Main Administrator Guide

Synkzone Desktop and Web

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Synkzone

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Main Administrator Guide – Synkzone web

What is Synkzone?

Synkzone is a service for secure storage and sharing of files and information. Synkzone is built upon a solid foundation of strong encryption. All files are both stored as well as transported in an encrypted format, End to End encrypted. Accessible only by users given explicit access to the information.

Synkzone is a Zero Knowledge based service which means that you, and solely your organization has access to information stored in Synkzone.

In this guide we will run through the Set Up of a new organization but first some important definitions.

"Main Administrator": Each organization have One Main Administrator (MA). The MA is used for the initial Set Up of the Organizational Polices and to create other "Administrators".

IMPORTANT: When you as an organization log on to Synkzone for the first time and change Password, Synkzone turns blind and can no longer access your environment. The Password selected needs to be securely stored.

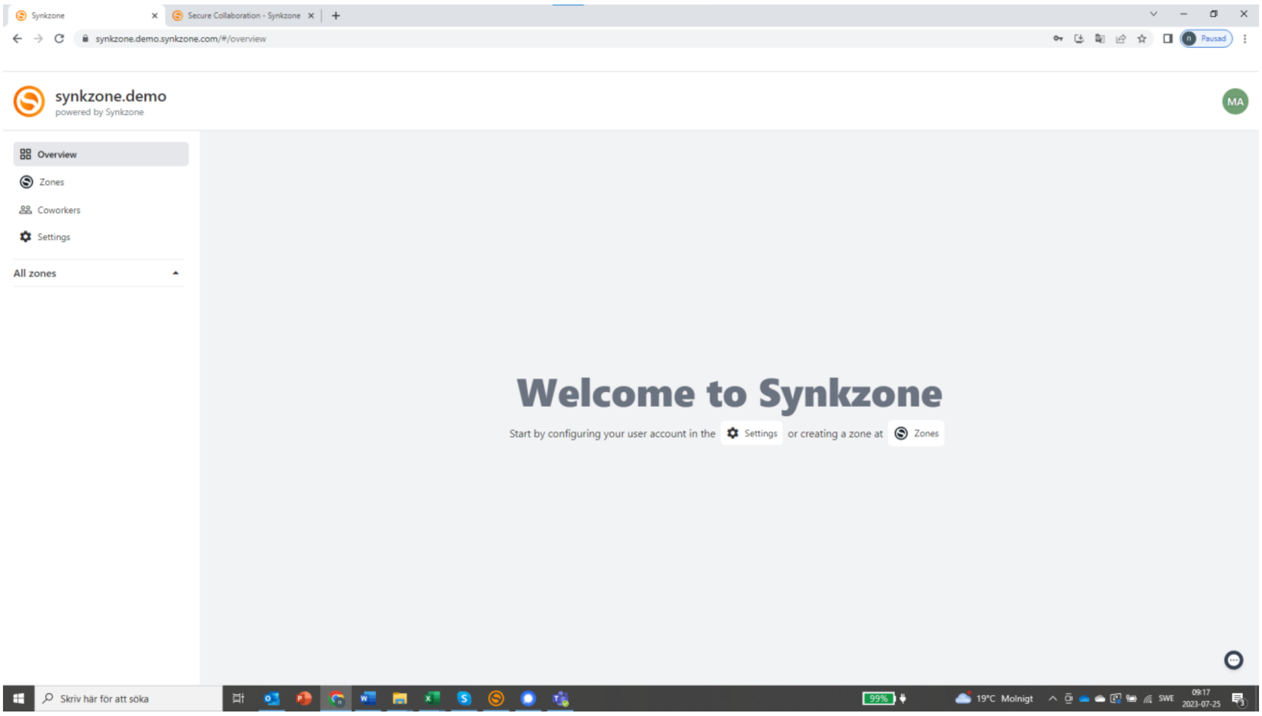
"Administrator": A user with the right to create Users and Zones within the system.

