How to use your SecureVault

SenditCertified"		E	=		Q Search mail		~	?		P	€
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	New Email				From	Subject	Received		Actio	n	
:i				W	William Smith	test	09/20/2021 08:59:01 AM Asia/Karachi		:	Î.	
				w	William Smith	test	09/17/2021 04:47:45 PM Asia/Karachi		:	Î	
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				A	Robert Downey	RE: Test	09/09/2021 05:06:46 PM Asia/Karachi	e	:	Î	\geq

→ Log into your SenditCertified account and on the side menu click on the "Secure Vault" option.

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			O Se	ecure Vault		Total Vault Space : 5	5.00 GB		
	New Email		•			Used Space	Free Space 2.45 GB		2.55 GB
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€	Logout			Signed Docs		862.26 MB	08/31/2021 10:58:39 AM	Î	
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→ Once you are in secure vault page you can upload files(Max upload file size is 1GB), folders, create new folders, delete files and sort files (by name, type, size and date when uploaded).

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→ To upload files or folders first click on "**Upload**" button and then select "**File Upload**" or "**Folder Upload**" as per your requirement.

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				abmasud95_at_gmail_d	com_Article	Pdf	10.13 MB	09/16/2021	02:11:11 PM	±	0	Î

→ After clicking "File Upload" select file from local machine or Drag 'n' drop the file and then click on the "Upload" button.

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→ In the same way after clicking the "Folder Upload", select or Drag 'n' drop the folder from local machine and click on the "Upload" button.

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				408-Article Text-2	2147-1-10-201	Pdf	30.61 MB	09/14/2021 11:37:11 AM	<u>+</u> 0	Î
				abmasud95_at_g	mail_com_Article	Pdf	10.13 MB	09/16/2021 02:11:11 PM	<u>+</u> 0	Î

→ To create new folder first click on the "New Folder" button, a pop up is shown and enter folder name and then click on the "Create" button.

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→ To sort files based on file name, type, size or date click on the label name as shown above.