

AGORA is a highly secure, compliance driven data protection platform. Encrypted Trust Rooms provide the ultimate vehicle for secure content sharing, secure collaboration, and productivity.

With AGORA you can communicate and collaborate over the Internet with your colleagues, partners and clients in a secure and confidential way. You can share documents, plan meetings, chat and even more, with the certainty that only persons designated by you can access the information.

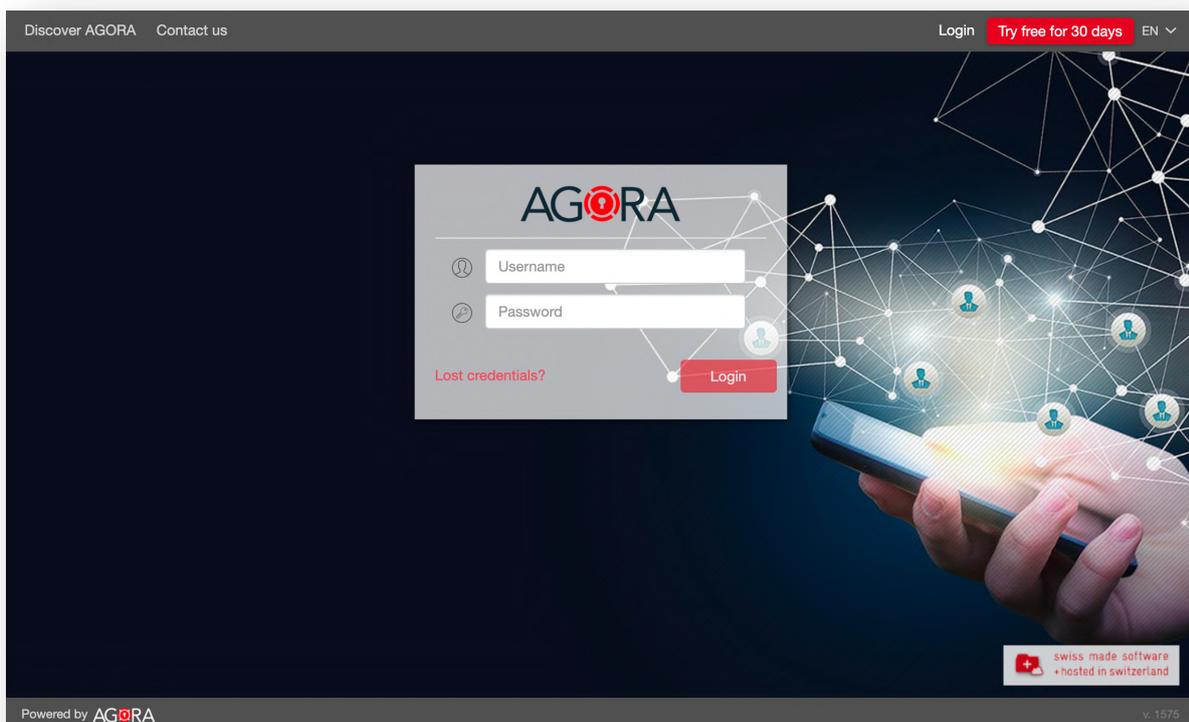
If you want to know more about AGORA, please visit: <https://www.agora-secureware.com>.

## Introduction

This short guide will help you to access your Trust Room, understand the structure of the platform and perform the principal tasks... all this in a secure way.