"Internal User": An Internal User is a user usually belongs to your organization. An internal user can be given access to Zones at different levels and can be given the role "Zone Manager"

"External User": An external user is a user that can be given access to a Zone. An External User can't be Zone Manager and can never permanently delete any information. Very often used for individuals outside my Organization.

"Zone" A zone is a secure place to work. In a zone you share information with trusted recipients. Only they and no one else have access to its encrypted content. A zone can be based around a project, a department, a customer, or a specific group of users.

1. Set Up

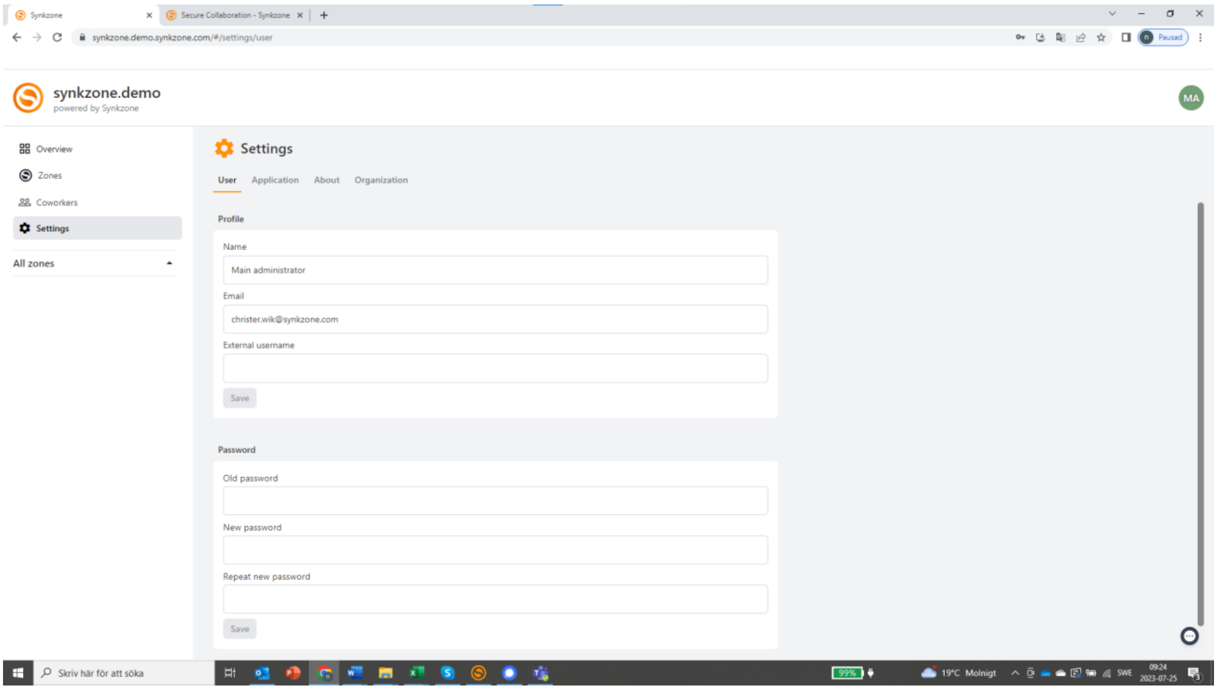


Welcome to Synkzone

Start by configuring your user account in the Settings or creating a zone at Zones

When first logging on to the system you will be prompted to Change your password. Do this and remember to store the new password in a secure way. Synkzone can't restore your password or your organization.

