 A Person within my organisation
Only this person can open the Passwordlink once.


 Unrestricted Number of recipients
Any person can open the Passwordlink once.

5. More options:

5.1. Increased security: Select this option for particularly sensitive, confidential information. The private key required for decryption must then be sent separately by you to the recipient.

5.2. Receive notifications: If this option is activated, you will be notified when the password link is about to expire, has expired or if it has been used.

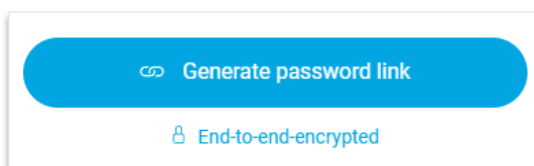



 Less options


Increased security
With increased security, the private key must then be sent separately by you.

Receive notifications
Get notified on status changes.

6. Click on "Generate password link".



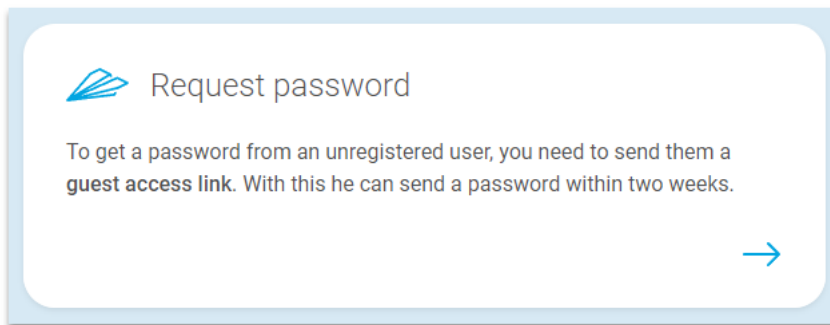
 Generate password link

 End-to-end-encrypted

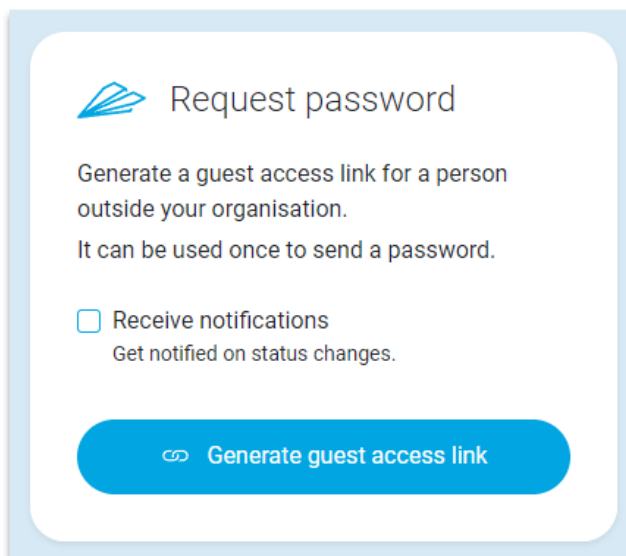
3. Request password

3.1. Generate guest access link

1. Click on "Request password".



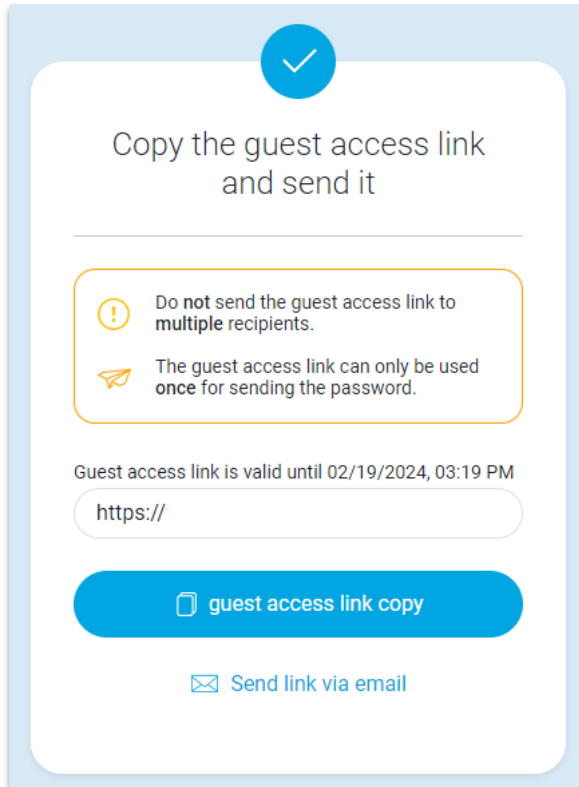
2. Receive notifications: If this option is activated, you will be notified if the guest access link is about to expire, has expired or if it has been used to generate a password link.



3. Click on "Generate guest access link".

3.2. Use guest access link

Share the guest access link so that a recipient outside your organization can generate a password link.



4. The dashboard

4.1. Overview of password links and guest access links

In the dashboard you will find a history of all generated links with the following information:

- Link ID: If you want to find out whether you have already sent the link in Outlook or MS Teams, for example, you can search for the link ID there.
- Generation time
- Content (password/text or image) - only for password links, not for guest access links
- Status

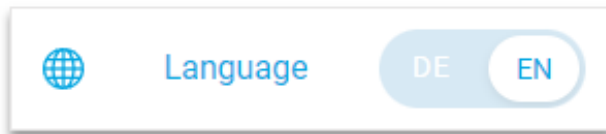


5. Settings

All settings are saved in your account across all devices.

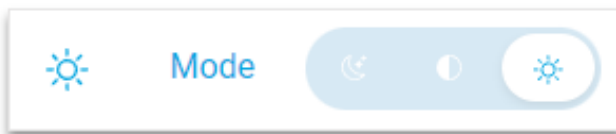
5.1. Language

Customize the language of Secure Password Share by choosing between German and English in the user menu.



5.2. Display mode

In the user menu, you can use the "Mode" to select whether SPS should be displayed dark, light or in the system settings of the respective operating system.



5.3. Progressive web app installation

Install SPS as a Progressive Webapp (PWA) on your Windows, Android and iOS devices for an optimized user experience.

6. Frequently asked questions (FAQs)

Information on frequently asked questions can be found at the bottom of SPS under the "FAQ" link.

[FAQ](#) [Legal notice](#) [Privacy](#) [Terms of use](#) [Licenses](#)

