



How to share a bundle securely

You can share a bundle in the system via the **Secure Sharing** feature. This feature is helpful when you want to share a bundle with others who have not been invited directly to a case or do not have an account. Secure Sharing is a way to send the bundle to an email address and protect it with a code word.

1. To begin, access **Bundles** from the bundle tab on the **Case Home** page.
2. Select the **Download** button next to the bundle you want to share.
3. Select **Secure Sharing**.

Index	Name	Version Number	Timing	Update / Remove	Edit	Download	Redactions
01	Master Bundle	1	10 December 2021 07:21 PM <i>less than one minute</i>		Settings	Download	
02	Sub-Bundle 1	1	10 December 2021 07:21 PM <i>less than one minute</i>	Update Remove	Settings Sections	Download	Redaction Categories

4. Enter the email address.
5. For increased security, add a Code Word. Communicate this password separately through email or phone.
6. Select the **Securely Share FULL Bundle** button to send the bundle to the recipient.

The recipient will receive two emails, each with instructions and a link. When the recipient clicks both links, they will be given access to download the bundle. The recipient is granted a 72-hour window to access and download the bundle to their device. The 72-hour window starts from the moment the emails are sent. The links can only be used once; however, you can send a new email to the same user.