## Login

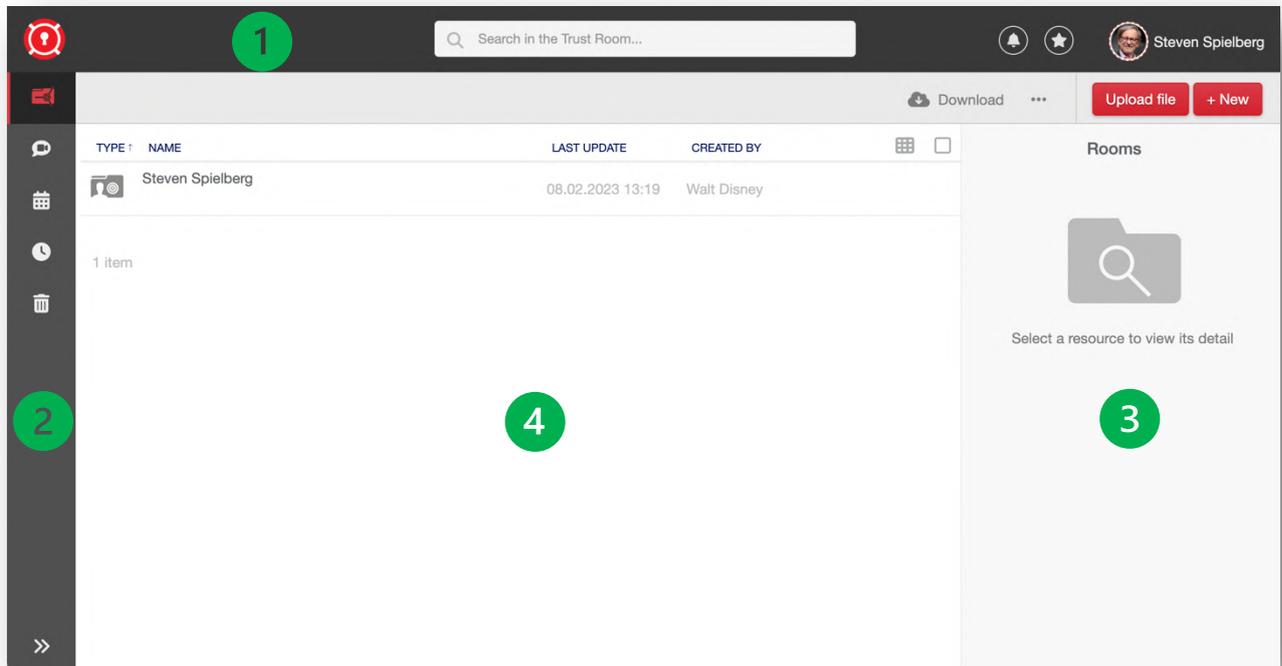
In order to access your Trust Room, go to the address <https://collaboration.agora-secureware.ch> and enter, in the login form, your username and password. In case your username is not an email address you are also asked to enter the name of your Trust Room.



If your account requires a two-factor authentication, you will be then asked to enter either a mobile TAN, sent to you by SMS, or a one-time password displayed on your mobile authentication App (like Google Authenticator, Duo, Authy or similar).

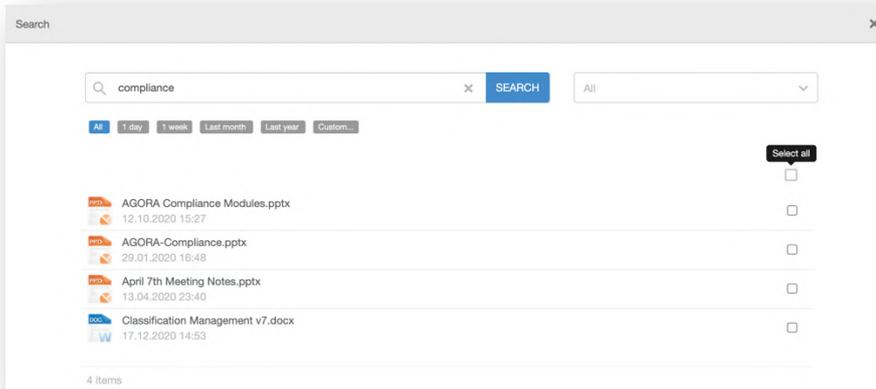
## User interface structure

The platform's user interface is structured as follows:



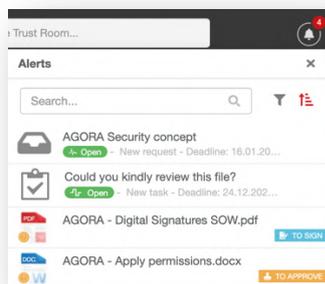
1 The **top bar**, which contains following elements:

**Search:** which allows you to look for any type of content inside your Trust Room





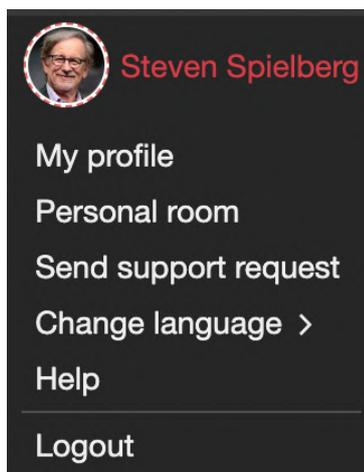
**Alerts:** this menu displays the list of what you are asked to: files to approve or sign, requests for documents, events invitations, tasks.



The list of resources marked as **Favorites**.

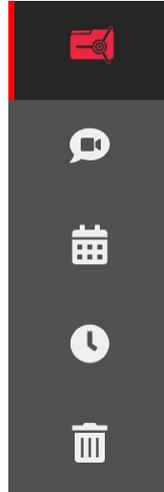
You can add resources to your favorites' list selecting "Add to favorites" from their "Actions" menu or simply clicking on the relative star inside the list view.

The **My profile** menu, where you can access your profile page, send a support request to your Trust Room manager, change the user interface language, consult the online help page, and also log out.

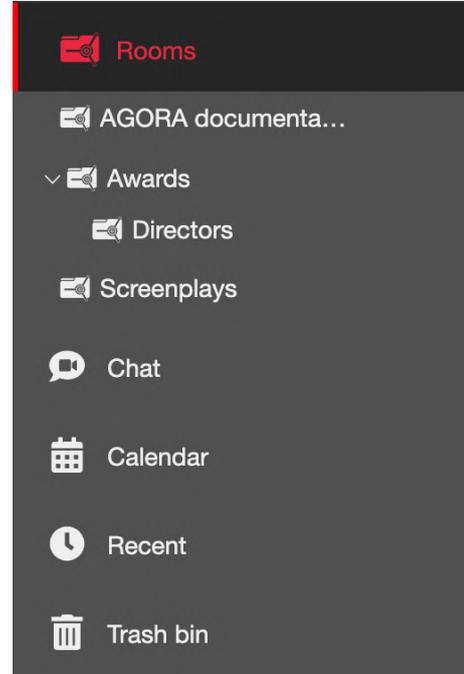


- 2 The **navigation bar**, where you can move between the different main sections of the application (the displayed options depend upon the configuration of your Trust Room and your permissions), and – once expanded – browse the tree structure of your rooms.