Press Settings



Profile

Name: Main administrator

Email: christer.wik@synkzone.com

External username:

Password

Old password:

New password:

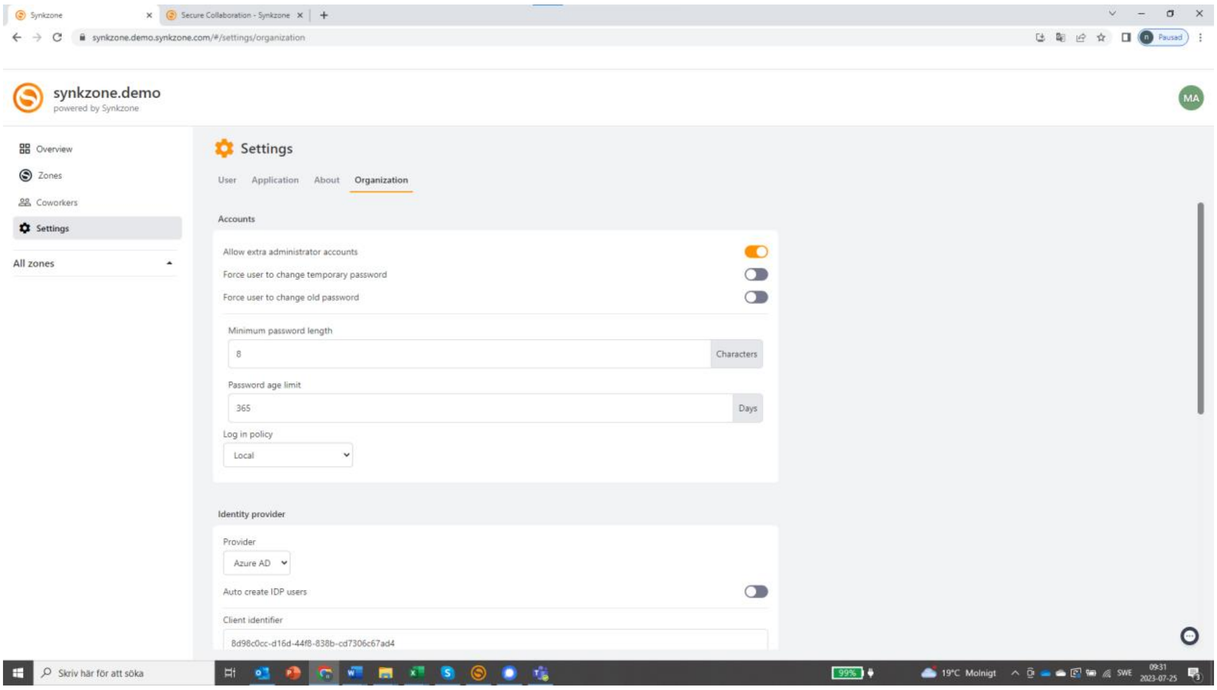
Repeat new password:

At this screen you will find the name and email of the appointed Main Administrator. You can change this if you would like someone else to take the role.

2. Organizational Settings

Select Organization

2.1 Accounts:



Accounts

Allow extra administrator accounts ●
Force user to change temporary password ○
Force user to change old password ○

Minimum password length: 8 Characters

Password age limit: 365 Days

Log in policy: Local

Identity provider

Provider: Azure AD

Auto create IDP users ○

Client identifier: 8d98c0cc-d16d-44f8-838b-cd7306c67ad4

2.1.1 Accounts

Select the rules for a password length and expiration. Also select to prompt and force users to change password when logging on or when a password expires.

- Minimum password length: The minimum number of characters in a valid password
- Password timeout: How long a new password is valid until it must be changed.
- Password reminder interval: How often a user should be reminded to change password if not enforced.
- Enforce change of expired passwords: Require that expired passwords are changed.
- Enforce change of new passwords: Require that new, assigned, passwords are changed.