**Navigation collapsed**



**Navigation expanded**

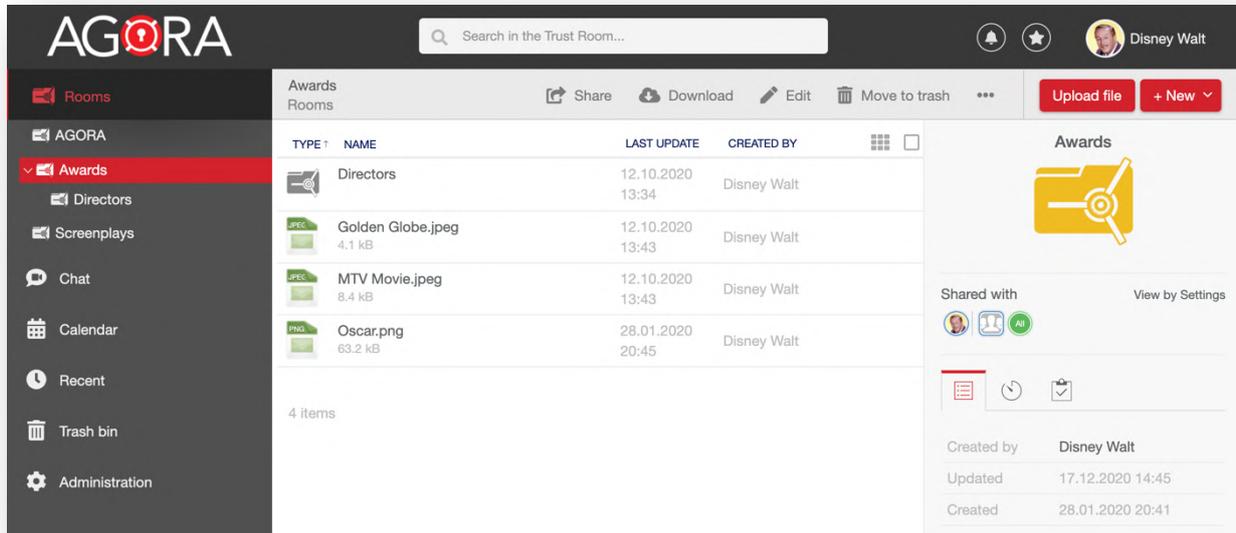


- 3 In the **detail bar**, on the right, are displayed the properties of the current resource (room, meeting, file, ...) and also the users allowed to access it. The resource's owners are even allowed to view immediately the permissions that the single users/groups have on it. If you select an element inside a room, you will see in this bar its detail (including the preview for files).

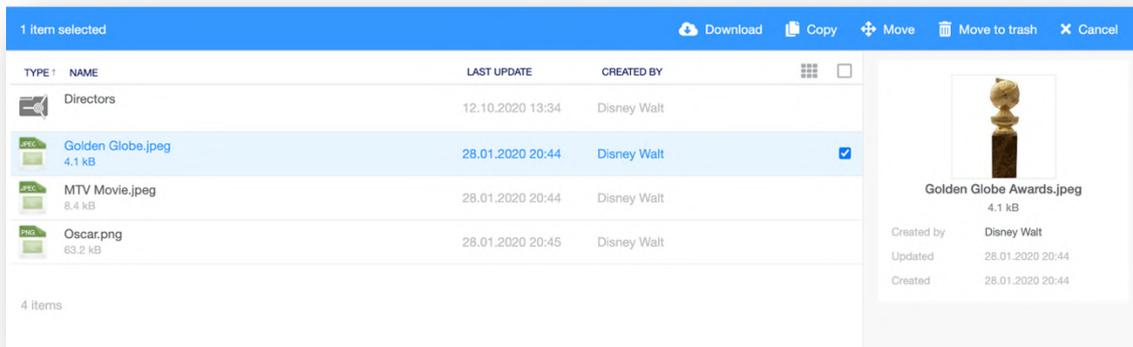
- 4 The **content**

## Rooms

Inside this page you can browse all the information (Rooms, files, meetings, events, discussions, ...) that were either shared with you or that you shared with others. You can drill down the rooms' hierarchy either clicking on the single list's elements or using the tree structure, displayed inside the navigation bar on the left.

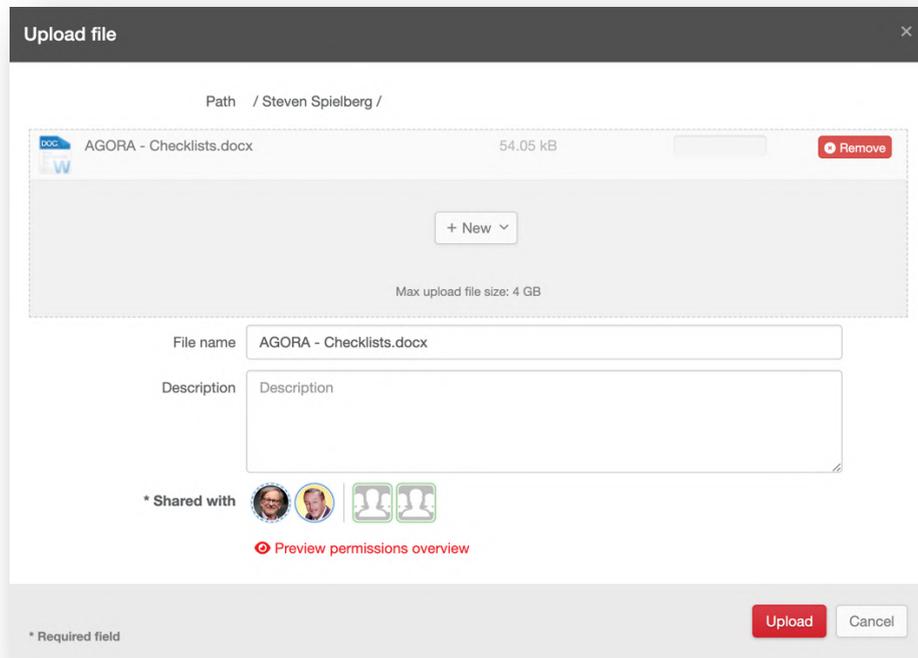


You are able to perform actions (like download, copy, move, delete) on multiple list's elements by performing a multiple selection, that can be done either by manually check the element's selection checkbox or holding Ctrl+Click (or Cmd+Click on Mac) and ranges with Shift+Click.



## Upload a file

To upload a file, go to a room, where you own at least a “Contributor” permission (otherwise you are not allowed to do it) and either drag and drop from your system the desired file(s) or click on the “Upload file” button, you will see on the top right-hand corner of the screen.

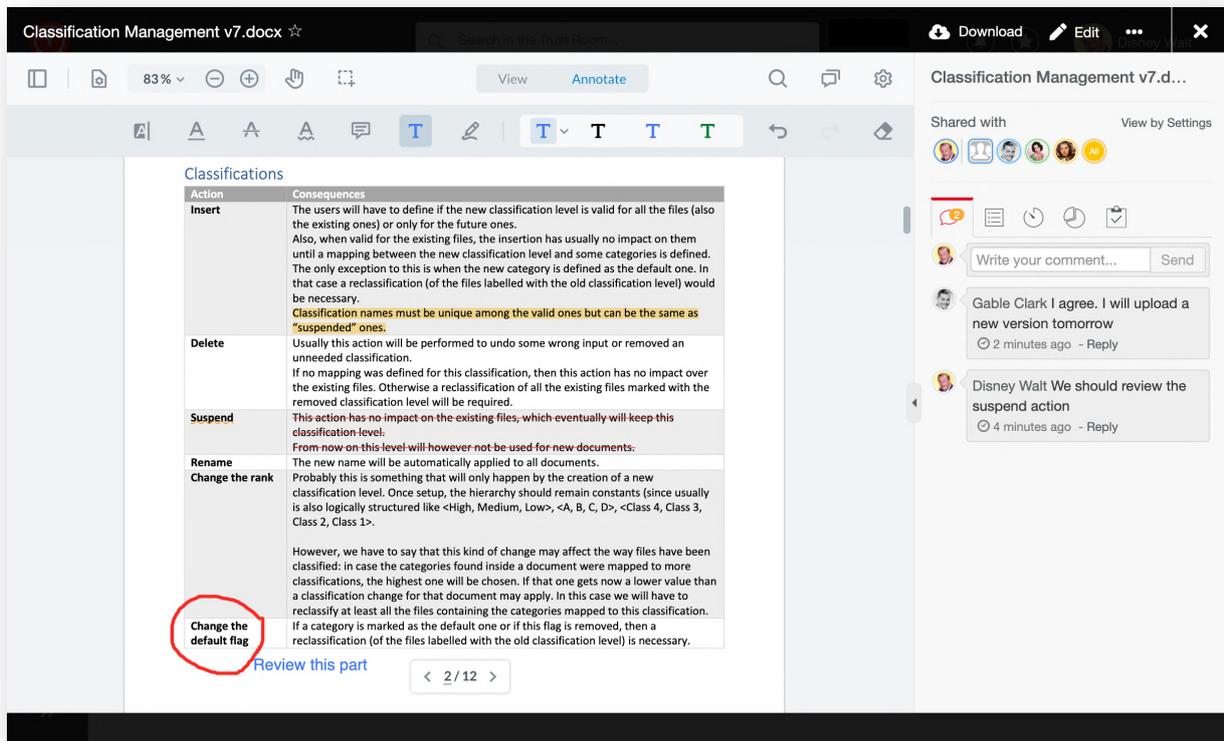


You can either upload a single file, entering an optional description, or select multiple documents or even folders that you would like to upload with their content.