2.1.2 Log ON Policy

At this section you will set the *Log On Policy* for your Organization. There are five (5) different options:

Policy	Primary Credentials	Secondary Credentials
Local	Password*	-
Client Verification	Password*	Emailed verification code when logging on first time on new client or with new password
Password always	Password	-
One Time Password	TOTP via Authenticator App	(Password**)
Two factor Authentication	Password and TOTP	-

** Unless locally saved, first time on the specific client, or if the password has changed*

*** First time on the specific client, or if the password has changed*

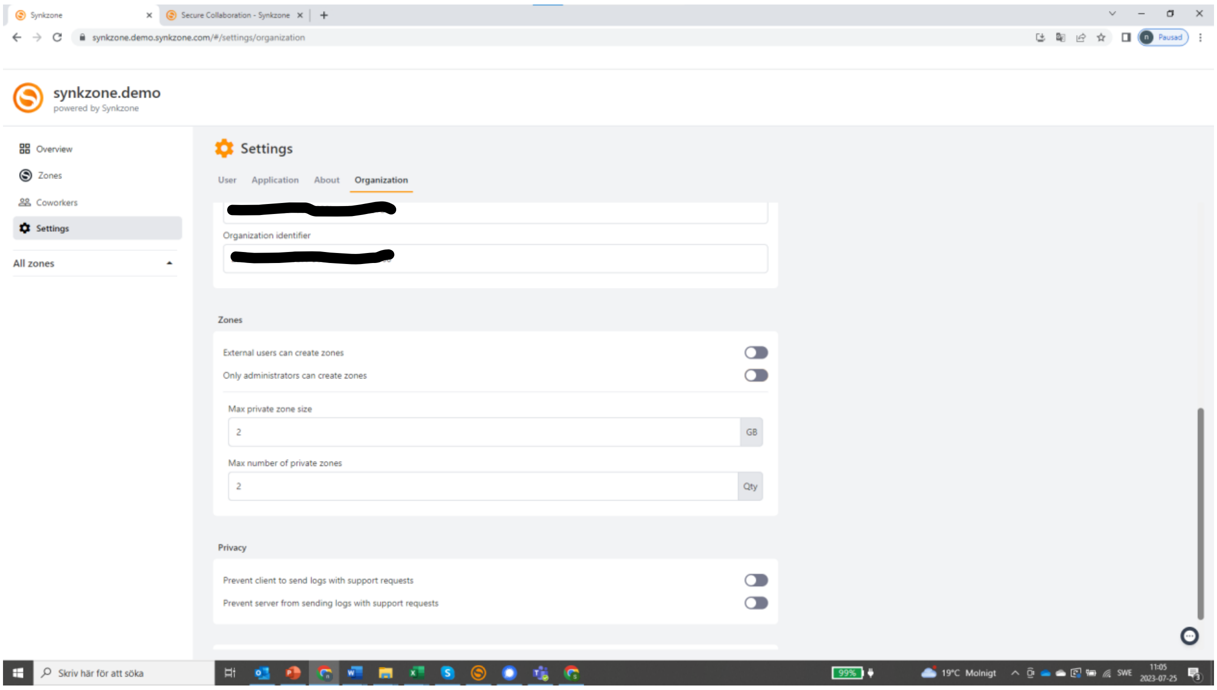
2.1.3 Identity Provider

There ate possibilities to connect Synkzone to different External Identity Providers. As a standard Microsoft and Azure AD is supported but more options are available or can be connected. Please contact Synkzone for more information.

2.1.4 Zones

A setting if Private Zones are allowed or not. If this is NOT allowed please check the box Administrator Only.

If allowed, enter the size of storage and number of zones.



[redacted]

Organization identifier

[redacted]

Zones

External users can create zones ○

Only administrators can create zones ○

Max private zone size: 2 GB

Max number of private zones: 2 Qty

Privacy

Prevent client to send logs with support requests ○

Prevent server from sending logs with support requests ○

2.1.5 Privacy

We do recommend these to be left unchecked. It allows Synkzone to when support is needed to collect necessary data to give technical support. Synkzone will never have access to any files, data or information stored in the system.

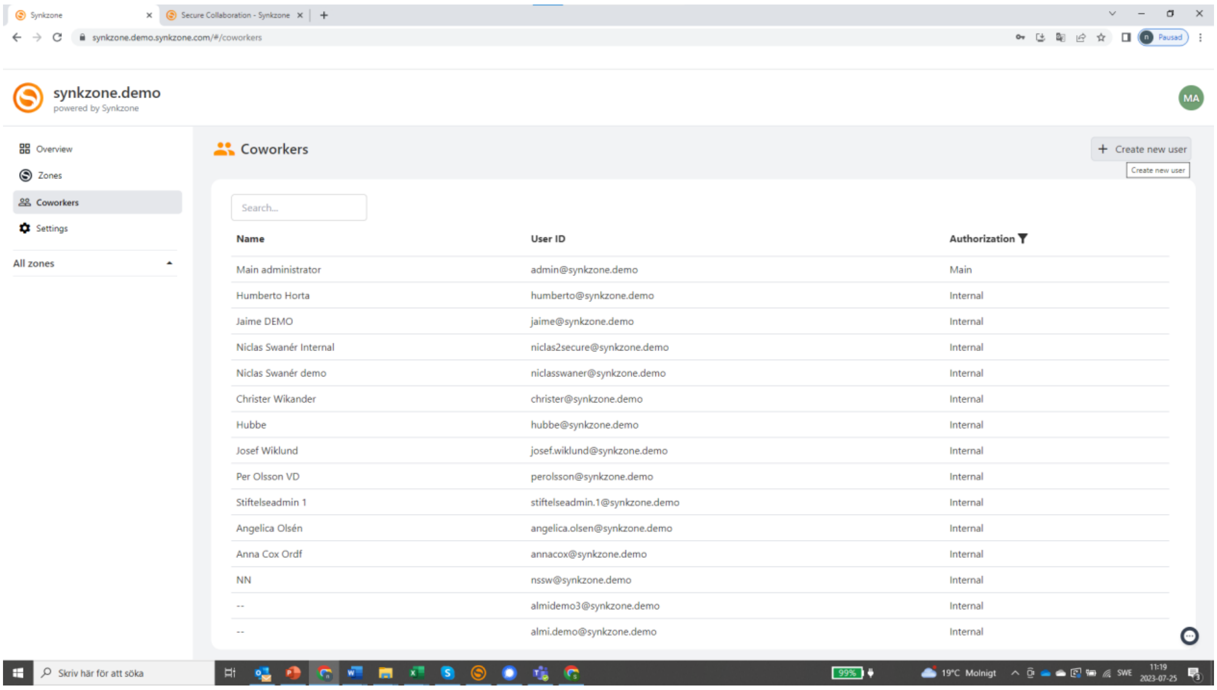
When all settings are done. Remember to Press Save.