## File

When you open a file inside AGORA you get a powerful document reader<sup>1</sup> that offers many collaboration possibilities:

1. Share comments on the document
2. Add private annotations (text highlight, underline, strikethrough, free hand, free text and comments)
3. Search inside the document
4. View document's version history
5. View access statistic (only for the owners of the document)
6. View the history of the file (only for the owners of the document)
7. Assign tasks for this file

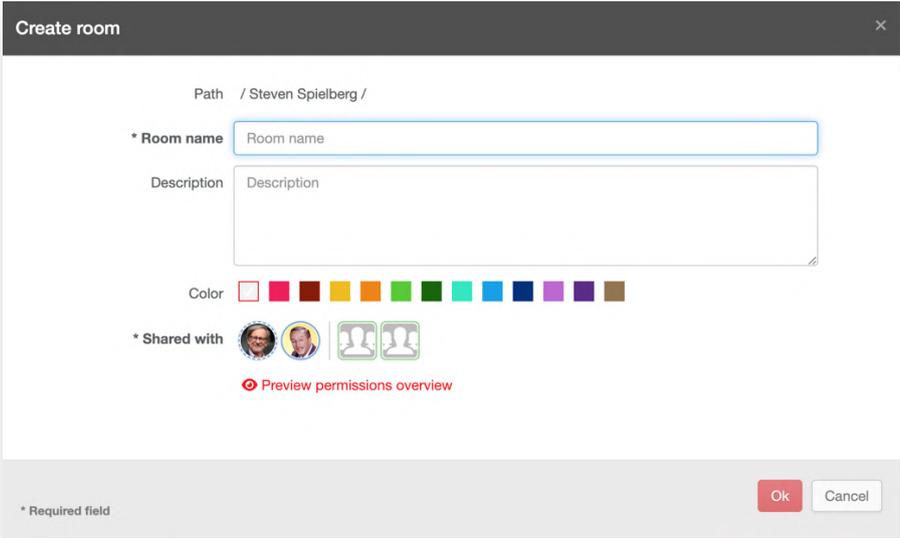


<sup>1</sup> The preview of a document is available for the following file formats: Microsoft Office documents (Word, Excel, PowerPoint), PDF, images, text documents

## Create a Room

A Room acts like a classical file folder but offers much more capabilities: in fact, you can store there not only files, but also sub-rooms (to better organize your data), notes, events, discussions and much more.

To create a new Room, select an existing Room, where you own at least a "Contributor" permission and click on the "New" button on the top right-hand corner and select "Room" from the drop-down menu. You can either simply enter the new room's name and confirm with "OK" or, similar to the file, define additional information.