2.2 Create a new Administrator Account

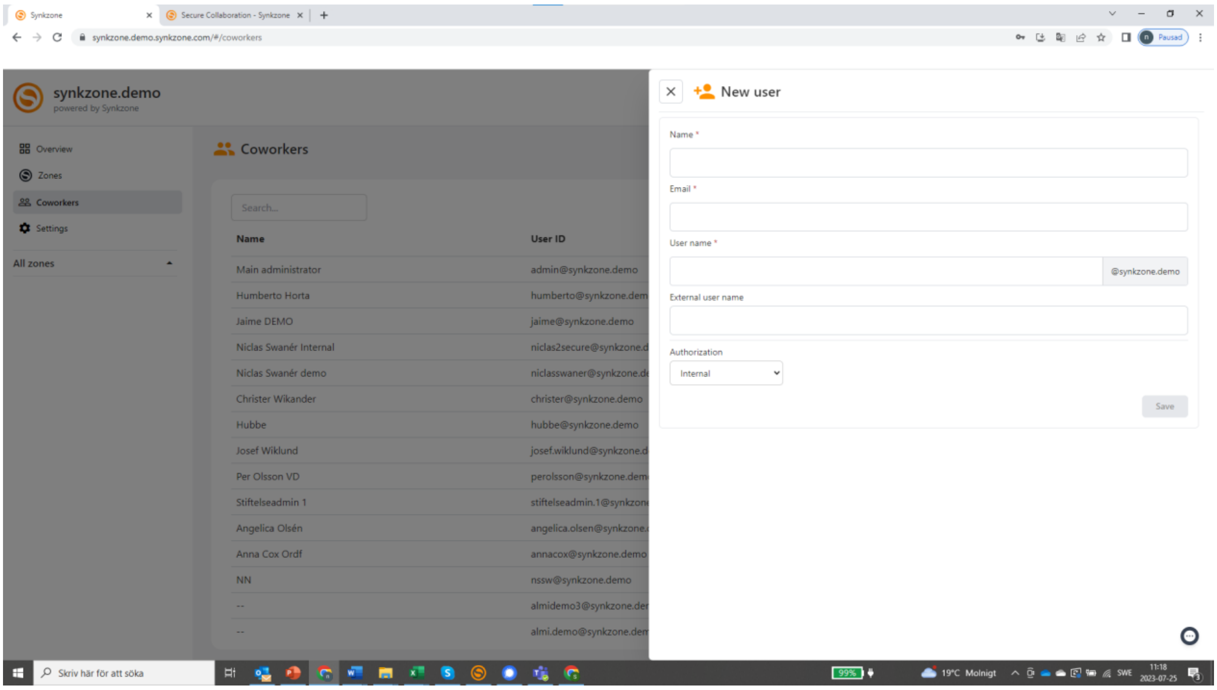
Synkzone recommends all organizations to Set Up at least one Administrator Account and avoid working from the Main Administrator Account for the daily usage.

The next step is to create an Administrator Account.

Click Coworkers and select Create New User



Name	User ID	Authorization
Main administrator	admin@synkzone.demo	Main
Humberto Horta	humberto@synkzone.demo	Internal
Jaime DEMO	jaime@synkzone.demo	Internal
Niclas Swanér Internal	niclas2secure@synkzone.demo	Internal
Niclas Swanér demo	niclasswaner@synkzone.demo	Internal
Christer Wikander	christer@synkzone.demo	Internal
Hubbe	hubbe@synkzone.demo	Internal
Josef Wiklund	josef.wiklund@synkzone.demo	Internal
Per Olsson VD	perolsson@synkzone.demo	Internal
Stiftelseadmin 1	stiftelseadmin.1@synkzone.demo	Internal
Angelica Olsén	angelica.olsen@synkzone.demo	Internal
Anna Cox Ordf	annacox@synkzone.demo	Internal
NN	nssw@synkzone.demo	Internal
--	almidemo3@synkzone.demo	Internal
--	almi.demo@synkzone.demo	Internal



Coworkers

Name	User ID
Main administrator	admin@synkzone.demo
Humberto Horta	humberto@synkzone.dem
Jaime DEMO	jaime@synkzone.demo
Niclas Swanér Internal	niclas2secure@synkzone.d
Niclas Swanér demo	niclasswaner@synkzone.de
Christer Wikander	christer@synkzone.demo
Hubbe	hubbe@synkzone.demo
Josef Wiklund	josef.wiklund@synkzone.d
Per Olsson VD	perolsson@synkzone.dem
Stiftelseadmin 1	stiftelseadmin.1@synkzon
Angelica Olsén	angelica.olsen@synkzone.
Anna Cox Ordf	annacox@synkzone.demo
NN	nssw@synkzone.demo
--	almidemo3@synkzone.der
--	almi.demo@synkzone.dem

New user

Name *

Email *

User name * @synkzone.demo

External user name

Authorization: Internal

Save

Fill out the fields, Synkzone will suggest a username based up on the Name of the individual.

In the Drop Down select Administrator. Press Save.

An email with information will now be sent to the new user. If you have chosen a Log ON Policy that requires OTP an email with the QR-code and instructions will also be sent.

You are now all set and can start to work securely by using Synkzone in your business.