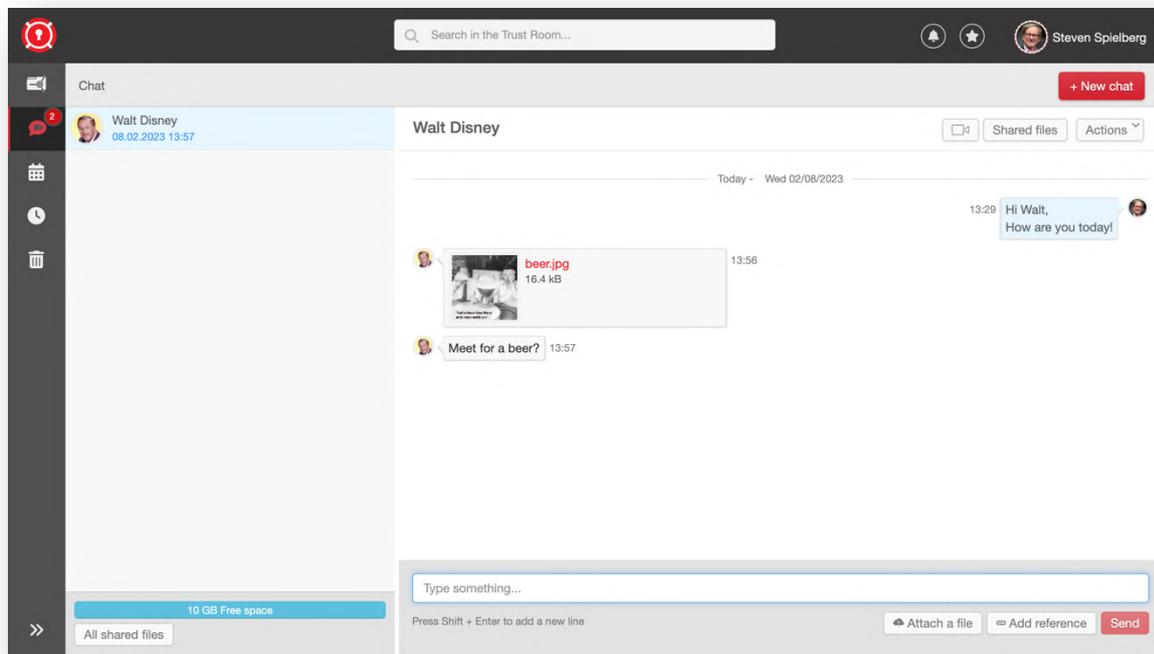


The screenshot shows a "Create room" dialog box with the following fields and options:

- Path:** / Steven Spielberg /
- \* Room name:** A text input field containing "Room name".
- Description:** A text area containing "Description".
- Color:** A row of 12 color swatches: white, red, dark red, yellow, orange, green, dark green, cyan, blue, dark blue, purple, and brown.
- \* Shared with:** Two profile icons and two generic user icons.
- Preview permissions overview:** A red link with a magnifying glass icon.
- Buttons:** "Ok" (red) and "Cancel" (grey).
- Footer:** "\* Required field" on the left.

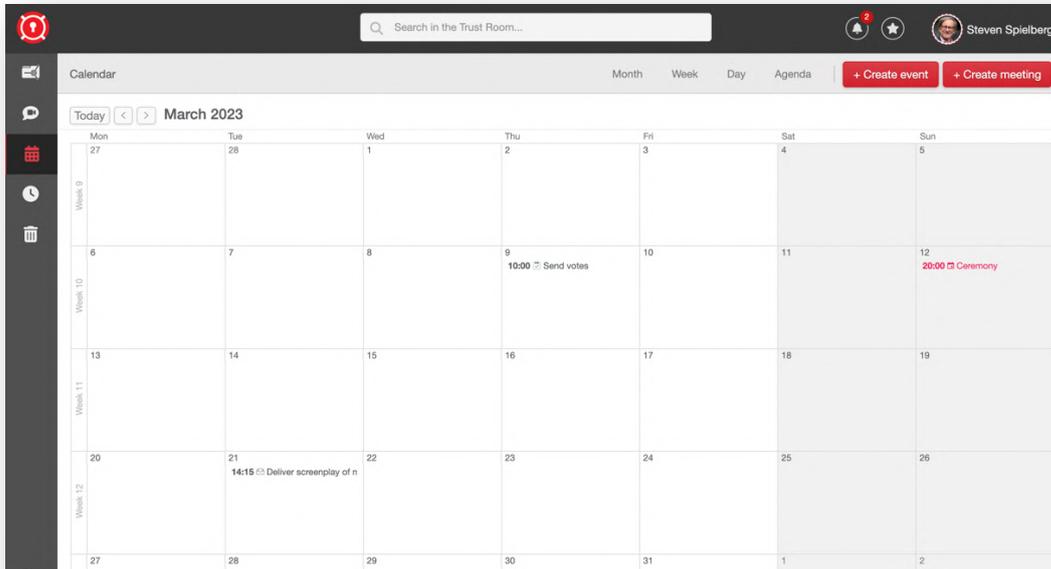
## Chat

The chat function allows you to have one-to-one and group' conversations with other users. Like similar chatting platforms, you can either send text messages, upload files, or add references to resources already shared inside the platform.



## Calendar

The calendar allows you to see (with different views) all the date-oriented resources (meetings and events, tasks and document requests with deadlines).



## Recent activities

Under Recent activities you can see the timeline of all recent contributions inside your Trust Room (uploaded documents, created resources, new versions, new comments, ...) and you have also a quick access the documents you have last opened.

